

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Minutes
August 22, 2008
Room 410

CALL TO ORDER

The meeting was called to order at 2:07 p.m.

FULL TIME MEMBERS PRESENT

S. Alvarado, D. Carnes, R. Castrapel, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, R. Lavery, E. Lehtonen, A. Leon, K. Marty, T. Morrell, S. Moss, B. Nilson, A. Orensztin, R. Owens, P. Pauley, B. Riehle, M. Shokoufi, A. Voldman, S. Zobell, and L. Zhao, Chair.

FULL TIME MEMBERS ABSENT

None

ADJUNCT MEMBERS PRESENT

J. Garay

STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, N. Everly, A. Galeana, and R. Marin

STAFF ABSENT

M. Reyes (excused)

COUNSELING LIAISONS

K. Gomez and L. Mazeroll

GUESTS

K. Westerfield

GUEST REPORTS

Admissions and Records: K. Westerfield gave a brief report/update on the “lock out” of those students who have not passed their prerequisites during registration. The program is currently being worked on and is almost complete. After the program is up and running correctly, rosters will be rerun to reflect only those students that have passed the prerequisite with a “C” or better this weekend. This process will eliminate having to run grade history rosters for those classes in question. A brief discussion followed.

APPROVAL OF MINUTES

The minutes for May 15, 2008 were approved unanimously, with corrections (MSC-B. Nilson/A. Leon).

DIVISION MATTERS

Communications: L. Zhao had the following communications to report:

Welcome Back: L. Zhao welcomed back everyone.

Introductions: L. Zhao asked that all those present introduce themselves.

New Tenure-Track Faculty Seniority Drawing: L. Zhao announced that the drawing will be held in the Board Room today at 3:00 p.m. K. Berry will be conducting the Tenure Review Committee Meeting on October 24th at 2:30 p.m. – location is still pending.

Accreditation: L. Zhao reported that after the Accreditation Team made their visit last October, and we were put on a warning status giving us 6 recommendations. Four of the recommendations need to be addressed by October

15, 2008. An accreditation steering committee has been working during the summer and will continue working with a consultant to assure that the deadline is met.

SLO's: L. Zhao reported that one of the two recommendations that need to be addressed for Accreditation by October 15, 2009 will be the Student Learning Outcomes. The matter can be further discussed during the September Department Meetings to determine the course SLO's.

2008-2009 Instructional Equipment Requisition: L. Zhao stated that at the beginning of each academic year she asked that those instructors wishing to request one-time-item purchases submit a Purchase Requisition Form. She stated that the budget is still not clear due to the State not having approved a budget yet. As soon as the budget is approved, new purchases will be considered.

2008-2009 Division/Department Meeting Schedules: L. Zhao stated that she had e-mailed everyone the Division/Department Meeting Schedule for this academic year. All meetings will be held on Thursdays from 4:45 p.m. – 6:15 p.m. She emphasized that due to the final deadline to submit materials to C&I for approval, the Division needs to approve those changes by the March 19th meeting.

Fall 2008 Enrollment: L. Zhao reported that our enrollment looks good. There are only a couple of classes with low enrollment. She announced that during the first two weeks, those classes with low enrollment will have a visit from either her, E. Lehtonen, the Division Secretaries, or the Instruction Office to make a head count to determine whether the class should be cancelled and to facilitate those students affected into being moved into a different section. Those classes that will be on the Jeopardy List will have an enrollment of either 15 students or less; or less than 50% of the quota (whichever number is less) – she recommended that those instructors announce to their students not to buy their books until it is confirmed that the class will make. A brief discussion followed on taking students over quota. M. Shokoufi stated that their contract states not to go over 25% over quota. C. Cortés-Ramirez reminded instructors that for those planning on taking students over quota, to notify the Division Office if they did not plan on those additional students on their book orders. The discussion followed.

Winter 2009 and Spring 2009 Schedules: L. Zhao announced that the Winter 2009/Spring 2009 schedules need to be inputted into Banner by September 5th. A brief discussion followed on those instructors that were affected by the cut down on classes due to the budget. The Division needs to have the schedules finalized by next Friday in order to give the Division Secretaries enough time to do the inputting.

Inspection of Facilities: L. Zhao stated that E. Gould has been inspecting facilities around campus. He paid a visit to the 400 building and has requested some new tables and/or some new chairs for Room 406, 409, 410, and 413. K. Marty requested that some of the chairs that will no longer be used in the 400 building be sent to Room 2800 – L. Zhao agreed to this request and asked N. Everly to take care of the matter when the time came. A brief discussion followed.

Equipment Replacement: L. Zhao stated that many faculty have requested office equipment replacements. She stated that a complete equipment inventory needs to be done on the Division before any requests are considered. She reminded those present that N. Everly had sent out an inventory request by e-mail and is waiting for everyone to reply. Once the monies come in and the whole Division is inventoried, replacements will be considered. N. Everly stated that the deadline to submit the inventory for is the end of next week. A brief discussion followed.

Math Coordinator: L. Zhao expressed her thanks to M. Shokoufi for her leadership as Math Coordinator for the last two years. M. Shokoufi played a very supportive role in helping the Division and Division Chair. L. Zhao also welcomed E. Lehtonen as the new Math Coordinator. She encouraged the Math Department to give E. Lehtonen as much support as they gave M. Shokoufi.

Division Office Info: C. Cortés-Ramirez announced that the Division Office is open from 7:30 a.m. – 7:00 p.m. Mondays-Fridays. O. Duarte announced that she sent out, by e-mail, at the beginning of the month the request to submit to the Division Office in electronic form their syllabi and Office Hours/OBA's. She thanked all those that had already submitted their materials and reminded those that have not that the deadline is September 8th. C. Cortés-Ramirez stated that the Repro accounts were on the board so that everyone can make a note of them. She reminded them that the accounts can be

used for Repro orders as well as on the copiers in the Repro Center and Instruction Office. She asked instructors to use the right account when making copies.

Math Lab: R. Marin announced the lab hours. He added that he is updating the Math web page. He asked that instructors take a look at the page and if they find any errors to e-mail him with the corrections to be made.

Science Lab: N. Everly announced that M. Reyes is out on maternity leave probably until the first week in October; therefore, she asked that evening Science instructors be patient with their lab set-ups. She also announced that the Open Lab will be restricted a little until M. Reyes is back – there will no evening hours. She will be posting the Open Lab schedule on Monday.

DEPARTMENT REPORTS

Math Department: No Report

Science Department: No Report

COMMITTEE REPORTS

L. Zhao informed the Division that minutes to all of these committees are available through the IVC website. If there are any questions or concerns, they should be taken to the representative stated:

Academic Senate – R. Lavery
Curriculum and Instruction – L. Zhao
Planning and Budget – L. Zhao
College Council –
Other Committee Reports

OTHER

MATH 080: B. Riehle announced that for anyone teaching MATH 080 this semester, she has a packet for them regarding the new common test including test topic questions. Anyone interested should contact her directly.

Office Security: T. Morrell announced that he overheard two students, at the end of last semester, who had “violated” one of the instructor offices from the 400 building. He asked that instructors be more careful with leaving their offices open.

Next Division Meeting: L. Zhao announced that the next Division Meeting will take place on October 16, 2008.

ADJOURNMENT

The meeting was adjourned at 2:58 p.m.

cc: E. Gould, Superintendent/President
K. Berry, Vice President for Academic Services

Approved on March 19, 2009
Recorder: Carol Cortés-Ramirez