

GREAT BASIN COLLEGE
LEADERSHIP COUNCIL

May 8, 2018

1:30 p.m.

PRESENT: Joyce Helens, Lynn Mahlberg, Tom Reagan, Bret Murphy, Angie DeBraga, Jinho Jung, Becky Linville, Lisa Frazier, Mardell Wilkins, Jolina Adams
ABSENT: Sonja Sibert, John Rice, Amber Donnelly
GUEST: Carrie Meisner

1. President's End of Year Update – President Helens updated the Leadership Council on the upcoming Special Board of Regents' meeting on May 11 and the various graduations at the centers and the pinning ceremonies. She announced the hiring of the Director of Institutional Research – William Brown. Lisa Frazier has announced her retirement. Looking forward to working with Jinho Jung, the new incoming faculty senate chair.
2. Student Government Update – Becky Linville reported the SGA elections are done. Four officers reran for office. The SGA Constitution and changes to the Bylaw were approved. June 19 and July 9 are the SGA summer meetings. SGA had a wonderful appreciation ceremony last Friday. Recognized Lynn Mahlberg on her retirement and Tammi Cavender and Sonja Sibert.
3. Classified Council Update – Jolina Adams reported Classified will vote this week on classified officers for next year. The Outstanding Classified employee is Teresa Campos Carillo.
4. Faculty Senate Update - Jinho Jung reported 3 items for approval:
Distance Education Recommendation – Carrie Meisner was present to report on the Proctoring Procedure and Recommendations and how it will make it more efficient for everyone. Changes would require a budget to purchase software program to manage proctoring. IAV students currently have access to proctoring codes and that is inappropriate. Additional funding to hire other part time GBC employees to help with proctoring. Lynn brought up concern with cell phones are they consistently being taken from the student. Create a video tutorial for all proctors. These are all recommendations with no budget attached. Proctoring software is \$7,000 per year. The tutorials we can work with next year. President Helens would like to see tCouncil accepts the recommendations.

Personnel Committee Recommendation – 6 people applied for Emeritus and will be forwarded to the president.

Statement on Diversity and Inclusion – submitted the statement the FS came up with. There have been some changes. It needs to be clear and that we don't over promise.

People care about diversity as it pertains to safety. The statement is long and says what we are not. We can talk about a safe place that people can come to for free thought. Respect and appreciation is what we all want. We will take a look at our mission and how it is stated too. All are beliefs in what we create. The diversity statement that is on the website should also be addressed.

5. Miscellaneous

Jinho Jung said FS is talking about creating Faculty Senate committees out of the four task teams that came from the All College Conversation Day. There is robust interest in the Athletics committee. President Helens has just received the results from the survey. One suggestion is for veterans to get credit for their basic training. We need to respond that we are doing more for transfer veterans. Bret said that we have 5 courses for 15 credits that passed academic standards for the veteran's credit for basic training. The timing is important and there is a real competitive environment out there to do this. We will have a larger discussion on credit for basic training as soon as we get through some of the hurdles. Eventually we would be able to offer this anywhere in the world.

Diversity Statement

Great Basin College values you!

REPORT OF THE CURRICULUM & ARTICULATION COMMITTEE

GBC Faculty Senate on April 20, 2018

Items for approval

WELD 136B Welding for the Maintenance Technician—new course
RAD 225 Clinical Radiology—change in credits from 7 to 4
RAD 226 Clinical Radiology—change in credits from 7 to 10

Information Items

GRC 365 Web and User Interface Design—change to align with CCN
WELD 135B—deactivated

STATEMENT ON DIVERSITY AND INCLUSION

Created by: Laurie Walsh, Eyi Buell, Season Riley, Lynette Macfarlan, Patrick Rice, Xunming Du and Annie Hicks

Great Basin College, Distance Education Committee: Proctoring Procedure and Recommendations

As our distance education campus expands, procedures for protecting the academic integrity of GBC courses must scale with our growth. The Distance Education Committee will address proctoring concerns and efficiency and confidence.

The basic protocol for proctoring at GBC is as follows: faculty members send proctor codes and information about exams to the ASC, GBC Centers (using IAV email addresses), and external proctors (proctors not employed by GBC) such as local libraries or ProctorU. If a student lives outside of the GBC service area, if a student is traveling, or if a student lives in a remote area in Nevada, external proctors are used. Students are responsible for finding an approved external proctor and providing their pro contact information to the faculty member. Students are informed about exams through announcements on the GBC website and exams dates are generally listed in the announcements to faculty members after students submit their exams. Faculty and Departments who require proctoring are encouraged to use the Proctoring Policy Template (See Appendix 1) so students have similar expectations with courses involving proctoring.

Conversations with the GBC Community indicate the current proctoring protocol is working well, but the process is time consuming for faculty and staff, and students are concerned with the number of days exams are available and proctoring costs. Due to budget constraints, proctoring utopia might not be realistic, but many of our recommendations have low cost solutions. Our recommendations address the top concerns presented by Faculty, Administrators, Center Directors, and Students and indicate additional financial resources must be available to lessen burdens on our GBC Community and insure academic integrity (See Table 1).

Table 1: Proctoring Concerns and Solutions.

Concerns	Solutions
Capacity and Scaling to meet current and future needs.	<ul style="list-style-type: none"> • Hire additional part-time staff to assist with proctoring and other duties at GBC Centers. • Purchase software which is designed to assist in proctoring management for password protected distribution and approved proctors worldwide.
Student workers have access to proctor codes.	<p>” Hire additional part-time proctors worldwide.</p> <p>” Create a video and/or workshop outlining GBC expectations for proctoring.</p>

Great Basin College, Distance Education Committee: Proctoring Procedure and Recommendations

	<ul style="list-style-type: none"> ” Center Directors provide faculty with list of student workers in his/her classes.
Proctoring procedures are not always followed and cheating occurs.	<ul style="list-style-type: none"> ” Hire additional parttime staff to assist with proctoring and other duties at GBC Centers. ” Create a video and/or workshop outlining GBC expectations for proctoring.
Time Required Managing External Proctoring Information	<ul style="list-style-type: none"> ” Use the ProctoContact Form developed by GBC History Professors.
The space available for proctoring is also used for studying, computer access, etc.	<ul style="list-style-type: none"> ” Purchase noise cancelling headphones.
Bottlenecks occur as a result of scanning exam scan paper. External proctors are often expensive.	<ul style="list-style-type: none"> ” Purchase additional scanners for GBC Centers. ” Encourage students to research proctors early in the semester to find reasonably priced options. ” Purchase softwadphones.

