

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department
Unapproved Minutes
November 2, 2010

CALL TO ORDER

The meeting was called to order at 3:32 p.m.

DEPARTMENT MEMBERS PRESENT

R. Castrapel, A. Cozzani, O. Hernandez, J. Kitzmiller, J. Nelipovich, B. Nilson, B. Riehle, M. Shokoufi, A. Voldman, and E. Lehtonen, Math Department Chair

DEPARTMENT MEMBERS ABSENT

A. Leon

DEPARTMENT ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez

COUNSELING LIAISON

L. Mazeroll

DEAN

L. Zhao

GUEST

C. Bennett

APPROVAL OF MINUTES

The minutes for October 5, 2010, were approved; with one NO (M. Shokoufi), as presented (MSC-J. Nelipovich/B. Nilson). After a brief discussion, J. Kitzmiller stated that it was a good point to review the minutes before the meeting and send questions to the Recorder if the minutes don't reflect the language of intent. C. Cortés-Ramirez added that the minutes could be questioned at the meeting but not to the extent of requesting the Recorder to listen to the minutes again.

DEPARTMENT MATTERS

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

Course Outline Updates – M061, M071, M081, and M091: E. Lehtonen asked that the Department look at the change in course numbers. Students are usually capped at 30 units under Basic Skills – that includes a combined English/Math courses. English is reconsidering their Basic Skills offerings. He stated that K. Berry was very supportive of these proposed courses. He asked how many were set up to work with Curricunet. He added that all those who have access to Curricunet, look at the course outlines of M061, M071, and M081 and review them. A. Cozzani and O. Hernandez will be added as co-contributors in Curricunet and they will be doing the reviews of the outlines.

Adjunct Evaluations: E. Lehtonen announced that at the last adjunct evaluation training K. Berry stated that all those faculty who had done adjunct evaluations in the past (B. Nilson, A. Voldman, M. Shokoufi, B. Riehle, and E. Lehtonen), be encouraged to do them again. He added that all newly tenured faculty, get the adjunct evaluation training. B. Nilson stated that she had completed D. Bradshaw's evaluation but was having a hard time getting his signature. She asked if she could just leave it in the Division Office for him to come in and sign. L. Zhao stated that legally it would have to be a face-to-face meeting (evaluator/evaluate) to get his signature. M. Shokoufi added that she has made arrangements with some of those she has evaluated and left them in their mailboxes. L. Zhao stated that the evaluators need to make those arrangements with those being evaluated. L. Zhao suggested that she could even scan a signed copy and e-mail it to him for his signature. E. Lehtonen stated that K. Berry strongly recommended that those being evaluated be offered a pre and post evaluation conference. B. Riehle stated that she attended the adjunct evaluation meeting last week and K. Berry brought up some legal issues dealing with the evaluations. She suggested those interested should contact K. Berry for the notes. The following volunteered to do adjunct evaluations: A. Voldman-K. Walther and A. Leon will be asked to evaluate J. Garay.

SOPHIA: E. Lehtonen reported that he attended a SOPHIA meeting/demonstration. SOPHIA is a web based educational program, similar to Blackboard. IVC has been offered the opportunity to BETA test it with the students. One thing that will be required is to create micro units by topic – these will all be web based tutorials. Discussion followed on the actual need for this program since currently some faculty are using MATHXL and other similar programs that already have those web based tutorials. E. Lehtonen stated that those interested in test running it and creating the micro units, will be paid – no one has actually given any actual figures for this task. Discussion continued on concerns by B. Nilson and others that there are currently many programs available on-line. E. Lehtonen stated that only Math and Science were being considered for these programs and that this is something that E. Gould is encouraging.

Course Outline: Outside Assignment Requirement: E. Lehtonen reported that Curricunet now requires that outside assignments be listed in the course outlines. E. Lehtonen clarified that this was more of sample of outside homework assignments. Discussion followed. M. Shokoufi suggested that other campuses be contacted who are currently using Curricunet to see how they are meeting this task. A. Voldman suggested having D. Krimm meet with the Department to show samples of this requirement. E. Lehtonen stated that D. Krimm will probably suggest that those wanting to see samples, go directly to the sites of those schools since Curricunet is public record. E. Lehtonen added that he knows Mesa College has been using Curricunet for about 3-4 years. E. Lehtonen announced that the deadline to submit changes to the catalog is April 1st.

Counseling Meeting Debriefing: E. Lehtonen reporting on his meeting with Counseling, which D. Gilison and L. Zhao also attended, specifically to talk about the no-conflict schedule. He also discussed the new courses with them. The subject of shorter lectures or MWF classes came up at the counseling meeting. Discussion followed. B. Nilson stated that she would like to see larger unit courses be offered on MWF. M. Shokoufi added that in the past the 3 to 4 day courses were the last preferred by students. B. Nilson stated that she has had a very good success rate on the 1 unit short term courses on fast track. E. Lehtonen suggested the fast track courses being reconsidered for the back-to-back courses. More discussion followed.

Course Outline Approval – MATH 220: M. Shokoufi reported that the textbooks have been updated and the description has been cleaned up on the course outline. O. Hernandez stated that the SLO's were missing after Part IV. The MATH 220 course outline, was approved, with corrections (MSC-R. Castrapel/B. Nilson).

Basic Skills Strategy for Developmental Math (i.e. MATH 090): B. Riehle reported that she received an e-mail from F. Rapp regarding the funding. The BS Committee was informed to take the 2009-2010 amount received and use that as a base for creating this year's action plan and that amount is \$229,945.00 – which doesn't mean that's the amount we'll receive, it's only the base amount. F. Rapp is asking for input on how the money will be used. He needs that information by November 18th. A brief discussion followed on the amount being used in part to cover 3 salaries; what percentage goes to Math vs English; English asking for software; and ESL asking for tutors. B. Riehle stated that What the Best College Teachers Do book was purchased with Basic Skills money and if anybody wants one, they are to contact F. Rapp. She also went over the idea of strategies to help students learn using test corrections by students. A brief discussion followed including some department members who are currently using that strategy. B. Nilson stated that A. Leon asked her about them putting together a demonstration on successful skills used in basic skills math as a Flex activity. A brief discussion followed.

OTHER

Display Cases in the 2700 Building: E. Lehtonen reported that the authority of the display cases is under the Deans. E. Lehtonen, L. Zhao, and D. Gilison all have keys. For any display ideas, they should go to the appropriate Department Chair for approval.

Math Lab Storage: B. Nilson stated that there are boxes of Math supplies stored in the Math Lab. All of those materials need to be moved to this building. She expressed concern that the storage cabinet in the conference room might not be big enough for all of the materials.

Sample Review Tests: M. Shokoufi asked when will the Department be getting the sample review tests to give to their students. J. Nelipovich reported that M070 and M090 have already been posted on-line under the Math Department Resources. She has not received the M080 materials yet. B. Nilson stated that M080 will probably be in by tomorrow. M. Shokoufi also asked about the M080 and M090 final. B. Nilson stated that it is being worked on and it will be done within the next few days.

ADJOURNMENT

The meeting was adjourned at 5:03 p.m.

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

*Approved on March 1, 2011
Recorder: Carol Cortés-Ramirez*