IMPERIAL VALLEY COLLEGE Science, Mathematics, and Engineering Division

Science Approved Department Minutes November 15, 2011

CALL TO ORDER

The meeting was called to order at 3:42 p.m.

DEPARTMENT MEMBERS PRESENT

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

DEPARTMENT MEMBERS ABSENT

K. Marty (AA),

STAFF PRESENT

O. Duarte, B. Gonzalez, N. Everly (AA)

COUNSELING LIAISON

GUESTS

Tina Aguirre

APPROVAL OF MINUTES

The minutes for October 18, 2011 were approved unanimously. M/S/C J. Fisher/R. Lavery

DEPARTMENT MATTERS

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

- 1. Spring 2011 SLOs: D. Gilison reminded faculty that Sp 11 SLOs are due to T. Pfister (copies to O. Duarte) before Thanksgiving. T. Pfister had talked about changing deadline to 5th week of semester but due to computer problems and not sending notices in time T. Pfister decided to keep the original deadline (14th week) for this semester. D. Gilison reviewed and discussed handout included in agenda packet. The handout lists all SLOs from F09 to present that have been turned in and the lead person assigned for each course. While reviewing the list it was determined that the lead person for Biol 090 should be changed to E. Chang and Biol 204 to S. Moss. Shaded boxes represent courses not being taught in that semester. He reminded faculty that Sp 11 is due next week. He also reminded faculty of the following:
 - Only need to asses assess a class once per academic year.
 - Only need to assess one SLO at a time.
 - Within a three year time period for Comprehensive Program Review (CPR) you should have all SLOs assessed for each class.

Question was raised on the effectiveness of SLOs. Most believe SLOs do not make students better or make better teachers. D. Gilison, as Science Dept Chair and VP of Academic Senate, will talk to Eric, Academic Senate President, to see if SLO efficacies can be discussed there.

- 2. *PLOs:* D. Gilison reminded the faculty that they need to assess one PLO per program by the end of this academic year. D. Gilison would like the PLO Lead Persons (S. Moss, J. Fisher, K. Marty, and P. Pauley) to select one of the PLOs that they've written and discuss with faculty in the program how to best assess it. He asked the leads to figure out which PLO to assess and discuss by next dept. meeting (February).
- 3. Course Outline Updates: D. Gilison reviewed and discussed handout. Most have been turned in. For those that are still outstanding he would like them turned in by the end of this month. He reminded faculty to contact Dixie Krimm for training (E. Chang). It's **Extremely Important** that textbooks, assignments and SLOs be updated on the course outline or starting Fall 12 courses will not be approved to be taught.

- 4. Comprehensive Program Review AG/ENVS: P. Pauley is the lead person. P. Pauley had to leave so D. Gilison reminded J. Higginson that the deadline to submit Comprehensive Program Review (CPR) is February 2, 2012. D. Gilison is requesting CPR final draft be submitted to him one week before the deadline so he can review and send back for any updates before they (Daniel/Tina) sign off on it and send to the Educational Master Plan.
- 5. Annual Program Review: The original deadline of Dec 2nd has been extended. D. Gilison reminded faculty to submit large ticket item requests to him so he can add them to the Annual Program Review once he's allowed to do so.
- 6. Policy Regarding Crashers in Non-Science Courses: T. Morrell expressed concern over sharing rooms with faculty from other disciplines. If faculty take in 5-10 crashers that means there will be extra chairs in classrooms which in turn will clutter up room. This becomes problematic when you have lab practical exams or when you have students working on benches. D. Gilsion stated that three English faculty were scheduled to teach this semester so before the semester started he spoke to each faculty one on one to set ground rules for classroom etiquette.

B. Action Items

No action items were presented.

OTHER

- T. Aguirre reported that now that the mail service is under Information Technology (IT), interoffice mail takes up to one week to be delivered. She stated that drop cards were received after the deadline therefore students were not dropped. She recommends that faculty walk over important papers rather than rely on interoffice mail.
- Waitlist option for Sp 12 Once class is full students will have the option to be put on a waiting list. If space becomes available student will be contacted and he/she will have 24 hours to respond and register for the class.
- The following changes are coming:
 - Once you register for a class you have 5 days to pay for that class if you don't pay you get dropped.
 - Repeat limitations Students will not be allowed to enroll in any credit course more than three (3) times.
 - ➤ Priority registration next fall Students on academic probation go to back of list.

ADJOURNMENT

The meeting was adjourned at 4:41 p.m.

Next Department Meeting will be Tuesday, February 21, 2012.

cc: T. Aguirre, Dean SME

K. Berry, Vice President for Academic Services

Approved on February 21, 2012 Recorder: Ofelia Duarte