**DEPARTMENT CHAIRS’ MEETING NOTES**

Friday, August 17, 2012 at 1:30 p.m.

Battle Mountain #1, Elko HTC #123, Ely #118, Pahrump #120, Winnemucca #109

**Present**: Norm Cavanaugh, Angie deBraga, Amber Donnelli, Lisa Frazier, Danny Gonzales, Robert Hannu, Sarah Negrete, John Newman, Ed Nickel, Earl Owen, Tom Reagan, Ami Rogers, Mary Swetich, Glen Tenney, Jessica Russell

**Absent**: Pete Bagley, Mary Doucette, David Ellefsen, Patty Fox, Linda Uhlenkott, Meachell Walsh

**Guests**: Mike McFarlane, Bret Murphy, Mark Curtis, Cathy Fulkerson, Cindy Hyslop, Susanne Bentley, Wayne Olmstead, Diane Wrightman

1. **Presidential Information**
2. Dr. Mark Curtis addressed the committee. He expressed interest in an invitation to meetings when substantive issues need guidance or clarification.
3. **Department Chair Responsibilities**
4. A handout describing the responsibilities of chairs was distributed and discussed. The VPAA highlighted areas concerning scheduling, responsibilities to students, curriculum, textbook orders, and the hiring and oversight of adjunct instructors.
5. **Scheduling** – Changes, revisions, deletions, or additions to curriculum require the department chair’s approval. Program or catalog changes require the VPAA’s approval. Creation of the schedule is the responsibility of the chair. Attention to detail for all courses scheduled is imperative; this includes enrollment caps on IAV courses.
6. **Long-Term Schedule** –Thelong-term schedule is a four-year committed agreement. Items cannot be changed that are already there; however, additions, changes, or deletions to the fourth year can be incorporated. Only commit to courses that can be guaranteed.
7. **Student Responsibility** – A student with a grievance or grade appeal must first try to resolve the issue with the faculty member. If a resolution is not reached, then the next step for the student is to address the chair of the department. The VPAA or deans only get involved as a last resort. On occasion, parents will contact a department to address a particular situation. When this occurs, politely explain that it is up to the student to seek a resolution. FERPA applies to all students enrolled in college courses regardless of age; this includes high school students.
8. **Textbook Orders** –GBC has a contractual agreement with Follett concerning all textbook orders. GBC has an obligation to provide textbook information to Follett on every class offered.
9. **Adjunct Faculty** – The hiring and oversight of adjunct faculty is the responsibility of the department chair. Chairs or a department designee can be added to online courses for adjunct faculty. The online inclusion could be used as a mentoring or communication tool. The topic will be discussed at a future meeting. An evaluation is to be completed during the first semester of employment and then again every fifth year.
10. **Administrative Assistant** – Provide guidance and necessary information to complete work assignments. Administrative assistants do not have any authority; they are the messengers of information and provide departmental support.
11. **Additional Information** – Department Chairs do not have direct supervision; however, their role is more defined as a facilitator/coordinator. A three-credit reassignment time is given to each chair to fulfill department responsibilities. It’s approximately one day each week. Chairs were encouraged to be engaged and communication be shared with faculty in their areas. Selection of chairs is the decision of the departments.
12. **Guidelines for Departments Interactions with Centers**
13. The Guidelines for Departments’ Interactions with Center Directors and Satellite Center Coordinators was distributed and briefly discussed. Communication between departments and centers is important to the success of students and distance learning.

1. **Prioritization of Faculty Positions**
2. Teaching faculty positions are prioritized each year by department chairs. The list is presented at Faculty Senate for approval and then to President’s Council for final approval. The chief business officer will notify department chairs by mid-October if positions will be available to hire. Chairs would then prioritize the positions accordingly using the variables for prioritizing faculty positions criteria. GBC could encounter a significant budget reduction if the proposed funding formula is imposed by the system. Therefore, it is very probable that no new positions will be funded.
3. There are currently three tenure-track instructor positions that have been approved for hire, they are: 1) Biology-Pahrump, 2) Nursing, and 3) Psychology/Sociology. The career and technical area is currently recruiting for two instructor positions, electrical and instrumentation.
4. Non-teaching professional positions are recruited through the individual areas. There is not a position prioritization list for non-teaching faculty positions. A personnel committee representative is requested to serve on hiring committees for these types of recruitments.
5. Some changes to the vision wish list were made. The item will be discussed in further detail at a future meeting.
6. **Strategic Threshold for Maximized Efficiency (STME)**
7. The VPAA would like to see eight students enrolled in lower-division and five for upper-division courses. Questions on enrollment numbers should be directed to the VPAA.
8. **Controller’s Office Update**
9. Prior approval is needed for everything; this includes travel and purchasing. A handout was distributed describing processes and violations. Travel or purchasing reimbursements may be denied in the future if abuses continue to occur. It is important that department chairs understand and adhere to all travel and purchasing procedures.
10. **Adjunct Faculty Orientation**
11. A new online orientation for adjunct faculty has been created in Canvas. Adjuncts currently in the PeopleSoft system have been invited to participate. A demonstration was provided and input was requested. Departments were asked to encourage adjunct faculty to participate in the orientation. The information is very beneficial.
12. **TracDat**
13. A software program has been purchased for assessment and accreditation tracking. IRE is currently loading data into the program for departments. A shared drive, IRE-Data-Rpts, has been created for faculty use. The drive will be used to store institutional data such as management data, program reviews, and reports.
14. **Tenure Process**
15. The VPAA will be working closely with the personnel committee to update the tenure-track process. The process needs to be outlined and better defined.

10. **INT 100-GBC Orientation**

a. Volunteers were secured for the faculty portion of the INT-100 Orientation. Chairs were reminded to provide department/program representation for the afternoon advising sessions.