

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL
August 13, 2013
1:30 p.m.

PRESENT: Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, Thomas Reagan, Bret
Murphy, Alex Porter, Dori Andrepont, Melinda Dailey
ABSENT: Mark Curtis, Kris Miller

1. Approval of Minutes – The minutes of the President's Council meeting on July 9, 2013, were approved.
2. SGA Update – Alex Porter reported this was the first time that SGA did the appointment process in the summer. New senators in Ely, Elko, and Battle Mountain were appointed. SGA is preparing for the upcoming Board of Regents' meeting in Elko.
3. Faculty Senate Update – Since it is summertime Tom Reagan had nothing to report.
4. Classified Council Update – Melinda Dailey reported Classified Council is discussing alternatives to the chili feed for fundraising for the scholarship. She will report to PC what

In fall 2012 GBC had 146 students doing exchange. The form has been changed to require



POLICY AND PROCEDURE

Title:	Elimination of Academic Programs
Policy No.:	3.41
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

Under certain conditions it may be necessary for GBC to eliminate academic programs. This may be for reasons of low enrollment, low graduation, financial lack of instruction, or other reasons. Policies and procedures outside of this policy may exist providing the processes for identifying programs for elimination for differing reasons. At such time as a decision is made to pursue the elimination of a program through the procedures of the College, the following steps must be followed:

- a. A recommendation for program elimination must be received by the President of the College through the President's Council; the President makes the decision to eliminate a program. Recommendations may be received from program reviews, a Budget Task Force, the curricular review process, Faculty Senate, a department, a member of President's Council, or other recommending bodies. All recommendations for program elimination must be accompanied by a written statement or report with substantiation for the elimination.
- b. Once a GBC decision is made to eliminate a program, the procedures of program elimination within the Nevada System of Higher Education (NSHE) must be adhered to, and the elimination must be approved by NSHE.
- c. Existing students within the program must be notified and provided with their options.

Personnel matters associated with program elimination are separate from the elimination of the program. Personnel separation from the College because of program elimination is handled through separate policies and procedures.

Procedures

1.0 Plan and Student Notification

- 1.1. Once a program is fully approved for elimination, a written plan shall be made for students in the program to complete its requirements within two years after the year the program is designated for elimination. Students actively enrolled in the program must be informed of this plan and informed that they have only two years for this to be in effect. The plan may include a schedule of classes that will be taught one last time or suitable class substitutions may be identified. It is the responsibility of the students to follow this plan, as there will be no assurance of classes being offered after the end of the second year. Students may also be advised into similar programs so that there is little or no loss of work already completed.

Approved by President's Council: ??

Approved by Faculty Senate: ??

Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Title:	Low-Yield Program Reviews
Policy No.:	3.42
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

At least every three years Great Basin College shall review the productivity of its academic programs that are at least 10 years old. To achieve this cycle, periodic reviews shall be done as part of the schedule (T3.5 0 TD44 TD

2.0 Review Process

2.1. Program Data. As the first step in the program productivity review, the Office of Institutional Research and Effectiveness shall coll

results of the institutional review process of such ~~prog~~ as required by NSHE Code in Title 4, Chapter 14, Section 6.5.

4.2 If any program is eliminated under this policy, the procedure for elimination shall be followed as stated in GBC Policy 3.42, Program Elimination.

Approved by President's Council: ??

Approved by Faculty Senate: ??

Contact the assistant to the President for any questions, changes, or additions.

- c) One tenured faculty member selected by the VPAA.

The faculty member and the member's Department Chair shall report their respective committee member choices to the VPAA. The committee should be consolidated by mid-semester of the first semester of employment.

Once faculty members are placed on a committee, they may continue through sabbaticals or into retirement should they wish and they can maintain their commitment. If it is necessary to replace a committee member, the VPAA's office will coordinate the process. The vacated member from the list above will be replaced with a member in the same category, if possible.

In the event a non-tenure-track faculty member is placed in a tenure-track position after initial employment, the mentor committee will normally continue and serve as the tenure committee.

1.2. Confidentiality. Upon agreeing to serve as a member of a tenure committee, committee members must adhere to all standards of personnel confidentiality.

1.3. Committee Meetings. During each semester of the probationary period the tenure-track faculty member shall arrange for full committee meetings as described below:

- a) At the first meeting of the first semester of employment the committee shall select a Chair who is responsible for preparing reports and forwarding those to the VPAA and supervising Dean (if applicable) together with any other business needs to be completed. If a change in Chair is required, this is approved by the VPAA.
- b) At the first meeting the committee shall establish the time frame for applying for tenure. Application for tenure is generally in the fall semester of the fourth year after hire. When a faculty member has been hired to begin teaching full-time in January, that spring semester counts as the first full year towards tenure.
- c) If there should be cause to grant a new faculty member a number of years of probation toward tenure based on prior full-time teaching experience, the committee must make that request with substantiation to the VPAA and supervising Dean (if applicable) in writing during the first semester of the faculty member's employment in a tenure track position. The grant of years for prior experience toward probation must be approved by the VPAA and supervising Dean (if applicable).
- d) During fall meetings the committee works with the faculty member to establish role percentages for the faculty evaluation system. The VPAA or supervising Dean approves percentage settings.

1.4. Initial Screening. Before the end of February of the spring semester of the first year of employment, the committee alone shall meet with the VPAA and supervising Dean to discuss the faculty member in terms of overall initial performance exhibited by the employee. This is an important initial screening for the new faculty member.

2.0 Probationary Period Reporting

2.1. Probationary Reports.

listed below. At least one teaching observation a full class period (coordinated with the instructor), or the online equivalent, is required for this report. The observer's presence and purpose should be announced to the class by the observer, together with letting students know of their ability to comment in the class rating at the end of the semester. In general, a 1-2 page report will suffice.

Spring Semester Report: This is due to the VPAA and supervising Dean (if applicable) by finals

GBC RATINGS FOR TENURE-TRACK FACULTY

The ratings below will be made during the spring semester faculty evaluations are being prepared. Fall IDEA scores and those from the spring of the previous year shall be available in spring and shall be provided by the tenure-track committee members. Attach this form to the spring report.

The ratings made here will be discussed in detail in the spring report submitted to the VPAA and supervising Dean (if applicable).

Standard 1: Teaching

Tenure-track faculty members are required to earn an excellent rating in teaching by the third year of employment. Use the Faculty Evaluation Form (FEF) and IDEA ratings scores for this section.

GBC Teaching Role: Design,
Assessment, Management
average score as indicated on
EA report

Approved by President's Council: ??

Approved by Faculty Senate: ??

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