

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department Unapproved Minutes
September 10, 2009

CALL TO ORDER

The meeting was called to order at 4:50 p.m.

DEPARTMENT MEMBERS PRESENT

S. Alvarado, R. Castrapel, A. Cozzani, O. Hernandez, J. Kitzmiller, A. Leon, J. Nelipovich, B. Nilson, B. Riehle, M. Shokoufi, A. Voldman, E. Lehtonen, Coordinator

DEPARTMENT MEMBERS ABSENT

None

DEPARTMENT ADJUNCT MEMBERS PRESENT

R. Soqui

STAFF PRESENT

C. Cortés-Ramirez and R. Marin

COUNSELING LIAISON

L. Mazeroll

GUESTS

L. Zhao

APPROVAL OF MINUTES

The minutes for April 30, 2009, were approved unanimously, as presented (MSC-A. Leon/B. Nilson).

DEPARTMENT MATTERS

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

Introductions: E. Lehtonen asked that all Department members and guests introduce themselves.

Program Review: E. Lehtonen announced that the Math Department was due for their 3-year Program Review this semester. In theory it's all due October 15th – the Department was to have received data last week as well as a revised template. Neither has been received as of today. Once it has been received, it will all be done by e-mail.

Common Tests: E. Lehtonen announced that the MATH 070, MATH 080, and MATH 090 common tests have all just been given to him a couple of hours ago. He will be sending them out to the Department electronically by tomorrow. M. Shokoufi asked about the classes meeting on 4 days a week. E. Lehtonen stated that the multiple-choice and the free response should be administered on separate days – totaling an hour and twenty-five minutes. The test will contain 15 multiple-choice and 5 free response. Discussion followed.

New Basic Skills Course: E. Lehtonen stated that he and A. Leon discovered last year when they attended the Basic Skills Conference that it was considered curious by others in attendance that we only have one course before Algebra I – it seems that it's common to actually have two courses before Algebra I. E. Lehtonen asked about considering adding another course before students actually take Algebra I. L. Mazeroll stated that for the ACUPLACER everything will need to be reevaluated. E. Lehtonen stated that

he had briefly discussed this with N. Nunez. Discussion included the current textbook being used in Algebra, 1-unit modules, encouraging students to go to the Math Lab for credit, encouraging students to attend workshops, and having an actual program not just workshops.

2010-2011 Schedules Update: E. Lehtonen announced that he will try to have the templates for 2010-2011 done by the end of next week or the week after. The Spring '10 should be done by this week.

SLO Update: E. Lehtonen stated that T. Pfister asked that he remind the Math Department faculty that there has to be as many SLO's as there are units in the course. The deadline to submit the original SLO's, that were in place last year, is by the end of this semester. E. Lehtonen announced that he's still waiting on M110, M112, M114, M119, M122, M140, and M150. B. Nilson stated that hers are ready to be submitted – they are on her desktop. E. Lehtonen asked B. Riehle about the ones she was to have submitted. She was still working on the form. E. Lehtonen asked that the leads for each SLO submit their data to T. Pfister directly with a cc to him. A brief discussion followed.

MATH 190 SLO: M. Shokoufi briefly discussed the M190 SLO that she has been working on. It was agreed by the Department that it was not necessary to actually have a vote on every SLO course. The motion was tabled.

Math Degree Mission: M. Shokoufi stated that our Department does not have a mission in place. She put a mission statement together and submitted it for approval. Discussion followed. The Math Degree Mission statement was approved unanimously, with a correction (MSC-B. Nilson/R. Castrapel).

Program Assessment Report: M. Shokoufi presented the Program Assessment Report for Department approval. Discussion followed. The Report was approved unanimously, with a correction (MSC-R. Castrapel/E. Lehtonen).

Program Outcomes and Course Alignment: M. Shokoufi presented the Program Outcomes and Course Alignment Matrix for the Math Department. Discussion followed. The Matrix was approved unanimously, with corrections (MSC-E. Lehtonen/B. Nilson).

OTHER

AMATYC: B. Nilson announced that AMATYC will be taking place from November 12th – November 15th at the Riviera in Las Vegas. She is already registered. Registration needs to be done by September 30th to get the lower rates. The AMATYC website has all the details of the conference. Per L. Zhao, the \$400.00 for conference was confirmed as a guarantee for each Division member. She added that there is a possibility that depending on how many Division members will be going to conference this year, the remainder of the conference cost might be covered. She also added that R. Castrapel might be able to attend with Title V monies. E. Lehtonen asked which members would be interested in attending the conference. The following are interested: A. Leon, A. Cozzani, S. Alvarado, M. Shokoufi, and J. Nelipovich. E. Lehtonen needs to submit the institutional AMATYC Membership. Discussion followed.

Move into New Building: O. Hernandez asked who all was going to be moving into the new building. L. Zhao stated that the move in date is not confirmed. She stated that at the Instruction Meeting today, T. Aguirre announced that the targeted date to move in was end of October or early November. L. Zhao added that the choice of offices will be done based on seniority. For those members that would like to take a Tour of the building, they can contact R. Webster to make those arrangements. Discussion followed.

Campus Operations Committee: R. Castrapel stated that it was requested that he serve on the committee. He just spoke with J. Lau and he stated that sometime in October the committee will be meeting. L. Zhao stated that due to concerns with the Math Lab, it would be ideal to have a Department Member serve on this committee.

Math Lab Tutors: M. Shokoufi asked how many Math Lab Tutors are currently in the lab and for how long. E. Lehtonen stated that we have received 50% of the funding requested from Basic Skills yesterday – the tutors have already started working as of today. He is still working with T. Aguirre to get the other 50% to be covered by the District. E. Lehtonen needs to submit a formal proposal. The tutors' first priority is basic skills but they are not limited to that. Discussion followed.

Winter '10: E. Lehtonen announced what classes are to be cut for this upcoming Winter session. Discussion followed

Instructional Council Updates: L. Zhao reported that at the last Instructional Council it was announced that teaching in Spanish is illegal unless the class is specifically designed to be taught in Spanish. Discussion followed. It was also suggested in Instructional Council to give students a progress report so they know where they stand. She also stated that it was reported that some night classes are ending before their scheduled time. A walk around is being done in the evenings and the majority of the evening classes are gone by 9:30 p.m.

Math Lab: S. Alvarado invited everyone to take their classes to the Math Lab at least once a semester.

Office Hours: L. Zhao also announced that faculty is encouraged to schedule their office hours in the Math Lab to help with the tutoring situation in the lab. She asked that faculty indicate those office hours on their office hour schedules. She asked that all those faculty members that will be conducting their office hours in the Math Lab to please e-mail those time frames. S. Alvarado stated that the peak hours in the Math Lab are from 10:00 a.m. – 2:00 p.m.

Quotas: R. Soqui asked about the quota versus classroom capacity. L. Zhao stated that by contract you are required to take up to the class quota. Legally instructors don't have to take any students over quota. Discussion followed on the pros and cons of taking over quota. She emphasized that faculty should not take over 25% of their quota. Discussion followed.

ADJOURNMENT

The meeting was adjourned at 6:26 p.m.

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

*Approved on February 18, 2010
Recorder: Carol Cortés-Ramirez*