

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department
Minutes
August 18, 2011

CALL TO ORDER

The meeting was called to order at 11:12 a.m.

DEPARTMENT MEMBERS PRESENT

O. Hernandez, J. Kitzmiller, E. Lehtonen, A. Leon, J. Nelipovich, B. Nilson, B. Riehle, M. Shokoufi, A. Voldman, and R. Castrapel, Math Department Chair

DEPARTMENT MEMBERS ABSENT

A. Cozzani (Excused)

DEPARTMENT ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez

COUNSELING LIAISON

L. Mazeroll

DEAN

None

GUESTS

None

APPROVAL OF MINUTES

None. This was an informal meeting.

DEPARTMENT MATTERS

Communications: R. Castrapel stated that he had various communications to share with the Department.

Math Lab Evening Hours: R. Castrapel announced that A. Galeana, Math Lab Assistant, was not laid off. The Math Lab will be open during the evenings, as previously scheduled – he wasn't sure about Saturdays. The official Math Lab hours of operation flyer will be provided soon by the Math Lab staff via e-mail.

MATH 070, MATH 080, and MATH 090 Textbooks: R. Castrapel announced that the customized student textbooks for M070, M080, and M090 will not be available in the bookstore until the middle of next week. He added that the books should be less expensive to the students in the bookstore. He stated that the Division Office does have some copies of the customized books of the M070 and M090 to be available by request. The M090 desk copies have not arrived yet. A brief discussion followed on getting access to short term codes for those using MathXL through the publisher representative and MathXL compared to MyMathLab.

Office Hours: R. Castrapel announced that full time faculty need to have office hours scheduled as follows: 4 hours per week, 4 days per week, and no less than 30 minutes at a time. If faculty have an on-line office hour, they need to be logged on during the designated time. C. Cortés-Ramirez reminded faculty that the deadline to submit office hours and syllabi is September 6th. B. Riehle asked about the sample syllabus that T. Aguirre passed around during the Division Meeting. C. Cortés-Ramirez will e-mail the whole Division the document. B. Nilson stated that no official syllabus template is out yet. That the official syllabus template is still being worked on by a campus committee to make it standardized.

Confidentiality of Student Protected Information: R. Castrapel stated that this issue has been discussed in previous meetings. He added that grades should not be posted even if they are displayed with a code. A brief discussion followed to include using MathXL to have students access their personal grades or using different on-line grade books now available. R. Castrapel added that other personal or identifiable information must be kept under lock and key. O. Hernandez asked about a request given a while back about getting security screens for those who have computers that face the windows to their office doors. C. Cortés-Ramirez will look into getting those, by request, and if the budget allows.

Student Learning Outcomes and Program Learning Outcomes: R. Castrapel announced that all of the materials need to be assembled by this year. He added that he needs to write a PLO for Engineering and Computer Science. He stated that he received, from T. Pfister, the Math Matrix for the Math PLO that needs to be filled out – which should be done at the September Math Department Meeting. R. Castrapel asked for a volunteer to be the focus of assembling the SLO's for the Math Department. J. Kitzmiller volunteered. A brief discussion followed on completing this task. R. Castrapel announced that a complete cycle needs to be done by F'12. An SLO training will be done tomorrow during Flex.

Communication – Campus, President, Division, and Department: R. Castrapel stated that T. Aguirre covered this item during the Division Meeting. B. Nilson asked that e-mail be more clear on who is sending out the e-mail. She asked that this concern be address possibly at Instructional Council. A. Voldman commented that Reprographics needs at least an additional day to process requests. M. Shokoufi stated that M. Nichols, from Reprographics, is not picking up printing or delivering printing to our Division due to no staff available for that service.

Faculty Absences: R. Castrapel announced that students can be notified of faculty absences directly from Webstar, via e-mail. A brief discussion followed on problems e-mailing students by class. R. Castrapel advised that faculty to use Excel to cut and paste, which is faster and easier. B. Riehle stated that the website has a button to access the whole class at once. R. Castrapel added that absent faculty need to notify the Department secretaries, Chair, or Dean – the Faculty Weekly Absence Report (available on-line in the HR website) needs to be completed and signed and given to the Department secretaries soon after the absence. O. Hernandez asked about evening secretary coverage. R. Castrapel stated that “No” and they could inform him if it's an evening course. C. Cortés-Ramirez stated that there is no evening secretary coverage but that the Division Office still needs to be notified. A brief discussion followed on evening coverage. R. Castrapel went over the 15 minute rule for faculty. J. Kitzmiller added that students are to go to the Instruction Office if no instructor shows up after the 15 minutes have passed.

Program Review: R. Castrapel announced that he has not been given explicit information on Program Review yet. E. Lehtonen added that we shouldn't be due because Math was done the year before last so it shouldn't be due until 2012-2013. E. Lehtonen added that it was probably on T. Aguirre's list for other Divisions.

Calexico Classes: R. Castrapel stated that some of those classes are at SDSU-IV and other schools with some classrooms not optimal for teaching.

CurricUNET: R. Castrapel announced that he signed up for that training tomorrow during Flex. E. Lehtonen added that O. Hernandez, A. Cozzani, and himself are trained for CurricUNET.

Department Meetings: R. Castrapel reminded faculty that the Department Meetings will every 1st Tuesday at 3:30 p.m., as previously scheduled. He also added that L. Mazeroll will continue to be our Math Department Counseling Liaison.

OTHER

None

ADJOURNMENT

The meeting was adjourned at 11:51 a.m.

cc: T. Aguirre, SME Division Dean
K. Berry, Vice President for Academic Services
V. Jaime, Interim Superintendent/President

*Approved on September 6, 2011
Recorder: Carol Cortés-Ramirez*