**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

**Friday, November 7, 2014**

**Battle Mountain #1, Elko GTA #128, Ely #118, Pahrump #122, Winnemucca #108**

**Present:** Frank Daniels, Angie de Braga, Gary Hanington, Robert Hannu, Cindy Hyslop, Tami Mette, Tom Reagan, Steven Scilacci, Glen Tenney, Meachell Walsh, Ping Wang, Eric Walsh, , Mary Swetich , Lisa Frazier

**Absent:** Wendy Charlebois (Proxy), Gretchen Skivington (Proxy), Carrie Bruno, Diane Wrightman, Lisa Campbell, Karen Kimber, Ami Rogers

**Guests:** Sonja Sibert, Tom Matula, Laurie Walsh, Susanne Bentley, Pete Bagley, Michelle Phay, Dori Andrepont

**Approval of Meeting Notes**

1. Approved October 3, 2014 meeting notes.

**Introduction to the New Online Smartthinking Tutoring**

1. Smartthinking is an online tutoring program that will supplement current practices used by the Academic Success Center throughout the GBC service area. Students will have live, on-demand tutoring services 24 hours a day, 7 days per weeks relating to a wide range of subjects. Students also have the ability to schedule individualized tutoring appointments. Students can access the tutoring system through WebCampus. Three training sessions for tutors, students, and faculty have all been scheduled and are available to centers using interactive video.

**Peoplesoft Class Add/Change/Cancel Program and New Process**

1. Effective October 17, 2014 Elko support staff were granted year round access to Peoplesoft. One of the most positive effects of this change is departments have the ability to make immediate changes to classes, serving departments and students much more efficiently.
2. The online add/change/cancel program is the only way to track changes. It is even more critical now that chairs review and respond to notifications. This process must stay in place for auditing purposes and if proper procedures are not followed then access will be revoked.
3. Michelle Phay and Dori Andrepont, along with SIS Operations, were acknowledged for the hard work and commitment that went into making this project happen.

**Report and Recommendations of the NSHE Part-Time Instructor Task Force**

1. Regulation changes to PEPB and the Affordable Care Act have forced GBC to limit the number of credits an adjunct faculty can teach to six credits per semester. Tutoring, field study, clinical, and computer lab aide hours will be combined with the teaching load. Departments were encouraged to review teaching loads for adjunct faculty and make necessary changes. Regulations are still being defined and there may be more changes in the future. The changes in hours/credits will also impact part-time instructors teaching at multiple schools within NSHE. Instructors are eligible to teach six credits per semester, including summer term, as long as dates no not overlap. This change will be effective spring 2015.
2. An NSHE task force was formed to review items concerning part-time instructors. The committee met four times over the past year and GBC’s representative was Margaret Heaton. The committee determined several items of importance:
3. Per-credit targets for part-time instructors are appropriate and no recommendations were made. GBC currently pays $800 per credit which is 78.7% of the target rate.
4. Recommend policy change to allow part-time instructors to utilize grand-in-aid at any NSHE institution. Part-time instructors are eligible to receive grant-in-aid for credit classes up the number of credit hours the instructor has taught the previous or current semester and cannot exceed six credits per semester.
5. Institutions will be required to establish written standards for credentials required and must have written procedures for selecting instructors. Currently, GBC is working on moving the hiring process to Consensus and a general job description is in development. Departments’ involvement will be requested for this project.
6. The adjunct faculty committee is requesting approval to change the adjunct faculty name/title to part-time instructors. Reasons for the request are to be consistent within the NSHE system, the term adjunct faculty is referred to collective bargaining within NSHE and Board of Regents’ policies and procedures, and according to NSHE policy adjunct faculty do not receive compensation for duties performed.

**Teaching Faculty Evaluation Update**

1. The new process will possibly require a faculty member to obtain a satisfactory rating before being considered for commendable or excellent. Documentation and a narrative describing weight justifications and additional activities to receive meritorious status will be included in the process. The format will be moved to Excel rather than the online program that is currently being utilized. Comments and suggestions should be directed to Stephanie Davis.

**Prioritization of Faculty Positions**

1. Cindy Hyslop met with the VPAA and was informed that the prioritization of positions process was not properly followed. Chair Hyslop indicated that are there only two positions that will be funded for the next year; not three as previously voted on. The funding for the two positions comes from vacancies in the Computer Technologies and Business departments and are FTE generating positions. It is possible for funding to be moved from one area of instruction to another. Chairs were asked to reconsider the three positions prioritized because funding is only available for two positions. The library will be provide justification for the reference librarian position and then an email vote will occur to determine the top two positions. Results of the vote will be presented to Faculty Senate and then to President’s Council if approved.