

**Great Basin College**  
**FACULTY SENATE 2021-2022**  
**Friday, February 18, 2022**  
**9:00am**

**DRAFT MINUTES**

1. **Roll Call**
2. **Present Voting Representatives: Madison Arbillaga; Alex Kiehn; Jessica Lynch; Tami Potter; Jinho Jung; Daniel Bergey; Dave Sexton; Jason Brick; Ryan Hathaway; Jennifer Stieger; Emily Bailey; Lynette Macfarlan; Nicholas Cooley; Stephen Theriault (Proxy Brandy Nielsen); Michael Whitehead;**
3. **Absent Voting Representatives: Eric Walsh; Justine Stout; Norm Whittaker; Tim Beasley; Diane Wrightman**
4. **Other Members Present: Kevin Seipp (Chair); Donald Jones (Secretary); Mardell Dorsa; Eleanor O'Donnell; John Rice; Dean Straight; Brittney Maynard; Kim Noah; Laura Debenham; Xu Duming; Sidnie Creamer; Jamie Wilkerson; Brian Zeiszler; Michelle Husbands; Brian Danwoski; Glen Tenney; Susanne Bentley; Michelle Beecher; Angie de Braga; Laurie Walsh; Di Li**
5. **Others Present: President Helens; Vice President Rivera; Bret Murphy; Kelli Baker**
6. **Call to Order – 9:06 am**
7. **Updates from President Helens – Verbal Report**

President Helens reported that she is in favor of supporting the 1% increase for faculty.
8. **Update from Vice President of BA, Sonja Sibert – No Report**

Chair Seipp reported that Vice President Sibert will not be able to attend this semester. He will update with any information.
9. **Updates from Vice President of AA/SA, Jake Hinton-Rivera – Verbal Report**

Vice President Rivera hopes reported enrollment is down 6.8% and in the interim we are working on late start classes that start March 28<sup>th</sup>. The focus on faculty and staff is to make sure we have best practices summer and fall enrollment. If you have any strategies or ideas on increasing enrollment, let your center or Deans know. Courtney Rohleder has been hired as a Student Recruiter for the south and working on finding a northern recruiter.

Live outdoor graduation in Elko on May 21<sup>st</sup>. Pahrump's will be May 14<sup>th</sup>, and Ely's will be May 18<sup>th</sup>.

April 6<sup>th</sup> is the Northern Nevada Diversity Summit which will address work/study/life/family balances and care. It is free and if you have any information you would like to report, let me know.
10. **Senate Chair Report – Verbal Report**

Chair Seipp reported that the mask mandate has been lifted by the Governor. No items on Board of Regents meeting related to COVID. Sessions for the NSHE Strategic Plan will be held on March 24 and March 16<sup>th</sup>. An email will be forthcoming with information.
11. **Approval of December 17, 2021 Minutes - For Possible Action**

**A Motion to approve the December 17, 2021, minutes was made by Daniel Bergey, seconded by Stephen Theriault, motion passed unanimously.**

**12. Standing Committee Reports:**

- a. Academic Standards & Assessment..... **No Report**
- b. Bylaws..... **No Report**
- c. Compensation & Benefits..... **Written/Verbal Report**  
Comp and Benefits - Three informational items were brought forth last spring, all related to Workload Policy. Removal of telecourses, they are no longer offered; a written workload policy for oversight of student teaching, which has already been implemented; and a written workload policy to compensate substitute instructors, which has already been implemented.  
Discussion took place about what role does the Faculty Senate has if they have been implemented by Administration.
- d. Curriculum Review..... **Written Report**
- e. Instructional Technology..... **No Report**
- f. Gen Ed Committee..... **Written Report**
- g. Personnel..... **Written Report**
- h. Strategic Planning, ad hoc..... **No Report**

**13. Unfinished Business - Information Only None.**

**14. New Business:**

Suggestion to add to the next agenda for discussion on shared governance between faculty and administration.

Bret Murphy gave an update on the new Bachelor of Engineering Technology program. It will go to the Board of Regents for approval in June.

**15. Information Items:**

- a. Chancellor Rose Complaint – Investigation Complete  
Investigation into the Complaint has been completed by a third party. Not sufficient evidence for the allegations. The Board of Regents voted to reinstate Chair and Vice-Chair after they had stepped down.
- b. Performance Pay Pool – 1% pool  
No funding for this. Possibility of position's being eliminated.
- c. Instructional Tech Committee.  
Chair Seipp stated this committee was fought for and someone needs to step up or the committee will be dismissed. this committee was fought for several members fought for it please step up or we will dismiss this.

**16. Announcements:**

- a. Board of Regents Special Meeting – February 17, 2022.  
Chair Seipp reported the only item on the agenda was to reinstate the Chair and Vice-Chair. Ethics code may have been violated at the meeting.

**17. Good of the Order:**

Lynette Macfarlan reported there will be a Bounty Food Drive on April 15<sup>th</sup> from 10-2 in the parking lot by the Theater. Contact Laurie Walsh if you would like to participate.

**18. Adjournment..... Action**

Dave Sexton motioned to adjourn at 10:00 a.m.

**ByLaws Committee  
March Report**

Kevin Seipp (co-chair), Laurie Walsh (co-chair), Justine Stount, and John Rice

Committee reviewed a possible addition to the ByLaws that details process for mandate policies (Item 1). The committee unanimously approved moving the proposed addition to Senate Mar 9, 2022 via email.

**Item 1: CONSIDERATION**

The first item to be considered will be forwarded as an ACTION item at the April FS meeting. The item would be added to the ByLaws Section 2.3 Organization.

Justification: The addition provides a process for policies/items originating with Administration that have been implemented without FS input.

The bolded and italicized text under number 4 is the text for the addition.

**Section 2.3 Organization**

**B. Faculty Senate**

1. The senate is formed in accordance with NSHE and GBC Bylaws and is a fundamental in embracing and adhering to the philosophies of academic freedom, faculty welfare, and share governance as detailed above. The senate also seeks to fulfill the mission of GBC and its commitment to higher education. The senate is a recommending body only.
2. A primary function of the senate rests in its involvement with the formation, revision, and implementation of policies/procedures, plans, guidelines and other documents and practices that relate to faculty and the function of GBC. These tasks often are the responsibility of committees. The senate chair may coordinate with LC and faculty to identify potential goals and activities for committees. The senate chair will then present potential goals for each committee at senate. Through the process of debate and consultation, the senate, through simple vote, will decide on the goals of committees. The senate has the authority to reject potential tasks if that body deems the workload as too significant or if other parties are better suited to performing the task.
3. Best practices related to academic freedom, faculty welfare, and shared governance are founded in discussion, consideration, and debate between all parties, but in this case primarily among and between faculty and senior administration. Policies/procedures, plans, guidelines, and other documents that originate in, and are recommended by, senate are vetted by LC and other interested parties at the discretion of the president. LC may adopt, request changes, or not adopt an item originating in senate. The senate has the authority to reject LC requests for changes. An item can thus be adopted by LC that is not recommended by senate.
4. Items originating outside the senate that affect faculty in terms of academic freedom, faculty welfare, and other matters should be vetted through the senate. The senate may request consultation and/or revision of documents and/or practices that impact faculty as detailed in NSHE code and these bylaws. The president retains the right to reject such a request.

*Upon the rare occasion when a policy is mandated and implemented by administration without senate consideration, administration will present those policies, along with justification for acting without Senate recommendation to the Faculty Senate Chair.*

*The Chair will provide the senate with the mandated policy information. The senate will consider the policy as an information item. The chair will ask for a "Sense of the Senate" as a means of recording senate opinion into the record.*

## **Item 2: INFORMATION ONLY**

On Nov 19 FS unanimously approved changes to Bylaws in regard to the process for forming Subcommittees:

In order for this to be consistent with the approved process 7.1 D:

*Subcommittees* may be formed by the standing committee chair with the approval of the committee. Subcommittees are temporary bodies tasked with a specific purpose and time-period. The standing committee chair will inform the senate of the proposed subcommittee, its task, time-period, and membership.

This addition slightly changes to duties of the FS chair to exclude subcommittee chairs.

### Section 5.2.5 Duties of Officers

Under chair duties

5a original statement: Assign Senate Committee Chairs in consultation with other faculty and current and/or former Senate Officers in order to identify appropriate leadership.

CHANGE 5a to state: Assign Senate **Standing and Ad hoc** Committee Chairs in consultation with other faculty and current and/or former Senate Officers in order to identify appropriate leadership.

## 03/15/22: Compensation & Benefits Written Report

The C & B members met Friday 3/11/22 via Zoom to discuss the following questions/comments/recommendations forward to the committee regarding the proposed Substitute Teaching Policy.

1. How often are substitutes needed?

**C & B Response: To date there has been 3 incidents: Fall 2019; Fall 2020; Fall 2021**

Comment: I think at least one of the instances you cited was not a substitution, but a replacement of a faculty member who was terminated. That is a much different scenario than substituting. This distinction is another reason a policy does not serve us well.

2. Does this happen often enough to warrant a policy?

**C & B Response: Yes, it has happened and the committee members think a written policy is necessary. It is a starting point.**

3. Comment: today's meeting it was mentioned that this had happened "a couple of times." We need to determine if a policy is truly warranted, or will it be more efficient to simply have faculty and administration work out substitute teaching on a case-by-case basis? Can you ask the administration to provide us with the data that shows us this is a chronic problem that needs to be addressed with new policy?

**C & B response: Ask the administration to be present at the next Faculty Senate Meeting (3/18/22) to address these concerns**

4. Comment: I am worried about the language that says... "All other applicable sections of the workload policy will apply...". It might be difficult, for instance, for a substitute to complete end of the year tasks in time... there needs to be a little concession. We need to be careful about including that language, because as was pointed out in Senate today, there are many variables involved in serving as a substitute. The policy as written puts additional burdens on someone volunteering to help out in an emergency. For instance, it might be difficult or impossible for a faculty member to complete all of the end of year responsibilities (grading, assessments, assessment plans, additional work in the evaluation process, etc.) for a class they have volunteered to take over in an emergency. If a substitute misses those deadlines, there is no assurance they would not be reprimanded. That would simply be unfair to anyone volunteering to help out in an emergency.
5. Comment: It occurs to me that if there is a new policy for substitute teaching, there must also be a provision for it in our evaluation process.

**C & B response: Currently, it is not known if there is a specific Faculty Senate committee established to review the evaluation process. Is there a current committee that oversees the evaluation process or should Faculty Senate revisit this?**

6. Comment: Kevin told us the administration would revisit the policy next year. His suggestion that the new policy include a phrase stating that the policy will be revisited next year tells me it's not ready for implementation now.

C & B response: It's a starting point and will be an ongoing process and reassessed periodically by the C & B committee

Comment: This may be more aligned with the future discussion of Shared Governance the Senate will begin in March, but how do we handle policy mandates? We really don't have a role in the process. So, do we actually approve them? Do we acknowledge that the policy was mandated and not developed within the shared governance model? Will discussed

7. Recommendation: ... here is a revision that would satisfy my concerns about "All other applicable areas of the work-load policy will apply..."
  - "SUPPORT WILL BE PROVIDED TO FACULTY TO ENSURE THAT all other applicable sections of the work-load policy CAN apply..."
8. Comment: This could be in the form of extensions to deadlines or additional administrative help. Other instances could apply. It gives faculty a little relief and provides the quantifiable accountability the administration would probably like.
9. Comment: I would also add that there should be some incentive for faculty to engage in substitute teaching. So, any formula that pays substitute faculty on a per diem or weekly basis should also include a meaningful bonus (let's say \$1,000 or the equivalent of 1 credit of overload-\$750... but ask for the \$1K first!) for stepping up to help. % of the time between the 2 faculty

Action Item: To remove the verbiage "Telecourse" from the Workload Policy 5.21

### **Telecourses**

A telecourse is one whose delivery is by audiotape, videotape, CD, CD-ROM, or DVD – typically without regular interaction between students and instructor or between a student and other students. A telecourse will have a section number with the letter "T" in the second place that indicates its status. A telecourse receives 0.05 workload units for each student enrolled, times the number of credits for the course.

Tabled items – Informational Only

### **Substitute Instruction Policy**

If a full-time or part-time instructor takes over instruction of a full term (16-week) or late starting (8-week) course during a semester for a period of 2 weeks or over, the substitute instructor will be paid the appropriate rate for the class prorated by the number of weeks taught. For a course shorter than an 8-weeks it will be calculated by the percentage of days taught over the entire course, minimum of 5 consecutive instruction days.

If the full-time faculty member, who is not able to teach the class is in overload, the overload payment will be adjusted for the percentage of class time missed in relation to the amount paid to a substitute instructor.

### **Oversight of Student Teaching**

If a student teacher is hired by the school district as a long-term substitute due to the excess workload created for the supervising faculty, 1.5 WU will be received for each instead of 1.0 WU

### 3(A) i. Oversight of Student Teaching

For student teaching where students are enrolled in a 14-credit section, faculty will receive 1.0 workload unit for each student being evaluated. If a student teacher is hired by the school district as a long-term substitute due to the excess workload created for the supervising faculty, 1.5 WU will be received for each instead of 1.0 WU. If the supervising faculty is required to travel 50 miles or more each way, 1.5 WU will be awarded per student instead of 1.0 WU.

Hello Kevin,

The Curriculum Review Committee met during February and recommended the following:

1. New Course
  - CIT280
2. New Program
  - Engineering Tech BAS:
3. Change Existing Course
  - NURS 437- Prerequisite changed from completion of NURS420 and acceptance into the RN-BSN program to instructor permission required.
  - NURS429 –Prerequisite changed to align with the fast-track RN-BSN program. The prerequisite will be changed from completion of NURS420 and acceptance into the RN-BSN program to completion of NURS326 and acceptance into the RN-BSN program.
  - NURS443 - Prerequisite changed to align with the fast-track RN-BSN program. The prerequisite will be changed from completion of NURS436 and acceptance into the RN-BSN program to completion or in process of taking of NURS326 and acceptance into the RN-BSN program.
  - NURS258 – One clinical credit added from NURS280
  - NURS159 – The name is changing in order to have more appropriate wording.
  - NURS273 - One theory credit added from NURS280
1. Inactivate/Reactivate Course
  - Inactivate NURS280 –Credits to be redistributed in order to meet the needs of our RN program to align with the NextGen NCLEX (test required for licensure).
2. Change Existing Program
  - AAS Nursing Inactivating NURS280 and redistributing the theory credit to NURS273, and the clinical credit to NURS258.

## General Education Committee Meeting Notes:

March 7, 2022 at 1PM

The committee met via BlueJeans:

Present: Laurie Walsh, Brandy Nielsen, John Rice, Ethan Hawkley, Jason Brick, Nick Cooley, Krishna Subedi, Denise Padilla, Ryan Hathaway, and Mary Doucette

Laurie Walsh distributed a mock-up of a form faculty could use to remove a course from the general education grid. The form is simple to use, however, curricular review may already have a form, the committee has been tasked with reviewing the form. The highlight of the new form is it provides a narrative as to “why” the course is being removed and after a thorough check ensuring the course is not a program requirement.

Ryan Hathaway mentioned how convenient it would be if we could use the OnBase system for these forms as a tracking mechanism already exists within the OnBase platform. Dean Doucette emailed Vice-President Sibert to inquire if we could and unfortunately the system may only be used for student services.

A policy needs to be developed on the process of requesting a substitution/waiver for a gen ed course and in the cases of a reverse transfer. For instance, who should initiate the request, what department does the course fall under as the department is the expert in that study and at what point is the general education committee consulted. Due to time constraints, the general education committee chair should begin this process and policy next academic year.

The Personnel Committee met March 1<sup>st</sup> and discussed updates for the tenure and sabbatical policies as well as updates for the sabbatical application form. As of the last executive committee the changes have not been reviewed and approved by the committee, but will be coming forward this semester.