**AGENDA**

**DEPARTMENT CHAIRS’ MEETING**

Monday, September 30, 2013 at 1:00 pm

Battle Mountain #4, Elko HTC #123, Ely #105, Pahrump #115, Winnemucca #110

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|  | AGENDA ITEM | PRESENTER |
| 1. | Approval of Meeting Notes | Pete Bagley |
| 2. | Student and Special Course Fee Policy and Procedures (handouts) | Sonja Sibert |
| 3. | Physical Presence on Campus | Pete Bagley |
| 4. | Sub-Committees   1. Department Chair Responsibilities Policy 2. Guidelines for Departments’ Interactions with Branch Campus and Satellite Center Directors Policy (handout) | No Report  Mary Swetich and Teresa Howell |
| 5. | Prioritization of Faculty Positions (handout) | Pete Bagley |
| 6. | Additional Items as Time Permits |  |

Next meeting is Monday, November 4 at 1:00 pm