IMPERIAL VALLEY COLLEGE

Fine & Applied Arts Department

APPROVED MINUTES

November 19, 2010

CALL TO ORDER

The meeting was called to order at 9:07 a.m.

PRESENT

Hope DavisLinda FreitasSuzy JacobsonArmando MendezVan DeckerTom GilbertsonNannette KellyBernardo Olmedo

Jorge Estrada Carol Hegarty (Dept. Head) Carol Lee (Guest)

INTRODUCTION

C. Hegarty introduced everyone in attendance.

CurricUNET

C. Hegarty explained that CurricUNET is a database that the college is using for all of the course outlines of record. Carol Lee explained that CurricUNET is a tool that can be used to retrieve records of other colleges also using CurricUNET as well as accessing Banner tools such as modifying courses or looking for help on SLOs. Carol Lee stated that instructors need to be set-up by Dixie Krimm of the Instruction office. Carol Lee explained that course outlines since 2008 are being turned down by the Chancellors office. The Chancellors office would like reading & writing assignments included on the course outlines as well as out of class assignments.

Carol Lee stated that SLOs should be included and should be sent as an attachment. Also, textbooks that are listed should not be older than 5 years.

Carol Hegarty stated that T. Gilbertson has volunteered with course outlines for Art and A. Edwards for Philosophy. V. Decker volunteered to assist with the Music course outlines. C. Lee suggested that C. Hegarty set-up a training with Dixie Krimm for those assisting in CurricUNET.

ART GALLERY

T. Gilbertson stated that there have been a lot of accomplishments. There have been several meetings regarding fund raisers, and funding. T. Gilbertson stated that the gallery would have a TV cart and television, equipment and chairs. He stated that it would be opening end of April or early May and it would not be anything formal. Later, there would be a more formal opening. He stated that there would be bricks for sell from \$100 - \$200 for an Honors pathway.

He explained the three entities that will be involved in the Gallery and their involvement. The "Friends of the Gallery" or "Gallery Guild," which will be a community based or volunteer organization, and has not been determined. The Board, who are people affiliated with the I.V.C foundation and will bring in money for the Gallery at that level. The closes organization to the Gallery will be the Advisory Board, which consists of Carol Hegarty, Nannette Kelly, Armando Mendez, Fred Guzman and himself. They are trying to get more representatives from the community. He stated that there is a tentative schedule for the next two years.

SLO's

C. Hegarty stated that SLO's are done. V. Decker asked if someone would be checking them. C. Lee is hoping to have them inputted in CurricUNET.

OFFICE HOURS

C. Hegarty reminded everyone to post office hours outside of their offices for students to view.

ABSENCE INFORMATION

- C. Hegarty passed out a yellow sheet with directions on how to report an absence.
- C. Hegarty stated the college is now shutting down at 5 p.m. C. Hegarty brought up the issue of having coverage for instructors that teach after hours. Some discussion arose regarding security handling this problem and that is not security's job. C. Hegarty stated there were some instructors who were not informing anyone of their absences. She mentioned that the college is working on a plan for those on campus after hours.

RECORD KEEPING, ADMINISTERING TEST PROCEDURES

- C. Hegarty suggested that instructors make a file to include all final grades, attendance records and such. She suggested making a copy of everything, marking and filing it. These records should be kept for seven years.
- C. Hegarty stated that there have been reports of instructors administering tests and leaving the room. She stated that instructors are responsible for what goes on in their classes; therefore, they should not leave them unattended.

OTHER

V. Decker asked what the procedure was for plagiarism. C. Lee stated that it's stated on page 21 of the Imperial Valley College catalog. She informed instructors to report any of this behavior to Sergio Lopez, Dean of Student Affairs. C. Hegarty suggested turnitin.com to instructors who believe that students are plagiarizing.

ADJOURNMENT

The meeting was adjourned at 10:05 a.m.