

**IMPERIAL VALLEY COLLEGE**  
**Science, Mathematics, and Engineering Division**

**Mathematics Department Minutes**  
**April 30, 2009**

**CALL TO ORDER**

The meeting was called to order at 5:07 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 (Excused)

**DEPARTMENT ADJUNCT MEMBERS PRESENT**

None

**STAFF PRESENT**

C. Cortés-Ramirez, A. Galeana, and R. Marin

**COUNSELING LIAISON**

None

**GUESTS**

L. Zhao

**APPROVAL OF MINUTES**

The minutes for February 19, 2009, were approved unanimously, as presented (MSC-S. Zobell/B. Nilson).

**DEPARTMENT MATTERS**

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

*Meeting Time Frame:* E. Lehtonen announced that due to the start of the meeting being 20 minutes late, all those agenda items not covered due to running out of time, will be taken care of through e-mail communications.

*Common Tests and Finals:* E. Lehtonen lead the discussion on the common tests and finals for the 09-10 academic year. He asked for a consensus from the Department. He asked that those present discuss the minimum standard score to pass the MATH 090 Common Final. After a brief discussion it was suggested that a 50% passing grade be adopted. Discussion followed. E. Lehtonen and S. Zobell will be working together on putting together the MATH 090 Common Final on one form. It was agreed, by a majority vote to keep the common finals and tests as is for one more year (MSC-E. Lehtonen/B. Nilson; 3 Nays: S. Alvarado, A. Cozzani, and M. Shokoufi).

*Textbook Adoption:* E. Lehtonen stated that it is being considered to look for new textbook adoptions for MATH 090, MATH 190, calculus, and beyond. E. Lehtonen asked to table this agenda item due to the time restriction and handle this by e-mail. C. Cortés-Ramirez reminded those present that a final decision needed to take place soon since the book order deadline was already a month overdue. E. Lehtonen was reminded that the previous textbook adoptions were done for a 3 year period and it was not time to make a change yet. It was agreed to further discuss this item by e-mail.

*MATH 140/MATH 190 Formulas:* E. Lehtonen handed out copies of a revised course outline of MATH 190. Discussion followed on the changes done. E. Lehtonen asked that all suggestions/corrections be sent to him by e-mail. R. Castrapel added that he had proposed formulas for MATH 140/MATH 190 (a handout was passed out): Students will be expected to memorize all formulas except for the following: a. Product to Sum Formulas and b. Sum to Product Formulas. A brief discussion followed.

*AMATYC Conference:* E. Lehtonen will send this information to the members by e-mail.

*BSI Update:* A. Leon was not present to give the update. E. Lehtonen asked that questions be directed to A. Leon or F. Rapp. B. Nilson asked who all from the Department was involved with BSI besides her. E. Lehtonen stated that A. Leon and A. Cozzani were working on the summer BSI.

*Math for Applied Sciences:* A. Leon was not present to give the presentation.

*Move the Math Lab:* The motion was unanimously approved to have the Math Coordinator and the Division Chair petition to the Operations Committee and the VP of Instruction to move the Math Lab next to the new Math/Science Building (MSC-S. Zobell/R. Castrapel). Discussion followed. L. Zhao stated that she had communicated with K. Berry, by e-mail, back in January, requesting a future location of the Math Lab due to the distance of where it's now and the new building. S. Zobell asked that the Math Coordinator and/or Division Chair report on the responses at the next Division Meeting.

*Math Coordinator's Schedule:* L. Zhao stated that E. Lehtonen share his schedule for the 09-10 academic year due to him taking over the position of the Cross Country Coach. L. Zhao asked that those with concerns share them during this meeting – E. Lehtonen has expressed to L. Zhao that this additional task for him will not interfere with his Math Coordinator duties. E. Lehtonen stated that he is scheduled for F'09 with a total of 6 units under Math as well as the Coordinator. He went over his expected coaching schedule and how he feels it won't conflict with his current duties. A brief discussion followed on other members having other commitments outside of their Department duties with no concerns.

## **OTHER**

*Hiring Committees:* M. Shokoufi asked for an update. L. Zhao said she just came out of the Instruction Council meeting and all those positions are still frozen. E. Lehtonen made everyone aware of the impact of not hiring for those positions on the schedules already set to go. If that's the case, he will be talking to all the full time members to re-do their schedules already submitted.

*Math Festival T-Shirts:* R. Castrapel announced for those participating in the Math Festival, and have not given him their t-shirt size yet, to do so ASAP because he will be placing the order tomorrow.

## **ADJOURNMENT**

The meeting was adjourned at 6:20 p.m.

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

*Approved on September 10, 2009  
Recorder: Carol Cortés-Ramirez*