

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

August 11, 2015

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, Amber Donnelly, Bret Murphy, Lisa Frazier, Mary Doucette, John Rice, Steve Theriault, Mardell Wilkins, DeMarynee Saili, Michelle Phay

ABSENT: Angie DeBraga Cathy Fulkerson

1. Approval of Minutes – The minutes of the President's Council meeting on June 23, 2015, were approved.
2. SGA Update – DeMarynee Saili reported that SGA is recruiting students to serve on student government. The semester planning is done. DeMarynee updated President's Council on some student concerns. Last year spring semester students who received FAFSA money did not receive the money until the end of the spring semester. Lynn Mahlberg stated the only reason she could think of for the delay in receiving funds is to make sure the student hasn't dropped the courses. Lynn will look into the matter. DeMarynee reported a few students have complained about instructors asking them to purchase books for a class and the books are not used during the semester. Mike McFarlane and President Curtis have talked to faculty about not requiring books to be purchased by the student if the book is not going to be used in the class. Mike would need to know specifics so as to resolve the issue. Should be mentioned at a senate meeting that this is something that should not be occurring. Mike said that faculty should also visit the bookstore and physically look at what is in the bookstore.
3. Faculty Senate Update – Mary Doucette brought the Faculty Senate Bylaws for review at the last meeting. President's Council recommended some changes. The FS Assessment Committee MONITORS academic program and course assessment (take out oversees) determine how long the term is for the Administrative faculty rep for President's Council. Other members of President's Council that need to be added are the Foundation Director and the Associate VP for Distance Educa

4. Classified Council Update – Michelle Phay reported with the passing of Keitha Donovan there has been talk in creating a classified scholarship in her honor. The Classified Council will create a committee to update the bylaws. The council is trying to create more activities that are more bonding and participant oriented.
5. Institutional Research Update – No report.
6. Accreditation Update – Mike McFarlane reminded that this group will be the oversight or steering committee for the accreditation process.
7. GBC Mid Cycle Evaluation Process – Mike McFarlane attended a workshop in March that gives us a basis of what the Northwest Commission on Colleges & Universities will be looking for in our report and visit in April 2016. The focus will be assessment. All assessment

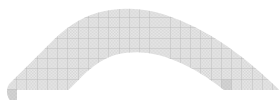
2016 MidCycle Evaluation Report
Attachment: Response to Recommendations
Great Basin College, 2016

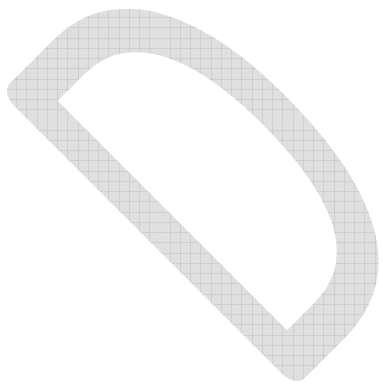
There were three recommendations received from the 2011 Year One Self Study Report. Response to recommendations 1 and 3 are required for the 2016 report:

Recommendation One: The panel recommends that the GBC clarify institutional accomplishments or outcomes that represent an acceptable threshold of mission fulfillment (Standard 1.A.2).

1.A.2 The institution defines mission fulfillment in the context 51|Joe c4] TJ -0.004 Tw 25.935 0 Td [(s)8.9()-1

4.A.6





PART-TIME INSTRUCTOR PERFORMANCE REVIEW

Complete review process due to VPAA by March 1 (fall review) or October 1 (spring review)

Part-time Instructor: _____

Semester: _____

Department: _____

Course(s): _____

Course Format: Live Online IAV Hybrid

Yes	No	N/A
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OBSERVATION (completed by November 30 or April 30)

Date of observation: _____

Content Presentation

Course/Class presentation is well organized			
Uses multiple techniques to present material			
Uses ongoing feedback and review techniques to ensure student understanding			
Course materials support the course/class learning outcomes			
Presents material as identified in the learning outcomes/objectives			
Demonstrates relevant teaching strategies			

Student Engagement and Participation

Learning activities provide opportunities for interaction for active learning			
Learning activities promote the achievement of the stated learning outcomes			
Etiquette expectations for course communication are adhered to for class discussion, email, peer and instructor interactions, etc.			
Responds to student questions and challenges			

INSTRUCTIONAL DESIGN (completed during observation phase)

Course Syllabus

Syllabus has all the applicable elements in GBC Syllabus Guidelines			
Syllabus contains the learning outcomes and measurements			
Syllabus contains method of instruction			
Syllabus contains grading criteria			
Syllabus contains general education criteria (if applicable)			
Syllabus is available at beginning of course			

Course Materials and Curriculum Development

Instructional and course materials are relevant			
Instructional and course materials meet learning outcomes			
Assessment tools measure learning outcomes			

Observation feedback, comments, or areas of improvement:

INSTRUCTIONAL MANAGEMENT AND COORDINATION (completed semester following observa

Record and maintain complete and accurate records of student grading and achievement			
Students provided IDEA form or approved class rating survey			
Final grades submitted and approved by required date using student records system			
Adheres to all GBC and NSHE policies and procedures			
Adheres to all established timelines for instruction			
Responds to college related email			
Communicates and cooperates with affiliated department			

DEPARTMENT CHAIR OR DESIGNEE REVIEW (Completed semester following observation)

_____ IDEA Raw Score _____ IDEA Adjusted Score or Alternative Student Rating Form
 Overall Performance Review Rating: Satisfactory Unsatisfactory

Department Chair or designee comments:

PART-TIME INSTRUCTOR COMMENTS (completed during/after formal conference)

Reflect upon your strengths and weaknesses:

How can GBC help you with your teaching?

Provide other comments, as necessary:

Part-time Instructor Signature: _____ Date: _____
 Dept. Chair or designee Signature: _____ Date: _____
 VPAA Signature: _____ Date: _____