**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Tuesday, January 14, 2014 at 1:00 pm

Battle Mountain #2, Elko HTC #121, Ely #118, Pahrump #115, Winnemucca #110

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

**Absent:** Danny Gonzales

**Guests:** Stephen Theriault, Mike McFarlane, Wendy Charlebois

**Approval of Meeting Notes**

1. Approved November 4, 2013
2. Approved December 2, 2013

**Spring 2014 Meeting Schedule**

1. Meetings for the spring semester are February 12, March 12, April 9, and April 30 at 2:30 pm. Room locations will be sent out once confirmed.

**Instructor-of-Record**

1. Occasionally, there are circumstances when an adjunct faculty has the capability to teach a class; however, doesn’t have the educational credentials to do so. In these particular cases, the adjunct faculty is listed as the instructor and then a full-time faculty is listed as the instructor-of-record. Currently, there are inconsistencies on how the instructors are listed in Peoplesoft and in the printed schedule. Chairs agreed that only the adjunct faculty actually teaching the course should be in the printed schedule and then both instructors will be noted within Peoplesoft.

**Long-term Schedule/INT Seminars**

1. The VPAA encouraged chairs to review the long-term schedule for accuracy. Departments should make sure the schedule includes the necessary courses required for program completion. Program supervisors should also be reviewing the schedule for correctness. It is important to not over schedule.

**Block Scheduling**

1. Departments were asked to plan courses using the eight-week, summer, and winter block schedules. Departments were asked to carefully evaluate the impact of courses that are considered dynamically dated. These types of courses add additional workload to SIS Operations, Student Accounts, and Financial Aid.
2. The CTE department will be approached to possibly consider offering more consistent schedules throughout their programs.

**Boxcarring Online Courses**

1. The VPAA requested online courses, by instructor, be scheduled with higher enrollment caps and should be raised in increments of 30. Course management can be determined at a later date using groups in WebCampus.
2. Instructors will receive the number of workload units based upon student enrollment when workload is determined each semester.

**Dual Credit**

1. Favorable discussions have occurred between GBC and the Elko County School District concerning dual credit courses. The ECSD is very interested in expanding the course list. Departments were encouraged to work with the VPAA to identify courses that would pair well together; one course to be offered in the fall and the second during the spring semesters. GBC has been partnering with Pershing County by offering ENG 101 and PSY 101 in the fall semester and ENG 102 and SOC 101 in the spring semester.
2. The intent is to translate the offerings throughout the GBC service area by offering live sections to seniors.
3. Tech prep are courses, high schools offer, that receive college credit once enrolled at GBC. Dual credit are courses, the college offers, which receive both high school and college credit. Normally, high schools pay tuition, lab fees, and text book costs for students enrolled in dual credit courses.

**Budget Update**

1. Chairs were asked to continue to look for efficiencies and maximize class sizes. A guideline to follow is to have 10 students enrolled for a class to run. Departments should get with the VPAA or respective dean to seek approval for courses that have low enrollment.
2. Some positions were eliminated and notices of non-reappointment were distributed. Specific questions should be directed to the VPAA and he will answer as thoroughly as possible.
3. Departments can expect state funded operating budgets to be cut by 25% for the next fiscal year.

**Additional Items**

1. The seat time (35 hours) policy will be presented at the next president’s council meeting.
2. John Rice will be occupying the theater instructor position in a half-time capacity beginning spring 2014. Dr. Rice is a tenured faculty member and as an administrator has the option to go back into a teaching position. He will continue his role as the Executive Director of the GBC Foundation. This particular decision saved a position from being cut.

**Department Chair Responsibilities**

1. Will be discussed at the next meeting.