

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department
Minutes
September 6, 2011

CALL TO ORDER

The meeting was called to order at 3:34 p.m.

DEPARTMENT MEMBERS PRESENT

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

DEPARTMENT MEMBERS ABSENT

A. Leon (Excused - SL)
B. Nilson (Unexcused)

DEPARTMENT ADJUNCT MEMBERS PRESENT

C. Bennett

STAFF PRESENT

C. Cortés-Ramirez

COUNSELING LIAISON

L. Mazeroll

DEAN

None

GUESTS

None

APPROVAL OF MINUTES

The minutes for May 3, 2011 and August 18, 2011, were both approved unanimously, as presented (MSC-E. Lehtonen/J. Kitzmiller).

DEPARTMENT MATTERS

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

Basic Skills Representatives: R. Castrapel announced that he was nominating A. Leon. A. Leon did state he would like to be the representative. The meetings are held on the fourth Wednesdays of the month at 1:30 p.m. and R. Castrapel cannot attend because of a class conflict. R. Castrapel stated another representative was needed. B. Riehle reminded R. Castrapel that she was already a representative unless she was being replaced. After the clarification, it was agreed to have B. Riehle continue as a representative. It was approved unanimously to nominate A. Leon to serve as the second representative as the designee for R. Castrapel (MSC-E. Lehtonen/J. Nelipovich). B. Riehle reported that the committee met on August 24th and a big report is due. The Basic Skills funding is contingent of the report. Some of the areas covered in the report will include: employed Math Specialist, The Summer Institute, and the position currently being held by J. Kitzmiller. B. Riehle announced that on September 23rd a training session in Orange County will

be held on how to write the report. J. Nelipovich and C. Bennett will be attending – B. Riehle and R. Castrapel cannot attend. M. Shokoufi asked to confirm that as of the beginning of the next academic year, J. Kitzmiller's position will no longer be funded by Basic Skills, therefore, she will be free to teach other courses besides Basic Skills. E. Lehtonen confirmed that yes, she will be free to teach other courses. The other position discussed was C. Bennett's in the Math Lab. E. Lehtonen asked that K. Berry and T. Aguirre be reminded that J. Kitzmiller's position will be District funded as of the next academic year. A discussion followed.

SLO Data Collection: R. Castrapel announced that J. Kitzmiller has volunteered to help R. Castrapel with this task. R. Castrapel went over the list of SLO assignments that were made during the September 7, 2010 Math Department Meeting: "The following members have volunteered/assigned to work on collecting the data for the following SLO's: **Fall 2010** – M070 (M. Shokoufi), M080 (M. Shokoufi), M090 (E. Lehtonen), M110 (B. Nilson), M112 (B. Nilson), M114 (B. Nilson), M122 (A. Leon), M150 (A. Voldman), M230 (E. Lehtonen), M240 (R. Castrapel), M194 (J. Nelipovich), CS 220 (R. Castrapel), CS 280 (R. Castrapel), and ENGR 210 (E. Lehtonen). **Spring 2011** – M119 (A. Leon/O. Hernandez), M140 (J. Kitzmiller), M170 (E. Lehtonen), M190 (E. Lehtonen), M192 (A. Voldman), M210 (J. Nelipovich), M220 (M. Shokoufi), CS 170 (R. Castrapel), CS 230 (R. Castrapel), and ENGR 212 (E. Lehtonen)." A brief discussion followed. R. Castrapel asked that this item be tabled until he and J. Kitzmiller have a chance to update the list of assignments.

M080 Quotas: R. Castrapel announced that the M080 quota for the F'10 semester was accidentally set at 35 (due to the conflict with the M081 not being offered this semester and the quota was set for the M081). R. Castrapel added that also added to the F'10 schedule were a M119, M140, and a M190 section, which all three filled. A brief discussion followed.

Faculty Web Pages: R. Castrapel announced that all of the faculty have a web page (by the Atlas Grant). R. Castrapel stated that he can help all those faculty who need help since he is a web page trainer under Atlas. All of the faculty should have an up to date web page. A brief discussion followed on the new format.

Latest Forecast for SPR'12 and SUM'12: R. Castrapel announced that the 31,000 FTES were hit almost right to the head this semester. Even taking mid-year cuts, we will be able to add a few classes in the Spring and there will be a small first session of Summer. A brief discussion followed on the timeline of the schedule. R. Castrapel added that he would like to add back the UNIX class that was cut. B. Riehle suggested no mid-morning or early afternoon classes should be scheduled in the Math Lab due to a disservice to the students that don't have the access to the computers, especially with so many classes being offered using MyMathLab and MathXL. E. Lehtonen stated that if C. Bennett was tracking data on those students that are being turned away due to class conflicts in the MathLab. E. Lehtonen added that in the Program Review, it was stated that IVC needed a dedicated computer classroom and any data of students being turned away can be used to our advantage. A brief discussion followed to include students who are using the Math Lab to do assignments for other disciplines. C. Bennett stated that the Math Lab can gather data from those students who log into a Math course during the peak hours. R. Castrapel added that T. Aguirre had a budget meeting with Administration on Friday and this was a Program Review Budget Meeting and the Dedicated Math Classroom was on the list – T. Aguirre has yet to report to us on that.

Nursing Grant for TEAS Test Remediation: R. Castrapel reported that Nursing has received a grant for test remediation in assisting students to pass the TEAS. The first step for those interested in assisting with this project, is to take the TEAS themselves. This could mean a little

extra cash for those interested. All those interested should contact R. Agundez in the Nursing Division. The following volunteered to assist: E. Lehtonen, O. Hernandez, and A. Cozzani. B. Riehle stated that taking the test is the key to helping the student pass the test.

Pursuing Accepted Changes in M070, M080, and M090: R. Castrapel announced that A. Voldman stated that this agenda item was the same as the one following on the agenda. A. Voldman asked that the item be pulled so that E. Lehtonen can make his informational update. R. Castrapel pulled the agenda item.

M061, M071, M081, and M091 Update: E. Lehtonen reported that the 4 courses have passed the technical review and are currently up for approval by the Curriculum Committee. Once the Committee gets a quorum of approvals, they go on the agenda. E. Lehtonen encouraged the Department Members to lobby for a vote with the other Department Chairs on campus. He added that N. Nuñez, Matriculation Director, would like to start validating the courses next week (M070, M080, and M090); and the tests will be taking place in the Math Lab. R. Castrapel has given N. Nuñez all of the schedules of courses that meet on campus. R. Castrapel added that N. Nuñez has also requested \$1,200 for a consultant to assist with the validation. E. Lehtonen added that the Department might consider making M061 a non-credit course in order to facilitate approval of the whole package of new courses. Discussion followed to include: non-credit courses under a different area other than the Math Department, non-credit does not count against the students under Basic Skills, and how will non-credit affect certificate programs. E. Lehtonen stated that the quotas might be changed to reflect 35 across the board and not 25, 25, 30, 35 as currently submitted. R. Castrapel asked what is it that N. Nuñez is validating. L. Mazeroll stated that the validation needs to be done in order to make sure that students are placed appropriately.

OTHER

Math Department Web Page: M. Shokoufi asked who is up-keeping the Math Department website. R. Castrapel stated last year J. Nelipovich was in charge of the up-keep. This year he will take that responsibility with updating the web page and he'll work with J. Nelipovich on this task. A brief discussion followed

Set Department Meetings: M. Shokoufi asked if other campus departments have set apart a time for Department meetings. A brief discussion followed.

M090 Common Final: A. Cozzani asked about the M090 Common Final. After a brief discussion, it was agreed, unanimously, to have the M090 Common Final consist of 25 total questions: 15 questions will be multiple choice and 10 questions will be free response (MSC-M. Shokoufi/O. Hernandez). R. Castrapel added that at the next meeting authors of the final will be assigned.

Math Lab – Graphing Calculators: C. Bennett announced that the graphing calculators in the Math Lab are ready to be replaced. The Math Lab currently has money (approximately \$4,000) from the calculator rentals. A brief discussion followed. It was agreed unanimously to use the rental money to purchase graphing calculators (MSC-M. Shokoufi/A. Voldman).

ADJOURNMENT

The meeting was adjourned at 4:58 p.m.

cc: T. Aguirre, SME Division Dean
K. Berry, Vice President for Academic Services

*Approved on November 1, 2011
Recorder: Carol Cortés-Ramirez*