

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Approved Department
Minutes
March 15, 2011

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 (AA)

STAFF PRESENT

O. Duarte, B. Gonzalez

COUNSELING LIASON

B. Avila

GUESTS

APPROVAL OF MINUTES

The minutes for November 16, 2010 and November 23, 2010, were approved unanimously. (MSC- J. Higginson/J. Fisher).

DEPARTMENT MATTERS

A. Communications: D. Gilison had the following communications: D. Gilison congratulated both J. Higginson and P. Pauley. He announced that last night the board of trustees voted to give them tenure.

1. *Student Spring Awards:* D. Gilison stated that a few weeks ago Carol sent out an email asking faculty to nominate students appropriate for Division and Department awards. He mentioned that in the past the science department has had trouble coming up with students to nominate for department awards. This year he would like to see a more structured process. D. Gilison suggests having three different categories under Science to nominate students. The three categories would be: Ag/Env Science, Life Science and Physical Science. He asked faculty for some feedback.

- J. Higginson liked the idea but wasn't sure how it would work with Ag/Envs. She teaches Envs and P. Pauley teaches Ag so most likely they would be nominating two different students. D. Gilison stated that if that happened with any of the three categories then there would be a discussion within that category and the group would then need to come to a consensus and vote for only one student.

Discussion followed. D. Gilison asked the faculty if they should have three permanent categories or three major ones and have the flexibility to nominate more than one student. The consensus is they want to be flexible.

2. *Course Outline Form Requirements on CurricUNET:* D. Gilison discussed handout. He stated that the handout, with list of classes, was the same one he handed out back in September at the first department meeting where he requested that course outlines be updated to reflect updated textbook information. Since then the curriculum committee has voted on two more additions that must be in by December 31, 2011 in CurricUNET.

1. To have assignments listed in the course outline.
2. To have SLO's identified in the course outline of record.

D. Gilison stated that the curriculum committee may review and question what assignments you have. They will only be checking for the presence of SLO's and not what your outcomes are. D. Gilison asked who had received training on CurricUNET. He gave a brief presentation on making changes on CurricUNET. He re-emphasized the importance of making changes on CurricUNET. If it's not on CurricUNET it's not official. D. Gilison recommends that faculty go into CurricUNET to view course outlines used by other classes to see what SLO's or assignments they have. They also need to contact Dixie Krimm for training and to get password in order to access CurricUNET to make changes.

3. *Program-Level SLO Development:* D. Gilison reminded faculty that for course level SLO's you have to have the number of SLO's equal to number of units for that course. Next are the program level SLO's. Instead of looking at the individual class and asking what is student going to get out of taking the class we need to start asking ourselves what's a student going to get out of getting a degree? Science department offers five Major degrees: General Science Degree, Life Science Degree, Physical Science Degree, Ag Business Management and the Ag Science Degree. The following can be used to get program level SLO's:

- Use SLO grid that was developed previously
- Use commonalities in course level SLO's

Each degree needs a minimum/maximum of three program level SLO's. The program level SLO's will need to be assessed and data will need to be collected and analyzed. This is part of accreditation. If this is not done in a timely manner we can lose accreditation. D. Gilison asked for volunteers and the following volunteered to be the lead in creating program level SLO's: J. Fisher/**Physical Sci**, S. Moss/**Life Sci**, K. Marty/**General Sci**. D. Gilison will talk to P. Pauley to see if he can take the lead for **Ag. Business Management** and **Ag Science**. T. Pfister sent D. Gilison examples of program level SLO's that were submitted by T. Aguirre (Nursing, RN, LVN, Fire Science). If anyone is interested he can e-mail copies to use as guides. He would like to have them done by the end of the semester and maybe discuss at next department meeting.

4. *Warped Whiteboards in Classrooms and Labs:* At the end of last semester D. Gilison sent out an e-mail asking faculty if they had any warped whiteboards in classrooms and labs. He received e-mails for rooms 2711, 2716, and 2751. Cozzani, Morrell, and Lavery also reported rooms 2731, 2737, and 2741. D. Gilison asked faculty to check their rooms to see if there are any warped whiteboards and if there are to email him by next Friday, March 25, 2011 by 5:00 pm. He will then e-mail J. Sanders with list. J. Fisher stated that the periodic tables were not up. D. Gilison will be talking with J. Sanders about this too.

5. *Ventilation Keys for Lab Ventilation Systems:* At the special meeting back in November faculty received training on the ventilation system (AC System, Dissection Ventilation System, Cabinet Ventilation System) in the lab rooms. D. Gilison asked who had ventilation keys. Some faculty did not have ventilation keys so he will send R. Webster an e-mail requesting keys.

6. *Open Lab Hours:* D. Gilison stated they used to have open lab hours when they were in the 400 building. The open lab hours in the 400 building were possible because the lab rooms were connected directly to the prep room and the lab techs had access to each lab room. That's not possible in the 2700 building. Some faculty have set up their office hours in the lab rooms and called it open lab. D. Gilison asked "Do we want open labs?" S. David says Micro needs open lab hours. D. Gilison asked faculty if they were willing to hold office hours in the labs instead of the office in order to allow students additional time to have open labs. He asked the faculty to think about open lab hours and if it's something they're interested in doing again he will put on next department agenda.

OTHER

A. *Dennis Carnes' Memorial:* There will be a memorial for Dennis Carnes on April 1st (which is his birthday). Memorial will be from 10:00-12:00 in room 2734 (Auditorium). Bruce Seivertson is in charge so please contact him if you have any questions or would like to help.

B. *Part-Time Faculty Evaluation:* K. Marty volunteered to evaluate M. Ahrar at last dept. meeting but was unable to do so. He wants to know if he still needs to be evaluated. D. Gilison will check with Lianna, just to make sure she's not doing evaluations, and will get back to K. Marty.

ADJOURNMENT

The meeting was adjourned at 4:26 p.m.

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

*Approved on May 17, 2011
Recorder: Ofelia Duarte*