**Department Chairs Meeting Minutes**

November 2, 2018, 9:00 a.m.

Battle Mountain: BM1, Elko: GTA 128, Ely: GBC 118, Pahrump: PVC 120, Winnemucca: GBC 123

Attending: Eric Walsh, Ping Wang, Pete Bagley, Laura Pike, Jennifer Stieger, Brandy Nielson, Jinho Jung, Reme Huttman, Lynette Mcfarlan, Xuming Du, Rita Pujari, Laurie Walsh, Lisa Campbell, Jill Chambliss, Veronica Nelson, Robert Hannu, Angie de Braga, Lynne Owens, Lora McCarty and Jake Rivera

1. Call to Order
2. Minutes approved for October, 2018
3. New Business
	1. Lora McCarty and Jake Rivera presented the Course Planning Timeline and Class Schedule and took comments and questions from faculty.
	2. Department Chairs Responsibilities subcommittee has reviewed, and distributed the updated version. It will be sent out to the departments.
	3. The committee voted to extend a recommendation to the administration to fill the open Education position as soon as possible.
	4. The committee reviewed and updated the Faculty Hiring Priority List from last year. Health Sciences presented their need to hire a Paramedic Instructor as this teaching position is currently funded by the Perkins Grant.
	5. Information Only: Math Department is changing the requirements for a student to move on to the next course from C- or higher to C or higher. English Department is changing the cut off scores for 95, 100, and 101.
	6. Jinho announced that the Student Satisfactory survey will be going out.
4. Adjourn