



IMPERIAL VALLEY COLLEGE
Science Department
Friday, August 11,, 2017 3:30 p.m.
Room #2733

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 type="checkbox"/> Dave Drury, Dean | <input checked="" type="checkbox"/> Behrang Madani |
| <input checked="" type="checkbox"/> Alto Benedicto | <input checked="" type="checkbox"/> Setareh Madani |
| <input type="checkbox"/> Eddie Chang - ABSENT | <input type="checkbox"/> Kevin Marty - ABSENT/EXCUSED |
| <input checked="" type="checkbox"/> Andrew Chien | <input type="checkbox"/> Susan Moss - ABSENT |
| <input type="checkbox"/> Alex Cozzani - MATH MEETING | <input type="checkbox"/> Patrick Pauley - ABSENT |
| <input checked="" type="checkbox"/> Steven Crum | <input checked="" type="checkbox"/> Jia Sun |
| <input checked="" type="checkbox"/> Samuel David | <input checked="" type="checkbox"/> Nan Everly |
| <input checked="" type="checkbox"/> Jim Fisher | <input type="checkbox"/> Grace Espinoza |
| <input checked="" type="checkbox"/> Daniel Gilison | <input type="checkbox"/> Said Cañez, Counseling Liaison |
| <input checked="" type="checkbox"/> Russell Lavery | |

Guests:

Recorder: Ofelia Duarte

- A. Call to Order by Daniel Gilison, SME Department Chair @ 3:40 p.m.
- B. Review and Approval of Minutes of May 15, 2017 were approved unanimously. M/S/C J. Fisher/A. Benedicto
- C. **Action Items**
 - 1.
- D. **Communications**
 1. **Welcome Back – New Faculty**
 - ✓ Chair Gilison welcomed everyone back and introduced the two new FT Biology instructors. Setareh Madani is going to be teaching Anatomy and Physiology courses and Steven Crum is going to be teaching BIOL 100. They each gave a brief background history.

2. Tenure committees

- ✓ Chair Gilison will be talking with S. Madani and S. Crum on Monday about setting up their tenure committees.
- ✓ B. Madani and J. Sun are still going through their tenure process. Their tenure committees will be meeting and going over evaluations as it has been done in the past. Chair Gilison congratulated Alto Benedicto. He just got tenure.

3. Committee assignments

- ✓ Chair Gilison passed out sheet and asked faculty to write down next to their name what committee or what club they're an advisor on and what day of the week that committee meets. Reminded everyone that they need to fulfill their contractual duties by serving on a committee or to be an advisor in a club.

4. Enrollment update

- ✓ Chair Gilison passed out sheet with enrollment for all science classes as of yesterday.
- ✓ Chair Gilison explained that classes highlighted in yellow are classes that are not filled and don't have waitlisted students.
- ✓ Classes highlighted in blue are also not filled but they do have students on the wait list.
- ✓ The reason Chair Gilison showed you this information is that before faculty take extra students to please direct "crashers" on the first day of school to sections that are still not filled.

5. PPIS /Lotto funds -due to me on Thursday, 9/7

- ✓ Chair Gilison will email sign-up sheet next week.
- ✓ Lotto funds are for instructional supplies \$500 or less.
- ✓ PPIS is for equipment over \$500.
- ✓ PPIS will be less than last year so please prioritize request.

6. General Science - Comprehensive Program Review - approval at Nov. meeting

- ✓ General Science Comprehensive review needs to be done.
- ✓ Chair Gilison will ask for volunteers to work on General Science Comprehensive Review. Goal is to have it done and approved by November meeting and submit to Dean Drury before December 1st deadline.
- ✓ Last year Physical Science Program Review was done. Chair Gilison thanked those that helped.

7. Fast-track nursing program update

- ✓ Chair Gilison and S. David are teaching the two fast track classes this semester. Chair Gilison is teaching Biol 100 and S. David is teaching Chem 100.
- ✓ May need to tweak winter/Spring semester. Original plan, per Efrain, was to teach Microbiology class in winter session for fast track students and do short term Anatomy and Physiology in Spring.
- ✓ Need to have 2 sections in winter session of a class to let fast track students enroll. Could be easier to have 2 sections of Anatomy in winter, so students take Microbiology and Physiology in spring.

8. Goals for this semester/year:

- ✓ Approve Chemistry ADT – September meeting
 - Chair Gilison would like the Chemistry ADT ready for approval for the September meeting. This should get Chemistry ADT up and running for next academic year.
- ✓ Review and update SLOs – by November meeting
 - Accomplish similar SLOs for all courses to help simplify running and accessing SLOs by November meeting.
- ✓ Board Meeting presentation – Spring semester?
 - Chair Gilison attended Instructional Council meeting. Instructional Council is a meeting that VP of Academics holds with all of the deans and department chairs. VP talked about having different instructional areas give a presentations at the board meeting once a month.
 - For Spring semester he would like to work together as a department and come out with ideas to give a 5 minute power point presentation to the board so they know what's going on in our instructional area.

E. Other

- ✓ A. Chien asked about the new syllabi template. Chair Gilison said that Chair Leon emailed it out yesterday. If you don't see that email you can go to the IVC main webpage. Under "Faculty & Staff" you will see syllabi template. That is the new and updated template. Very similar to last year's template. Only section that is new that is not filled in is course prerequisite. Just go into CurricUNET and copy and paste.
- ✓ Included in the agenda is a worksheet "Important Information". It lists subjects like syllabus, OH, opening day rosters, lab safety forms and others and it gives you deadline dates and basic information.
 - #8 – Lab Safety Form – Chair Gilison asked to please make sure students fill it out. Please have that done 1st or 2nd week of semester. Students fill it out on WebSTAR, under "Surveys and IVC Safety Policy". J. Fisher or Chair Gilison can access ARGOS for list of students who have or have not filled out forms.

F. Next Meeting

- ✓ September 18, 2017

G. Adjournment

- ✓ Chair Gilison adjourned the meeting at 4:00 pm.