

IMPERIAL VALLEY COLLEGE
Health and Sciences Division
Science, Mathematics, and Engineering Department

Science Approved Department
Minutes
April 16, 2013

CALL TO ORDER

The meeting was called to order at 12:00 p.m.

DEPARTMENT MEMBERS PRESENT

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

DEPARTMENT MEMBERS ABSENT

S. David, K. Marty (AA)

STAFF PRESENT

O. Duarte, G. Espinoza

COUNSELING LIAISON

Said Canez

GUESTS

T. Aguirre, S. Murray

APPROVAL OF MINUTES

The minutes for March 21, 2013 were approved unanimously with corrections. P. Pauley's absence was authorized. Need to add AA next to his name. Also on item 1 *Summer Schedule* - second bullet should be summer session III not II. M/S/C P. Pauley/J. Fisher

DEPARTMENT MATTERS

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

- D. Gilison introduced and welcomed Silvia Murray. Silvia is the new Administrative Secretary for Health and Sciences Division.
- Jeff Enz and Tim Nakamura were invited to attend this meeting. Unfortunately T. Nakamura works 1:00 pm - 10:00 pm and is unable to attend. Since faculty had questions regarding emergencies in the lab rooms and campus safety issues D. Gilison requested that faculty email him their concerns and he will compile and email to T. Nakamura.
He has not heard back from Jeff Enz. Computer and wet/dry lab issues will have to wait till fall semester.

1. Fall 2013 Schedule:

- D. Gilison submitted draft of science schedule last week and sent it to the instruction office. Yesterday received email from Tina that there were a couple of conflicts (room and timing) that needed to be corrected. He will be working with Tina and Melody to resolve the issues. He will send out the individual schedules once he gets the conflicts iron out.

2. SLOs and PLOs:

- D. Gilison reminded faculty that SLOs are due end of semester. They need to be submitted to D. Gilison the Thursday after finals.
- Some PLOs were assessed last year. All others have to be assessed by end of this fiscal year.
- D. Gilison requested update from leads:
 - J. Fisher reported that 2 PLOs have been assessed and completed. S. David is working on 3rd. J. Fisher is almost done with his.
 - S. Moss reported almost done. 2 out of 3 (life science) done.
 - K. Marty not in attendance. No data at this time.
 - P. Pauley will be done by due date.

B. Action Items

1. *Approval of New Course, AG 142* - P. Pauley submitted approval of new course. Motion was made to approve as presented. Motion was approved unanimously with corrections (change cap to 30). M/S/C-P. Pauley/E. Chang

2. *Approval of Revision of Agriculture Science Degree* - P. Pauley submitted revision of science degree. Name change fits what other campuses have. Motion was made to change the course of the major to AG Science and add one class (AG 142). Motion was approved with one abstention. M/S/C P. Pauley/E. Chang

C. Reports

None

OTHER

- D. Gilison reminded everyone that we are not allowed to use blackboard to give exams in place of an actual class meeting. Please make sure you are not doing that because that is a pure definition of an online course. Blackboard is to assist with classes it cannot be used to replace class meetings.
- R. Lavery mentioned that this Friday is the Dennis Carnes Academic Senate Transfer Scholarship get-together. Tickets are \$20.00.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

Next Department Meeting will be September 17, 2013.

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

*Approved on September 17, 2013
Recorder: Ofelia Duarte*