**AGENDA**

**DEPARTMENT CHAIRS’ MEETING**

Wednesday, August 21, 2013 at 9:00 am

Battle Mountain #2, Elko HTC #123, Ely #118, Pahrump #122, Winnemucca #115

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|  | AGENDA ITEM | PRESENTER |
| 1. | Meeting Dates and Times for Fall 2013 | Dr. Danny Gonzales |
| 2. | INT 100-GBC Orientation | Dr. Danny Gonzales |
| 3. | Determination of Chair-of-Chairs | Dr. Danny Gonzales |
| 4. | Vice President for Business Affairs Update1. Lab Fee Audit
2. Purchasing Reminders
 | Sonja Sibert |
| 5. | Vice President for Academic Affairs Update1. Prioritization of Faculty Positions
2. Eight-week Alternate Schedule (handout)
3. National Endowment for the Humanities Grant (NEH)
4. Class Sizes (Non-magical Numbers)
5. Program Reviews
* Developmental Education
* Community Service/Continuing Education
* Computer Technology
* Early Childhood Education
1. Department Chair Responsibilities Policy (handout)
2. Guidelines for Departments’ Interactions with Branch Campus and Satellite Center Directors Policy (handout)
 | Dr. Mike McFarlane |
| 6. | Additional Items as Time Permits |  |