

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division
Unapproved Minutes
August 20, 2010
Room 2728

CALL TO ORDER

The meeting was called to order at 2:42 p.m. by L. Zhao.

MOMENT OF SILENCE

B. Riehle stated that due to the passing of D. Carnes this summer, she would ring a bell, just like D. Carnes did when it was time to call his students in to class. A moment of silence was conducted by those present in memory of D. Carnes.

FULL TIME MEMBERS PRESENT

R. Castrapel, E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, J. Higginson, J. Kitzmiller, R. Lavery, E. Lehtonen, K. Marty, T. Morrell, S. Moss, J. Nelipovich, B. Nilson, P. Pauley (*arrived at 3:34 p.m. and did not sign attendance sheet*), B. Riehle, M. Shokoufi, A. Voldman, and L. Zhao, Dean.

FULL TIME MEMBERS ABSENT

A. Leon (excused)

ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, B. Gonzalez, and N. Everly

STAFF ABSENT

None

COUNSELING LIAISONS

L. Mazeroll

GUESTS

C. Bennett

APPROVAL OF MINUTES

The minutes for June 3, 2010 were approved unanimously, as presented, (MSC-J. Fisher/E. Lehtonen).

DIVISION MATTERS

Welcome Back and Introductions: L. Zhao welcomed everyone back and hopes for a wonderful semester and academic year. She introduced B. Gonzalez as the full time temporary Science Lab Technician and C. Bennett as the Math Lab Tutorial Specialist. L. Zhao stated that the Math Lab is now under Learning Services and Instructional Technology Division but C. Bennett will still be invited to attend our Division/Math Department meetings. All of the Division members introduced themselves. J. Fisher asked about an update for the move of the Math Lab. L. Zhao stated that it's being worked on.

Communications: L. Zhao had the following communications:

NSF TUESTYC Grant Update: L. Zhao announced that R. Castrapel wrote a mini proposal that was approved and both L. Zhao and R. Castrapel attended a workshop funded by NSF. They are working on the full proposal now.

NSF ATE Center Grant: L. Zhao announced that those interested should contact her. Activities started last summer with a couple of volunteers – at that time the task group was interested in just a project; now the Administration likes to be a Regional Center for Alternative Energy grant. Staff development activities to develop instructional materials that could be used by other sites/colleges are considered. Currently this is in the development stage. The proposal will be due in April of next year.

CMS Grant: L. Zhao stated that the California Math and Science Grant is led by the County Office of Education. Currently it's in the proposal stage. B. Nilson stated that it's due at the end of this month.

Hispanic Institution STEM Grant: L. Zhao stated that STEM stood for Science, Technology, Engineering, and Math. She also informed those present that this grant is being funded by the Title V Department of Education. All ideas are encouraged.

Grant Activities: L. Zhao stated that grants are developed to bring more resources to the community and the students. She announced that all those interested in working in the grants need to be informed that all grant activities are year round, including during the summers. It's not just during the semesters like a teaching contract. There can be an additional pay for working on grants during intersessions. K. Marty asked about the ATE grant activities he did along with other Division members last summer. L. Zhao stated that the college has decided to go in a different direction and pursue the Center Grant for Alternative Energy.

Office Desktop PC's and Monitors Update: L. Zhao thanked J. Fisher for cleaning all 5 desk tops during the summer. She announced that we have a computer surplus within the Division and those designated to receive the replacements should be receiving them soon. O. Hernandez stated that he no longer needed to be on the list since his computer is working. All old computer surplus within the division goes to J. Fisher. Once the computers are received, faculty has to submit an IT ticket for the configurations and for all IT problems. The following need complete desk tops: J. Kitzmiller; P. Pauley; A. Voldman, A. Leon, and A. Chien.

Fall 2010 Enrollment, Class Quota, Classroom Capacity, Etiquette, and Crashers: L. Zhao stated that according to the statement given at orientation, we have around 205 students with zero units; around 1,000 students who have less than 12 units. The District encourages faculty to take crashers at whatever level the instructor feels comfortable with. L. Zhao asked faculty to consider classroom capacity when taking crasher and not to take chairs from other classrooms. She went over procedures for crashers so as to not give students false hope. Banner is not keeping track of those attempting to crash into a course. The District would like to have that data from all instructors for each course. The division form is being created by O. Duarte and will be e-mailed to the faculty to print as needed. All crasher lists are to be turned in to the O. Duarte. That data will also be used for additional faculty request in the future. B. Riehle questions percentage of crashers that can be taken. L. Zhao stated that by CTA Contract, it was no more than 25% of the quota. A. Chien asked how long faculty should wait before a student is dropped on day one. L. Zhao stated that the College does not have a rule but she would recommend calling roll as close to the end of the class as possible for the opening day. A brief discussion followed. Legally students have to be dropped for no-shows.

Opening Day Rosters, Census Rosters, and Late Registration: L. Zhao stated that if instructors do not have any no-show students, they do not have to turn in their opening day roster. If faculty do have no-show students, they are to highlight the name and drop off the roster(s) in the Division Office who will then forward them to Admissions. This is a new procedure the Instruction Office likes each of the divisions to follow. L. Zhao explained the importance of submitting opening day rosters and census rosters. The census rosters will also be submitted to the Division Office this semester. L. Zhao added that the Registrar's Office will now be very restrictive on late adds.

2010-2011 Budget Update: L. Zhao announced that there have been a lot of cuts. One drastic cut was done to the travel funds, which is at zero balance. All other areas got a 10% cut except for salaries. L. Zhao stated that there are still some grant monies available.

2010-2011 SME Meeting Schedules: L. Zhao announced that the SME Division/Department Meeting Schedule was attached to the agenda packet as well as was emailed to the division members. L. Zhao thanked O. Duarte for making up the schedule. L. Zhao stated that the Division meetings will be held once a semester and there will be an increase in Department meetings (once a month except April 2011). The schedule was reviewed and she announced that meetings will be held on Tuesdays from 3:30 p.m. – 5:00 p.m. For the Fall 2010 Room 2728 has been reserved. The room for Spring 2011 meetings is still pending.

2010-2011 Adjunct Evaluations: L. Zhao went over the list of those adjuncts that need to be evaluated this academic year. L. Zhao asked E. Lehtonen to confirm with A. Leon if the evaluation for S. Alvarado was done. M. Shokoufi asked if it is the duty of the Department Chairs and the Dean to handle all of the adjunct evaluations from now on. R. Lavery added that Dr. Gould had previously stated at an Academic Senate meeting that it was not legal for faculty members to evaluate adjunct faculty. L. Zhao stated that the CTA Contract has provisions related to the evaluation of adjunct faculty by tenured faculty member and she encourages members to read the Contract. L. Zhao asked to table this agenda item till she receives clear instruction from the Academic Services.

Full-Time Tenured Faculty Evaluations: L. Zhao stated that this was only an informational item. She stated that we have many tenured faculty who have not been evaluated in a few years. The tenured faculty members will be evaluated by either the VP or Dean. This process will take some time to catch up. A formal evaluation process will not start on either tenured or probationary faculty until a formal training has been done. She will send updates via e-mails.

Dennis Carnes Memorial Committee: L. Zhao asked if any Division members that would like to work with the scheduled memorial on Friday, October 1st, 2:00 p.m.-4:00 p.m., in 2734. L. Zhao gave a brief background on D. Carnes. She asked for volunteers to be on this committee. A. Chien volunteered to lead the committee; E. Chang volunteered to serve on the committee; other members will volunteer as needed. A brief discussion about the ideas of the event followed. L. Zhao shared what T. Aguirre and her Division did for M. Carlson's memorial. L. Zhao added she has some pictures D. Carnes. N. Everly stated that she has made some communication with a friend of D. Carnes' family and they had agreed if they knew the events date and time, it might be possible to drive D. Carnes' mother to this event. L. Zhao asked that N. Everly send invitation to his mother. The e-mail has gone out to the campus to announce the event date and has requested that photos and stories be sent to O. Duarte. A power point presentation could be put together and written stories could be put on posters on display. The deadline to volunteer to be on this committee is the end of the month – this goes to those outside the Division as well as stated in the AllUser e-mail. L. Zhao stated that the Academic Senate and/or College Council will be contacted which many have something to contribute to this event for commemorating Dennis as well.

SME Major/Certificate Program Mission Statement Lead and Check Update: L. Zhao announced that the only ones missing were from P. Pauley (Agricultural Business Management, Agricultural Science, Agricultural Business Management Certificate, and Agricultural Crop Science Certificate). She asked that they be submitted to O. Duarte by the end of the second week in the semester.

SME Major/Certificate Program SLO Matrix Lead and Check Update: L. Zhao announced that the only ones missing were from P. Pauley (Agricultural Business Management, Agricultural Science, Agricultural Business Management Certificate, and Agricultural Crop Science Certificate). She asked that they be submitted to O. Duarte by the end of the second week in the semester.

SME Discipline in GE Program Mission Statement Check Update: L. Zhao announced that the only one missing was from R. Lavery (Physical Science). She asked that he submit it to O. Duarte by the end of the second week in the semester.

Course Single SLO Assessment Cycle Form: L. Zhao reminded those present that we are still continuing working on course SLO's. T. Pfister will be sending out an e-mail with this information.

DEPARTMENT OR DIVISION REPRESENTATIVE REPORTS

Academic Senate: J. Kitzmiller announced that there was no report since the Senate has not met yet this semester.

BSI: B. Riehle reported that there is a funding conflict on how the math tutors will be funded this year since the Math Lab is no longer under the SME Division. E. Lehtonen stated that T. Ruhl has contacted him with questions whether BSI will be funding the tutors or not. The item will be put on the BSI Agenda for the next meeting. B. Riehle added that the tutors were funded through BSI last year. B. Riehle also added that she had agreed last year to cover for E. Lehtonen on this committee due to his class conflict and she will no longer be attending the meetings.

Math Department: E. Lehtonen reported that the Math Lab is now under Learning Services. He has met twice with T. Ruhl this summer and he assured E. Lehtonen that there will be no changes on how the math lab tutors will be selected, as far as criteria, and that he would work closely with the Math Department. M. Shokoufi asked about C. Bennett. E. Lehtonen stated that C. Bennett will be the liaison and will be invited to all Math Department meetings. A brief discussion followed on potential issues with the Math Lab because of the structural reorganization. E. Lehtonen acknowledged those Department Members who served on the M070, M080, M090 Review Committee last year: A. Voldman, J. Kitzmiller, A. Leon, S. Alvarado (who will be replaced by C. Bennett), and E. Lehtonen. J. Kitzmiller has recently resent, via e-mail, the summary of the decision of the committee this past May. E. Lehtonen will be sending an e-mail out on Monday or Tuesday to request for a meeting early on week two of the semester to continue the process of the Review Committee this fall. M. Shokoufi asked for a confirmation that this year there will be no common tests and only common finals. E. Lehtonen confirmed that. He added that the Review Committee also needs to come up with topic lists for M070, M080, and M090 to be used to help guide the instructors when creating their tests. E. Lehtonen reminded those present that M. Shokoufi is still collecting SLO data for M070 and M080. E. Lehtonen added that at the adjunct orientation, he had only one adjunct who teaches M070 and M080 show up. M. Shokoufi added that the Department is to collect 50% this semester and 50% next semester. She asked when the Department was going to choose the other 50%. E. Lehtonen stated that it will be done at the next Department meeting next month.

Science Department: D. Gilison reported that the Department has not met since last semester, therefore, not much to report. He added that he will be sending an e-mail to Science faculty today or early next week on submitting student safety forms.

COMMITTEE REPORTS

L. Zhao informed the Division that minutes to all of the campus standing committees are available through the IVC website. If there are any questions or concerns, they should be taken to the representative once they are designated.

OTHER

Holiday Division Get Together: L. Zhao announced that the location of our Holiday Division party this year will be at E. Lehtonen's house. Details will follow.

Approval of Course Outlines: M. Shokoufi asked if course outline approvals will be done at the Department level and not Division level. L. Zhao confirmed that. Once approved by the Department, they will go straight to the Curriculum Committee. R. Lavery asked about when the course outlines will be on-line. L. Zhao added that sometime this semester CurricUNET will be in live.

Fieldtrips: K. Marty asked about a budget for fieldtrips. L. Zhao stated that there is \$940 for the whole Division, for the academic year.

Office Hours: K. Marty asked whether faculty needed to post 4 or 5 office hours on their schedules. L. Zhao stated that it was a part of the counter-offer from CTA that is under negotiation. D. Gilison, stated that assuming that the CTA contract will be ratified, the language reads, “2010-2011 only members of the unit who are teaching faculty are required to establish 4 office hours per week.” He added that currently the 5 hours a week is still right.

Syllabi Content for Non-Tenured Faculty: M. Shokoufi asked about the syllabi content, specifically course objectives which she thinks it should be course SLO’s and course description. L. Zhao added that the syllabus content memo currently beings used came from K. Jeffcoat with the addition of DSP&S and Course SLO and it should be followed till a new content document is developed and distributed. A brief discussion followed.

Changes to Tenure Review Process: B. Nilson informed those present that she is working with E. Lehtonen and others on the campus on making changes to the Tenure Review Process. It will include a more detailed idea of what should be included on the syllabi.

Next Division Meeting: L. Zhao announced that the next Division Meeting will be on April 5, 2011.

ADJOURNMENT

The meeting was adjourned at 4:01 p.m.

cc: E. Gould, Superintendent/President
K. Berry, Vice President for Academic Services

*Approved on April 5, 2011
Recorder: Carol Cortés-Ramirez*