PROGRESS REPORT

Western Nevada Community College
University of Nevada System

1975-1978

Jack Davis
President

V. James Eardley
Executive Vice President

May 9, 1978

Western Nevada Community College is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, color, religion, handicaps, or national origin in the educational programs or activities which it operates.
1. What actions have been taken, if any, regarding the suggestions made in the committee report? If suggestions were not followed, please explain why.

The college responses to the General Recommendations (page 24) of the Committee Report are as follows: Oct 14-15, 1976

(1) Because of the geographic factor and the potential growth, consideration should be given to a study of the possibility of making two community college districts within the present district.

In July, 1977, the Board of Regents appointed the Executive Vice President of Western Nevada Community College as President. By this action, the college was re-organized as a multi-campus community college serving the eight counties of Western Nevada.

In April, 1978, the Board of Regents appointed the Executive Dean of Western Nevada Community College the Executive Vice President of the college. The Executive Vice President serves as the chief campus officer of the Reno/Sparks Campus.

The Reno/Sparks Campus of the college serves the urban area of Washoe County, the Carson City Campus of the college, with a center at Fallon and two satellite centers, one at Yerington and one at Hawthorne, serves the principally rural remainder of the eight county area.

(2) Early consideration should be given to the implementation of Phase II of the building program in the Reno area.

Phase II, a 42,000 square foot, multi-level structure, was completed in the fall of 1976 and was occupied by the college students and staff in December, 1976. At that time, all daytime college programs at the Reno/Sparks Campus, with the exception of the Dental Assistant program at the Stead facility, were transferred to the new campus. The construction of an additional 100,000 square feet has been approved as Phase III, Reno/Sparks Campus, and it is anticipated that construction on this Phase will begin approximately October, 1978, and is scheduled for completion in early 1980. The Phase III facility has been designed to house primarily occupational programs.

(3) Consideration should be given to a study of the authority and responsibility of the administrative offices of the college.

There has been no formal study of the authority and responsibility of the administrative offices of the college made since 1975; however, since that time, a major administrative change has taken place. The division office has been eliminated, the college now has its own President, and the two campuses have parallel administrative structures with clearly defined responsibilities and well delineated separation of authority.

In addition, Hay Associates, a consulting firm, made a salary survey of all administrative positions other than those assigned to instruction for the University of Nevada System.
The Community College Division was eliminated in June of 1977 and its business responsibilities have been assigned to a newly-established University of Nevada System, Business Center, North, and with its administrative functions assigned to the College.

(4) A five-year master building plan should be developed and revised annually.

Through the University of Nevada System process for capital construction, Phase III, as discussed above, has been approved. In addition, 20,000 square feet of construction, primarily for occupational programs, has been approved at the Carson City Campus. Additional funds have also been approved for landscaping at the Carson City Campus. Plans are being formulated to request facilities (approximately 10,000 square feet) for the Fallon Center. The system capital construction planning also includes an additional phase for the Reno/Sparks Campus, possibly for 1982-83.

(5) Ongoing communications should be improved both vertically and horizontally between the college centers.

The following major actions have been taken to improve, both vertically and horizontally, the communications between the college campuses and centers:

a. In the spring of 1976, the Carson City Campus assumed the responsibility for the supervision and all support services for the college rural centers.

b. Each campus has developed and has implemented a Comprehensive Four-Year Plan. These plans are being revised and updated annually.

c. A Master Course File listing all courses and the transfer status of each course offered in the three Nevada Community Colleges has been published and is being revised on a continuing basis. This document is widely utilized by the three Community Colleges and the two Universities in the State System.

d. The elimination of the Community College Division Office and the appointment of a President of Western Nevada Community College has resulted in improving the communication between the Western Nevada Community College and the Chancellor and the Board of Regents of the University of Nevada System. This action has also had the effect of improving the status of the college within the University System.

(6) Consideration should be given to moving the Cooperative Education Program from the Student Services area to the Instructional area.

The Cooperative Education Program was transferred from the Student Services area to the Instructional area in the spring of 1976. The program remained instructional until the State Cooperative Education funding was terminated on June 30, 1977.

Planning is underway at Carson City Campus to implement a Cooperative Education Program in concert with the development of a Career Development Center.

(7) Continued attention and emphasis should be paid to a system to insure instructional quality and evaluation of instruction.

All instructors are evaluated by their students each semester by means of a "Student Appraisal of Instruction" form. The results of these evaluations are tabulated and copies of all tabulations and pertinent general remarks are provided all
instructors for their information and appropriate action. All new full-time instructors are assigned a Probationary Development Committee made up of instructional peers, which is intended to assist such instructors to achieve the standards required for the award of tenure, generally granted approximately four years later.

In addition, Instructional Deans are required to observe instructors in the classroom on a recurring basis.

Each professional staff member is also required to submit a prospectus outlining his instructional responsibilities, other institutional service, professional development, and community activities for the coming year. This prospectus is approved in advance by the Instructional Dean and President of the college.

All the above procedures are utilized in the preparation of an "Annual Evaluation Form" completed for all professional staff members at the end of each academic year.

Also, all new courses or course revisions undergo review by the Curriculum Committee at each campus.

The evaluation processes on all instructional, student services, and administrative personnel are being reviewed and revised as appropriate on an on-going basis.

2. What significant new programs, new levels of instruction at new locations, if any, are being offered, or are planned?

The following new programs have been developed and implemented:

- Dental Assisting
- Emergency Medical Technician
- Food Service Technology
- Real Estate
- Savings and Loan
- Word Processing

The following new levels of instruction have been implemented:

The Administration of Justice Program has been expanded to include a Juvenile Justice Program and an Industrial Security Program.

Instruction has not been implemented at any new communities in the eight county region served by the college. The Community Service Programs of the college have been expanded considerably in the last three years and a number of new community facilities in the Reno/Sparks and Carson City areas are being utilized for this program.

The following new instructional programs are in the planning and development process:

- Appliance Repair
- Architectural Technology
- Automotive Technology
- Commercial Art
- Drafting
- Electronics Technology
3. Have any significant changes been made in policies affecting the faculty? Has the faculty increased or decreased in size? How have faculty salaries and other benefits been improved? To what extent has the faculty been strengthened?

a. The Board of Regents has approved a policy providing for the award of tenure to the professional staff members of the Community Colleges. All of the Western Nevada Community College staff eligible have been granted tenure.

b. The faculty has received cost of living increases in salary approximating the rate of inflation. In addition, some additional funds have been made available for merit increases and inequity adjustments.

c. Until July 1, 1977, all new professional staff members employed by the college had the option of enrolling in the TIAA-CREF or the Nevada State Public Employees Retirement System. The Board of Regents changed the policy on July 1, 1977, to the effect that all new employees, with the exception of those already members of the Nevada State System, are required to enroll in TIAA-CREF.

d. Funds allocated by the Board of Regents for faculty travel have been assigned to faculty committees on each campus for recommended allocation to individual faculty members.

e. A number of proposals in the areas of negotiations, by-laws, and related areas are under continuing review by the faculty and administration of the college.

f. The full-time faculty of the college has increased since 1974-75 as follows:

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\begin{array}{cc}
1974-75 & 1977-78 \\
38 & 45 \\
\end{array}
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g. The part-time faculty of the college has increased since 1974-75 as follows:

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\begin{array}{cc}
1974-75 & 1977-78 \\
384 & 389 \\
\end{array}
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h. An analysis of subparagraphs f. and g. above indicates, that while the number of part-time instructors has increased slightly, the relative percentage of credits taught by part-time instructors has decreased.
i. The college recruitment, screening, and selection procedures have been strengthened to insure that only the best qualified instructional staff members are employed.

j. Dental insurance has been added to the Prudential Group Insurance Plan for all full-time employees.

4. What changes have been made in the physical plant?

Attention is invited to the response to Paragraphs 1.(2) and 1.(4) above.

5. Have the library and laboratories been maintained and expanded to keep pace with the growth of the institution and/or its programs?

The Learning Resource Center at the Carson City Campus of the college has been effectively maintained. Its collection of materials has been increased approximately three-fold and its collection of equipment has been substantially increased.

This Center has expanded its services considerably in the Centers at Fallon, Hawthorne, and Yerington in order to provide better instructional support to the students in these rural areas.

This Center at the Carson City Campus has proved generally adequate and has not required expansion.

The Learning Resource Center at the Reno/Sparks Campus, initially established at the Stead Center in August, 1976, has been and will be required to operate in extremely limited space in the Phase II Plant, Reno/Sparks Campus, until the completion of Phase III in the spring of 1980.

The Learning Resource Center of the Reno/Sparks Campus, in order to provide maximum services to the students, is continuing to assemble as extensive a basic collection of print and non-print materials as can be handled within the present space limitations. In addition, the Reno/Sparks Campus students and faculty are being provided more extensive interim support by the University of Nevada Libraries through a cooperative use agreement.

The Learning Resource Center at the Reno/Sparks Campus has also obtained a good beginning collection of audio and video equipment to meet instructional needs.

The science laboratory in the Carson City Campus of the college has been maintained effectively. New equipment and materials have been obtained and the number of science classes has been substantially increased. This laboratory has proved generally adequate and its expansion has not been required.

The new science laboratory in the Phase II, Reno/Sparks Campus building, has met the space requirements for this program satisfactorily. The laboratory and preparation facilities have allowed for the expansion of science offerings both day and night. The acquisition of many new items of equipment has allowed for increased depths of study of concepts in the laboratory. The equipment and facilities have also made it possible to prepare for a larger number of laboratory classes than ever before.
6. Have any significant changes been made in the financial structure and condition of the institution (budgetary increases and/or decreases, operating surpluses or deficits, plans for the future)?

a. There have been no significant changes made in the financial structure and condition of the college.

b. Normal budgetary increases have been provided for increases in salaries as mentioned in paragraph 1.(3)b. above and for the additional staffing and operational costs due to increases in enrollment.

c. Special allocations above the budget requests have been provided by the State Legislature the past two years for the purchase of some additional instructional equipment. It is anticipated that such funds may continue to be provided in the future.

d. There have been no operating surpluses or deficits and none are anticipated.

e. Planning for the future indicates that State Vocational funds, which have been included as part of budget revenues in the past, will be awarded on a competitive basis. This will provide for a more realistic revenues budget and could possibly provide for much larger vocational fund awards if the project proposals for such funds should warrant it.

7. Have any significant changes been made in the administrative structure and personnel?

Western Nevada Community College has been reorganized as a multi-campus community college consisting of the Reno/Sparks Campus, the Carson City Campus, the Fallon Center, and satellite Centers at Yerington and Hawthorne. Each campus has a parallel administrative structure for all campus functions.

The elimination of the Community College Division, as mentioned in paragraph 1.(3) above, and other changes, such as the elimination of coordinator and specialist titles, and the addition of some new divisional chairperson and dean titles have reduced the levels of administration considerably.