

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

April 12, 2016

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Lisa Frazier, Angie DeBraga, Greg Brorby, Mardell Wilkins, Bret Murphy, Amber Donnelly, Steve Theriault, Mary Doucette, Michelle Phay, DeMarynee Saili, Cathy Fulkerson, Lynn Mahlberg

ABSENT: John Rice, Tom Reagan, Sonja Sibert

1. Approval of Minutes – The minutes of the President's Council meeting on March 8, 2016, were approved.
2. SGA Update – DeMarynee Saili reported there are only six more weeks of school left. The

- Distance Education – Lisa Frazier reported on April 25-27 an engineer will come out to train on the close captioning server and software that was purchased by the TAAACCT grant. We need to provide the close caption videos to the students who need them in a timely manner. It is extremely costly per minute to sub this out. Lisa Frazier and Julie Byrnes will be the administrators. A statewide committee was formed to look at online compliance. Lisa Frazier, Frank Sawyer and Julie Byrnes are members of the committee. Close captioning is in the same category of accommodations in that we will do what we can do if it doesn't bankrupt us. Lisa talked about the online student evaluations and that it will take here at least three weeks of coding to prepare. Faculty and students have complained of the amount of questions on the evaluation. There is a shortened form. Lisa reported the new Canvas interface is coming this summer.

- GBC Foundation – Greg Brorby reported on the donor appreciation event. He thanked everyone for their help. There was 62 people who signed into the event. We have received \$1,000 so far in unrestricted funds. He will be analyzing how we can increase attendance. We will continue to use the booklet that was created and send it out with letters as part of the annual campaign next month. The Foundation is recruiting for an administrative assistant which will close on April 21st.

8. President's Report – Mark Curtis has been walking the campus to see what needs to be done in anticipation of the 50th anniversary. During the summer the B&G people will be setting up more bulletin boards for posters and fliers. These type of things will not be allowed to be taped to doors and windows once we get more bulletin boards up. He will meet with the Budget & Facilities to discuss. President's Council recommended putting video monitors around campus at the busy locations and get the information out in that format. That would look much more professional. Mark will be asking everyone in the near future to clean up all areas and get rid of things that are no longer needed. We can have a big yard sale to raise money similar to the way they originally raised the money to start the college. He will pursue this and keep people updated on best way to approach it.

9. Miscellaneous
Angie

FACULTY SENATE BYLAWS

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PREAMBLE

The mission of Great Basin College (GBC) is to enrich people's lives by providing student-centered, post-secondary and associate

recommendation of policies and procedures for the operations of the college. The Senate has the authority and responsibility to take all appropriate actions that are not in conflict with these bylaws, with the GBC institutional bylaws, with the NSHE Code, and with the laws and statutes of the State of Nevada and the United States.

Faculty Senate Bylaws provide the basic tenets for the faculty role in governance. The Bylaws Committee has the responsibility of revising and updating the Bylaws. The ad hoc Bylaws Committee will be convened every three years to systematically review and update this document as needed. In the event modifications are required between those times, the Faculty Senate Chair will determine if the Bylaws Committee needs to be convened based on the nature of the changes. In general, small revisions (i.e., date changes, editorial clarification) do not require the committee be convened. More substantive changes (i.e., policy and/or procedure changes) would require the committee to be convened. Small scale revisions not requiring the committee be brought to Faculty Senate by the Chair and approved by a simple majority of Faculty Senate. If the committee is convened, the normal process of Faculty Senate approval will be followed.

A. Shared Governance

GBC adheres to a philosophy of shared governance that is provided for in NSHE code and in a general philosophy of higher education first advocated by the American Association of University Professors 1966 Statement on Government of Colleges and Universities. The NSHE codes referenced below provide the foundation for shared governance.

Title 2, Chapter 1

Section 1.4.6 states that faculty recommend general policies on matters of faculty welfare and rights as established by GBC Bylaws, NSHE Code and Commission

Section 1.4.7 states that all members of the faculty of GBC shall be represented by an entity known as the "Senate," or another entity or entities established by institutional bylaws. The "Senate" and other entities are organized according to institutional bylaws.

Section 1.4.8 states that actions of senates may be considered in accordance with institutional bylaws. Recommendations of senates concerning general policies related to faculty welfare and faculty rights shall be transmitted to the President for decision. If the BOR approval is needed the action will be based on recommendations from the President to the BOR through the chancellor.

Section 1.4.9 states reorganization of administrative units (Academic Affairs, Student Services, Business Affairs, or President's Office) in the college shall be approved by the President only after consultation with the Senate or the faculty of the administrative unit.

Shared governance embraces the notion that all perspectives at GBC value in decision making and can move the institution forward to meet the challenges of higher education today and in the future. In adhering to the philosophy of shared governance, GBC administration, faculty, and staff contribute to the development and implementation of actions (including policies and procedure) for GBC.

Student Government Association President

With the final approval of the President, documents relating to policies and procedures will be uploaded to the GBC webpage by the Assistant to the President.

ARTICLE II DEFINITIONS

- Faculty are all professional academic and administrative faculty.
- Executive Faculty are the President and Vice Presidents of the college

part-time instructors shall have full voting rights but shall not hold any Senate office. Candidates may be nominated by any faculty member or by any part-time instructor. Candidates must express a commitment to attend Senate meetings and participate in its affairs. Elections will be held during the first Senate meeting in the fall semester. Terms of office will start October 1 and end at the last meeting of the Senate

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The Senate Chair, upon taking office, may appoint an executive secretary to track and circulate committee reports, documents, agendas, and minutes. The role of executive secretary is not a senate office and may be held by any full-time GBC employee.

Vice Chair:

The chair-elect shall fulfill all responsibilities of the Senate Chair in the event she/he is unable to do so. Additionally, the Vice Chair serves as a member of the Executive Committee and a member of President's Council where she/he will represent faculty interests. The Vice Chair is the presumed incoming Senate Chair.

Secretary

Serves as the parliamentarian for Senate meetings and Executive Committee. The Secretary will understand Robert's Rules of Order and the various governing documents of the Senate, (Senate Bylaws, GBC Bylaws, NSHE Code, etc.). The Secretary assures proper procedure is followed and advises Senate officers and members of proper procedure.

C. Election Procedures

1. All faculty eligible to be senators, as defined in Article IV, shall elect from their numbers a Vice Chair by simple majority of those voting. In cases where the election is contested, the current Chair may determine that the election shall be held by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.
2. Nominations for the position of Vice Chair shall be opened during the second to last regular meeting of the Senate and shall remain open until the start of the last regular Executive Committee meeting. The Executive Committee will close the nominations and prepare ballots for the eligible Faculty to use when voting. Executive Committee members running for Senate officer positions will abstain from Executive Committee proceedings in regards to officer elections. In cases where the election is contested, voting for the Vice Chair shall be held during the four working days prior to the last regular meeting of the Senate. Provisions for the time(s) and date(s) of the election shall be made so that all faculty may vote. The Executive Committee shall close the voting in time to count the ballots and shall announce the election results at the last spring Senate meeting.
3. A Secretary shall be elected from the Senate membership by the Senate membership at the first Senate meeting of each academic year. The nominations shall be made at that meeting and in cases where the election is contested, the current Chair may determine that the election shall be made by secret written ballot; otherwise, a voice vote or show of hands shall be acceptable.

D. Terms of Office

The Chair and Vice Chair shall serve a one year term in the event circumstances warrant, and as determined and approved by a two-thirds majority of the full Senate, terms may be extended for an additional year. The term for the Chair and Vice Chair is July 1 to June 30. The Secretary shall be in office for a term that ends with the election of a new Secretary on the first meeting of the next academic year.

E. Succession of Officers

The

10. Adjournment

D. Rules

The Senate is empowered to make rules governing its own internal organization and procedure subject to the following:

1. A majority of Senate members present will constitute a quorum.
2. All actions of the Senate shall be by simple majority of the members present and voting except as specified otherwise in these bylaws.
3. The minutes of Senate meetings shall be distributed regularly to the faculty and the President. Minutes will be posted on the Faculty Senate Web Page. Minutes will also be made available to the members of the public upon request.

The rules contained in the current edition of the Rules of Order shall govern the Senate in all cases to which they are applicable except when the rules are not inconsistent with these bylaws and any special rules of order the Senate may adopt, any regulations GBC or NSHEBOR may adopt, or any statutes applicable to this organization.

ARTICLE VII: SENATE COMMITTEES

A. Function

Committees serve to advance the needs of GBC and its mission, and are integral to the functioning of shared governance. There are three types of Senate committees:

Standing committees are permanent faculty senate committees that have a major role in

- Do not vote on committee actions.

D. Termination of Chairs and Members

At the recommendation of the committee chair, any member of a Senate committee who is absent for more than two scheduled meetings may be dismissed from the committee, with the approval of the Senate Chair. If the committee chair is absent more than two scheduled meetings, the Senate Chair may replace him/her with a new committee chair. Terminations will be reported to appropriate supervisors.

E. Senate Standing Committees

All Senate committees adhere to applicable NSHE Code, GBC Policy and Procedure, state and other relevant policies and codes. The aim of committees is to collaborate with other committees and administration in order to further the mission of GBC. Only standing committees are listed in these bylaws.

Academic Standards

- Grade appeals as detailed in GBC Policy
- Recommend policies regarding admissions, transfers, and general academic regulations;
- Creates and revises policies pertaining to student academic performance, honors, and graduation; and
- Reviews departmental recommendations regarding requests for nontraditional credit.
- The Vice President for Academic Affairs designee shall be the ex-officio member of this committee.

Assessment

NOTE: Appointment to this committee extends for two years.

- Oversees academic program and course assessment
- Recommend policies and procedures related to assessment;
- Oversees course rotation schedule;
- Maintains and distributes the Course Assessment Report; and
- Complete a course assessment summary to be submitted to the office of the VPAA
- The Director of Institutional Research and Effectiveness shall be the ex-officio member of this committee.

Budget and Facilities

- Establishes criteria and makes recommendations on the distribution of available merit monies;
- Chair is required to serve on any GBC Budget Task Force.
- The Vice President for Business Affairs designee shall be the ex-officio member of this committee.

NOTE: Grievance procedures addressing a faculty member's dissatisfaction with an annual evaluation rating or denial of merit can be found in Section 5.9 of the Great Basin College Bylaws. This committee does not consider grievance issues.

Curriculum and Articulation

Reviews and approves:

- New courses
- Revisions to existing courses
- Changes to course credits, prefixes, and numbering;
- New degree programs
- Changes to course titles and descriptions for the catalog
- Changing grading basis (e.g. to S/U) and
- Changing repeatability

Review and consult on

- Changing an existing program
- Changing course prerequisites and
- Deleting/reactivating a course

The Director of Admissions and Records serves as an ex-officio member of this committee.

Distance Education

- Considers the use of learning management systems, Interactive Video, lecture capture and other emergent technologies used in an extended classroom environment;
- Provides a forum for dealing with evolving issues in distance and digital education and disseminates information about these issues to the Senate
- Makes recommendations to the Senate regarding distance education and delivery of instructional material; and
- Creates and revises policy regarding distance education, learning management systems, and other related digital education products and services.

Department Chairs

- Discusses and makes recommendations regarding interdepartmental issues;
- Discusses and makes recommendations regarding general concerns of faculty and professional staff;

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Executive

- Orients committee chairs in regard to committee function, duties and goals for the year;
- Meets prior to each Senate meeting to set the agenda for that meeting;
- Receives status reports from committee chairs or designees;
- Reviews and comments on policy proposals prior to their presentation in Senate;
- Receives information related to faculty concerns and reports concerns to Senate administration as needed;
- Recommends the creation and dissolution of senate committees;
- Receives petitions and makes recommendation for termination of senate officers.
- Program supervisors/coordinators may participate in Executive Committee meetings in an ex officio role.

Faculty and Administrative Evaluation

- Formulates and revises criteria for the evaluation of executive faculty, teaching faculty, administrative faculty, and part-time instructors;
- Creates and revises policies and procedures for the evaluation of executive faculty, teaching faculty, administrative faculty, and part-time instructors;
- Maintains forms for professional evaluation, teaching observations, peer review, and other forms; and
- Assists in selecting course student rating forms.
- The Vice President for Academic Affairs or a designee shall be an ex officio member of this committee.

NOTE: Grievance procedures addressing a faculty member's dissatisfaction with their annual evaluation rating or denial of merit can be found in Section 5.9 of the Great Basin College Bylaws. This committee does not consider grievance issues related to final evaluation or merit.

Faculty and Staff Safety

- Reviews environmental health and safety concerns brought forward by all members of the campus community, including classified staff, administrators and guests.

- Receive reports from the Library faculty;
- Seeks input from library clientele to assess and improve library resources and services as required for accreditation; and
- The coordinator/director or a designee of the library shall be an ~~aff~~io member of this committee.

Part-time Instructors

- Organize online orientation for parttime instructors;
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Because standing committees are listed in these bylaws, the creation/dissolution of a standing committee (or the moving from ad hoc status to standing status or vice versa) also requires an amendment to these bylaws and must be accomplished according to the process in Article VIII.

Service

Any member of Senate may propose to create or dissolve a service committee. Potential service committees might include college accreditation committees; committees to improve student performance; committees to encourage campus activities. A written proposal and justification can be presented to Faculty Senate in consultation with the Senate Chair. The proposal must specify the duties and tasks of a new committee. The Senate Chair consults with Executive Committee and may recommend the creation or dissolution to Senate. A simple majority of the Senate is required to create or dissolve a standing committee.

Ad hoc

Any member of Senate may propose to create, reactivate, or dissolve an ad hoc Senate committee. The proposal to create, reactivate, or dissolve an ad hoc committee can be made in Faculty Senate, Executive Committee or in consultation with the Senate Chair. A justification for the committee, a specified time frame, and delineation of specific duties and tasks will be specified by the Senate Chair. The Senate Chair consults with Executive Committee and then recommends the ad hoc committee to Senate. A simple majority vote of the Senate is required to approve an ad hoc committee. An ad hoc committee is automatically dissolved at the end of the timeline. If the need for the ad hoc committee extends beyond the specified time frame, its existence can be extended as needed with approval of the

Great Basin College Faculty Senate Academic Standards Committee

ACTION ITEM: Graduating With Honors

During the May commencement ceremonies, GBC will distinguish certain graduates by categories of academic achievement based on cumulative grade-point average and other criteria, as follows:

	Cum Laude	Magna Cum Laude	Summa Cum Laude
Associates Degrees / Certificates	3.50– 3.69	3.70– 3.89	3.90– 4.00
Bachelor's Degrees	3.50– 3.69	3.70– 3.89	3.90 or higher AND A in program Capstone course*

* Students failing to earn an “A” in their program’s capstone course will be awarded Magna Cum Laude if the GPA is above 3.90.

- x To earn honors designation for an associate’s degree or certificate of achievement, students must complete 30 credits at GBC, excluding developmental and community education courses.
- x To earn honors designation for a bachelor’s degree, students must complete 30 upper-division credits at GBC.
- x Credits transferred from other institutions will not be used toward calculating grade point average.

METHODOLOGY

The following data is based on an analysis of certificate and degree