

**IMPERIAL VALLEY COLLEGE**  
**Science, Mathematics, and Engineering Division**

**Science Approved Department**  
**Minutes**  
**October 19, 2010**

**CALL TO ORDER**

The meeting was called to order at 3:35 p.m.

**DEPARTMENT MEMBERS PRESENT**

E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, J. Higginson, R. Lavery, K. Marty, T. Morrell, S. Moss

**DEPARTMENT MEMBERS ABSENT**

P. Pauley, N. Everly, B. Gonzalez

**STAFF PRESENT**

O. Duarte

**COUNSELING LIASON**

B. Avila

**GUESTS**

L. Zhao

**APPROVAL OF MINUTES**

The minutes for September 21, 2010, were approved unanimously. (MSC- K. Marty/S, David).

**DEPARTMENT MATTERS**

A. Communications: D. Gilison had the following communications:

*1. CurricUNET Website for Course Outlines:* D. Gilison reviewed and discussed the new CurricUNET website – [www.curricunet.com/imperial](http://www.curricunet.com/imperial). He informed everyone that all changes related to course outlines need to be updated on the CurricUNET website. Instructors who have not had training on CurricUNET can contact Dixie Krimm for training. He brought up the CurricUNET website and went over some of the features. He stated that all of the official IVC course outlines can be found on CurricUNET. He mentioned that the copies that we have now may not be the official IVC course outlines therefore you need to go into CurricUNET to get the official IVC outlines. He also stated that you don't need to log in to view course outlines. Basic overview to view courses:

- When you go to the website (on the left side) you can click search.
- Choose any program you want (i.e. Bio 150).
- Click WR and it will bring up the course outline for the class. It has all the content and information that you will find on the regular course outline form.
- As you review the information and you notice that changes need to be made (i.e. outdated textbooks) then you would go into CurricUNET, update changes, and then go through the approval process through the Curriculum committee.

At the last Dept meeting, D. Gilison, requested that faculty look at course outlines and update textbooks. He recommends for faculty to log on to CurricUNET website, check the classes that you are teaching, to make sure they are properly written up, and if there's a problem you need to go in and change them. If you haven't received training on CurricUNET, either Daniel or Ofelia will make the changes for now but it will be the instructor's responsibility to get training so they can make the changes themselves. Basic overview when editing course:

- Log on to website.
- Click on build course (which really means edit course).
- Make changes.
- You can only change classes that are part of your program.

CurricUNET is the new method to use for approving/changing course outlines. You can keep track of the progress of any course that you have submitted. J. Fisher asked about assignments. D. Gilison stated that assignments on the course

outline forms were normally left blank but now they need to know what sort of assignments are being done in class. There are basically two categories of assignments, the out of class assignment and the reading and writing assignments. Whatever assignments are given needs to be on the course outline as well. Discussion followed.

2. *Course Outline Update Policy*: D. Gilison stated that past policy was that any changes to the course outline form needed to be brought to dept/division meeting for approval. He stated that he will send out email outlining new policy. Policy for new courses:

- If you're starting brand new class you need paper version of form 1 and course outline form.
- You need to bring it to the dept meeting for approval.
- Once approved you need to put it in CurricUNET.

Policy for minor changes:

- When updating textbooks, correcting typos, spelling errors, etc., you can go directly to CurricUNET and make the changes. No need to bring to dept meeting for approval.

Policy for major changes:

- If you're changing core content, units or major features of a class then you need to do course outline form and bring to dept meeting for approval. You don't need to do form 1. Form 1 content is already in CurricUNET.

3. *Comprehensive Program Review (ASTR, BIOL, CHEM, ENVS, GEO, PHSC, PHYS)*: D. Gilison stated that every three years every department goes through Comprehensive Program Review (CPR). Two years ago the AG program did their CPR, last year Math and CS did theirs and this year the Sci dept gets to do theirs. There are seven programs under Sci (astr, biol, chem, envs, geo, phsc, phys). Each program within Science needs to do their own. The first part of the CPR is to take a look at the last three years of the program and say "what were the goals that we had for the last three years and how were we able to meet those goals" or "what goals have or have not been met"? The second part is to say "what is the program doing today" and the third part is "what are the future goals of these programs and how will they be reached"? You're basically looking at the past, present and future for each department. D. Gilison asked for volunteers to be the leads for the seven programs. The following volunteered: **ASTR** (R. Lavery), **BIOL** (S. David), **CHEM** (J. Fisher), **ENVS** (J. Higginson), **GEO** (K. Marty), **PHSC** (R. Lavery), **PHYS** (A. Cozzani).

D. Gilison stated that everyone will be required to participate and provide input to the leads. The leads will coordinate with everyone who teaches particular topic to get information and write report. D. Gilison will be the facilitator and an advisor on all seven programs. D. Gilison asked faculty to review handouts that he included with packet and to use examples as guides. The information collected will go to the Educational Master Plan Committee. Benefit for doing CPR is that you can justify the hiring of new instructors. SLO data is also part of comprehensive program review. SLO's were not included in the past. S. Moss asked "How do you assess previous three years"? D. Gilison stated that there were goals that were written previously and once he finds them he will send to instructors so they can be assessed. Deadline to submit CPR to Educational Master Plan Committee is January 15, 2011. D. Gilison is requesting that forms be submitted to him by Friday, December 3<sup>rd</sup> since there won't be a winter session and most instructors will not be here in January. This will allow him time to review and make changes if needed. D. Gilison will get latest data (enrollment, grade dist, etc) from Dawn Chun and will send to leads.

B. GE Mission Statement

1. *Physical Science – R. Lavery*: Motion was made to approve mission statement. Motion was approved unanimously. M/S/C J. Fisher/K. Marty

## OTHER

- Science Equipment List – Currently there's \$82,000 worth of equipment that hasn't been received or ordered. D. Gilison will be setting up a meeting with J. Lau to go over list. D. Gilison will check on J. Fisher's request.
- A. Chien brought up concerns/issues with students using Science CD's located in the Math Lab.

## ADJOURNMENT

The meeting was adjourned at 4:35 p.m.

cc: L. Zhao, Dean SME  
E. Gould, Superintendent/President  
K. Berry, Vice President for Academic Services

*Approved on November 16, 2010  
Recorder: Ofelia Duarte*