

**MEETING NOTES**  
**DEPARTMENT CHAIRS' MEETING**

**Friday, September 05, 2014**

**Battle Mountain #1, Elko GTA #128, Ely #118, Pahrump #122, Winnemucca #108**

**Present:** Wendy Charlebois, Frank Daniels, Gary Hanington, Robert Hannu, Cindy Hyslop, Tom Reagan, Gretchen Skivington, Glen Tenney, Eric Walsh, Meachell LaSalle Walsh, Ami Rogers, Diane Wrightman, Lisa Campbell, Karen Kimber, Steven Scilacci, Carrie Bruno, Angie de Braga, Ping Wang

**Absent:** Mary Swetich (Excused), Tami Mette (Excused)

**Guests:** Bret Murphy, Tom Matula, Mary Doucette, Heather Steel, Whitney Gallegos, Pete Bagley, John Rice

**Approval of Meeting Notes**

1. Approved August 18, 2014 meeting notes.

**Tech Prep to CTE College Credit**

1. The State Board of Education and Board of Regents approved a new policy for CTE college credit. The new policy states that in order to receive CTE college credits, a student must complete an approved three year program sequence, maintain a 3.0 GPA, receive a passing score on the assessment, and meet the necessary score on the employability skills test.
2. Changing from course to program articulation will begin occurring this year. Policy changes are expected to be implemented during the next summer term. Students will be able to apply for CTE college credit from the any institution within the NSHE system; service area boundaries are no longer a concern.
3. Heather Steel would like to be attend department meetings to address the new process and answer any questions or concerns. Chairs were asked to review the new standards and curriculum frameworks to determine course alignment. Participation in a half-day workshop with high school teachers would be much appreciated.

**Department Chairs' Position Description Adhoc Committee**

1. A sub-committee was formed to work on changes to the Department Chair Responsibilities policy. Members are Meachell LaSalle Walsh, Cindy Hyslop, and Gretchen Skivington.

**Prioritization of Faculty Positions**

1. Several possible changes to the teaching faculty prioritization list were discussed. Chairs were asked to share the information with their colleagues and then present requests at the next meeting. Position requests should be tied to the strategic plan. No changes to the current list will be made until the information is voted upon.

**Scheduling and Lecture Capture Requests**

1. Center Directors will be meeting in Elko on October 1 and 2 to schedule IAV courses for their areas. To prepare for the meeting departments were reminded to have all IAV originating courses entered into Peoplesoft by September 29.
2. Lecture capture requests are to be submitted to the IAV office by September 29. The IAV office is requesting more information be shared as to why a class is being captured and the delivery mode. Chairs were asked to submit one email to the IAV office communicating lecture capture needs for their entire department rather than receiving several requests with no structure.

3. The IAV office was commended on the excellent job facilitators are performing.

#### **Textbooks in the Academic Success Center**

1. The Academic Success Center is in need of updated textbook editions for student use. Maintaining current copies enhances the tutoring experience. Centers also expressed the need for current textbook editions. A suggested alternative is to incorporate digital books with access codes. Departments agreed to work directly with the ASC and the center directors to provide updated or one-year old editions.

#### **Adjuncts Access to Computer System**

1. Several adjuncts are experiencing difficulty receiving email accounts and also with accounts expiring. It is making it difficult to communicate with students and staff and making the teaching experience more difficult. Chair Hyslop agreed to discuss the issue with Vice President Sibert and provide a report at the next meeting.