**DEPARTMENT CHAIRS’ MEETING NOTES**

Thursday, November 1, 2012 at 1:00 p.m.

Battle Mountain #1, Elko HTC #123, Ely #118, Pahrump #120, Winnemucca #109

**Present:** Lisa Campbell, Angie de Braga, Mary Doucette, David Ellefsen, Patty Fox, Danny Gonzales, Robert Hannu, John Newman, Ed Nickel, Earl Owen, Tom Reagan, Mary Swetich, Glen Tenney, Lisa Frazier, Linda Uhlenkott, Amber Donnelli, Sarah Negrete, Ami Rogers

**Absent**: Diane Wrightman, Pete Bagley, Norm Cavanaugh Jessica Russell, Meachell Walsh, Mary Swetich

**Guests**: Mike McFarlane, Kris Miller, Carrie Bruno, Laurie Walsh, Tom Matula

**Host Account Expenditures**

1. State operating funds cannot be used to purchase promotional items used for recruiting. There are accounts available for use; however, these funds are very limited.

**Marketing**

1. GBC does have a Public Information Officer. The roll of this position is to provide general support. Chairs would like to review the job description of the Public Information Officer. A copy of the job description will be made available to chairs. The topic will be discussed at the next meeting if further explanations are warranted.
2. It is apparent that a marketing plan be created for the institution. A marketing committee has been formed to discuss current and future practices. Committee participants were acknowledged.
3. Departments and programs are looking for support to advertise courses and programs; requests aren’t always acknowledged.

**Standardized Off-Semester Scheduling** (from handout provided by VPAA)

1. Discussion Items
2. In the past, “late spring” (or “Spring Mini-term” ) classes have been defined as classes that enroll before June 15, and then more than 50% of the class is completed before the end of June. These have been counted as spring semester state-funded FTE.
3. New NSHE guidelines state that all state-funded spring enrolment must be completed by June 15.
4. Currently, there are no standard dates for scheduling late spring, summer, and winter break classes. Students find it confusing when different classes begin at different times. Classes are often scheduled for instructor convenience rather than for students.
5. It is proposed that GBC adopt standard dates for late spring, summer, and winter break classes, and that these schedules be cohesively advertised as such.
6. Currently the GBC calendar indicates a “Spring Alternate” schedule running from March 4 through May 20 (this is a 10-week term, not including spring break), and a “Spring Mini-term” running from May 21 through June 28 (nearly seven weeks).
7. Suggestions
8. Late Spring” session be defined as four-week classes beginning on a common day after the last day of spring finals week, and finishing before June 15. Students can take a maximum of 3 credits. This would be state-funded spring FTE. (Current year: May 20 – June 14)
9. “Summer” session be defined as six-week classes beginning on a common day after June 15. Students can take a maximum of 6 credits. These would be financially self-supporting in regard to instruction. (Current year: June 17 – July 26)
10. “Winter” session be defined as four-week classes starting on a common day after the end of fall finals week, and finishing before the beginning of the regular spring semester classes. Students can take a maximum of 3 credits. This would be state-funded spring FTE. (Current year: Dec 17 – Jan 11)
11. Continue with “Spring Alternate” and add “Fall Alternate”.
12. These sessions will be defined in advance, and most courses must conform to these dates.
13. There will be some exceptions, such as CTE classes on the 48-week schedule, which have unique starting and ending dates. Some short-term, full time classes such as CNA may also be excluded.

**Strategic Planning/Accreditation Update**

1. Northwest Commission on Colleges and Universities will be conducting a Year Seven Self-Evaluation on April 15, 16, and 17, 2013. The VPAA will be meeting with individuals, departments, and programs to provide information pertaining to the visit. The report will also be disbursed to faculty and staff for comments and suggestions, prior to submitting to NWCCU.
2. The VPAA reminded all departments and programs to review and make necessary updates to strategic plans. Accreditors will be assessing those plans.
3. Seven representatives from GBC will be attending the NWCCU peer evaluator training. Evaluators are nominated by GBC and selected by NWCCU based upon their expertise.

**Student and Faculty/Staff Surveys**

1. The IRE department is requesting faculty and staff to complete the employee satisfaction survey. The department also encourages faculty to remind students to complete the student satisfaction inventory survey. The results are pertinent to the success of the college. The information gathered can be used to address issues and to streamline practices.

**Shared GBC/TMCC Online Course List**

1. A proposed list of shared online courses between GBC and TMCC has been compiled. The process is still being discussed. Changes or additions to the list should be forwarded to the VPAA.

**Program Supervisors’ Update**

1. BSN – Courses for the BSN are offered all online. The nursing department is conducting a curricular review. Departments have been very helpful in providing information for the review. INT 301 will be eliminated from the program.
2. Online Associate Degrees – Departments are working towards offering degree programs online. To be successful all courses, including program requirements and general education courses, must be delivered in an online format for the degree to be considered as an online degree.
3. BAS – Admission is no longer based on committee assessment. Applicants are accepted into the program by submitting an application and then reviewed by the appropriate program supervisor.
4. Education –Revisions to the curriculum were implemented last year to include all endorsement areas to meet the 120 credit limit, where possible. All endorsement areas were reviewed. The math requirement was changed to strengthen stem areas. Also, an additional required course was added to the English as a Second Language endorsement. This year, the department will be focusing on marketing. Meetings with superintendents from the school districts are occurring. All changes were presented to the TED committee before implementation occurred. The TED committee has representation from all departments.
5. BAIS – A program review was completed last spring. The program was commended on several items. Recruiting and advisement were concerns mentioned in the review.

**Prioritization of Faculty Positions**

1. Currently, only the three positions on the prioritization list will be advertised. No other decisions have been made.

**Quality Matters**

1. All institutions within the system will be looking into raising standards for online and enhanced courses. Quality Matters is a national organization. Faculty must follow a process imposed by Quality Matters for a course to be certified. Lisa Frazier will continue to provide departments with the necessary information.