

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Department
Minutes
September 17, 2009

CALL TO ORDER

The meeting was called to order at 4:47 p.m.

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, J. Higginson, R. Lavery, T. Morrell, S. Moss, and L. Zhao, Chair.

DEPARTMENT MEMBERS ABSENT

K. Marty (AA), P. Pauley

STAFF PRESENT

O. Duarte, N. Everly, and M. Reyes

COUNSELING LIASON

K. Gomez

APPROVAL OF MINUTES

The minutes for February 26, 2009, were approved unanimously, (MSC-J. Fisher/D. Gilison).

DEPARTMENT MATTERS

A. Communications:

AG and Sci Program Review Update: L. Zhao stated that the one year program review for Ag and Sci needs to be done this year. She has not received new template. Training on how to use template will be provided. The deadline to submit program review is October 15, if template and data are available.

AG Course Revision and AG Majors and Certificates: L. Zhao stated that she has been working with P. Pauley and met with P. Pauley and C. Lee to discuss revising Ag courses, majors and certificates to better serve the students and boost the enrollment. There are two majors (Ag Business Mgmt, and Ag Science) and two Certificate Programs (Ag Business Mgmt, and Ag Crop Science) we offer. She and Carol Lee proposed to delete Ag Business Major and Certificate programs since they've been inactive for at least 5 years, to delete or revise Ag Crop Science Certificate program for the same reason, and to revise Ag Science Major by deleting some courses and revising some. P. Pauley met with the Ag Advisory Committee which recommended deleting three programs and only keep Ag Science Major. Ag Advisory Committee does not recommend deleting courses listed in Ag Science Major. P. Pauley will need to work on revising courses listed in Ag Science Major.

0910 Budget Update: L. Zhao stated that budget for SME division is the same at this time as what we had before. She attended the Planning and Budget Committee meeting where it was discussed that IVC will be looking at \$2.5 million deficit for 0910. She would like everyone to continue being frugal.

W10 and SP10 Schedule Update: L. Zhao announced that Tina Aguirre cut 5 science classes (ASTR, ENVS, Bio 220, and 2-Geol) for Winter 10. She only kept classes that she perceived were needed, based on number of FTES college needs and the need for students to complete a program. L. Zhao met with instructors who are scheduled to teach W10 and everyone was very supportive so she was able to rearrange classes giving S. David and P. Pauley the opportunity to teach. In the end the two affected by this change will be R. Lavery and K. Marty. She announced that administration would like W10 and SP10 in new building. L. Zhao's recommendation to administration is to move SP10 old building class schedules into the new building, with lectures in the new science building classrooms and labs in the lab rooms. This way, if classes aren't offered in the new building for whatever the reasons, they can still be offered in the old building.

10-11 Schedules: L. Zhao stated that she's working on non conflict scheduled classes, such as Chemistry and Physics. Worked out a science pattern already and will ask E. Lehtonen to start working on math. After that she'll work on the full science schedules. Preliminary 1011 schedule should be done by the end of this semester so we'll know personnel budget (overload).

New Science Building Update: L. Zhao stated she had no new updates. She announced that she toured the new building along with C. Cortes-Ramirez, and O. Duarte for the second time earlier in the day to look at offices on the north side of the new science building second floor and the one downstairs office accessible only through a classroom. According to the instruction from Tina yesterday, "Your division chairs are instrumental in the success of the placement by suggesting to Kathy Berry and I who might be the best choices for sharing an office. The final decision will be done by the VP Kathy Berry and I after gathering all the information between now and Friday." Kathy's email to L. Zhao yesterday saying that "Tina will use whatever list you come up with to place faculty in offices. Science and Math will have the entire North half of the building for offices assignments. There is one faculty office downstairs attached to the small classroom that will also be reserved for your faculty." Kathy and her staff will take 7 office spaces at the southeast corner. English Division will take remaining offices. She also mentioned that there is a small classroom downstairs that has an office with a window and we have first priority if we want it, but to get to the office you need to go through the classroom. This classroom was originally set to accommodate 48 seats but because they put the second stairway next to the classroom it now accommodates 16. Discussion followed. Anyone interested in touring building can contact Rick Webster.

B. SLO Discussion: D. Gilison

1. *Discuss/create program level SLO for Majors*

D. Gilison stated that the current description in catalog for General Science and Life Science does not show a description of the major. If you look at Air Conditioning and Refrigeration Tech you get a straight forward and specific description of what a student can expect to get out of that major. He is requesting volunteers to help in writing description of the major that includes SLO's for General and Life Science Major. He suggests looking at other majors for ideas. J. Fisher and A. Cozzani volunteered for General Science and S. Moss and D. Gilison volunteered for Life Science.

2. *Discuss/create GE course SLO's within division*

D. Gilison stated that we also need to do General Education SLO's. We need General Education SLO's for all classes as a whole. Once he collects information will meet with T. Pfister. R. Lavery volunteered to help.

OTHER

ADJOURNMENT

The meeting was adjourned at 5:23 p.m.

cc: E. Gould, Superintendent/President
K. Berry, Vice President for Academic Services

*Approved on Oct. 8, 2009
Recorder: Ofelia Duarte*