IMPERIAL VALLEY COLLEGE
Health and Sciences Division
Science, Mathematics, and Engineering Department

Science Approved Department
Minutes
April 17, 2012

CALL TO ORDER
The meeting was called to order at 3:35 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

DEPARTMENT MEMBERS ABSENT
K. Marty, P. Pauley (AA)

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

COUNSELING LIAISON

GUESTS

APPROVAL OF MINUTES
The minutes for February 21, 2012 were approved unanimously w/corrections (Approval of minutes should be Feb. 21st not 17th , 2nd page under **B-Reports**, item 2 first bullet- should have a space after plus 1 and third bullet change final into done. M/S/C J. Fisher/R. Lavery.

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

1. Fall 2012 Schedules: Fall 2012 schedules are almost done. D. Gilison will send out schedules later this week for review. Issues D. Gilison came across while working on the schedules:

- College hour - College hour (TR 11:50-1:15) was approved by the Academic Senate a couple weeks ago. The idea behind the college hour is that this is the time block that we should use to minimize the number of classes offered so that this time block can be used for committees to have meetings. D. Gilison, T. Aguirre and R. Castrapel discussed and decided to have department meetings during college hour as previously discussed at a Division meeting.
- Set blocks of teaching times – We will no longer offer classes at unusual times. We have set blocks of times that IVC has sent to the Chancellors Office and we need to follow those blocks to be in compliance.
- IVUP – Classes offered through IVUP affected schedules as well.

Whether we were too conservative with our FTES estimates for this year or the State miscalculated either way we could have had another 140 FTES for this academic year. Now we have to make up 400 FTES next year. One idea is to offer more high demand classes that will fill so we can generate the FTES that we need. If we don't we will lose that number of FTES permanently.

2. Reorganization: When reorganization committee met to make suggestions about administrative structures they never got into how the division/departments were to be aligned. K. Berry came up with a plan, brought it to instructional council, instructional council reviewed and made lots of changes and submitted new plan that will be going to academic senate for approval tomorrow. If approved plan will go into effect Fall 2012. Power point presentation by D. Gilison shows a 3 dean structure under VP, 8 faculty chairs and a nursing director. Science and Math will be like it was before the reorg. There will be one chair over science and math and whichever area that chair came from there will be a coordinator in the other area (i.e. if chair is from science dept then the coordinator would be from math dept and vice versa).

3. Student Award Presentations: Student Awards Banquet is Friday, May 4th at 6:30 pm at the Old Eucalyptus School House in El Centro. Below are the Science Department nominees and their presenters:

- Peter Guzman – Agriculture – P. Pauley
- Daniela Peraza – Biological Science – E. Chang
- Stephanie Santos – Physical Science – J. Fisher

Only presenters and deans will receive an invitation to this event. All others interested in attending the charge is $25.00 p/person. Dean will present award if presenter is not there. D. Gilison requested that the presenters write a short description of what they would say and email C. Cortes-Ramirez by Friday, April 27th.

4. PLO Updates – Ag. Life Sci, General Sci, Physical Sci: At the last department meeting, D. Gilison requested that S. Moss, J. Fisher, K. Marty P. Pauley provide one PLO from each of the areas they are working on and discuss at today's meeting.

- Life Science: D. Gilison will give S. Moss some data and they will be working together to generate this data to assess PLO.
- Physical Science: J. Fisher reported that the 1st of 3 PLOs is complete. He will have the PLO data to Toni by this week.
- Ag: P. Pauley is attending another meeting.
- General Science: K. Marty not present.

D. Gilison reminded everyone that this needs to be done by the end of this academic year. He also went on to say that Friday, June 22nd is flex day and this day can be used to get together and finish PLO assessments.

B. Reports

1. Presentation of SLO Data – E. Chang: E. Chang discussed/reviewed his SLO data for Biol 220 (Microbiology). Discussed the following:

- Devised an efficient and accurate key to help the identification of bacteria (lab exercise).
- Students incorporate what they've learn in the lab and the lec throughout the semester and they apply that knowledge into a written plan on how to identify a new bacteria.
- At the end students turn in report which has their written plan and also contains the identity of the bacteria.
- 19 of 20 Received 75% of points (Satisfactory). Students successfully created and used a dichotomous key to identify unknown bacteria.

SLO data presentation received positive feedback and suggestions.

C. Action Items

1. Safety Policy for SME Laboratories – J. Fisher: J. Fisher feels students should be aware of these rules, they need to be signed by the students and kept by Nan, and they should also be posted in all the labs. D. Gilison suggests changing title to reflect Science Labs Only. Motion was approved unanimously with minor edits. M/S/C J. Fisher/J. Higginson

<u>OTHER</u>

- *Potluck:* Faculty voted to have end of semester potluck. Party will be in the faculty lounge on Tuesday, May 8.
- *Final Week:* D. Gilison stated that for final week you can give your exam on first day but you're supposed to have all class meetings for all weeks through the semester including the last week (i.e. if you have a MW class and your test is on Monday you still need to meet on Wednesday).

<u>ADJOURNMENT</u>

The meeting was adjourned at 5:00 p.m.

Next Department Meeting will be August 2012.

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

Approved on September 18, 2012
Recorder: Ofelia Duarte