**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Wednesday, February 12, 2014 at 2:30 pm

Battle Mountain #2, Elko HTC #121, Ely #118, Pahrump #115, Winnemucca #110

**Present:** Beth Clifton, Angie de Braga, Tami Mette, Robert Hannu, Teresa Howell, Cindy Hyslop, Karen Kimber, John Newman, Earl Owen, Tom Reagan, Gretchen Skivington, Mary Swetich, Glen Tenney, Eric Walsh, Meachell LaSalle Walsh, Diane Wrightman

**Absent:** Danny Gonzales, Pete Bagley, Ami Rogers, Lisa Campbell

**Guests:** Stephen Theriault, Kathy Schwandt, Jeannie Bailey

**Approval of Meeting Notes**

1. Approved January 14, 2014 meeting notes.

**NEH Grant Toolkit**

1. The virtual humanities center toolkit is a clearinghouse for items that instructors already do and ideas that can be incorporated into teaching to help emphasize skills for students. The toolkit also allows the college to become more connected. The target date to go live is August 2014.
2. The toolkit committee will be requesting invites to attend department meetings to explain the process.

**Department Chair Responsibilities**

1. Item will be discussed at the March meeting. Sub-committee members are Cindy Hyslop, Danny Gonzales, and Pete Bagley.

**Presence on Campus Update**

1. Faculty Senate approved the verbiage changes concerning the physical presence on campus. The item was presented at President’s Council and more time is needed by the VPAA to review the wording. There is concern that the wording changes comes across as less promotion of professional presence on campus. The item may come back to department chairs for more clarification.