



IMPERIAL VALLEY COLLEGE
Science Department
Monday, November 13, 2017 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"/> Dave Drury, Dean | <input checked="" type="checkbox"/> Behrang Madani |
| <input checked="" type="checkbox"/> Alto Benedicto | <input checked="" type="checkbox"/> Setareh Madani |
| <input checked="" type="checkbox"/> Eddie Chang | <input checked="" type="checkbox"/> Kevin Marty |
| <input checked="" type="checkbox"/> Andrew Chien | <input checked="" type="checkbox"/> Susan Moss |
| <input checked="" type="checkbox"/> Alex Cozzani | <input type="checkbox"/> Patrick Pauley ABSENT |
| <input checked="" type="checkbox"/> Steven Crum | <input checked="" type="checkbox"/> Jia Sun |
| <input type="checkbox"/> Samuel David ABSENT/EXCUSED | <input checked="" type="checkbox"/> Nan Everly |
| <input checked="" type="checkbox"/> Jim Fisher | <input checked="" type="checkbox"/> Grace Espinoza |
| <input checked="" type="checkbox"/> Daniel Gilison | <input checked="" 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 @ 1:00 p.m.
- B. Review and Approval of Minutes of October 16, 2017 were approved unanimously. M/S/C A. Benedicto/A. Chien
- C. **Action Items**
 1. **Removal of recommended preparations from AG/ENVS 110, BIOL 120, BIOL 122, PHSC 110**
 - ✓ Motion was made to approve removal of recommended preparations from AG/ENVS 110, BIOL 120, BIOL 122, PHSC 110. Removing ENGL 009 and Read 019 from AG/ENVS 110, last science class for BIOL 120/122, and Math 091 for PHSC 110. Changes will become effective next year. Motion was approved unanimously. M/S/C A. Chien/A. Benedicto

2. Approval of General Science Comprehensive Program Review

- ✓ Motion was made to approve General Science Comprehensive Program Review. Every three years we do a comprehensive program review. Presented draft at last meeting asked for feedback. Final version was submitted along with agenda on Thursday. Within program review we are requesting two Faculty (Chemistry and ENVS) at Instructional Council meeting. Motion was approved unanimously. M/S/C B. Madani/J. Sun

3. Approval of Annual Program Review for Physical Science and Biology

- ✓ Motion was made to approve Annual Program Review for Physical Science and Biology. Motion was approved unanimously. M/S/C B. Madani/ J. Sun

D. Communications

1. Course SLOs

- ✓ Chair Gilison reminded everyone to check SLO checklist to see what needs to be assessed this semester. If you are a Lead, please make sure you are emailing out to other faculty teaching that class the SLO that needs to be assessed. As a reminder SLOs need to be assessed for every section of every course. Please make sure that's done by end of semester.
- ✓ You do not need to go to SPOL to submit SLOs. Kevin Howell, SLO coordinator, emailed everyone link for website to fill out online form to submit SLO data. Chair Gilison will research and let you know after meeting.
- ✓ There are three forms when you go to website.
 1. For Lead
 2. For Non-Lead
 3. Closing Loop – Once data is in get together and discuss what we thought of data and if there are any changes.

2. 2018-2019 Schedule development

- ✓ Chair Gilison stated that in the past schedule was developed semester by semester. Spoke to Dean Drury and he feels it's more beneficial to schedule classes for the whole year. Especially since campus hour will be changed to 2:40-4:05 T/TH. No campus hour M/W. Will try to work on a schedule where we don't have any classes during two days on campus hour (T/TH).
- ✓ Chair Gilison stated that you can schedule office hours (OH) during campus hour. If OH falls on a day that you have committee meetings/department meetings, then you would need to reschedule your OH to another day. New version of the contract you can hold some OH online. Maximum 2 OH hours online the other 2 in the office.

E. Other

F. Next Meeting

- ✓ February 26, 2018

G. Adjournment

- ✓ Chair Gilison adjourned the meeting at 1:40 pm.