**MEETING NOTES**

**DEPARTMENT CHAIRS’ MEETING**

Wednesday, March 12, 2014 at 2:30 pm

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

**Present:** Pete Bagley, Lisa Campbell, Beth Clifton, Angie de Braga, Tami Mette, Teresa Howell, Cindy Hyslop, Karen Kimber, John Newman, Earl Owen, Tom Reagan, Ami Rogers, Mary Swetich, Glen Tenney, Diane Wrightman, Robert Hannu

**Absent:** Meachell LaSalle Walsh, Eric Walsh, Danny Gonzales, Gretchen Skivington

**Guests:** Stephen Theriault, Lynn Mahlberg, Pat Johnson, Niki Reggiatore, Lisa Frazier, Tom Matula, John Rice

**Approval of Meeting Notes**

1. Approved February 12, 2014 meeting notes.

**Vice President of Student Services**

1. Vice President Lynn Mahlberg provided an overview of the TAACCCT3 grant. New employees Pat Johnson, Adult Learner Concierge, and Niki Reggiatore, Pathways Specialist, were introduced. Both Niki and Pat will be reaching out to departments to discuss their roles and listen to ideas and suggestions.
2. A synopsis of the joint meeting between GBC, NSHE, and the area school districts was shared.
3. Departments would like more involvement in the advisement process. Students are assigned an adviser upon admission to the college. Lisa Frazier agreed to write a program that would interface the adviser information in Peoplesoft to the dashboard in Canvas. The Health Sciences department offers group advising each semester through interactive video. This semester the group advising is scheduled for April 8.

**Physical Presence on Campus**

1. Wording concerning hours per week for non-instructional faculty was inadvertently left out of the revised version of the physical presence on campus policy that was approved by Faculty Senate. Chairs voted to reintroduce the item to Faculty Senate and ask for approval of the revised wording. The wording for the policy is: Instructional faculty are expected to spend a minimum of 35 hours **per week** on their assigned duties. **At least 5 hours** will be **scheduled** as on-campus office hours. The remainder **will** consist of instructional activities, institutional service, professional development, or other duties, depending on the needs of specific faculty, departments and programs. **Forty hours per week shall be the primary basis for determining the workload of non-instructional.**

**Department Chair Responsibilities**

1. Progress continues with updates to the policy. The item will be discussed at the April meeting. Most discrepancies being addressed concern departments that report to deans as opposed to reporting directly to the VPAA.

**2 + 2 Programs with UNLV**

1. UNLV has approached GBC to partnership 2+2 programs between the two colleges. GBC would provide Associate’s degrees with UNLV offering Bachelor’s degrees. Items discussed were:
* GBC mission
* Funding – 100% of out-of-state tuition fees stay at GBC
* Target population would be out-of-state students
* UNLV would provide marketing resources
* Opportunity for online degree programs that don’t currently feed into a GBC Bachelor’s degree.
* Growth plan for GBC; strategically planning new bachelor’s degrees
* Possible revenue generating opportunity
* Business department interested in offering the AA as a possibility
1. Chairs were asked to provide Lisa Frazier with possible degree ideas. A list will be composed and brought back to department chairs for further discussion. The item will then be taken to the VPAA for final approval.

**Tech Prep**

1. Chair Bagley will contact Glen Tenney to discuss the issues and will only be brought back to chairs if further discussion is needed.