

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Approved Department
Minutes
October 18, 2011

CALL TO ORDER

The meeting was called to order at 3:40 p.m.

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, A. Cozzani, J. Fisher, D. Gilison, J. Higginson, R. Lavery, T. Morrell, S. Moss, P. Pauley

DEPARTMENT MEMBERS ABSENT

S. David (AA), K. Marty (AA),

STAFF PRESENT

O. Duarte, B. Gonzalez, N. Everly (AA)

COUNSELING LIAISON

Beatriz Avila

GUESTS

Tina Aguirre

APPROVAL OF MINUTES

The minutes for September 20, 2011 were approved unanimously. M/S/C J. Fisher/P. Pauley

DEPARTMENT MATTERS

A. Communications: D. Gilison had the following communications:

1. Annual Program Review (APR) requests: D. Gilison stated that the Annual Program Review is done for all programs (Science & Ag). APR is done to determine the budget for the following academic year. D. Gilison mentioned that there is a section where we can put potential requests for big ticket items that we might need or desire for our program. He asked the faculty members to submit any big ticket item requests to him the Wednesday before Thanksgiving and to include the cost and justification for said item. P. Pauley asked if this included facility requests and the answer is yes. Deadline to submit APR is December 02, 2011.

2. Comprehensive Program Review (CPR) – AG/ENVS: Last year the Science department had 6 Comprehensive Program Reviews (Astr. Biol, Chem, Geol, Phsc, Phys). This year we need the Ag/Envs. CPR is done once every three years for the program. CPR serves to justify existence of a program and what's needed to make the program grow. D. Gilison asked for a volunteer to lead Ag/Envs CPR. P. Pauley accepted. Guidelines to follow when working on CPR:

- Look at past three years of what program did
- Look at where program is currently
- Look to the future of what the program will do

Deadline to submit CPR is February 02, 2012.

3. SLO's and PLO's: D. Gilison discussed checklist included in agenda packet. The left side of the worksheet lists all courses offered, # of credits. # SLO's identified and whether they've been entered in CurricUNET. The right side will list what semester SLO was assessed. D. Gilison hopes to have the right side filled in by the next department meeting. He wanted the faculty to be aware that from Fall 2010 and on there are quite a few classes that are not being taught anymore. He's aware that we cannot vote at this meeting but he wanted to discuss whether to inactivate these classes or delete them. P. Pauley discussed Ag 132/Bus 132 (cross listed course). Discussion followed. Recommendation to inactivate Biol 080, Biol 092, Biol 134, and Biol 142 was made.

4. *Course Outlines in CurricUNET*: D. Gilison discussed checklist included in agenda packet. D. Gilison would like to have all updates completed by next department meeting (Nov). Deadline to submit updated course outlines is December 31, 2011. D. Gilison offered to help with the forms if needed. He stated that whoever edits the course outline first is the only person who can go back and re-edit, but if he was listed as co-contributor he can go in and fix errors himself. He reminded faculty that updates to SLO's, assignments and textbooks can be made without department approval, but if you're changing the core content of the class that needs to be brought to the department meeting for approval. Faculty has the freedom to update SLO's as they see fit.

5. *NASA Project Letter*: D. Gilison discussed letter sent by NASA. He requested that faculty pass information to students who may be interested in applying.

6. *Lab and Storage Room Ventilation*: J. Fisher stated that when the building was built certain rooms needed to be vented 24/7. This information was not passed from Sanders to Raul (IVC maintenance). He asked faculty if they have labs or storage areas that need to be vented 24/7 to please let him know.

B. Action Items

1. *Life Science PLO – S. Moss*: Motion was made to approve Life Science PLO. Motion was approved unanimously. M/S/C T. Morrell/J. Fisher

2. *General Science PLO – K. Marty*: Motion was made to approve General Science PLO. Motion was approved unanimously. M/S/C P. Pauley/R. Lavery

3. *Certificate/Degree PLO – P. Pauley*: Motion was made to approve Cert/Degree PLO and Mission Statement. Motion was approved unanimously. M/S/C E. Chang/R. Lavery

4. *Approval of BIOL 090 Course Outline – S. Moss*: Motion was made to approve Biol 090 course outline (updating assignments/textbooks). Motion was approved unanimously. M/S/C R. Lavery/S. Moss

5. *Approval of BIOL 202 Course Outline – S. Moss*: Motion was made to approve Biol 202 course outline. Motion was approved unanimously with addition of statement in the catalog description about the potential use of human cadavers. M/S/C P. Pauley/J. Fisher

6. *Approval of BIOL 204 Course Outline – S. Moss*: Motion was made to approve Biol 204 course outline. Motion was approved unanimously with addition of statement in the catalog description about the potential use of human cadavers. M/S/C R. Lavery/A. Chien

OTHER

- *PLO Outcomes* - D. Gilison stated that by the end of this academic year we need to assess just one PLO (per Toni). Toni is going to eventually want copies of these PLO's. He asked that faculty follow same format that S. Moss used. He asked everyone to use the form that he emailed to them earlier.
- *Locks* – T. Aguirre stated that previously there was a discussion to get locks for glass cabinets in the dry labs. She was given an estimate of \$10,500 for all glass cabinets. At this time they decided to do ½ this year and the other ½ next year.
- *Available Labs* – T. Morrell remembers previous discussion with Dr. Gould regarding the use of lab rooms (other than open labs) for students to use. In his opinion there's not enough time during regular lab hours for students to successfully study what they need in order to take their test. D. Gilison suggested having office hours in dry/wet labs. T. Aguirre will speak to K. Berry to see about the possibility of booking open lab time.

ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

Next Department Meeting will be Tuesday, November 15, 2011.

cc: T. Aguirre, Dean SME
K. Berry, Vice President for Academic Services

Approved on November 15, 2011
Recorder: Ofelia Duarte