

Department Chairs Minutes

September 7, 2018, GTA 128

Present: Battle Mountain - Jill Chambliss; Elko - Josh Webster, Reme Huttman, Angie de Braga, Lisa Frazier (guest), Xuming Du, Laurie Walsh, Brandy Nielson, Bret Murphy (guest), Brian Zeiszler, Kathy Schwandt (proxy for Laura Pike), Pete Bagley, Meachell Walsh, Eric Walsh, Jennifer Stieger (excused); Ely - Veronica Nelson; Pahrump- Rita Pujari, Diane Wrightman; Winnemucca – Mike Elbert; Robert Hannu.

Josh Webster called the meeting to order at 9 am. Angie de Braga agreed to take minutes.

Laurie Walsh suggested that a request be made to GBC administration for support of a minutes- taker for future department chairs meetings. In the past, Janie Moore, VPAA Administrative Assistant kept minutes.

Minutes from the May 2018 and August 2018 meetings were approved.

Lisa Frazier reported that the pilot of the new online course evaluation process during summer was much more efficient that the old IDEA system. Base questions for the new evaluation were taken from CSN, TMCC, and NSC evaluations and developed with input from the evaluation committee, faculty senate, and the deans and directors. GBC Continuing Education and PEX course evaluations will have different questions on them than the evaluations for academic credit courses. Highlights are as follows.

* The student response rates for the summer pilot were much higher than previous semesters, and results were available for faculty shortly after grades were posted which allowed faculty to integrate changes based on the results into their fall courses.
* Brandis will be the primary contact responsible for administering evaluations and Pat Phillips is her backup.
* Email with a link to the evaluation website goes out to students four days before the evaluation opens to encourage them to participate. Students see a notice on their dashboard and can access the evaluation by simply clicking the link (instead of logging in).
* If you are team teaching, students can evaluate both instructors separately (or not).
* In spring, faculty will be able to add up to two “custom” course questions to the evaluation. For example, nursing students would get targeted accreditation questions.

Discussion followed regarding setting a consistent timeline for administering course evaluations. It was recommended that for 16-week courses, the evaluation surveys would be opened up to students during weeks 14 and 15. For 8-week courses, evaluations would be opened for the final week of classes. For CTE courses, dynamically dated courses, and mini-term courses, the evaluations will be opened for students at the 80% course completion point. This recommendation will be taken to Faculty Senate.

It was also agreed that the results of the new course evaluations will go the Deans and AA IV’s who will separate them and send them to the AAIII’s for distribution to the faculty members. AAIII’s will also distribute the part time instructors’ evaluation results to the part time instructors and the department chairs.

Lisa was thanked for her work and on behalf of department chairs, Josh will recommend to Jinho, faculty senate chair, that Lisa’s distance education position is a top priority to be advertised and filled ASAP.

Under old business, Bret Murphy was present to discuss the update of the Dept. Chair responsibilities. It was brought up that since many of the duties formerly required of department chairs were now being handled by the deans, that department chairs should first review the deans’ responsibilities. The dean’s responsibilities will be made available for review at the next meeting along with the department chairs’ duties.

Brian Zeiszler brought up a concern from a faculty member regarding course sections being capped at thirty without instructors getting paid for additional students until that next “section” of thirty is reached. Faculty feel pressure to allow more students into the class and often end up teaching larger classes without increased compensation. It was noted that instructors can choose to not allow any additional enrollment after 30.

The meeting was adjourned.