IMPERIAL VALLEY COLLEGE Science, Mathematics, and Engineering Division

Science Approved Department Minutes August 18, 2011

CALL TO ORDER

The meeting was called to order at 11:07 a.m.

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, J. Higginson, R. Lavery, K. Marty, T. Morrell, S. Moss

DEPARTMENT MEMBERS ABSENT

O. Duarte (AA), P. Pauley

STAFF PRESENT

N. Everly, B. Gonzalez

COUNSELING LIAISON

B. Avila

GUESTS

APPROVAL OF MINUTES

Informational Meeting – No Action Needed. May and August minutes will be approved at next Dept Meeting (Sept).

DEPARTMENT MATTERS

A. Communications: D. Gilison had the following communications: D. Gilison welcomed everyone back. He reported that Lianna resigned and Tina Aguirre is the new SME Dean. He stated that the two divisions were NOT merging like K. Berry mentioned at the division meeting. T. Aguirre will be overseeing both divisions (HPS and SME). SME policies and procedures remain the same only difference is Tina will be signing instead of Lianna.

- 1. Office Hours: Contract states 4 office hours on a 4 day spread (no less than 30 minutes at a time). Online office hours need to be in proportion to the online courses being taught. Make sure you are logged in for your online office hours because you will be checked.
- 2. Confidentiality of Student Protected Information: You are not allowed to post grades on your office door or in public places. Also make sure all grades are kept locked.
- 3. Student Learning Outcomes and Program Learning Outcomes: There will be two breakout sessions. 1) New to SLO Session in room 2721 (D. Gilison). 2) Program Level SLO's in room 2734 (T. Pfister).
- D. Gilison will be updating the SLO checklist form so if you've submitted them to T. Pfister please make sure we get a copy too. He stated that the SLO committee decided to change the due date of when the SLO's are due. They will now be due on the 5th week of the semester (e.g. 5th week of this semester, Fall 2011, your Spring 2011 will be due).
- 4. Communication- Campus/President, Division and Dept: How should administration communicate with everyone? He asked faculty how they felt about his communication style. Should he change anything or is everyone comfortable with how he communicates with department? Faculty is fine with D. Gilison's communication skills
- 5. Faculty Absences: At last division meeting L. Zhao mentioned that D. Gilison was working on an absence policy/procedure. D. Gilison is still working on it and hopes to have it ready by next dept meeting. Some items included in the procedure will be who to contact when you're absent, making arrangements for subs, and notifying students via their email when you're absent to set up out of class assignments. D. Gilison reminded everyone that there is a 15 minute rule for faculty if tardy to class.

- 6. Program Review: D. Gilison stated that program reviews are due once every three years and since Astr, Biol, Chem, Geol, Phys, and Phsc were done last year they don't have to worry about them for a couple of years. The only one pending is Ag/Envs for this year. He stated that Annual Program reviews are budget based which helps determine what the budget will be for next academic year.
- 7. Equivalency for Anatomy, Physiology and Microbiology: D. Gilison made it clear that this item was discussion only. If faculty is interested it can be put to a vote at next department meeting. According to T. Aguirre there are some nursing programs at some schools that are looking at online science classes (Anatomy, Physiology and Microbiology) and online classes that have on line lab components. T Aguirre is asking if we as a department would say that those classes were okay in lieu of our classes, so if students apply to our nursing program at IVC that the nursing program would be okay accepting those sorts of classes. Faculty strongly disagrees. D. Gilison will add this as an action item for next dept. meeting.
- 8. CurricUNET Updating SLO's, Class Assignments, Textbooks, etc.: All course outlines must be updated by December 31, 2011.
- 9. Current Cadaver Policy: D. Gilison stated that the cadaver is scheduled to arrive one week from tomorrow. T. Morrell has been working on Cadaver Policy and passed out a draft copy. He devised the policy by looking at what other schools had. D. Gilison stated that for security reasons they will minimize number of people who have access to the cadaver.

OTHER

- A. Department Meeting Schedule has not changed. It is scheduled for the 3rd Tuesday in September (9/20/11). Room is still pending.
- B. General Reminders D. Gilison:
 - Do not move desks around from one room to another. If you need additional desks, please contact maintenance.
 - Keep classrooms clean and orderly.
 - No food or drinks, with the exception of bottled water, in the classrooms/labs.
 - Turn off AV equipment and lock the door when you leave.
- C. R. Lavery asked if there was an Ed Code Policy regarding student absences. D. Gilison clarified current policy in curriculum regarding three lates equal an absence. When students are late you can't count that as an absence, they can only be counted as late. D. Gilison read the following Administrative Policy email sent by T. Aguirre, "An instructor may drop a student after census and up until the final drop deadline (75% of course), if the student has excessive absences and is no longer participating in class as long as the procedures are specifically noted in the class syllabus, however there is no responsibility on the part of the instructor to do so". D. Gilison will talk to T. Aguirre to get clarification on 1st day late shows to class. How long should an instructor wait before he hands out add codes to crashers?
- D. Flex Disaster's Session at 10:30 only shows 60 minutes and second session shows 90 minutes.
- E. Faculty has concerns with overt affection displayed by students in this building. D. Gilison will talk to Eric Lehtonen, Academic Senate President.

ADJOURNMENT

The meeting was adjourned at 12:15 p.m.

Next Department Meeting will be Tuesday, September 20, 2011.

cc: T. Aguirre, Dean SME

V. Jaime, Interim Superintendent/President

K. Berry, Vice President for Academic Services