

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Approved Department
Minutes
September 20, 2011

CALL TO ORDER

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

DEPARTMENT MEMBERS PRESENT

A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, J. Higginson, R. Lavery, T. Morrell, S. Moss, P. Pauley

DEPARTMENT MEMBERS ABSENT

E. Chang (AA), K. Marty,

STAFF PRESENT

O. Duarte, N. Everly, B. Gonzalez

COUNSELING LIAISON

GUESTS

APPROVAL OF MINUTES

The minutes for 05/17/11 and 08/18/11 were approved unanimously. (M/S/C R. Lavery/A. Chien).

DEPARTMENT MATTERS

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

1. Updating Course Outline Forms – Faculty Updates: Last year (first Dept meeting) D. Gilison passed out a list of courses faculty needed to update in CurricUNET (i.e. textbooks). Since then the Curriculum Committee has decided that the following need to be updated in the course outline of record:

- Textbooks (within the past 5 years)
- Number of SLO's equivalent to the number of units in that class.
- Have all in class and out of class assignments listed

D. Gilison passed out updated course list that needs to be updated in CurricUNET. He went over the list. If course is shown in red it means it's being worked on. If it's crossed off it means it's been done already (changes have been made, it's been approved through the Curriculum Committee and it's now official). If it's in black nothing has been done yet. Deadline to submit updates is the end of this calendar year (12/31/11). D. Gilison would like to have these completed by the end of October to allow the Curriculum Committee enough time to approve before the end of the semester. He pointed out typo on his list. There is no Ag 101. Contact Dixie Krimm for access to CurricUNET. D. Gilison is available to help out if needed. D. Gilison received some feedback from Dixie Krimm as to what the Chancellor's Office is looking for in terms of assignments in the course outline. Assignments need to be tied to course objectives that you have for that class. D. Gilison recommends when updating textbooks delete old textbooks not used. You can see what other course outline forms have been approved in CurricUNET.

2. SLO Assessment Forms: D. Gilison stated that SLO's were due on the 14th week of the semester. The SLO committee has changed the due date. Due date has been changed to the 5th week of the semester effective this semester. For this semester you're turning in Sp 2011 data and for next semester you'll turn in this semester's data and so on and so on. D. Gilison is still in the process of updating SLO check sheet. D. Gilison reminded faculty to email copies to Toni and Ofelia and also leave hard copy in Toni's mailbox.

3. Program Level SLO's updates – Ag, Life Science, General Science: D. Gilison asked P. Pauley, S. Moss and K. Marty for an update on their Program Level SLO's. S. Moss and P. Pauley are working on theirs and hope to have them ready for next department meeting. K. Marty was not present but D. Gilison will talk to him to get an update.

4. *Cadaver Policy*: D. Gilison reported that faculty approved cadaver policy via electronic vote. D. Gilison put up cadaver policy on screen and asked for comments/questions. Question was asked regarding keys. T. Aguirre stated that request for keys need to go through approval process. D. Gilison will send email requesting key(s) to R. Webster and C. Cruz. P. Pauley requested clarification on “No Visitors”. T. Aguirre stated that No Visitors applies to both faculty and students.

5. *Spring 2012 Schedule – 10% Reduction*: D. Gilison was asked by Instruction Office to reduce Sp 12 by 10%. There may or may not be the possibility of having other sections brought back depending on FTE’s the school has, student demands, or budget. T. Aguirre stated that external campus classes in Brawley, El Centro and Calexico were closed down. Also UCSD would like to use lab space. Due to IVC campus renovations there’s limited space here to accommodate classes that were closed at the external campuses so because of this T. Aguirre was asked to review all schedules in the 2700 building in order to make use this building to its fullest capacity. Setting up portable classrooms is too expensive. One option she considered was moving the lectures into the lab rooms. Discussion followed. Faculty was not in agreement. Issues with safety were brought up. D. Gilison agrees that they need to use the rooms better. But in his opinion it would be fairer to all if they had the option of using the rooms at different times that are more favorable to everyone rather than being moved to another room in order to put more classes in there. D. Gilison asked faculty to email him their concerns.

B. Action Items

1. *Physical Science PLO – J. Fisher (Action-Attached)*: Motion to accept Physical Science PLO was approved unanimously. M/S/C J. Fisher/P. Pauley

2. *Chemical and Lab Safety Plan – J. Fisher (Action-Attached Electronically Only)*: Motion to accept was approved unanimously. M/S/C J. Fisher/S. David J. Fisher used guidelines from Princeton.

3. *Equivalency for Online Anatomy, Physiology, and Microbiology Classes – D. Gilison*: Motion to accept passed with 8 (yes) and 1 (No – P. Pauley). M/S/C J. Fisher/R. Lavery. Based on conversation from last department meeting D. Gilison read the following “The Science Department believes that Anatomy, Physiology, and Microbiology classes that contain an online laboratory component are not equivalent to those same classes with face-to-face laboratory components. Therefore, we believe that these classes with online labs should not be used for equivalency to classes with face-to-face labs for students entering the Nursing Program at IVC.”

OTHER

A. Cadaver Training Session - Immediately after department meeting.

ADJOURNMENT

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

Next Department Meeting will be Tuesday, October 18, 2011.

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

Approved on October 18, 2011

Recorder: Ofelia Duarte