**DEPARTMENT CHAIRS’ MEETING NOTES**

**Tuesday, January 15, 2013 at 1:15 p.m.**

Battle Mountain #1, Elko EIT #203, Ely #112, Pahrump #122, Winnemucca #108

**Present:** Danny Gonzales, Ed Nickel, Lisa Frazier, Sarah Negrete, Tom Reagan, Earl Owen, David Ellefsen, Amber Donnelli, Mary Doucette, Pete Bagley, Jessica Russell, Patty Fox, Linda Uhlenkott, John Newman, Lisa Campbell, Mary Swetich, Diane Wrightman, Glen Tenney, Robert Hannu, Angie de Braga, Ami Rogers

**Guests:** James Elithorp, Laurie Walsh, Bret Murphy, Wendy Charlebois, Kris Miller, David Freistroffer, Tom Mattula, Mike McFarlane

**Absent:** Norm Cavanaugh, Meachell Walsh

**Accreditation**

1. The VPAA will be meeting with all departments to discuss the April 15-17 NWCCU accreditation visit. Departments will be contacted to arrange the meetings.

**Active Shooter/Shelter-Within Training**

1. The VPAA recommended that all faculty and staff attend the training; the meeting is a requirement, just like the Sexual Harassment Awareness training. The goal is to have as many adjunct faculty participate as possible.

**Scheduling**

1. Past, present and future scheduling practices were discussed. For the February meeting, departments and programs will be prepared to discuss scheduling concerns, student data, and online degree needs. Particular topics to be discussed are: 1. Programs completely online, 2. Program marketing, and 3. Rotation schedule.
2. Changes previously made to the long-term schedule will be posted to the GBC website. Departments will still have the opportunity to make additional changes once the schedule concerns have been resolved.

**Alternate and Summer Semester Scheduling**

1. Funding will now be calculated according to completions. Enrollment will be counted as of January 5 for fall and June 15 for spring. All grades must be submitted by the due dates or they will not be counted in the new funding format.
2. The VPAA proposed two alternate schedules for consideration. One suggestion was a five-week and the second a six-week schedule. Coordination of short-term blocks should correspond with a standardized schedule. The standardized blocks will also be used to determine the summer schedule. Chairs were asked to discuss the proposals with their departments and then provide feedback at the February meeting.

**Student Withdrawal Cut-off Dates**

1. The student withdrawal cutoff date will be changed from the 13th week to 60% (9 weeks) of the course. For one day courses the student must withdrawal prior to the start of the course. These changes will be effective for the fall 2013 semester. Going forward, GBC will not receive funding for “W” grades. The VPAA would like input from Senate on a policy to address the grading change.

**Institutional Research and Effectiveness Shared Information Drive**

1. A shared information drive initiated by Institutional Research and Effectiveness has been created for department chairs and directors. The shared drive will be used as a repository for institutional data. The drive can be found at [\\ELNW01\GBC1)(G:)](file:///\\ELNW01\GBC1)(G:)).

**Strategic Threshold for Maximized Efficiency (STME)**

1. Departments are encouraged to contact the VPAA or Deans for questions concerning low enrollment classes. Eight to ten students is preferred for a lower division course, five for upper division, and five to seven at center locations.

**Public Information Officer**

1. The job description for the Public Information Officer position is outdated. GBC no longer has a specific person designated to fulfill the obligations of the position. Some responsibilities of the position are under the umbrella of the Chief Development Officer’s position.
2. Concerns of the committee are:

* Marketing of programs and courses
* Marketing plan
* Funding/Resources
* Marketing committee’s plan
* Designated position

1. John Rice will be requested to attend the next meeting to discuss the topic.

**Continuing Education**

1. Continuing Education has its own registration system website for most non-credit courses. The system is not part of Peoplesoft. The new system is less complicated and takes less time to enroll.

**Budget Concern**

1. The Math department was charged with a retirement benefit expense from its operating budget. Chairs were not aware that this type of expense was occurring. The VPAA will research the issue and provide the Math department with an explanation.