

**Great Basin College  
FACULTY SENATE 2022-2023  
Friday, April 21, 2023  
9:00 am**

*Elko –GTA 130; Ely – GBC 118; Pahrump- PVC 122; Winnemucca – GBC 123/124.*

**To Join Zoom Meeting  
Contact Kevin Seipp for Zoom Information**

**AGENDA**

1. Roll Call
2. Call to Order
3. Updates from President Helens –
4. Updates from Vice President of AA/SA, Jake Hinton-Rivera –
5. Senate Chair Report – Verbal Report
6. Approval of March 17, 2023, minutes - For Possible Action
7. Standing Committee Reports:
  - a. Academic Standards & Assessment..... Written Report
    - i. Report – Information Only
  - b. Bylaws..... Written/ Verbal Report
    - i. Proposed Bylaws Committee Changes – For Possible Action
  - c. Compensation & Benefits.....Written Report
    - i. Report – Information Only
  - d. Curriculum Review..... Written Report
    - i. Report – Information Only
  - e. Instructional Technology.....Written Report
    - i. Report – Information Only
  - f. General Education Committee.....Written Report
    - i. Report – Information Only
  - g. Personnel.....Written/ Verbal Report
    - i. Proposed Personnel Committee Changes – For Possible Action
  - h. Strategic Planning, ad hoc..... No Report
8. Unfinished Business:
  - i. Nominations for Vice Chair – For Possible Action
9. New Business:
10. Information Items (5 minute time limit):
  - i. Accreditation Visit Information - Mary Doucette
  - ii. Committee Selection Survey

11. **Announcements:**

12. **Good of the Order:**

13. **Adjournment.....Action**

**Great Basin College**  
**FACULTY SENATE 2022-2023**  
**Friday, April 21, 2023**  
**9:00 am**

**DRAFT MINUTES**

1. **Roll Call:**  
**Samuel Lackey, Dean Straight, Thomas Bruns (Proxy Matt Nichols), Duncan Morris, Veronica Nelson, Di Li (Proxy Madison Arbillaga), Jamie Wilkerson, Karrie Barrett, Eric Walsh, Ping Wang, Daniel Bergey, Konstantinos Travlos, Jason Brick, Ryan Hathaway, Kimberly Noah, Tim Beasley, Staci Warnert (Proxy Brian Dankowski)**

**Absent Voting Representatives: Glen Tenney, Tami Potter, Meachell Walsh**

**Other members present: Kevin Seipp (Chair), Dave Sexton (Vice-Chair), Nick Cooley, Erica Salazar, Laurie Walsh, Mark Solis, Deanna Hamilton, Laura Debenham, Donald Jones, Jonathan Foster, Ethan Hawkley, Steven Hrdlicka, Kristin Heaty, Yvonne Naungayan, Dodi Callander, Karl Stevens, John Mittelman, Tawny Crum, Xunming Du, Rita Pujari, Krishna Subedi, Daniel Murphree, Susanne Bentley, David Antonini, Arysta Sweat**

**Others Present: Vice President Rivera, Director Jared Keller, Mary Doucette, Kimberly Myers**

2. **Call to Order: 9:00**
3. **Updates from President Helens – None.**
4. **Updates from Vice President of AA/SA, Jake Hinton-Rivera – April 19<sup>th</sup> was our Career Fair with 450 visitors and 30 vendors in attendance. Most of our departments were present. High schools were in full participation.**

Graduation – We have all our speakers and all our locations. President Helens sent out a welcoming letter to all our speakers. Graduation committee is available for questions. Any information should be on the website.

Customer Relations Management system (CRM) kick off. Starfish contract is up in September, so the question: Do we continue to utilize Starfish, or do we start Anthology Reach system (which is CRM)? VP Rivera is asking the staff in advisement to set up seminars in the next few weeks with Anthology Reach so the faculty can see what it can do. It's important to have the opportunity to see how Anthology Reach works. This will be the only time to make the change.

Enrollment – We are down from where we are last year. Some of that is giving extensions to the high school and programs. We are going to focus on making sure we have more enrollment numbers.

CTE has had two visits with Tesla now. This is really good news as far as carving out a partnership. We should know more about this agreement soon.

Special Board meeting – multiple topics – so encourages everyone to join if possible.

Vice President Rivera asks Director Jared Keller to share what he knows about the budgets.

Director Keller – Things are lining up for a compensation package for everyone in the state. Conversations happening about the intended cost-of-living adjustments (COLA) that have been proposed. 2% effective this past April, 10% in July and another 4% the following July. The initial one-time bonuses have now been processed. NSHE released the retention payment at midnight. There's discussion about furthering those into 2025. There's also discussion about realigning the first contribution rate that would resolve for net increase for compensation in the PERS system for employees.

What isn't clear is how the funding is going to be allocated from the state to support this compensation package. In the past, the state has funded 80% and institutions must make up the rest. In the last

biennium, they only funded 64%. Right now, there is a wide gap. We're looking at anywhere between getting 100% of the funding for this compensation package to us having to put forward 36% if they only fund 64% like they did last biennium. A lot of information yet to come out, so we don't have a comprehensive idea of what is to come.

We are temporarily pausing most hiring of any new vacant positions and will be evaluating on a case-by-case basis. We need clarity on how these compensation packages are going to be funded before we feel comfortable releasing a position for recruitment and hiring. We might post Academic Instructional positions, so we don't lose out on the recruitment period during the summer but pause on making final offers. That way we won't have wasted recruitment time leading up to that point.

A member asks if the cost-of-living increases included faculty.

Vice President Rivera stated yes - everyone, and if that is passed and we move forward with that, the idea of holding these unfilled positions and evaluating them at a case-by-case basis is essential. We do have certain priorities we are looking at right now - positions for Computer Services and needing to rebuild the staff in Pahrump. However, at the end of the day, we need to be ready for whatever the legislature decides in the funding for the compensation packages.

A member asks for clarification if "all current positions" includes the ones that are within the interview process.

Vice President Rivera answers no – only positions that have yet to begin.

Another member asks if this applies to part-time staff.

Vice President Rivera states that we didn't include part-time staff, since the reason we even have part-time staff indicates their essential place within their department.

Same member is asking about the COLA increases for part-time staff.

Director Keller answers that COLA doesn't apply to LOA, temp-hourly, student employees or any other employee style type who isn't permanent.

The decision-making process of whether we are holding the position stems from what source that specific position is funded – state, grant, self-supporting, etc.

Any grant funded positions, we will not hold. Those will move forward as those funds are not coming from our operational budgets.

**5. Senate Chair Report – Verbal Report –** Vice President Rivera and Director Jared Keller brought up all the topics Chair Seipp was going to discuss, so he didn't have much else to report.

Chair Seipp appreciates everyone's willingness to attend live. He is willing to share the zoom link, but please do your best to attend live.

AB268 – Remember these retention incentives are proposed, so we may not see them in the next biennium.

The Legislative budget's prospective date closes on May 5<sup>th</sup>, so we might know as early as then where we stand on the budget, but it also may take longer. The proposed budget also includes the proposed COLA raises for the state employees.

Thanks, everyone, for organizing and attending the Career Fair.

May 20<sup>th</sup> @ 10am Graduation in Elko.

**6. Approval of March 17, 2023, minutes - For Possible Action**

**A motion to approve the minutes of March 17, 2023, was made by Konstantinos Travlos, seconded by Dean Straight. Motion passed unanimously.**

**7. Standing Committee Reports:**

a. Academic Standards & Assessment..... **Written Report**

**i. Report – Information Only**

b. Bylaws..... **Written/ Verbal Report**

**i. Proposed Bylaws Committee Changes – For Possible Action**

A member feels very strongly that the verbiage needs to be changed, because shared governance comes with shared responsibilities, so sometimes the best people to go to for the information is the committee. He doesn't agree that the administration should be the only people to write reports.

Chair Seipp understands, but he reiterates that this change in the Bylaws states that not only is administration responsible for the reports, but we will also work with them to create the reports, if needed. We will not produce reports whenever the administration demands it.

A second member agrees with the first member that there are some reports that it is appropriate for committees to create as long as the administration gives advanced notice for the report to be effective. The wording for the Change in Bylaws was more of a blanket statement of "we don't do reports", rather than what Chair Seipp just explained. If it is appropriate for the committee to produce the report, then we need adequate time and direction.

First member agrees with second member and asks the Senate, with the wording as the amendment is now, if committees would want to relinquish all control to the administration and limit our access with the information that the reports reflect? Some of these reports establish policies for the college.

Chair Seipp agrees, and he offers that the Senate does not vote on the amendment to the Bylaws today, but it is up for possible action.

**A motion to table the Bylaws Propose Changes to the Bylaws Languages until next month, so the committee can amend the verbiage to reflect what was discussed in the Senate was made by Ryan Hathaway, seconded by Konstantinos Travlos. Motion passed unanimously.**

A member encourages anyone with suggestions for verbiage to reach out to the Bylaws Committee members. Voting representatives, please reach out to your different areas about the proposed changes to the Bylaws and ask about any recommendations to the verbiage.

Another member questions when exactly we will vote on the new change to the Bylaws, as the Senate needs 30 days for any changes. For clarification going forward, this action item will not be changed until the Faculty Senate September meeting.

Dean Doucette offered an apology to the Academic Standards and Assessment Committee. Originally, the General Education assessment was done by the General Education Committee. However, the Bylaws were changed after the pandemic, and the General Education assessment was moved to the Academic Standards Committee. Dean Doucette wasn't aware of this change until last summer, so they never did the assessments for General Education for the past three years. All three were done at once, since they should have been completed annually. Dean Doucette sincerely apologizes that the report came at a late date.

- c. Compensation & Benefits.....**Written Report**
  - i. Report – Information Only

- d. Curriculum Review..... **Written Report**
  - i. Report – Information Only**
- e. Instructional Technology..... **Written Report**
  - i. Report – Information Only**
- f. General Education Committee..... **Written Report**
  - i. Report – Information Only**
- g. Personnel..... **Written/ Verbal Report**
  - i. Proposed Personnel Committee Changes – For Possible Action**

The Personnel Committee Chair caught a statement in the proposed policy expressing that faculty have until the end of the semester to submit a report; however, NSHE code only gives three months upon return. If the policy is approved, she strongly recommends an amendment to align with NSHE code.

**A motion to approve changes to the Sabbatical Policy with the amendment to align with NSHE code recommended by the Personnel Committee Chair was made by Konstantinos Travlos, seconded by Karrie Barrett. Motion passed unanimously.**

- h. Strategic Planning, ad hoc..... **No Report**

**8. Unfinished Business:**

- i. Nominations for Vice Chair – For Possible Action –**

**Konstantinos Travlos nominates Daniel Bergey for Vice Chair. Daniel Bergey accepts. No other nominations were offered.**

**9. New Business: None.**

**10. Information Items (5-minute time limit):**

- i. Accreditation Visit Information - Dean Doucette**

The Accreditation visit will be Monday, April 24. Dean Doucette will be sending an updated schedule for those who have meeting times. We had a virtual visit in 2020 in September which gave two recommendations: one for Strategic Plan and the other for Institutional Assessment Plan. We had course assessment but no connection from program to institution. Now we have the new Strategic Plan with the new mission statement, which is “Transforming lives through Education”, now we need to connect our programs to institution. We did so through the program curriculum maps that everyone filled out and returned to Dean Doucette. They are now up on the website. This is part of the whole college, so everyone had a hand in this, so thank you! We need to work on student services and all the different areas by coming up with assessment plans. We are still working on those, collecting data, and trying to move forward. On this visit, we have two that will be looking at the recommendations that we had back in 2020, and then we have one that will be doing follow-up from the virtual visit. All virtual visits need to be followed up with an in-person visit. They are working on the zoom links for all the different centers.

The mid-cycle is to help us pass the seven years. When they changed the standards in 2020, year six will mostly be reports – financials, policies, etc. – and then year seven will be the visit regarding academics, student services, etc.

- ii. Committee Selection Survey**

Vice Chair Sexton would like to get the survey results returned by next Senate meeting to begin building the new Senate Committees. Please respond as soon as you can.

- iii.** A member contacted the GBC Representative about the AB268 bill. The Representative was unaware that there were people upset by the bill as no one contacted him about it until he received the senate member’s letter. The member reminds us that the Right to Petition is one

of the most important rights we have as American citizens. The point of this is to reach out to our Representative if you want your voice heard.

- iv. Another member would like to state that emails simplify the whole process when we put proposals forward, and it gives the committee a chance to correct before it goes to senate.

**11. Announcements:**

**Faculty Nominations for the Hugh McMullen Memorial scholarship are due by the end of the year. Faculty are supposed to nominate students who will be graduating with an Associate of Arts and an Associate of Applied Science with the intent to continue into a bachelor's degree, and the past couple years, they haven't had any nominations.**

**Outstanding Student Award Ceremony was April 26<sup>th</sup>.**

**12. Good of the Order: None.**

**13. Adjournment.....Action**

**Konstantinos Travlos moved to adjourn. 10:10am.**

**ACTION ITEM**  
**BYLAWS COMMITTEE APRIL 2023**

Committee: Nick Cooley, John Rice, Kevin Seipp, Dave Sexton and Laurie Walsh  
Email meeting: April 10, 2023

The Bylaws Committee submitted the below proposed changes for comment at the April meeting of Faculty Senate. No comments have been received so the committee has moved to advance the proposed changes for action by Faculty Senate.

The revisions are all caps with highlights; included with the proposed changes are the relevant sections of bylaws where revisions would appear.

ITEM 1 REVISION

2 .2 FUNCTION OF FACULTY SENATE

Revisions approved FS Nov 19, 2021

The functioning of the senate is predicated on several important perspectives delineated in NSHE code, GBC Bylaws, and these faculty senate bylaws, including, but not limited to the following ideals: academic freedom, faculty welfare, and shared governance. These elements are vital to the functioning of the college and its faculty. Each are briefly discussed here.

All officers, members of senate, faculty and visitors to senate are encouraged to be transparent, honest, productive, and engage in civil behavior in all senate settings and communications including meetings, emails, and reports (written or oral). These qualities are key elements to the functioning of senate.

**THESE BYLAWS REFLECT THE GOVERNING PRINCIPLES THAT GUIDE FACULTY AND THE SENATE IN EXECUTING ITS MISSION. THESE BYLAWS SUPERCEDE DOCUMENTATION THAT MAY EXIST ON COMMITTEE OR OTHER GBC WEBPAGES .**

ITEM 2 REVISION

2 .3 ORGANIZATION B .

Faculty Senate

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. **HOWEVER, THE SENATE AND ITS COMMITTEES ARE NOT RESPONSIBLE FOR PRODUCING REPORTS ON BEHALF OF ADMINISTRATION.** 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.



### ITEM 3 REVISIONS

#### 1 . Academic Standards and Assessment

##### Charges:

- a. Review and/or recommend policies on academic standards such as, grading, course or semester forgiveness, and academic dishonesty;
- b. Conduct grade appeals as detailed in GBC Policy;
- c. Provide policy guidance on course and program level student learning outcomes and assessment issues;
- d. Establish and/or review the program evaluation process **DELETE>>and results** , in conjunction with the appropriate dean;
- e. Evaluate course and program level assessment processes and make recommendations as needed;
- f. Communicate with the appropriate deans in order to coordinate assessment issues;
- g. Review and make recommendations on other topics as assigned by the Faculty Senate Chair, the Faculty Senate Executive Board, or the Faculty Senate Body;
- h. Recommends policies regarding grade appeals, admissions, transfers, and general academic regulations;
- i. Reviews departmental recommendations regarding requests for nontraditional credit; **AND**

**J. WHILE THE ACADEMIC STANDARDS AND ASSESSMENT COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.**

### ITEM 4 REVISIONS 4 .

#### Curriculum Review

##### Charges:

- a. Review and recommend policy for required course syllabi components including updated policy links;
- b. Reviews syllabi for new courses, regular and approved general education, including recommendations for the required components, organization, and clarity;
- c. Reviews and recommends major requirements of degree and/or certificate program proposals in coordination with the appropriate dean;
- d. Reviews and recommends new degree and/or certificate program proposals in coordination with appropriate dean;
- e. Reviews and recommends the elimination of degree and/or certificate programs in coordination with appropriate dean;

- f. Reviews and recommends program review protocol and reporting requirements for each division, degree and/or certificate program review processes, and reporting in coordination with the appropriate dean;
- g. Reviews and recommends degree and/or certificate program review reports;
- h. And the committee does not conduct administrative tasks such as: pre-requisite changes, credit hour changes, repeatability of a course, NSHE common course numbering, course articulation, etc.; AND

ADD:

I. WHILE THE CURRICULUM REVIEW COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 5 REVISIONS 6 .

General Education

Charges:

- a. Recommends and reviews policies and procedures for lower and upper-division general education objectives and assessment plans in consultation with relevant departments;
- b. Reviews general education syllabi for lower and upper division courses including objectives and assessment plans in consultation with relevant departments;
- c. Reviews and makes recommendations for proposed lower- and upper-division general education (learning objectives and assessment plans) courses in consultation with relevant departments;
- d. Recommendations by the committee for a course are submitted to the appropriate dean. If the dean approves the course for inclusion on the general education grid, the form is submitted by the dean to the Curricular Review committee;
- e. Reviews and makes recommendations for program/certificate learning outcomes and assessment plans in consultation with relevant programs/departments;
- f. Reviews and recommends the removal of general education courses;
- g. Recommended assessment plans for courses and/or programs/certificates are forwarded to the appropriate dean;
- h. And coordinates with the appropriate department and Admissions and Records regarding transfer and articulation issues for general education courses; AND

ADD :

I. WHILE THE GENERAL EDUCATION COMMITTEE DOES NOT PRODUCE REPORTS ON BEHALF OF ADMINISTRATION, THIS COMMITTEE MAY BE ASKED TO REVIEW A REPORT WHEN THE CONTENT RELATES TO THE CHARGES OF THIS COMMITTEE.

ITEM 6 REVISIONS

ARTICLE 8: DELETE: 'AMENDMENT' CHANGE TO: 'APPROVAL' OF THE BYLAWS

The bylaws may be amended by a two-thirds majority of the Senate, provided the amendment has been circulated to the Faculty by the Secretary of the Senate at least one week before it is placed on the agenda. Amendments to these bylaws are subject to Faculty review, and may be vetoed by a majority vote of the total membership of the Faculty. A majority of those present and voting at a Faculty meeting may call for a written ballot of the entire Faculty.

**ADD:**

**THE FACULTY SENATE BYLAWS MAY BE REVIEWED BY GBC EXECUTIVE LEADERSHIP TO ENSURE LEGALITY AND CONSISTENCY WITH GBC AND NSHE POLICY AND CODE, BUT GBC ADMINISTRATION DOES NOT APPROVE SENATE BYLAWS.**

# April Compensation and Benefits Committee Report

Committee met on Thursday April 6<sup>th</sup> at 2:15 pm by zoom. The meeting was rather quick since we are still waiting on final approval for some items from Leadership council and the committee agreed it was best to make sure all items that we had approved so far this year through the committee and faculty senate be finalized before starting new work. We did discuss a faculty salary review that was completed by a sub committee in March and discussed the idea of having documentation or possible procedure for justification in the future. The chair will reach out to Human resources and see what is available currently and hope to have some information for the committee to tackle in fall semester.

Respectfully submitted,

Thomas Bruns

Compensation and Benefits Committee chair

3/3023 The committee recommended for approval the following:

1. New Courses
  - a. HSC300 - Statistics for the Health Sciences
2. Change Programs Sent back to HSHS due to INT requirement for graduation from GBC
  - a. Bachelor of Science Nursing
    - i. Remove INT339 and INT449
    - ii. Add INT359 and HSC300

**GREAT BASIN COLLEGE**  
**General Education**  
**Committee**

AGENDA  
DATE: 03/16/2022  
TIME: 10 AM

<https://gbcnv-edu.zoom.us/j/85775125656?pwd=anjjenVGa2pMeTh6SHFTb1pRRm5rQT09>

**ROLL CALL:**

Chair:

Ryan Hathaway -Present

General Committee Members:

Brandy Nielsen

Daniel Bergey

John Rice -Present

Ping Wang -Present

Robert Hunton -Present

Tamara Mette -Present

Di Li -Present

Steven Hrdlicka -Present

Oscar Sida -Present

Ex-Officio:

Mary Doucette -Present

Deanna Hamilton

Guests:

Kevin Seipp -Present



1. **Roll Call:** **Information Only**
2. **Chair Reports and Ex-Officio Reports** **Information Only**
3. **Committee Comments** **Information Only**
4. **Phil 129 Removal from Gen Ed** **Possible Actionable Item**
  - a. Joshua Webster would like to remove Phil 129 as a general education as this course is no longer taught (2024-2025 academic year).  
**Passes unanimously**
5. **Embedment process for future requests.** **Possible Actionable Item**
  - a. John Rice would like to discuss possible changes to the embedment process for future requests.  
Please see attached supplemental material.  
**-Rice discussed wanting more discussion do be done on the department level.**  
**-Doucette brought up the discussion on assessment. Wording specific to Rigorous, rare, and the pre-amble should be removed.**  
**-Rice brought up annual assessment for these courses (listed in the catalog)**  
**-Sida brought up forming a packet that's required to be filled to ensure everything is all in one location.**  
**-Mette embedded in program vs course came up.**  
**-Hrdlicka discussed making sure a curriculum map should work to show what items are being implemented in which courses and how they are being assessed.**  
**-Which course, courses, or program will these items be embedded into.**
6. **Substitution request Art 101 -> Art 243** **Possible Actionable item**
  - a. Amanda Sprayberry is requesting a substitution for Art 101 (3 credits) for the course Art 243 (3 credits). Joshua Webster has agreed to this substitution  
**unanimously approved**

## Instructional Technology Committee Meeting Report to Faculty Senate

April 11, 2023

10:00 – 11:00 a.m.

Location: Zoom

Committee Members: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Reme Huttman, Roger Long, Jessica Lynch, Karl Stevens, Jennifer Stieger, James Stugelmayer, Eric Walsh, Josh Webster

Present: Madison Arbillaga, Stacy Crouch, Jonathan Foster, Michelle Husbands, Jessica Lynch, Jennifer Stieger, Eric Walsh, Josh Webster

Absent: Roger Long, Karl Stevens, James Stugelmayer

The Committee discussed the following item:

Committee website links for resources addressing copyrighted video use in classrooms.

The committee viewed a brief video created by U.S. Copyright Office that addressed the use of copyrighted videos in the classroom and online. The committee agreed that the video could be of use to faculty, and that it should be linked on the committee's website. The committee also reviewed a Marymount University site that addressed the use of copyrighted video in the classroom. It was decided that the site in whole should not be linked on the committee's website. However, two sections of the page included useful information. The chair agreed to use information from those sections and other sources to create a document that may be placed on the committee's website. This document will clearly state that all information included is intended as an informational guide only and does not carry the weight of policy. Josh Webster also suggested that the website include a very general definition of resource that falls in the public domain. He agreed to work on developing such a definition.





# GBC April Personnel Committee Report

Thursday, 04.06.2023 (11:00 am to 12 pm)

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## Members in Attendance

Arysta Sweat, Jason Brick, Erica Salazar, John Rice, Xunming Du, Tim Beasley, Mike McGhee

## Agenda Items

### Emeritus Application Review

- Committee reviewed one emeritus application and forwarded the application on to VP Rivera.

### Sabbatical Policy

- Sabbatical policy draft finalized and will be an action item for the May faculty senate meeting.
- Significant changes:
  - Criteria changes for approval of sabbatical leave
  - Specific deadlines for review/approval of applications by Personnel Committee (third Friday of November) and President (third Friday in December)
  - Form added for President's use when notifying applicants of decision
  - Request for notification of sabbatical leave application to department chairs and deans prior to or at time of application submission
  - Copy of President's final decision to the Personnel Committee

### Changes to Committee Agenda Items

- Addressing changes to tenure policy will require more work than what can be accomplished in a single meeting, so it will be bumped for review during the 2023-2024 academic year.
- Committee will review desired topics for committee training for the 2023-2024 academic year during the May meeting.

## Important Dates

Apr 21, 2023 - April Faculty Senate meeting - Sabbatical Policy draft will be action item

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## POLICY AND PROCEDURE

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<b>Procedure:</b>	<b>Sabbatical Leave</b>
<b>Policy No.:</b>	<b>2.21</b>
<b>Department:</b>	<b>Academic Affairs</b>
<b>Contact:</b>	<b>Vice President for Academic Affairs</b>

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### Policy

The major purpose of a sabbatical leave is to provide faculty an opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, creative work, and travel so that teaching effectiveness may be enhanced. The term “faculty” refers to full-time counselors, librarians, instructors, and professors whose primary responsibility is teaching. The number of sabbatical leaves per year is equal to two percent of the academic faculty of the previous academic year.

In evaluating sabbatical proposals, the GBC Faculty Senate Personnel Committee is charged with determining how the sabbatical leave will enhance the faculty member’s professional effectiveness.

### Procedures

#### **1.0 Guidelines**

Guidelines for Sabbatical Leave are listed below:

- Eligibility for sabbatical leave commences at the end of the sixth year of service whether or not it coincides with the end of the academic year.
- Sabbatical leave is awarded either for one year at two-thirds salary or for one-half year at full salary.
- Faculty members awarded leave will agree to return to the college for one year upon completion of sabbatical.
- Acknowledgement of sabbatical assistance shall be given in any publications resulting from work accomplished during the leave.

- A written report concerning sabbatical leave activity shall be submitted to the President, dean, and Faculty Senate by the end of the subsequent fall or spring semester after returning from leave.
- Completed applications from eligible professional staff members must be submitted to the Chair of the Faculty Senate Personnel Committee by 5 p.m. PDT on or before the last Friday of October in the year prior to the academic year for which the sabbatical leave is being requested. Those received after this deadline will not be considered. The applications will be reviewed and ranked by the Faculty Senate Personnel Committee and then submitted to the GBC President for a final decision. Faculty should notify deans and department chairs of their request for sabbatical prior to or at the time of their application.

## **2.0 Eligibility**

- Any tenured faculty member who has served full-time for six or more years at GBC without a sabbatical leave is eligible to apply for sabbatical leave.
- Eligibility for sabbatical leave commences at the end of the semester in which the sixth full year of service at GBC is completed. A faculty member can apply during their sixth year of service at GBC. Only years of service at GBC will count toward sabbatical leave.
- Accumulation of time at GBC toward the next sabbatical leave shall not begin until the date of completion of the prior sabbatical leave.
- A faculty member who has resigned or has been terminated for reasons other than financial exigency or curricular reasons and subsequently rehired at GBC must have six full-time years of service from the time of rehiring.
- Authorized leaves (teaching, formal education, work experience, personal, medical/emergency/maternal) will not break the continuity of service, but these years shall not be credited toward sabbatical leave.
- Any faculty member whose primary responsibility is administrative is not eligible for sabbatical leave. (B/R 12/98)
- Years spent in administrative work will not be credited toward sabbatical leave.
- Short-term temporary contract supplements for special services, such as those for teaching summer sessions, shall not be considered in establishing the base for sabbatical leave.
- Time will not count toward sabbatical leave if the individual spent 51% or more of his/her work time on administrative duties for that year.

### **3.0 Criteria to be Used in Awarding Sabbatical Leave**

In evaluating sabbatical proposals, the Personnel Committee will use the following criteria:

- Applicant's accomplishments and leadership within the college or community and the proposal's inclusion of research, publication, scholarly presentation, or creative activity – worth up to 10 points.
- For every year of service, one point will be awarded up to 10 points OR For every year of service since the applicant's last sabbatical, one point will be awarded up to 10 points. Years of service must be confirmed by Human Resources.
- Likelihood that the conditions of the proposal will be met in the granted leave – worth up to 10 points.
- Benefits of the project to GBC: Project will benefit GBC students – worth up to 5 points. Project will benefit the institution/meet GBC's mission – worth up to 5 points.
- Potential for growth: Project will benefit applicant's primary responsibilities – worth up to 4 points. Project will benefit intellectual development – worth up to 4 points. Project will include community service – worth up to 2 points.

There are 50 points possible and the applicant must receive at least 35 to be recommended for sabbatical. If there are more applicants than sabbatical positions the committee will rank the candidates by their points and recommend based on that.

### **4.0 Application Process**

Applicants must submit a Sabbatical Leave Application Form available in the human resources office or attached to this policy. All required information and supporting documentation requested on the form shall be furnished by the applicant, whose responsibility it is to see that a complete application is submitted to the Chair of the Faculty Senate Personnel Committee. Faculty should notify deans and department chairs of their request for sabbatical prior to or at the time of their application.

The completed application and all supporting materials called for in the application form must be properly prepared and filed by 5 p.m. PDT on the last Friday in October in the academic year prior to the effective date of the requested leave.

Applications will be reviewed and ranked by the Faculty Senate Personnel Committee and forwarded to the GBC President. The decision to award or deny sabbatical leave ultimately rests with the GBC President.

## **5.0 Rights of Faculty on Sabbatical Leave**

The taking of sabbatical leave shall in no way interfere with the continuing employment of an individual by the college, with any possible promotion or salary increases, or with any other rights normally associated with work at the college. Sabbatical leave, in some cases, may reduce retirement benefits. Persons taking sabbatical leave may wish to check with the human resources office in this regard.

Additional income, grants-in-aid, or fellowships may be accepted during the leave provided the activity for which the income is received contributes to the individual's professional development or his/her future usefulness to the college. (B/R 1/92)

## **6.0 Obligations of Faculty Who Take Sabbatical Leave**

- The most important obligation of a sabbatical leave recipient is to make every effort to accomplish the tasks set out in the application. If circumstances occur before the start date of the sabbatical which make it impossible to fulfill the approved sabbatical proposal the recipient will be expected either to relinquish the awarded sabbatical and perform normal duties during that year or to request authorization from the Senate Personnel Committee to proceed with an alternative project. If the Personnel Committee is not available, authorization should come from the appropriate academic administrator.
- Upon completion of the sabbatical leave, the recipient must return to college duties for a period of one year.
- A written report of sabbatical leave activities shall be submitted to the President, appropriate dean, and Faculty Senate. This report must be submitted by the end of the subsequent fall or spring semester after returning from leave. The report should address the proposal in the application for leave, describe what was accomplished, explain the current status of the project, and future status if applicable. It may also describe other professional accomplishments during the time of the leave. It will be the task of the appropriate academic administrator to assess whether the sabbatical report is satisfactory.
- Acknowledgment of sabbatical assistance shall be given in any publications, performances, or other professional activities accomplished during the sabbatical.
- A signed sabbatical leave application shall constitute acceptance of all obligations on the part of the faculty member taking sabbatical leave.

## **7.0 Sabbatical Leave Committee**

The Personnel Committee of the GBC Faculty Senate is the Sabbatical Leave Committee.

Applicants for sabbatical leave may not serve on the Personnel Committee during the year of the application.

## **8.0 Procedures of Sabbatical Leave Committee**

- All deliberations of the committee shall be confidential.
- Sabbatical leave applications are available in the human resources office or attached to this policy posted online. These applications must be submitted to the Chair of the Personnel Committee by 5 p.m. PDT on or before the last Friday of October in the academic year prior to the effective date of the requested leave.
- The committee shall, after thorough deliberations during which all applications are reviewed in detail, send forward the Committee's review and ranking of sabbatical application to the GBC President no later than the third Friday in November. The GBC President shall notify the applicants in writing whether their request for sabbatical has been approved or denied no later than the third Friday in December.

## **9.0 Responsibilities of the President**

- The ultimate responsibility for approving or denying sabbaticals rests with the GBC President.
- The President shall notify applicants of their decision to approve or deny the applicant's request for sabbatical leave in writing by the third Friday of December in the year the application was submitted and submit a copy of the decision to the Personnel Committee.

**GREAT BASIN COLLEGE**  
**Sabbatical Leave Application Form**

Submit your application to the Chair of the Faculty Senate Personnel Committee. Applications must be submitted no later than 5 p.m. PDT on the last Friday in October in the academic year prior to the effective date of the requested leave.

- I. Complete and sign the accompanying cover form. Arrange the items listed below in the order listed and attach to the cover form.
  
- II. Write a separate and detailed description of how you propose to spend your sabbatical leave. The Personnel Committee will evaluate your proposal based on the criteria outlined in the Sabbatical Leave Criteria Evaluation Form provided at the end of this application. You must provide sufficient detail for the Committee to make a proper evaluation. Discuss any pending or planned applications for additional monetary support for the proposed sabbatical leave project. Other pertinent information may be appended to the proposal.
  
- III. Attach letters from no more than three colleagues/department members in support of your leave proposal. The letters may address themselves to the following matters, singly or in combination:
  - a. An evaluation of the proposal and its potential benefit to you and GBC.
  - b. Support of the faculty member's sabbatical leave.
  
- IV. Provide the following information:
  - a. Education
  - b. Professional experience
  - c. Accomplishments on any previous sabbatical leave
  - d. Job responsibilities
  - e. Other data which would suggest success in the project you are proposing.
  - f. A timeline for which you expect to be able to complete the activity you've requested sabbatical for academic year

**GREAT BASIN COLLEGE**  
**Sabbatical Leave Application Form**

*Return this form to the Chair of the Faculty Senate Personnel Committee.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Position held at GBC \_\_\_\_\_

"A" Contract

"B" Contract

Request Leave:

½ year at full salary

full year at two-thirds salary

Years of full-time salaried service at GBC since initial employment or since last sabbatical leave, including the present academic year, but not including leave of absence without pay \_\_\_\_\_.

Date of last sabbatical leave if any: \_\_\_\_\_

½ year

full year

Notification of application for sabbatical leave:\*

\_\_\_\_\_  
Signature, Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Department Chair

\_\_\_\_\_  
Date

***FOR COMMITTEE USE ONLY:***

Personnel Committee Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Confirmation of years of service for Sabbatical:  _____ (Signature, Human Resources Department)

*\*Recommended*



**Great Basin College**

**Sabbatical Leave Criteria Evaluation Form (to be filled out by Personnel Committee Chair after discussion with committee)**

Candidate: \_\_\_\_\_

<b>Criteria Category</b>	<b>Subcategories to consider</b>	<b>Points Awarded</b>
<b>Accomplishments &amp; Leadership - 10 points possible. Points may be awarded in any one of the subjects listed or a combination thereof.</b>	College Leadership Activities: senate committee assignments, leadership within the department, Faculty Senate/committee/department chair	
	Intellectual Leadership: research, publication, scholarly presentations, or creative activity	
	Community activities that are related to the teaching profession or show exceptional community accomplishments	
<b>Years of Service - 10 points possible (only put points in either A or B, not both)</b>	A. If the applicant has not received a previous sabbatical leave, one point will be awarded from every year of service at GBC to a maximum of 10 points.	
	B. If the applicant has received a previous sabbatical leave, one point will be awarded for every year of service since the completion of the applicant's most recent sabbatical leave to a maximum of 10 points.	
<b>Adequate Timeline - 10 points possible</b>	The likelihood that the conditions of the proposal will be met in the granted leave. The timeline is to be reasonable and appropriate for the type and scope of the project proposed, if applicable.	
<b>Benefits of Project to GBC - 10 points possible</b>	Project will benefit students - 5 points possible	
	Project will benefit institution/meets GBC's mission - 5 points possible	
<b>Potential for Growth - 10 points possible</b>	Project will benefit applicant's primary responsibilities - 4 points possible	
	Project will benefit intellectual development - 4 points possible	
	Project will include community service - 2 points possible	
<b>Total points awarded must be more than 35 to earn recommendation.</b>		0

**Comments:**

**Recommended**    Yes \_\_\_\_\_  
                              No \_\_\_\_\_

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Chair, Personnel Committee

Date



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# President's Sabbatical Decision

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The President shall notify applicants of their decision to approve or deny the applicant's request for sabbatical leave in writing by the third Friday of December in the year the application was submitted and submit a copy of the decision to the Personnel Committee.

Date (mm/dd/yyyy) Click or tap here to enter text.	Last Name: Click or tap here to enter text.	First Name: Click or tap here to enter text.	Middle Initial: Click or tap here to enter text.
The applicant's sabbatical leave application is hereby: <input type="checkbox"/> Approved. <input type="checkbox"/> Denied for the reasons listed below.			
Click or tap here to enter text.			
President's Signature:		Date:	