

### Imperial Valley College

### **ECONOMIC AND WORKFORCE DEVELOPMENT**

#### **ORIENTATION DIVISION MEETING**

Thursday, August 18, 2011 10:00 AM, Room 2727

	Members Present		Members Not Present
Frances Arce-Gomez	Martha Garcia	Val Rodgers	Jorge Guluarte
Jeff Beckley	Walid Ghanim	Angie Ruiz	Todd Hansink
Craig Blek	Gabriel Gonzalez	Norma Santana	Susie Luna
Gilbert Campos	Jose Lopez	Judy Santistevan	Karina Mancillas
Mirella Cital	Bruce Marcuson	Maria Sell	Rhonda Ruiz (excused)
Janeth Coronel	Andres Martinez	Efrain Silva, Chair	
Roy Dorantes	Frank Miranda	Melisa Vasquez	
Joe Espinoza	Jose Plascencia	Jose Velasquez	
Vicky Figueroa	Ricardo Pradis	Analisa Veliz	
Cecilia Garcia	Patricia Robles, Secretary	Edward Wells	

# **Approved Minutes**

#### 1. Call to Order

The meeting was called to order by Efrain Silva at 10:15 am. All employees introduced themselves.

### 2. Faculty Evaluations

Some faculty members will be evaluated this semester. Patricia Robles has the schedule of who will be evaluated this year. Efrain Silva also reported that there was an evaluation done on the deans.

### 3. Evening Faculty Services

Christina Verdugo may be transferred from the El Centro campus to Learning Services in order to provide services to evening instructors.

#### 4. Svllabi

A standard template for syllabi is being looked into; Efrain Silva will send out a draft. There was discussion on pros and cons. All syllabi are due within the first two weeks.

## 5. Student Learning Outcomes (SLOs)

Val Rodgers said that all SLO's in the Business Dept have been identified, except for the courses that are not currently being taught. All SLO's (1 SLO per unit) are due in CurricuNet by the end of fall 2011. Also, due at the same time are the out of class assignments and textbook updates. Efrain Silva asked that everyone have them in CurricuNet by the end of October 2011.

# 6. Office Hours

FT faculty must have a minimum of 4 hours reserved as office hours, in at least 30-minute blocks.

#### 7. Posting of Grades

Efrain Silva advised that grades shall not be posted in any public area. Angie Ruiz recommended the use of Engrade, a web-based grading program. It allows rosters to be pulled from Banner and students can log in anytime to see their current grade so far.

### 8. Reprographics

Please give ample lead time when sending copy/print jobs to Reprographics. The new ID's will be used for copy machines and other uses.

#### 9. Student IVC Email

IVC students will be provided an IVC email address. They will have access to 25GB of space for saving files, accessible from any computer with internet connection.

## 10. Crashing and Waitlists

By spring 2012 there will be waitlists for full classes. Crashing will no longer take place.

### 11. Mandatory Flex Day

Flex Day is scheduled for Friday, August 19<sup>th</sup>. Full-time faculty must complete 12 hours per year of professional development. Flex Day will provide professional development opportunities.

### 12. Faculty Absences

Instructors that will be absent must call Instruction, their department, and email the students.

### 13. Confidential Student Info

All student information is confidential and must always be kept under lock and key.

# 14. Extended Campus Paychecks

Extended Campus instructors must now pick up their paychecks at the main campus in HR.

### 15. First Day Rosters and Census Rosters

Opening Day Rosters are due the day after the first class meeting. Census Rosters will be due within a few weeks; more information will be sent out.

#### 16. Other

<u>HUD</u>: Ten business capital improvement business loans were forgiven (totaled \$35,000).

<u>CTEA</u>: All 10-11 quarterly reports and the 11-12 application were submitted. The 10-11 final report is due at the end of August.

WIA Grants: There are currently six WIA training grants.

Apprenticeships: The Apprenticeship Program continues to be under this division.

<u>Extended Campus</u>: The Calexico Extended Campus center has closed. Classes and services will be provided at SDSU Calexico during the day and at William Moreno Jr. High School in the evening. <u>Student Employment</u>: Student employment services will be concentrated on CTE students.

New ID Cards: New ID cards will be used for copy services.

Deans' Meetings: Deans' meetings be channeled to all employees.

<u>Textbook Copies</u>: Textbooks copies are not allowed. Students caught with copies shall be sent to Student Affairs for disciplinary action. It was suggested that students need to be educated on copyright laws because many might not know about them.

### 17. Next Meeting

The next meeting full division meeting will be held during the spring semester.

#### 18. Adjourn

The meeting was adjourned at 11:24 am by Efrain Silva.

Handout: EWD Division Organizational Chart