



IMPERIAL VALLEY COLLEGE
Math Department Meeting
Tuesday, October 07, 2014 11:50 am – 1:15 pm
Room #2727

Mission: The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community

Minutes

Members in attendance:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Caroline Bennett | <input checked="" type="checkbox"/> Tina Aguirre, Dean |
| <input checked="" type="checkbox"/> Rick Castrapel | <input checked="" type="checkbox"/> Jill Nelipovich |
| <input checked="" type="checkbox"/> Daniel Gilison | <input checked="" type="checkbox"/> Betsy Riehle |
| <input type="checkbox"/> Alex Cozzani - w/attend Science Mtg | <input checked="" type="checkbox"/> Mardjan Shokoufi |
| <input type="checkbox"/> Oscar Hernandez – Excused Absence | <input checked="" type="checkbox"/> Alex Voldman |
| <input checked="" type="checkbox"/> Zhong Hu | <input checked="" type="checkbox"/> Lori Mazeroll, Counseling Liaison |
| <input checked="" type="checkbox"/> Jill Kitzmiller | |
| <input checked="" type="checkbox"/> Eric Lehtonen | |
| <input checked="" type="checkbox"/> Allyn Leon | |

Guests:

None

Recorder: Ofelia Duarte

- A. Call to Order by Allyn Leon, Math Coordinator @12:03 p.m.
- B. Review and Approval of Minutes of September 02, 2014 were approved unanimously. M/S/C
R. Castrapel/A. Voldman
- C. **New Discussion – Communications**
 - A. Leon requested to reverse order of items discussed. Started with “c” 15/16 schedule.
 - a. **SPOL and SLO’s – A. Leon**
 - ✓ Last meeting discussed leads.
 - ✓ The plan is to enter all of the assessment data in SPOL this semester.
 - ✓ A. Leon, J. Kitzmiller, A. Cozzani have had SPOL training.
 - ✓ J. Nelipovich sent out email with available dates for training.
 - ✓ SPOL@imperial.edu or IVC website -Faculty/Staff tag – Strategic Planning Online. Login info is the same as for blackboard.

- ✓ B. Riehle wanted to know when you tabulate data how are you going to summarize to put in SPOL (5pt, 3pt rubric, benchmark or matrix). She feels that the department as a whole should tabulate our data the same way.
- ✓ A. Voldman suggests forming a committee to decide what type of rubric we want to write (benchmark, matrix) for every single course.
- ✓ A. Voldman volunteered to be the lead for this committee. Committee will discuss some standardization across department and also agreement on how we are going to be structuring different rubrics and wording that will go into SPOL. A. Leon, B. Riehle and Z. Hu also volunteered to help.

b. Reprographics – D. Gilison

- ✓ Total printing budget for math is \$11,000.
- ✓ D. Gilison gave spending recap for department.
- ✓ Asked faculty to select correct account number (11001-271-1700) when printing.
- ✓ He also reminded everyone that if they use up their printing budget they will need to pull monies from other areas (instructional supplies) to cover costs.
- ✓ Printing costs have gone down and he commended everyone.
- ✓ T. Aguirre stated that there's talk about setting up individual \$ amounts for printing. Once you reach that total you won't be able to charge anymore.

c. 15/16 Schedule – A. Leon

- ✓ Worked on developing draft.
- ✓ Waiting to make sure all hours add up to contact times and rooms all line up correctly.
- ✓ Schedule not ready to distribute yet.
- ✓ Week or so before we start making 15/16 schedule selections.
- ✓ New college hour will go into effect 15/16 (1:00-2:00 pm M-TH).

D. Action Items

a. M091 SLO – M. Shokoufi

- ✓ Motion was made to edit SLO's as proposed by M. Shokoufi. Currently has 5 SLO's proposing to keep 3 as is and change 2. Change to go into effect next school year. Motion to accept with modifications (remove ILO5 from SLO5) was approved unanimously. M/S/C J. Nelipovich/J. Kitzmiller

b. Final Exam Leads – A. Leon

- ✓ Motion was made for final exam leads. Motion was approved unanimously. M/S/C A. Voldman/M. Shokoufi

M061	J. Kitzmiller/Z. Hu (done)
M071	A. Leon
M081	B. Riehle
M091	E. Lehtonen

- ✓ Deadline – before Thanksgiving.

c. Inactive Courses – A. Leon

- ✓ Motion was made to delete inactive courses. Motion to delete inactive courses was approved unanimously. M/S/C R. Castrapel/J. Kitzmiller
- ✓ A. Leon stated that there are a few courses that have been inactive for three years. Do we want to delete them or leave them as inactive?
 - M040 – Math Study Skills
 - M092 – Graphing Calculators
 - M113 – Mathematics Software – Geometer’s Sketchpad
 - M121 – Mathematics Software -Fathom
- ✓ If we leave as inactive they’ll continue to be on the books. If they’re on the books then SLO’s need to be assessed. Once you inactivate a course bringing it back is the same as deleting a course and re-creating a new course.

E. Other

- ✓ D. Gilison announced that we have a couple of short term classes (M061, M071) starting next week. Enrollment is low so he sent out email to all faculty teaching M061 & M071 that if any student who is not doing well and wants to start over again to let them know about the short term classes.
- ✓ A. Voldman stated that yesterday morning his office was unlocked. It’s not the first time that maintenance leaves door unlocked so he sent R. Webster and Tina an email. Just wanted everyone to be aware of this issue.
- ✓ M. Shokoufi wanted to know if we have any large quota classes scheduled. A. Leon stated that currently we don’t have anything already built in as a large quota class but that’s something that we can definitely consider building in.

F. Next Meeting

- ✓ November 04, 2014

G. Adjournment

- ✓ Math Coordinator A. Leon adjourned the meeting at 1:20 pm.