

**Great Basin College
FACULTY SENATE 2024-2025
Friday, February 21, 2025
9:00 am**

Elko –GTA 130; Ely – GBC 118; Pahrump- PVC 122; Winnemucca – GBC 123/124.

AGENDA

- 1. Roll Call:**
- 2. Call to Order:**
- 3. Approval of January 24, 2024 minutes - For Possible Action**
- 4. Senate Chair Report:**
- 5. Standing Committee Reports:**
 - a. Academic Standards & Assessment..... **Written Report**
 - b. Bylaws..... **Written Report**
 - c. Compensation & Benefits..... **Verbal Report**
 - d. Curriculum Review..... **Written Report**
 - e. Instructional Technology..... **No Report**
 - f. Gen Ed Committee..... **No Report**
 - g. Personnel..... **Written Report**
 - h. Policy Review Committee..... **Report w/ Action Items**
 - i. GBC Institutional Bylaws – For Possible Action in March**
 - ii. Program Review Policy – For Possible Action in March**
 - iii. Mission Fulfillment/ Institutional Effectiveness Assessment – For Possible Action March**
- 6. Special Guests:**
- 7. Unfinished Business:**
- 8. New Business:**
 - i. GBC Mascot – SGA Vice President Catherine Cole**
- 9. Information Items:**
 - i. Assessment Plans Due – Daniel Murphree**
- 10. Announcements:**
- 11. Good of the Order:**
 - i. Cizek Associates (CAI) – Listening Session**
- 12. Adjournment:**

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FACULTY SENATE 2024-2025
Friday, January 24, 2025
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Elko –GTA 130; Ely – GBC 118; Pahrump- PVC 122; Winnemucca – GBC 123/124.

DRAFT MINUTES

1. **Roll Call:** Roll Call: Steven Hrdlicka, Dean Straight (Proxy for Tim Esh), Abigail Loya, Christopher Salute, Madison Arbillaga, Dorothy Callander, Jamie Carlson, Merrick Mildrum (Proxy for Tami Potter), Eleanor O'Donnell, Ping Wang, Kara Coates, Stephanie Davis, Jason Brick, Kristin Heath, Amer Ogle, Kimberly Noah, Roger Quijada

Absent Representatives: Tiffany Ross

Other Members Present: Dave Sexton (Chair), Oscar Sida (Vice Chair), Jonathan Foster, Xunming Du, Ethan Hawkey, John Rice, Laura Debenham, Amy Smith, Yvonne Naungayan, Erica Salazar, Sheree Beard, Sheila Staszak, David Antonini, Shemayne Pitts, Krishna Subedi, Jenny Ahlvers, Michelle Beecher, Becky Coleman, Rita Pujari, Leah Johnson, Gerardo Wence-Munoz, Daniel Murphree, Gail Rappa, Mardell Dorsa, Sarah Massie, Eric Anderson

Others present: Vice President Sarah Negrete, Dean Mary Doucette, Dean David Stoddard, Dean Karl Stevens, Elizabeth Stanley, Shay West, Sharon Butterfield, Kimberly Myers

2. **Call to Order:** 10:01 AM
3. **Approval of November 21, 2024 minutes - For Possible Action**

A motion to approve the November 21, 2024 minutes was by Jamie Carlson, seconded by Dean Straight. Motion passed unanimously.

4. **Standing Committee Reports:**

- | | |
|---|-----------------------|
| a. Academic Standards & Assessment..... | No Report |
| b. Bylaws..... | Written Report |
| c. Compensation & Benefits..... | No Report |
| d. Curriculum Review..... | No Report |
| e. Instructional Technology..... | No Report |
| f. Gen Ed Committee..... | No Report |
| g. Personnel..... | Written Report |
| h. Equipment Awards Advisory Group..... | Action Items |

- i. [Equipment Advisory Awards Spreadsheet](#) – For Possible Action

A motion to approve the Equipment Awards was by Jamie Carlson, seconded by Stephanie Davis. Motion approved unanimously.

5. **Senate Chair Report** – No report.

6. **Special Guests:**

President Dr. Amber Donelli – President Donelli discussed the need to reevaluate the Salary Equity Adjustment, which was last updated in 2013. A report submitted in 2023 claimed to have examined salaries and indicated that due to our budgets, any adjustments would create a hardship on the institution and could lead to hiring freezes or eliminations.

President Donelli's suggestion was to form a committee to examine salary equity and make sure there aren't any inadequacies or inequities. The committee will need to reevaluate the plan and ensure all is in line with the budget that GBC will propose to the Board of Regents for the next two years. President Donelli needs to send the report from the committee to the BOR in June, so the committee will need to complete their report and have the Senate vote on it in April.

Compensation & Benefits Chair Dr. John Rice will also chair the Salary Equity Committee. He has already reached out for members and would like to have reps from every area of the college. He is open for anyone who is interested. Contact Chair Rice or Senate Chair Sexton.

President Donelli will know more about what GBC's budget will look like and how NSHE will be funded within the coming months based on the budget hearings. If there are any changes to be made, it may be something that is phased in, and there is also the financial impact of the institution as a whole to consider.

Reach out to President Donelli with any questions.

President Donelli would like to share her appreciation for everyone who attended and was involved in the CollegeCon.

Chancellor Patty Charlton – Chancellor Charlton wishes she could be in person but is sporting her GBC shirt for the meeting. She begins by expressing the importance of rural colleges and the financial constraints they face. She mentions a strong voice for rural colleges on the BOR now: Pete Goicoechea.

One of the highlights at the pre-session Legislative Budget meeting she and President Donelli attended earlier that week was to celebrate Nevada's enrollment rates and graduation. GBC leads the graduation rates with 51%! Huge congratulations to everyone!

Chancellor Charlton highlights the budget and mentions that the number one priority is to build back the budget from the COLA increases and address the unfunded portion. They have a comprehensive understanding of the budget formula, and with that information, they submitted a funding allocation. The request was of 20 million dollars per year over the biennium. There is also support from the governor's office for a one-time funding for Public Safety.

The Strategic Plan for NSHE has been approved at the Special Board Meeting, which is just the start of the conversation. They have a good framework to start from, and a strategic plan if done correctly, will be guided by continuous improvement. GBC will host the Board in September.

Chancellor search underway, as Chancellor Charlton is our interim chancellor, and it should be wrapped up at the start of the new fiscal year.

Chancellor Charlton would like to extend her gratitude to everyone at GBC, and then opens to the floor for questions or feedback.

A member asks about the executive order regarding DEI at the federal level.

The executive mandate was specifically for the federal agencies and does not apply to our organizational structures. However, there was a heavy lift on recent Title 9 changes, which caused the 2024 regulations to be completely rescinded. They will have to be reverted back. We are navigating that communication and general counsel support.

Chair Sexton asked about the issue regarding health coverage. Chancellor Charlton answered that PEBP was going to make some changes to the health coverage and eliminate the HMO, but this has been tabled because of the voices of faculty and staff that carried a lot of impact in helping this be diverted. She does add that this doesn't mean that they won't come back with it next year, so be vigilant.

Chapter 6 Termination policy will be circling back to Faculty Senate. Shared governance is very important.

Chancellor Charlton needs the help of faculty and staff to voice the importance of what we do. GBC voices are going to be very important in navigating the landscape. Take every opportunity to participate.

Chancellor Charlton will be here before commencement in May but will also attend commencement. She will also try to visit the other sites as well.

7. Unfinished Business: None.

8. New Business: February 21st is a Mental Health Expo at the Leonard Center from 10am – 2pm.

9. Information Items: March 1st is the deadline for Professional Development.

Vector training is going well. It is at 80%, which makes GBC leading the state. Arysta Sweat would like to thank everyone for participating.

Please do the short survey for Continuing Education. Also, fitness center classes start next week, so sign up soon!

10. Announcements: Chicago will present in March!

11. Good of the Order: None.

12. Adjournment: 11:54am

Academic Standards Committee Online Meeting Agenda

December and January 2024

The academic standards committee met over email in December to approve non-traditional credit for Jacob Givant in place of SUR 280 and SUR 281. The credit was approved with the following vote:

Committee Member	Vote
Daniel Murphree, Chair	Yes
Susanne Bentley	Yes
Eric Andersen	Yes
Yvonne Naungayan	Yes
Sheila Staszak	Yes
Steven Hrdlicka	Yes
Kara Coates	Yes
Rebecca Hawkey	Abstain
Jenny Ahlvers	Yes
Monte McRae, Jr.	Yes
Jason Farnsworth	Yes

In January the academic standards committee met over email and Jacqueline Mangini was approved to substitute STAT 152 in place of MATH 126 for her business administration program. This was approved with the following vote:

Committee Member	Vote
Daniel Murphree, Chair	Yes
Susanne Bentley	Yes
Eric Andersen	Yes
Yvonne Naungayan	Yes
Sheila Staszak	Yes
Steven Hrdlicka	Yes
Kara Coates	Yes
Rebecca Hawkey	Yes
Jenny Ahlvers	Yes
Monte McRae, Jr.	Yes
Jason Farnsworth	Yes

Great Basin College

Bylaws Committee, 2025

Faculty Senate Report, January 2025

Members: Kevin Seipp (Chair), Oscar Sida (Faculty Senate Vice Chair), Becky Coleman, Thomas Bruns

The Bylaws Committee met on Wednesday, January 22, 2025. We discussed moving forward with language to address the recurring situation of a Vice-Chair not being selected. When we do not have a Vice-Chair, we do not have an incoming Senate Chair. There is no language in the bylaws to address this situation. Our anticipated date of presentation is during the March meeting.

The Curriculum Review Committee met and voted to recommend for approval the following:

1. New Course:

ANTH 423 Indigenous Identities

2. Program Change:

Engineering and Physical Science Pattern of Study

i. ENGR 100 will be the general education requirement for Technology, otherwise no other change. This was approved by the Computer Department and the General Education Committee in December.

ii. Due to the addition of engineering courses to make this a 2+2 program with UNR, it does increase the credits by 4-6. The following courses will be added: MATH 285, EE 220, ME 242, and ENGR 241. ENGR 100 will replace the technology general education requirement of CS 135. The program electives were removed to accommodate the new courses.

Personnel Committee

Meeting Minutes

Thursday, Feb. 13, 2025

11 a.m. GTA 124 and via Zoom

Members present: Jennifer Stieger (chair), Erica Salazar, Jason Brick, Xunming Du, Mike McGhee, Amber Cannon, Arysta Sweat, Christopher Salute, George Kleeb, Jessica Johnson, Amy Smith, Shirley Muir

Members absent: Mardell Dorsa, Tim Beasley

Action items:

- The committee approved the November meeting minutes

Items discussed:

- The committee agreed on Spring meeting dates.
- Jennifer provided an update on the diversity training in WebCampus.
- The committee discussed that the WebCampus diversity training be available in the future for all employees who serve on search committees. Jennifer will follow up with HR.
- The committee discussed updating the part-time and tenure-track teaching observation forms for consistency. Jennifer suggested creating a sub-committee to work on the forms. Mike, Amber, and Jennifer agreed to be on the sub-committee if needed.
- The committee discussed the need for an additional sub-committee to review the mentorship policy.
- The committee will review its current charges and make recommendations.
- Jennifer will invite Sarah Negrete to attend a future meeting to answer questions regarding the committee's list of charges and search committee responsibilities.
- The meeting was adjourned at 11:47 a.m.

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1.0 Organization and Administration of Great Basin College

Purpose of the College. Great Basin College (GBC) is part of the Nevada System of Higher Education (NSHE) – a system comprised of two universities, one state college, four community colleges, and a research institute. GBC must

comply with all policies and procedures outlined in the NSHE Code and NSHE Title 4, Policy Codification.

GBC is a comprehensive community college and provides educational opportunities for university transfer, occupational/technical, selected baccalaureate degrees, community education, developmental education, business and industry linkages, and student support services.

With an 86,500-square-mile-service area, a multi-educational center organizational structure and extensive distance education technologies are utilized.

2.0 College Bylaws (GBC)

Other GBC Bylaws. The Board of Regents delegates to the faculty of GBC the authority and responsibility for organizing itself in accordance with GBC Bylaws and for recommending policy on matters of faculty welfare, on the rights of faculty under the Nevada System of Higher Education Code, and on their involvement in the College's primary missions as stated in the NSHE Code. Classified staff are also awarded the authority and responsibility for organizing themselves into a representative body in accordance with the NSHE Code.

The **College Bylaws Committee** is formed by recommendations from the Faculty Senate, Classified Council, President's Council, and appointed by the president. The Committee deals with questions of GBC Bylaws interpretation, possible revisions, and amendments. This is an ad hoc committee. Any college person or group requesting interpretation, revision, or amendments should contact the president's assistant.

Questions of interpretation of GBC Bylaws shall be directed to the ad hoc College Bylaws Committee. The committee shall rule on the questions, and any appeal of the decision shall be made to the president. To the extent that any provision of these Bylaws conflicts with a provision of the NSHE Code, the provision of the NSHE Code shall be controlling.

GBC policy on policies. The GBC policy on policies ensures that the management of GBC policies aligns with NSHE policies, as well as state, federal, and local laws and regulations, while reflecting the values of the college. This policy is available upon request.

Amendments to the GBC Bylaws may be made in two ways:

- Any employee or college body may propose an amendment. Such a proposed amendment shall be presented to the College Bylaws Committee for review and validation with federal and state laws as well as NSHE Code and Policies. Such a proposed amendment must be forwarded to the President's Council with appropriate notes from the College Bylaws Committee. If the president rejects the proposed amendment, then the president shall notify all parties, in writing, of the decision and the reason(s) for rejection within twenty (20) working days after receiving the proposed amendment.
- Any amendment must be reviewed and accepted by the President's Council. The president and Board of Regents must give final approval.

3.0 Organizational Structure of Great Basin College

3.1 The Participants

Organizationally, Great Basin College consists of Deans, Faculty, Classified Staff, and Students. Faculty encompasses executive faculty, full-time and adjunct teaching faculty, and administrative faculty, as outlined below. Classified (or support) staff are non-exempt employees governed by the State of Nevada personnel procedures. Students, whether full-time or part-time, are the foundation of GBC's mission. These categories of participants are detailed in the sections below.

Executive Faculty

Executive faculty are the president and vice -presidents. The president of the College is the chief executive officer. The president reports to the Board of Regents through the Chancellor. The president's specific duties and responsibilities are set forth in the Bylaws of the Regents. The president is responsible for all final decisions at the College and is the chief college representative to the community at large. Each vice -president is appointed by the president subject to the approval of the NSHE chancellor. The president specifies duties and responsibilities. Vice-presidents report directly to the president.

Academic Faculty

The faculty of the College is composed of all persons holding positions as defined and authorized by the Board of Regents (NSHE code, 1.1(g) and 1.4.5). This definition includes those who teach, instruct, lecture, and provide counseling services or professional library services directly supporting teaching. People holding letters of appointment

for teaching or other part-time professional duties are considered adjunct faculty, as defined in Title 4 Ch 3 Sec. 38. They are not eligible for tenure. The president appoints all academic faculty.

Administrative Faculty

Administrative faculty may perform various professional duties, such as supervising administrative or support areas. They may work at a variety of intellectual specialized or technical work tasks. The president appoints administrative faculty. The president shall establish duties and responsibilities of administrative faculty.

Classified Staff

Classified staff are employed to provide technical and clerical support to the administration and faculty. Terms and conditions of employment are set forth in Chapter 284 of the *Nevada Administrative Code*, as provided in the *Nevada Revised Statute* 284.140(6).

Students

Students are people enrolled in credit and/or non-credit courses at Great Basin College.

3.2 College Governance

3.2.1 President's Council. For the purpose of promoting shared governance in the College community these bylaws authorize the formation of the President's Council, consisting of senior administration with representation including the GBC faculty senate chair.

The President's Council serves as both an information gathering and a decision-making group. It receives recommendations from all the College groups. It also acts as a forum for debate and discussion on policies, procedures, issues, and concerns. Final decisions on matters of policy and procedure are reserved to the president.

The President's Council may establish committees to make commendations on any matters of concern to the College. Whenever possible and appropriate, members of the President's Council will work together with both academic faculty and classified staff.

The president shall determine the administrative organization of the College. A current organizational chart of the college may be found in the *GBC Policy and Procedure Guide*. Updates are located on the Great Basin College website.

3.2.2 Faculty Senate. These Bylaws authorize the formation of a faculty senate as allowed by NSHE Code. Sec.1.4.7. The purpose of the senate is to assure faculty participation in the formation of institutional policies and goals and the implementation of these policies and goals.

In accordance with the GBC Bylaws and the NSHE Code the faculty establishes and maintains separate bylaws for their governance. The *GBC Faculty Senate Bylaws* are on the website.

The faculty senate will make recommendations concerning general policy on matters of faculty welfare, faculty rights under the NSHE Code, and faculty involvement in the Great Basin College mission.

These recommendations will be provided to the president in writing for decision, and, if applicable, on to the Board of Regents. Recommendations that are to be sent to the Board of Regents must first be approved by the president's council.

The faculty will be represented at all meetings of the Board of Regents by the chair of the faculty senate or designee. The faculty senate chair will also sit on the President's Council.

The faculty senate may nominate and elect two representatives from the adjunct faculty.

Faculty Senate Standing Committees

The Faculty Senate establishes membership in each of its standing committees and, when necessary, ad hoc committees.

3.2.3 Classified Council. For the purpose of promoting support staff participation in the College community, the GBC Bylaws authorize the formation of an organization of classified staff to be known as Classified Council. All full-time and part-time employees of GBC under the State of Nevada Classified Employee System are eligible for membership in the classified council.

The Classified Council shall develop bylaws for governance. All such Council bylaws shall conform to the *GBC Bylaws* and the NSHE Code and be approved by the president.

Classified Council Bylaws may be amended according to conditions set forth within those bylaws, provided the amendments do not bring the Council bylaws into conflict with the GBC Bylaws or the NSHE Code.

The Classified Council may establish committees to make recommendations on matters of personnel and involvement in the institutional mission. If possible and appropriate, members of the classified staff will participate on institutional committees as provided for in these bylaws.

The chair of the Classified Council or designee shall communicate to the president of GBC the results of any deliberations on matters of personnel policy or matters involved in the institutional mission. The Council's actions are advisory only; the president shall have the final decision. The Classified Council chair shall be invited to participate in the President's Council on a regular basis.

Classified Council Subcommittees

The Classified Council establishes membership in each of its standing committees and, when necessary, ad hoc committees.

3.2.4 Student Government Association (SGA). For the purpose of promoting student participation in the College community, the Board of Regents authorizes the formation of the Student Government Association (SGA) of students at Great Basin College. The SGA reports directly to the Board of Regents.

Students currently enrolled at GBC in any FTE-approved courses are eligible for membership in the Student Government Association.

The SGA shall have a constitution, approved by a majority of those voting. All provisions of the SGA constitution are subject to the review and comments of the president of GBC and approval by the Board of Regents. The constitution shall be in conformance with the NSHE Code.

The SGA through its constitutional provisions may establish committees to deliberate student concerns. Whenever possible and appropriate, students will be included on institutional committees as provided for in these *Bylaws*.

The SGA president shall be the official spokesperson for the students of the College and shall be present at all regular Board of Regents' meetings. The president of the SGA shall communicate monthly to the vice-president for student services any official SGA actions, concerns, and/or reports for the vice-president's action or for forwarding to the president of GBC.

3.2.5 GBC Institutional Advisory Council (IAC). IAC membership will consist of no less than 10 and no more than fifteen individuals who reside in the GBC service region to function as ambassadors from and liaisons with stakeholders. As much as is reasonably feasible, the geographic distribution of IAC members will reflect the GBC student distribution.

3.2.6 GBC College Foundation. The Foundation's mission is to enhance the overall mission of Great Basin College as an institution of higher learning, achieved primarily through cultivation and management of fiscal resources and promotion of the College's image throughout the region.

3.2.7 Other College Committees and Councils

In addition to the standing committees and councils outlined elsewhere in this policy, the institution may establish various other committees and advisory boards to support specific administrative, academic, and student service functions. These committees serve to provide guidance, oversight, and recommendations on institutional policies, student concerns, academic program development, and administrative procedures.

4.0 Budget

In keeping with the priorities of excellence for instructional and support services, the vice-president for finance and operations shall request annual budgetary recommendations from the faculty. The budgetary process shall include the opportunity for faculty and staff members to make budgetary recommendations.

The president or designee shall ensure that all faculty and staff members are informed on the status of the yearly work program and the biennium budget.

5.0 Human Resources

5.1 Personnel Actions

5.1.1 Recommendations for Action. All recommendations for personnel actions shall be directed through regular administrative channels. As the appointing authority, the president must provide final approval of all recommendations from supervisors, search committees, and other appropriate individuals or groups concerning appointment to employment, non-reappointment to employment of non-tenured faculty members, salary, promotion, or appointment with tenure within the College. However, an appointment with tenure shall also require the approval of the Board of Regents.

No employment contract is valid without the president's approval. Unsigned contracts are non-binding and do not constitute an offer. A contract form which has not been signed by the president is considered an instrument of negotiation and is not a binding contract or offer. The president shall have the authority to issue a contract for employment for any approved or budgeted position, except as otherwise stated in the NSHE Code, Sec. 1.6.1 and 5.4.2.

5.1.2 Denial of Appointment with Tenure, Salary Increase, Promotion, or Reappointment. A faculty member who has been denied appointment with tenure, a salary increase, promotion, or reappointment to employment, or who has received a notice of termination may, within 15 calendar days after notification of such denial, provide a written request to the department chair, supervisor, or vice-president who rendered the negative decision asking for a statement in writing of the reasons for the denial or notice of termination. The response must be received by the faculty member within fifteen calendar days after the appropriate administrator receives the written request for reasons. [Faculty who have not been granted tenure may be issued notices of non-reappointment or termination depending on their date of hire.]

Within fifteen calendar days after receipt of the written reasons for denial of appointment with tenure, salary increase, promotion, reappointment to employment, or for the issuance of a notice of termination, a faculty member may request reconsideration. The request shall be submitted in writing to the faculty member's department chair, supervisor or vice-president who rendered the negative decision together with the reasons, arguments, and documentation supporting the request for reconsideration. The request for reconsideration shall be promptly directed through regular administrative channels with recommendations for or against reconsideration of the decision. Final action shall be taken within a reasonable time by the president after receipt of the recommendations, except that if the president, after reconsideration, decides to recommend that appointment with tenure should be granted, the final decision must be made by the Board of Regents.

5.2 Appointment

5.2.1 Recruitment Procedures. Procedures for recruitment and selection of faculty shall be published with GBC Policies on the GBC website. Such procedures shall be consistent with the provisions of the NSHE Code.

5.2.2 Duration of Employment Contracts. The NSHE Code Sec 5.4.2 provides for employment contracts for up to three years with subsequent one-to-three-year contracts possible as offered and accepted by the employee. These contracts do not provide tenure. Employees receive the same benefits and salary increases as tenured full-time faculty. See NSHE Code citation listed above for more detailed information.

5.2.3 Terms and Conditions of Employment. All employment contracts shall be in writing and shall specify therein the terms and conditions of employment. The provisions of the NSHE Code, in their entirety, shall be a part of the terms and conditions of every employment contract, except as may be varied in writing by the parties to the contract. Any understanding, promise, term, condition, or representation not contained in the contract is of no effect.

An employment contract shall not be binding until executed by both the appointee and the appointing authority and approved as may be provided in the NSHE Code.

5.2.4 Personnel Files. The College will maintain an official personnel file for each employee. No anonymous material except duly authorized evaluations/letters/memos will be placed in the file. Any employee will have the right to examine and duplicate the contents of the file during regular office hours.

5.2.5 Job Descriptions. All employees of the College shall have job descriptions. Academic faculty responsibilities shall be provided in a job description as determined by the vice-president for academic affairs after consultation with the faculty member involved. The specific responsibilities shall reflect the workload policy as set forth in the *GBC Policy and Procedures Guide*, and they shall reflect the goals, objectives, and priorities of the College.

Executive and administrative faculty and non-teaching faculty responsibilities and classified staff responsibilities shall be provided in a job description as determined by the appropriate administrator. Specific responsibilities shall reflect the goals, objectives, and priorities of the College.

5.3 Recruitment

A position analysis, description, and announcement will be developed by the administrative unit concerned and published by the personnel office. Recruitment will be on an internal, local, regional, or nationwide basis as determined by the president. A search committee process as determined by campus policy will be used for professional, administrative, and classified position openings.

In accordance with the Board of Regents' Handbook, Title 4, Chapter 8, Section 6(2), the president or chancellor may waive the search requirement where he or she determines the waiver to be in the best interests of the college.

In addition, internal college promotions (excluding presidents and vice-presidents) do not require a search (Title 4, Chapter 8, Sections 6 (2) and (3)).

For the recruitment and selection of executive faculty (vice-presidents), the president will appoint a chair of a search committee, which will be broadly representative of the college. Since the hiring of the vice-president for academic affairs affects the teaching faculty directly, and because this leadership position establishes professional tone and pedagogical engagement and is central to the program vision of the college, the faculty will be well-represented on this particular search committee. Specifically, major areas of the college teaching functions will be represented.

For the recruitment and selection of administrative faculty, the appropriate vice-president will appoint a chair, who will then form a search committee. Faculty will be represented on the search committee to the extent that the position affects the college's teaching function. The committee will be broadly representative of the college community and, depending upon the technical or specialized nature of the position, by persons possessing the technical knowledge and skills.

The recruitment and selection of the college president will be conducted in accordance with rules set forth by the Board of Regents Committees; recruitment and selection will be determined by the Board of Regents in compliance with NSHE Code.

Search committee procedures for full-time teaching faculty positions are detailed in GBC Faculty Senate Personnel Committee's document, *Procedures Governing the Search for and Recruitment of Faculty and Administrative Faculty*.

5.4 Employee Evaluation

Every employee of GBC shall receive periodic evaluation of their work performance in accordance with NSHE Code, Sec 5.12 and Title 4, Ch. 3, Sec 4.

An evaluation shall be conducted for the purpose of documenting, supporting, and encouraging excellence at Great Basin College. Excellence of instruction, support services, and administrative functions shall be the highest priority. Evaluations are to be conducted in a constructive manner for the benefit of the employee and will be structured to provide for a variety of inputs. Evaluations will include, but not necessarily be limited to assessments of professional performance, communication skills, performance of assigned duties, commitment to teamwork, and effective use of the resources of the College.

Administrative faculty, academic faculty, classified staff, and adjunct faculty each have guidelines for periodic evaluation. The guidelines are detailed in Chapter 5 of the *GBC Policy and Procedures Guide*.

A summary of the performance evaluation procedures follows:

- The evaluation of the president shall follow guidelines approved by the Board of Regents.
- The president will determine the evaluation process for vice-presidents.
- The performance evaluations of executive administrators (president and vice-presidents) shall include consultation with the professional and classified staff of the administrative unit.
- **Administrative faculty** are evaluated by the immediate supervisor annually with attention paid to the past year's progress on professional goals and directions and the development of mutually agreed upon directions for the upcoming year. The supervisor also evaluates the administrative faculty on management competencies (planning, communicating, and others) on a four-point scale. The performance evaluations supervisory faculty shall include consultation with the professional and classified staff of the appropriate administrative unit.

- **Academic faculty** are evaluated annually using data and judgments from course evaluations completed by students, evaluation by immediate supervisor, and a self-evaluation, with each of the three methods carrying equal weight.
- **Tenured academic faculty** will undergo a peer review every five years. This involves teaching observations by the department chair, a peer picked by the faculty member from within the department, and a peer from another discipline. Their written reports are submitted to the vice-president for academic affairs or the appropriate supervisory dean.
- **Adjunct faculty** are evaluated based on classroom observation/conference the first semester of employment and every fifth year thereafter. The department chair or an appointed faculty member conducts the evaluation. Student course evaluations are also considered in the review process.
- **Classified staff** are evaluated according to State of Nevada procedures.

All evaluation procedures are reviewed periodically to maintain a system of evaluation that enhances performance and the accomplishment of the College mission.

5.5 Adverse Annual Evaluation Rating

Academic and administrative faculty who disagree with the supervisor's evaluation may submit a written rejoinder, as provided in the NSHE Code, Sec 5.16 and in Title 4, Chapter 3, Section 4.5. Following the provisions in these two references, GBC uses the peer review process to address faculty objections to an adverse annual evaluation rating **or** a denial of merit increase. The result of the peer review will be a recommendation to the president for a final decision. Whether the president accepts or rejects the peer review recommendation, the president must include a signed addendum on the front of the original evaluation stating the change, if any, and the reasons for the change or the reasons for a denial of a recommended change. See 5.11 below for more detail on the peer review process.

5.6 Tenure

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those people who have exhibited excellent abilities, sufficient to convince the NSHE that their expected services and performances in the future justify the privileges provided by tenure.

Tenure policy and eligibility will follow those established in the NSHE Code, Chapter 4, Tenure for Community College Faculty, and those procedures outlined in Section 5 of the *GBC Policy and Procedures Guide*.

5.7 Professional Rights and Appeals, Salary Schedules

Changes in contractual status shall be administered in accordance with the NSHE Code.

All appeals and reconsideration of personnel actions shall be conducted in accordance with the NSHE Code. Salary schedules for the universities, special units, state colleges, and the community colleges shall be reviewed every four years, in an odd numbered year, by joint efforts of the faculty, the presidents and the chancellor. Any proposed revisions to the schedules shall not go into effect until approved by the Board of Regents (BIR 1/03).

5.8 Layoffs for Curricular Reasons and Financial Exigency

5.8.1 Curricular Reasons. An employee of the college may be laid off for curricular reasons because an administrative unit, project, program, or curriculum has been discontinued, reduced in size, or reorganized for bona fide reasons pertaining to the mission of Great Basin College resulting in the elimination of the employee's position (NSHE Code 5.4.6., as revised and State Administrative Manual 288.614 - 630). The process for elimination of an administrative unit, project, program, or curriculum is described below.

No decision about program termination shall be made by the president without a recommendation of a program review committee, either a regularly scheduled review or a special review. The committee will be constituted as a program review group, including membership from area or department under review, cross-campus faculty, employers, and faculty or administration from another institution. The committee's investigation will consider enrollment, employment trends, costs, and status of students enrolled in the program but not yet completed.

5.8.2 Financial Exigency. A faculty member may be furloughed or laid off as an employee before the end of the contract term because of financial exigency declared by the Board of Regents.

If any Great Basin College administrative unit, project, program, or curricula is potentially affected by the financial exigency, the president shall determine the number of persons to serve on the ad hoc financial exigency committee, shall

choose the chair of the committee, and choose one-half of the remaining membership of the committee. The Faculty Senate shall elect one-half of the membership, and the chair shall vote only in case of a tie vote. The plan recommended by the committee must be approved by the president before being submitted to the chancellor. (See 5.4.S(d) of the NSHE Code.)

5.8.3 Layoffs Due to Curricular Reasons or Financial Exigency (Procedures). If a professional employee is notified of a layoff for curricular reasons on or before December 1 of the professional employee's current contract year, the layoff shall not be in effect until the following June 30. If a professional employee is notified of a layoff for curricular reasons after December 1 of the current contract year, the layoff shall be in effect until the completion of the contract year immediately following the June 30 of the contract year of notice (NSHE Code. S.4.7(d)).

When a professional employee has been officially notified of a layoff for curricular reasons, the faculty member, in addition to the requirements of the official notice as provided in Sec S.4.7(f) of the NSHE Code, should be informed of possible alternatives to layoff for curricular reasons as provided in subsection 5.4. 7(b) of the NSHE Code.

A professional employee may be furloughed or laid off as an employee before the end of the contract term because of a **financial exigency** declared by the Board of Regents as outlined in NSHE Code, Sec. 5.4.S.

5.8.4 Classified Staff Layoffs. If, because of changes in organization, job duties, financial exigency, or the like, it becomes necessary to consider reductions in Classified Staff, status, performance, and seniority are all determining factors. Procedures for reduction in Classified Staff are outlined specifically in the State Administrative Manual (State Administrative 288.614 - 284.630).

5.9 Academic and Administrative Faculty Grievances

5.9.1 Definitions

1) A grievance is an act or omission to act by the respective administrations of the System institutions, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violations of the Nevada System of Higher Education Code or institutional bylaws (from NSHE Code, Sec. 5.7).

Board of Regents policy (Title 4, Ch. 3, Sec. 4(5)) provides a procedure, as described below, for addressing a faculty member's dissatisfaction with an adverse annual evaluation rating or denial of merit. The faculty member will have the right to pursue reconsideration and a grievance, in addition to submitting a written rejoinder.

2) Some grievances may not meet the formal definition but can still affect workplace relationships and productivity.

5.9.2 Procedures. In the second type of grievance above, the faculty member (administrative or academic) will take the grievance to that person's supervisor; if it is not settled at that level, it goes to the next level of supervision, and so on. The president, if it reaches that level, will make a final decision. At each level, the parties are encouraged to make a sincere effort to resolve the grievance in a collegial and respectful manner.

In the more serious types of grievance as given in the first definition above, Great Basin College uses peer evaluation or peer review for resolving issues relating to promotion, tenure, and evaluations as provided in the NSHE Code 5 Sec. 5.16(c).

An employee who disagrees with an adverse evaluation may provide a written rejoinder and/or request a peer review within fifteen working days of the date of the evaluation. The peer review committee which must be represented by **both** administration and faculty, will be comprised of the following:

- The grieved employee chooses one member.
- If the grieved-employee is an academic faculty member, the senate chair will select at least five and no more than eight tenured academic faculty members.
- If the grieved-employee is an administrative faculty the senate chair will select at least five and no more than eight administrative and/or academic faculty, each of whom has been at GBC at least 5 years. From these lists, the president selects one person for the committee, who will then serve as chair.

- The employee's supervisor chooses one member.

Within fifteen working days of the committee selection the peer review chair will convene a meeting of the group, which will then complete the work within twenty working days. The working days specified above are the maximum. Some steps may be completed in a shorter period.

The committee will:

- Review written materials submitted, including the original evaluation and the faculty rejoinder.
- Gather information from other sources as the committee chair deems necessary.
- Discuss the merit of changing or not changing the evaluation. The proceeding of the peer review shall be informal in nature.
- Draft a report recommending the confirmation of the original evaluation or recommending a new evaluation.

The peer evaluation report will be submitted to the college president. If the recommendation is to change the evaluation the president may or may not accept the recommendation. Either way the president must attach an addendum to the front of the original evaluation explaining how the evaluation was changed (if it was changed) and why the evaluation was changed or remained the same. The addendum is signed by the president and a copy is given to the faculty member within fifteen (15) working days.

The supervisor's official evaluation and the faculty member's rejoinder and/or peer evaluation will be retained in the faculty member's personnel file along with other recommendations from a review process.

5.10 Classified Staff Grievance

Classified staff of the College who feel aggrieved because of an action or omission of an action resulting in an adverse impact on the employment conditions relating to salary promotion, or other contractual status as conditional by the NSHE Procedures and Guidelines Manual may seek redress through the State of Nevada procedures available from the college human resource office.



POLICY AND PROCEDURE

Title:	A Guide to Program Reviews
Policy No.:	3.40
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

The purpose of the program review is “to assure academic quality, and to determine if need, student demand, and available resources support their continuation.” (NSHE Title 4, Chapter 14, Section 4 6).

The periodic program review provides an opportunity for the college to reflect on the quality of instruction within programs, to develop tools to measure program effectiveness, to ensure the viability of degrees and certificates with regard to our graduates' employment opportunities and transferability to other institutions, and to enhance our graduates' ability to be productive and discerning citizens of their communities.

The information gained can inform the college about which programs are serving the constituency well in their present form, which programs need moderate or minor changes regarding structure, instruction, curricula, and/or format, and which programs need to be changed drastically or eliminated altogether. These decisions can be difficult, and the program review process provides GBC with the most current and sound data to influence making such determinations.

Program review data is useful for marketing and for accreditation self studies.

Procedures

1.0 Program Review Schedule

1.1 Frequency. The Office of the Vice President for Academic Affairs maintains a ~~seven (7)~~ **five**-year schedule of program reviews. This office also has electronic copies of past program reviews.

New programs shall have a review following the third year of operation, limited to the comparison of enrollment and costs between the projected and the third-year data. A new program shall have a complete review after the fifth year of the program's existence.

Programs may be reviewed at other times following a request, for example, from the regional accrediting agency or the chancellor's office.

1.2 Time-line:

Beginning of fall semester	VPAA meets with program members to discuss the program review process.
November	Select the Program Review Committee (PRCE) and begin data collection.
March	Submit preliminary report to the PRC.
End of spring semester	Submit final report to the VPAA.

September	VPAA submits report to Chancellor and the Board of Regents.
Spring semester	Meet with VPAA for a one-year follow-up.

2.0 Select Program Review Committee (PRC) members

The members of a program must select a committee to assist in the review process. This committee consists of the program members themselves and three or more of the following:

- A colleague in *the same or* a related area from another college.
- A GBC faculty member from a related area.
- Representative(s) from business/industry (required for occupational and technical programs) or a member of the GBC Advisory Board.
- A university faculty member in *the same or* a related area.

Committee members outside of GBC and the GBC Advisory Board are eligible for compensation and/or travel and per diem. Although the chair of the PRC is ultimately responsible for the final report, a consultant may be hired to compile the data and write the report.

3.0 Collect Data

3.1 Program Data

Data	Source of Data
Number of full-time and <i>adjunct</i> faculty	Program <i>chair</i>
Student enrollment for past 3 years (FTE and number of students), include ethnicity, gender, #declared majors	Institutional Research
Student Completers/Graduates	Institutional Research
Employment Demand Projections (if relevant)	Institutional Research
Facility and equipment	Program chair
Program Costs	Program chair and administrative services

3.2 Measures of Student Satisfaction & Success

Data	Source of Data
Assessment of learning outcomes	Program members
Results of student surveys	Institutional Research
Graduate surveys	Institutional Research

3.3 Follow-up Data

Data	Source of Data
Performance of transfer students at 4-year institutions	Institutional Research
Performance of baccalaureate students at graduate school	Institutional Research
Follow-up of graduates/ <i>completers</i> 1-3 years on the job.	Institutional Research
Measures of employment satisfaction	Institutional Research

4.0 Preliminary Report

The preliminary report to the PRC will include the following:

- How the program supports the mission of the college
- How the program integrates with other departments and programs at GBC
- Recruitment *approaches*
- Curriculum/competencies/learning outcomes
- Syllabi
- Strengths and weaknesses of the program
- Needs-equipment, instructional resources, etc.
- *Planning* goals
- Data from part II

Submit the preliminary report to the PRC *at least 2 weeks* before the PRC meeting.

5.0 Program Review Committee Meeting

Meet with the PRC to discuss the preliminary report, analyze the data, evaluate the program and assist the chair of the PRC and/or the consultant in writing the final report that includes the evaluations and recommendations of the PRC. The member of the committee who is a colleague from another institution will be encouraged to write a separate report to be submitted at a later time.

6.0 Further Action

6.1 The consultant and/or the PRC will write report and submit to the vice president for academic affairs. An annual report will be published by the institution on the results of existing program evaluations and a summary of that report will be forwarded to the Chancellor's Office and presented to the Student and Academic Affairs Committee annually by the VPAA.

6.2 The program members will meet with the VPAA for a one-year follow-up *of program changes as appropriate*.

Revised by Faculty Academic Standards Committee & Office of Academic Affairs: March 2002
Reformatted & updated by President's Council: September 10, 2008
Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Procedure:	Mission Fulfillment/Institutional Effectiveness Assessment
Policy No.:	2.3
Department:	Office of the President
Contact:	Vice President for Academic Affairs

Policy

The purpose of the Mission Fulfillment/Institutional Effectiveness Assessment policy is to document the entire assessment process for producing evidence of ongoing evaluation and planning, and to measure mission fulfillment.

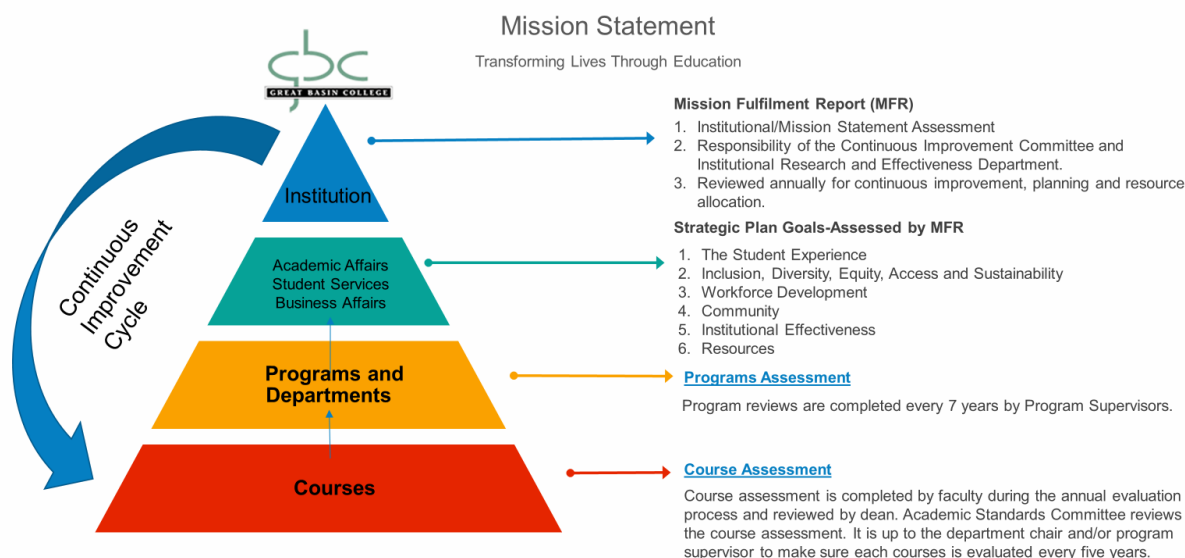
Scope

This process includes institutional, program, and course assessment. The Continuous Improvement Committee provides oversight for the institutional and program assessment. The Academic Standards Committee provides oversight for course assessment and academic standards.

Assessment Principles

1. Institutional Assessment aligns strategic plan goals and key performance indicators to define institutional effectiveness and therefore, mission fulfillment.
2. Program Assessment aligns courses to program learning outcomes and connect to the institutional effectiveness.
3. Course assessment defines student learning outcomes and their relevance to program learning outcomes.

Mission Fulfillment



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Process

Institutional Assessment:

GBC uses the annually reviewed Mission Fulfillment Report (MFR) to assess institutional effectiveness and the mission. The MFR is aligned to the strategic plan themes and goals. Key Performance Indicators (KPIs) are used to inform planning and resource allocation, along with comparison to national and regional peer institutions. The MFR data is to be reviewed and updated annually to meet the needs of the institution for continuous improvement. It is the responsibility of the Continuous Improvement Committee and Institutional Research and Effectiveness department to review and update the MFR annually.

GBC's General Education Program learning outcomes serve as the institutional learning outcomes. The General Education Program is reviewed every five years based on an assessment plan that is developed and approved by faculty. The responsibility of the General Education program assessment is performed by the Faculty Senate Academic Standards Committee.

Program Assessment:

Program assessment will follow the policy and procedure outlined in GBC Policy and Procedure 3.40, A Guide to Program Reviews.

Non-Academic Department Assessment:

Non-academic department assessment is completed annually. The departments included in the non-academic program assessment are: Academic Success Center, Admissions, Advising,

Disability Services, Facilities, Online Education, Human Resources, Institutional Research and Effectiveness, Recruitment, Library, Student Financial Aid, Student Housing, and the Veterans Resource Center. The following items are on the non-academic department assessment form:

1. Department Mission
2. Department Goal
3. Strategic Plan Theme (This is the connection of their outcomes to GBC's mission)
4. Outcome statement. (A minimum of two statements are required)
5. Assessment Year
6. Assessment Measure
7. Results of the data collection from the measurements
8. Action Plan for the next year

The appropriate Vice President who oversees non-academic areas is accountable to ensure the non-academic department assessment is completed.

Course Assessment:

1.0 Regular Faculty Responsibility

All instructors under annual contract will assess at least two courses each academic year using the Course Assessment Report Form. At a minimum, all courses will be assessed on a seven-year rotation; departments will be responsible for deciding on the rotation and documentation. The course assessments are submitted to the appropriate dean for review during the annual faculty evaluation process.

2.0 Part-Time Faculty Responsibility

Part-Time faculty will complete a Course Assessment Report Form only for courses that are not offered by full-time regular faculty. At a minimum, courses will be assessed following their initial offering and on a five-year rotation thereafter; each department is responsible for deciding on the rotation and for providing documentation.

3.0 Department Chair Responsibility

Department Chairs are responsible to review and ensure completion of Course Assessment Report Forms by each department's faculty, to ensure all courses are assessed according to the seven-year rotation period.

4.0 Academic Standards Committee Responsibility

The Academic Standards Committee will be responsible for assuring that the Course Assessment rotation is completed.

The Course Assessment Report Form, along with an explanation of how to use it, is available on the Institutional Research and Academic Standards Committee web pages.

After the annual evaluation cycle has been completed, the Course Assessment Reports are downloaded by the Office of the VPAA and formatted as .pdf files. The Academic Standards Committee is responsible for reading through the assessment reports, creating a brief summary of the assessment results for the Office of the VPAA, and evaluating the ongoing assessment process. This committee may also make suggestions for professional learning based on this summary. Deleted a sentence.

Completed Course Assessment Reports are submitted to the appropriate Dean during the Faculty Evaluation process and stored within the Institutional Research and Effectiveness Department. Assessment results are available upon request to any interested parties.

Approved by PC: May 8, 2012, December 11, 2012, April 22, 2014, June 20, 2017

Approved by Faculty Senate: April 20, 2012, December 7, 2012, April 18, 2014

Contact the assistant to the president for any questions, corrections, or additions.