IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Unapproved Department
Minutes
February 21, 2012

CALL TO ORDER
The meeting was called to order at 3:38 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, K. Marty

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

COUNSELING LIAISON

GUESTS
Tina Aguirre, Frances Beope

APPROVAL OF MINUTES
The minutes for November 15, 2011 were approved unanimously w/corrections (Item1, first bullet- change asses to assess). M/S/C P. Pauley/J. Higginson

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

1. Imperial Valley University Partnership (IVUP): D. Gilison introduced Frances Beope. F. Beope requested that faculty introduce themselves to her. She stated that IVC has entered into a Memorandum of Understanding (MOU) with San Diego State University-Imperial Valley Campus to be able to teach a cohort of freshman and sophomore students who will be majoring in Criminal Justice, Psychology or Liberal Studies. The first cohort will start Fall of 2012 and they're hoping to get 100 students. IVC will guarantee the students who are accepted into the program enrollment of 9 units their freshman & sophomore year for those 4 semesters and SDSU will guarantee 6 units per term. The IVUP students will be taught in a cohort pattern. Beope discussed the IVUP hand out. Beope stated that classes with small regular print are courses that will be taught at SDSU. Bold print courses are courses that IVC will be teaching here in cohort pattern. Students who participate have to meet the admission criteria for CSU and be admissible to CSU and they are going to be San Diego State native students. The plan is for students to receive their baccalaureate by the end of their 4th year. D. Gilison is concerned that classes under this cohort and with limited instructors (for some of these classes) will be denying current IVC students the option of taking that class. F. Beope stated that by Ed Code if we have a cohort and class is full we have to offer a similar class at same time, same day for our regular students to have access to the regular student population. F. Beope would like to get faculty's perspective of this program. She stated that there's a recommendation to pay faculty members a double load per CTA contract if additional students are accepted into the cohort classes. A stipend is also in the works if the Federal grant proposal is approved. The only feedback right now is from student services and counselors. She would like feedback from all sides.

2. Fall 2011 SLOs: D. Gilison reminded faculty that SLOs assessed Fall 11 are due 5th week of the semester (Feb 17). He also reminded faculty when submitting electronic and hard copy to Toni to also email Ofelia. Any classes not assessed in the Fall need to be assessed in the Spring. Extremely important that these get turned in because if SLOs have not reached proficiency level by Fall 2012 we immediately get put on sanction. D. Gilison shared the following:

- We need to make sure that by Fall 2012 all of our assessments are there for courses, programs and degrees (SLOs and PLOs).
- We need to be talking about SLOs and PLOs at department meetings, division meeting, academic senate, etc. etc.

- Any future choices should be based on what sort of SLOs we've done including financial resources, comprehensive program review SLOs and student SLOs are tied to the degree program outcomes and students know about these SLOs.

3. 2011-2012 PLO assessments: At last department meeting D. Gilison asked S. Moss, J. Fisher, K. Marty and P. Pauley to identify one PLO from each degree/certificate that they wanted to assess for this year and discuss at next department meeting (02/21/12). S. Moss needs some data and D. Gilison will get that for her. Fisher, Marty and Pauley have not picked one yet. D. Gilison stated that our last department meeting is in April and because there isn't enough time to talk as a group he will go around and talk to people individually to see where they're at with PLOs.

4. Safety and Regulatory Compliance in the Science Labs: J. Fisher, Hazardous Chemical Officer, stated that IVC has a policy for safety that is nonspecific. He discussed the two handouts (IVC-SME Student Lab Policy/Goggles, IVC Chemistry - Procedures, Safety & Equip. Policy) included in the package. The policy he has for his students is very specific to chemistry. He discussed how the department as a whole needs a general safety (eye protection, shoe protection) policy and asked faculty for their feedback to develop general policy that can be used by all. D. Gilison suggests once policy is in place and students sign forms they should be kept with the lab techs for record. Motion was made by P. Pauley to approve J. Fisher's policy with addendum of any additional protocol to be determined by faculty and educational experience. J. Fisher will work on general policy, will send to D. Gilison for approval and send out to rest of faculty for electronic vote.

5. Blue Barrels-Dissected Organisms: J. Fisher shared the following:

- In order to control gasses from dissecting fluids, Nan and Bianka will be going to the rooms and removing carcasses at the end of the day and put in blue barrels in their area which is 100% vented 24/7.
- David Milligan, REA, picked up all 55 gallon blue drums containing dissected organisms on Feb. 13, 2012.

6. Overt Affection Displayed by Students: T. Morrell wants to know what to do. Should he go to HR and say he's forced to work in hostile environment? T. Aguirre suggests contacting Sergio Lopez or security. T. Morrell believes having signs would be helpful. T. Aguirre will follow-up.

B. Reports

1. Formaldehyde Tests - J. Fisher: J. Fisher read the following:

- OSHA Standards require Formaldehyde to be below > 0.75 ppm and action to be taken when amounts of 0.5 ppm in 8 hrs are detected.

- Wednesday, December 07, 2011
  Test of cadaver room before Tom and Susan opened cadaver
  Formaldehyde tester reported: <0.01 ppm Formaldehyde

- Friday, January 20, 2012
  Day Tom and Susan opened cadaver
  Formaldehyde tester reported: 0.115 ppm Formaldehyde

- Wednesday, February 29, 2012
  Test of cadaver room after Tom and Susan opened cadaver
  Formaldehyde tester reported: <0.01 ppm Formaldehyde

2. Academic Senate – R. Lavery: R. Lavery reported the following:

- Discussion for 16 weeks plus1 additional week for finals has been put on hold until further notice (next academic year). Discussion followed.
- Committee discussed campus hour. Looking into having one hour set aside (MW, TR) where there won't be any classes to schedule meetings or events. No specific action taken.
- Academic Senate president reported that the Reorganization Committee is final and they won't be meeting anymore. Reorganization plan will be presented at next board meeting (3 deans + 1 assoc. dean).
- Plea to do SLOs.

C. Action Items

No action items were presented

OTHER

ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Next Department Meeting will be Tuesday, April 17, 2012.

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

Approved on April 17, 2012
Recorder: Ofelia Duarte