



IMPERIAL VALLEY COLLEGE
Science Department
Monday, September 19, 2016 12:50 p.m.
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"/> Alto Benedicto | <input checked="" type="checkbox"/> Susan Moss |
| <input checked="" type="checkbox"/> Eddie Chang | <input checked="" type="checkbox"/> Dave Drury, Dean |
| <input checked="" type="checkbox"/> Andrew Chien | <input checked="" type="checkbox"/> Jia Sun |
| <input type="checkbox"/> Alex Cozzani - Excused | <input checked="" type="checkbox"/> Jim Pendley |
| <input checked="" type="checkbox"/> Samuel David | <input type="checkbox"/> Patrick Pauley |
| <input checked="" type="checkbox"/> Jim Fisher | <input checked="" type="checkbox"/> Nan Everly |
| <input checked="" type="checkbox"/> Daniel Gilison | <input checked="" type="checkbox"/> Grace Espinoza |
| <input checked="" type="checkbox"/> Russell Lavery | <input checked="" type="checkbox"/> Said Cañez, Counseling Liaison |
| <input checked="" type="checkbox"/> Behrang Madani | |
| <input checked="" type="checkbox"/> Kevin Marty | |

Guests:

Recorder: Ofelia Duarte

- A. Call to Order by Daniel Gilison, SME Department Chair @ 1:10 p.m.
- B. Review and Approval of Minutes of August 12, 2016 were approved unanimously. M/S/C E. Chang/A. Chien
- C. **Action Items**
 - a.
- D. **Communications**

Gilison announced the following: Today is Dean Drury's birthday. S. David's birthday was 9/11/16 and D. Gilison's birthday is 9/25/16. HAPPY BIRTHDAY TO ALL.

 - a. **Program review- D. Gilison**
 - ✓ Program reviews are done every year. Comprehensive Program Review used to be every 3 years.
 - ✓ Currently for each program we do the full comprehensive program review once every three years. The years when we're not doing the full comprehensive we just do a brief update of the other programs.

- ✓ This year's full comprehensive program review will be physical science. For the general science and life science program we're just doing the small updates (review goals and update as needed).
- ✓ Deadline to submit to dean and instruction office is December 1, 2016.
- ✓ D. Gilison would like to see more interaction and participation from faculty in terms of writing the program review.
- ✓ D. Gilison is waiting for forms and data from instruction office and Jose Carrillo, institutional researcher, to start program review. Will send out to faculty when he gets them. Will also be asking for volunteers who would like to work on them.
- ✓ Spoke a little about program pathways for our three degrees (general science, life science which will become a biology ADT, and physical science).
- ✓ The idea behind the pathways was simply to give students the classes needed in order to complete their associate degree in two years.
- ✓ D. Gilison was asked by the curriculum committee to review our program pathways to make sure they're still accurate and up to date.
- ✓ Will email pathways to everyone to review. Also from catalog look at what classes are needed for each degree.

b. Combined lectures- D. Gilison

- ✓ Last semester Dr. Nick asked us not to do combined lectures for summer/fall. Faculty who were scheduled to teach combined lectures had to split up the classes into individual sections.
- ✓ Combined lectures are part of the CTA contract.
- ✓ Classes that have lab components (Bio, Chem, Geol w/lab) can do the combined lectures. They can teach two sections of lecture in auditorium and two separate labs. That would be acceptable. Example of what is not acceptable is faculty teaching lecture only and want to combine 5 classes in auditorium.

c. Canvas- D. Gilison

- ✓ D. Gilison reminded everyone that starting next fall we no longer will be using blackboard. We will be using Canvas.

d. Lab safety form- J. Fisher

- ✓ J. Fisher sent out revised lab safety forms.
- ✓ Division has safety policy form that was voted on in 2012.
- ✓ Contact J. Fisher if you don't know where to find it.
- ✓ Safety policy is what the students sign at start of class. It only takes 30 seconds to fill out online.

e. Classroom/lab etiquette - A. Chien

- ✓ A. Chien voiced concerns over having to clean up previous instructor's classroom untidiness/mess (i.e. erasing blackboard, cleaning sinks).
- ✓ Has brought it up to the instructor. Will need to take it higher if this continues.

f. Chairs in lab rooms - N. Everly

- ✓ N. Everly is requesting that at the end of class instructors/students push chairs out of aisles. Mainly around the perimeter of the room.
- ✓ Lab techs use carts and when they open the door it's hard to maneuver the cart.

- ✓ D. Gilison stated that at the end of day everyone should be respectful of other instructors using the rooms and lab techs.

g. Last minute lab schedule changes – N. Everly

- ✓ N. Everly is requesting 24-48 hour notice of changes in lab schedules.
- ✓ If changes are permanent she is requesting that a new lab schedule be submitted.

E. Other

- ✓ **Enrollment Management** - D. Drury stated that as a representative he has taken on the enrollment management idea.
- ✓ This year we will be short FTEs due to not offering any triples in auditorium.
- ✓ Has been looking at schedules to see how we can maximize offerings to the students.
- ✓ Last semester's cap that was put in schedule for M&S, and BSS was 35. In actuality we were only at 30.
- ✓ Maybe we need to shrink some class offerings.
- ✓ He asked for suggestions.
- ✓ He also stated that we need to make the schedules based on student needs and not instructor needs.

F. Next Meeting

- ✓ October 17, 2016

G. Adjournment

- ✓ Chair Gilison adjourned the meeting at 2:00 pm.