

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division
Minutes
March 19, 2009
Room 410

CALL TO ORDER

The meeting was called to order at 4:49 p.m.

FULL TIME MEMBERS PRESENT

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

FULL TIME MEMBERS ABSENT

R. Lavery, P. Pauley, and S. Zobell

ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

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

STAFF ABSENT

None

COUNSELING LIAISONS

K. Gomez and L. Mazeroll

GUESTS

None

APPROVAL OF MINUTES

The minutes for August 22, 2008 were approved unanimously, (MSC-B. Nilson/J. Fisher).

DIVISION MATTERS

Elections for 2009-2010: L. Zhao announced that the Division members would be voting on the positions of Division Chair and Division Academic Senate Representative. Depending on the outcome of Division Chair, the Department not in the same area as the elected Division Chair, will be staying after the end of the Division Meeting to nominate and vote on the position of Department Coordinator.

Division Chair: L. Zhao opened the floor for nominations. L. Zhao was nominated (MSC-B. Nilson/T. Morrell) and won the position by acclamation. L. Zhao thanked the Division members for their support.

Division Academic Senate Representative: L. Zhao opened the floor for nominations. D. Carnes nominated R. Lavery. No other member was nominated. R. Lavery will be notified of his position. L. Zhao stated that if he declined, the floor will be opened again and voting will take place via e-mail.

Math Coordinator: It was reported to the Division Office, after the end of the Division Meeting, that E. Lehtonen was elected for this position.

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

SLO's: L. Zhao announced that she had some information to review with the Division Members (hard copies of the Department check lists were attached to the agenda packet). L. Zhao stated the lists are not updated to show data submitted in the last two weeks. These only serve as a reminder.

Data Collection and Evaluation; ID and Assessment Tool: L. Zhao stated that those working on SLO assessments, do not send to T. Pfister. All that data should be going to L. Zhao if SLO is under Science, and to E. Lehtonen if the SLO is under Math. L. Zhao announced that the deadline to submit the assessment tools is March 30th. Only the ID part should be submitted to T. Pfister.

Budget Development 2009-2010: L. Zhao reported that the budget needs to be inputted by April 1st. She stated that she was not soliciting for any requests to augment the budget already proposed. She was just sharing on the process. She did add that if anyone had requests, the purchase might be considered through grant monies or lottery monies.

Adjunct and Full Time Temporary Evaluations: L. Zhao reported that attached on the agenda packet was a hard copy of the evaluations still pending to be completed. She stated that she would like to see D. Bradshaw (AG) and D. Rosas (MATH) evaluated before the end of this semester. B. Nilson volunteered to evaluate D. Bradshaw and M. Shokoufi volunteered to evaluate D. Rosas.

Position Control: L. Zhao reported that C&I had ranked a list by priority for the replacement positions – there was a total of 16 positions campus wide. D. Carnes attended that C&I meeting in place of L. Zhao. At the time of the ranking, the District had not received the letter of retirement for A. Orensztstein. The following are the rankings of the positions under our Division: #1 – PHYS/MATH, #4 – MICROBIOLOGY, and #12 – MATH. M. Shokoufi asked for a complete list of the rankings. L. Zhao stated she would send that list out to all Division Members. M. Shokoufi asked for justification on the low ranking of the MATH position and how she expected E. Lehtonen, as the Math Coordinator, to have attended and voiced his concerns at the C&I meeting. D. Carnes explained his reasoning as to why MATH was ranked so low. Discussion followed. L. Zhao stated that at this point, the priority list will now be going to the Thaw Committee for hiring recommendation. L. Zhao thanked the following for helping with the rational on the ranking justifications: E. Lehtonen – MATH; D. Carnes – BIOLOGY/MICROBIOLOGY; and J. Fisher – PHYSICS/MATH.

High School AP Credit for BIOL, CS, ENVS, MATH, and PHYS: L. Zhao stated that about a week ago at the Instructional Council Meeting, they were presented with information currently used at the high schools to receive AP credit scores. This will give students IVC credit. The six disciplines that are related to our Division are CHEM, PHYS, MATH, BIOL, CS, and ENVS. The Instructional Council is requesting that this information be revised by next Wednesday. L. Zhao is requesting that all materials be submitted to her by next Monday by 5:00 p.m. This information needs to be submitted and will appear in the next catalog. The following have volunteered to complete the materials requested: J. Fisher – CHEM, A. Cozzani/R. Lavery – PHYS, E. Lehtonen – MATH, A. Chien – BIOL, R. Castrapel – CS, and J. Higginson – ENVS. L. Zhao gave all the volunteers the paperwork to be completed. There was a discussion on the short time frame to complete the tasks. L. Zhao stated that C. Lee said it would be the call of those submitting the paperwork. She asked that everyone try their best due to the short notice.

Inventory: L. Zhao announced that quite a few of the faculty have not submitted their computer equipment inventory. The request has been out for two months now. This information is to be turned in to N. Everly by next Friday. This information will be used to keep an updated inventory of all computer equipment and it will help in determining replacement equipment.

Course Outline of Record - Revisions: L. Zhao stated that the following course outlines had revisions to be approved (hard copies were attached to agenda packet): *BIOL 200* – add BIOL 122, BIOL 180, and BIOL 182 as prerequisites; textbook updates (presented by T. Morrell); *BIOL 204* – remove BIOL 120 and add BIOL 122, BIOL 180, and BIOL 182 as prerequisites; textbook updates (presented by T. Morrell); *BIOL 122* – add BIOL 120 as prerequisite and textbook updates (presented by D. Gilison). It was agreed by all those present to approve all three course outline revisions, with discussed corrections, (MSC-E. Lehtonen/A. Leon). L. Mazeroll stated that she found a couple of typos and would send those to the Division Office to be corrected before they are sent to C&I for approval. A brief discussion followed.

Major Revisions: L. Zhao stated that the following Majors had revisions to be approved (hard copies were attached to agenda packet): *General Science Major* – (presented by L. Zhao) (MSC-B. Nilson/J. Fisher); *Math Major:* (presented by

