**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Monday, September 09, 2013 at 1:00 pm

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

**Present:** Pete Bagley, Lisa Campbell, Beth Clifton, Angie de Braga, Tami Gailey, Danny Gonzales, Robert Hannu, Teresa Howell, Cindy Hyslop, Karen Kimber, John Newman, Earl Owen, Tom Reagan, Ami Rogers, Gretchen Skivington, Mary Swetich, Glen Tenney, Eric Walsh, Meachell Walsh

**Absent:** Diane Wrightman

**Guests:** Scott Nielsen, Janice King, Terri Thompson, Stephen Theriault

**Approval of Meeting Notes**

1. Approved with one correction.

**Eight-week Alternate Schedule**

1. Chairs voted to approve the proposed eight-week alternate schedule with the exception of removing the two summer sessions. Each chair was tasked with discussing summer sessions with members of their departments. Reasons for removing the summer sessions from the proposed schedule were: 1. Students enrolled in the second session would not be eligible to receive financial aid, 2. A proposal was discussed to offer only one summer session, and 3. If only one summer session would be offered, how many weeks should the session be. The item will be presented as an action item at the next faculty senate meeting.
2. Financial Aid also expressed concern over the winter session dates. Scott Nielsen will provide more details concerning the rules and will provide chairs with an update. The item could be addressed again depending on the information provided.

**Degrees for International Students**

1. International students must be enrolled in 12 credits per semester and 9 of those credits must be taken in a live format. Departments were asked to provide Janice King with a list of degrees that fit the criteria.

**Physical Presence on Campus**

1. Much discussion occurred regarding the interpretation of the policy. Online teaching has changed the physical presence environment and the VPAA is asking for assistance with interpreting the language of the current policy. Chairs were asked to share the information with faculty in their respective areas. The item will be discussed at the next meeting.

**Volunteers for Sub-Committees**

1. Sub-committees were formed to review and address changes to the following polices.
2. Department Chair Responsibilities – Cindy, Hyslop, Pete Bagley, and Danny Gonzales
3. Guidelines for Departments’ Interactions with Branch Campus and Satellite Center Directors Policy – Mary Swetich and Teresa Howell

**Prioritization of Faculty Positions**

1. Chairs received approval to recruit for two tenure-track faculty positions. Chairs selected to recruit for English and Elementary Education faculty positions. These two positions are backfills due to retirement and resignation. The item will be taken to Faculty Senate for approval.
2. Discussions to update the overall faculty position prioritization list will continue at the next meeting.