

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department Minutes
September 11, 2008

CALL TO ORDER

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

DEPARTMENT MEMBERS PRESENT

S. Alvarado, R. Castrapel, A. Cozzani, O. Hernandez, B. Nilson, A. Orensztein, B. Riehle, M. Shokoufi, A. Voldman, S. Zobell, E. Lehtonen, Coordinator

DEPARTMENT MEMBERS ABSENT

A. Leon (SL)

DEPARTMENT ADJUNCT MEMBER PRESENT

J. Garay

STAFF PRESENT

C. Cortés-Ramirez

COUNSELING LIAISON

L. Mazeroll

GUEST

L. Zhao, Division Chair

APPROVAL OF MINUTES

The minutes for April 17, 2008, were approved unanimously, as presented (MSC-S. Zobell/A. Voldman).

DEPARTMENT MATTERS

Communications: E. Lehtonen stated that he had various communications to share with the Department.

SLO's: E. Lehtonen lead the discussion on getting progress reports from all those that have been assigned to work on SLO's. He reminded everyone that the SLO's are due September 30th. The following gave progress reports: B. Nilson (MATH 070, MATH 110, and MATH 114), B. Riehle (MATH 080), O. Hernandez (MATH 090), A. Leon (MATH 119), S. Zobell (MATH 122 and MATH 240), M. Shokoufi (MATH 140 and MATH 190), R. Castrapel and E. Lehtonen (MATH 192), and A. Voldman (MATH 230). A brief discussion followed on clarifying what exactly needs to be submitted and the process for that. It was asked that all those submitting SLO's to T. Pfister include E. Lehtonen and L. Zhao on the cc of the e-mail.

Common Exams/Finals: E. Lehtonen informed the Department that the first set was given to C. Cortés-Ramirez last week and some of the issues that arose after the tests were mailed out. There was a concern over the contents of the Topic Sheets. A brief discussion followed. E. Lehtonen specified that each test should have 5 isomorphic questions. B. Nilson requested that the Department faculty be given all of the common tests administered this semester at the end of the semester. It was agreed to comply with this request due to the fact that some schedules change periodically every semester. S. Zobell asked for a vote to get a consensus on how detailed the Topic Sheets should be. A hand vote was taken with these as the results: 5 members voted for detailed (as B. Riehle distributed); 3 members voted for not so detailed (as S. Zobell distributed); 2 abstained (A. Voldman and A. Orensztein). M. Shokoufi asked about test time allotted for each test. E. Lehtonen stated that MATH 070 and MATH 080 should have a maximum test

time of 85 minutes; MATH 090 should have a maximum test time of 60 minutes. It was also announced that no calculators are to be used in the MATH 070 tests; scientific calculators can be used in the MATH 080 and MATH 090 tests. It was also briefly discussed on how to compile the data. E. Lehtonen also specified that rubrics will be put together in the long run.

Math Festival: E. Lehtonen thanked M. Shokoufi and B. Riehle for making last years' event a success. S. Zobell requested to eliminate the games – not very productive. E. Lehtonen stated that the letter to the high schools will be going out soon. The date is still to be set. B. Riehle announced that there were complaints about the date being set so late (conflicts with tests in the high schools). E. Lehtonen will be requesting from M. Shokoufi the list of high school contacts.

OTHER

Equivalency: B. Nilson reported that the Equivalency Committee is requesting from each Division a core equivalent document for each discipline. The Committee has requested that the core equivalents be turned in by the end of the year. It was agreed that a committee of 5 take this task (MSC-S. Zobell/R. Castrapel). The following 5 volunteered to be on the committee: A. Cozzani, A. Voldman, R. Castrapel, B. Riehle, and E. Lehtonen.

Birthday Bash: E. Lehtonen announced that he would be giving himself a birthday party (European style) early in November. Details will follow.

Math Lab: A few of the faculty members expressed concern over the services being provided by some of the tutors in the Math Lab. Neither R. Marin or A. Galeana were present at the meeting to answer questions over these concerns. E. Lehtonen stated that he would set a meeting with R. Marin on Tuesday to discuss these concerns.

Course Outlines on the Website: B. Riehle asked who was in charge of updating the Departments' website. She commented that the course outlines are not activated. M. Shokoufi stated that R. Marin was in charge of that task. B. Riehle asked that R. Marin be informed of the problem.

ADJOURNMENT

The meeting was adjourned at 6:17 p.m.

cc: K. Berry, Vice President for Academic Services
E. Gould, Superintendent/President
L. Zhao, Division Chair

*Approved on November 13, 2008
Recorder: Carol Cortés-Ramirez*