

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division
Unapproved Minutes
October 8, 2009
Room 410

CALL TO ORDER

The meeting was called to order at 4:46 p.m.

FULL TIME MEMBERS PRESENT

S. Alvarado, R. Castrapel, E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, J. Kitzmiller, R. Lavery, E. Lehtonen, A. Leon, K. Marty, T. Morrell, S. Moss, J. Nelipovich, P. Pauley, M. Shokoufi, A. Voldman, and L. Zhao, Chair.

FULL TIME MEMBERS ABSENT

J. Higginson (excused), B. Nilson, and B. Riehle (excused)

ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, N. Everly, R. Marin, and M. Reyes

STAFF ABSENT

A. Galeana (excused)

COUNSELING LIAISONS

K. Gomez and L. Mazeroll

GUESTS

T. Aguirre, J. Lau, and J. Sanders Jr.

APPROVAL OF MINUTES

The minutes for August 21, 2009 were approved unanimously, as presented, (MSC-E. Lehtonen/J. Fisher).

DIVISION MATTERS

Communications: L. Zhao had the following communications to report:

0910 Budget Update: L. Zhao reported that the District currently is showing about a 2.5 million dollar deficit. The Budget and Fiscal Planning Committee has recommended to the President to use the reserves to balance the deficit budget. J. Lau will be meeting with Division Chairs and look at the actual expenditures for 0809 and 0910 budget to see if saving can be found in 0910 budget. There has been a 20%-30% cut in the 0910 budget. She asked the division members to be frugal.

Program Review Update: L. Zhao said that the Program Review is designed by the budgetary programs in our division. The new form developed will tie everything in program review to the budget. The 1011 program review for all programs will be due 10-26-09. The Math Department also needs to complete a 3 year Program/Comprehensive Program Review, which does not contain the budget – only narratives – due 12-11-09.

SLO Update (Data: 50% F09, 50% SPR'10): L. Zhao indicated that T. Pfister has sent info/updates to All Users. L. Zhao reminded the Division on the 3 levels of the SLO's (Course Level, Program Level, and Instructional Level). For the Course Level, our Division did very well last year. By the end of the F'09, we need to submit multiple course SLO (the number of SLOs for each course be equivalent to the number of units of the course), and evaluate single SLO for 50% of the courses taught in 0910. By the end the SPR'10, we need to evaluate the single SLO for the remaining 50% of the courses taught in 0910. L. Zhao added that now all Course Outlines (new/revisions) need to include the SLO's ID form when submitting it for C&I approval. E. Lehtonen added that

data needs to be collected on only one SLO even if more than one is identified. L. Zhao announced and thanked those that are working as leads on the Program Level SLO's: M. Shokoufi – Math; D. Gilison – Life Science and General Science; P. Pauley – Agriculture; A. Cozzani – Engineering; and J. Fisher – Physical Science. L. Zhao stated that for the Instructional SLO, she just received an e-mail from T. Pfister and there's still time to work on those.

Classes Conducted in Spanish: L. Zhao stated that students are complaining that some instructors are using Spanish for instruction in the classroom – that is illegal (unless the course is designed to be taught in Spanish).

Student Mid-Term Progress Report: L. Zhao stated that as the end of the semester approaches, or even after the semester is over, there have been more student complaints. The main reason for complaints tended to be that students indicate that they don't have a current grade or that instructors are not giving back the homework assignments. She reminded faculty to give their students a progress report. She indicated that her practice is to give her students a progress report: after the midterm, before the drop deadline, and sometimes right before the final. She also advised that faculty have their students come back and meet with them after final to go over their final grade before grades are inputted into Banner.

Office Hours in the Math Lab: L. Zhao announced that the Math Lab tutors salaries were cut this year and we are short in tutoring services. E. Lehtonen has worked with Basic Skills and 50% of the funding was received from the Basic Skills Initiative Fund to cover some of the tutoring services. Math faculty have been asked to consider having their office hours in the Math Lab in order to help with the lack of tutors. She thanked all those that have volunteered to do some of their office hours in the Math Lab: E. Lehtonen, A. Cozzani, B. Nilson, R. Castrapel, and A. Leon.

Class Sessions Ending Early: L. Zhao announced that the President/Administrators are walking around the campus, especially during the evening sessions, noticing those classes that are being let out early. She asked everyone to be professional and make sure to conduct their classes until the end. A brief discussion followed.

Location of Ag Land, CS Lab, and Math Lab: L. Zhao reported that with the move into the new facility, there will be a lot of relocation of current programs. She asked that those working on Program Reviews, address all of the facility needs. She also added that for the Agriculture Department, the Administration is trying to take the Ag land (either partially or completely) for other use. The Administration has offered to lease/lease with option to buy another piece of land somewhere to support the Agriculture Program. L. Zhao and P. Pauley are working very closely with J. Lau on this matter. L. Zhao reported that R. Castrapel has been working very hard on trying to find a home for the Computer Science Lab. L. Zhao stated that some progress has been made and they are hoping for a compromise to be made soon. L. Zhao also added that we need to look for a new location for the Math Lab. All those with suggestions were asked to relay them to E. Lehtonen.

Science Night: L. Zhao announced that last year we sponsored a Science Night with Frank Wright Junior High School with a huge success. There was a very good response with a lot of appreciation from the school and the parents as part of one of our outreach activities. Last year only Science members was contacted; this year it will include all of the programs from our Division. This event will be on February 3, 2010. The following faculty have volunteered for this coming event and they also indicated what area they were going to have demonstrations in: D. Gilison (Biology/DNA); R. Castrapel (Computer Science); A. Cozzani (Physics); E. Chang (Biology Dissection); S. Alvarado (Math); J. Fisher (Chemistry); and K. Marty (Geology). L. Zhao added that the coordination of the supplies/equipment needed by the volunteers will be taken care of by the coordinator of the event from Frank Wright Junior High and paid by the junior high school.

Ag Curriculum: P. Pauley reported that after discussing with the Ag Advisory Committee, he is requesting removal of 3 Ag courses due to the fact that they have not been offered within the last 3 years. He is hoping it will be a temporary removal. L. Zhao asked P. Pauley to submit the proper forms to the Science Department meeting by Feb. 2010 and Division meeting by March 2010 in order to be approved. P. Pauley also announced that there will be a Pumpkin Patch on Saturday, October 24th – everyone is welcome. All campus clubs are also encouraged to participate. He indicated that there was a minor violation with the ASG banking rules. It has all been rectified. The Pumpkin Patch event will be covered by one of the Mexicali television stations.

Math SLO Outcomes and Matrix: M. Shokoufi informed the Division of the Math SLO Outcomes and Matrix and how they were developed. She added that all of the Departments need to come up with the outcomes and matrix. The Program Outcomes and Course Alignment Matrix for Imperial Valley College – Program: Mathematics was approved unanimously, as presented, (MSC-E. Lehtonen/A. Leon).

Mathematics Degree Mission: M. Shokoufi informed the Division of the Mathematics Degree Mission Statement and how it was developed. The Mathematics Degree Mission Statement reads as follow: The AS degree in mathematics prepares students to transfer to four year institutions for continued study in the field of mathematics, mathematics education, physics, computer science, engineering, and other fields requiring a thorough knowledge of mathematics. In addition, it prepares students wanting to enter the job market in technical fields requiring mathematical and critical thinking skills. The Mathematics Degree Mission statement was approved unanimously, as presented, (MSC-E. Lehtonen/A. Leon).

DEPARTMENT OR DIVISION REPRESENTATIVE REPORTS

Academic Senate: R. Lavery reported that a survey will be going out to all faculty within the next couple of weeks to get ideas on what topics should be pursued by the Senate for the rest of the year.

BSI: E. Lehtonen reported that the committee met yesterday regarding what money was spent in prior years and what is projected to be spent in the future years. He added that BSI has also received some considerable cut backs, as other categorical funds, and some very large expenses are being projected. L. Zhao asked who the official BSI Liaison is since A. Leon stepped down. E. Lehtonen stated he would be the liaison until someone else volunteers for the position. Discussion followed.

Math Department: E. Lehtonen reported that the Department is about 80% done on SLO ID's. The Department is up for the 3 year Program Review. The work on that will start soon.

Science Department: L. Zhao reported that the Department is working on the same matters as the Math Department in addition to working on Ag course revisions, Ag program revision, 0910 budget, W'10 and Spr'10 schedules, and the Science Building updates.

COMMITTEE REPORTS

L. Zhao stated that assignments to some of these committees are yet to be determined. L. Zhao informed the Division that minutes to all of these committees are available through the IVC website. If there are any questions or concerns, they should be taken to the representative once they are designated:

Academic Senate – TBD
College Council – TBD
Curriculum and Instruction – L. Zhao
Planning and Budget – L. Zhao
Other Committee Reports

A brief discussion followed.

OTHER

New Science Building Update: J. Lau thanked everyone in advance for the move yet to come. He stated that there will be a moving company coming in soon as well as another company to move all of the hazardous materials. Directions on how to label the moving boxes will be coming out soon. J. Sanders Jr. added that the office and classroom furniture are set to arrive December 1st through December 14th. L. Zhao reminded the Division that she will be out of campus between December 15th and December 22nd and she asked that those that have any matters that need her attention, see her before then. J. Lau suggested that all of the Division members take a tour and look at the new office space to see how much stuff we can take with us. L. Zhao added that a Division tour had already taken place and for those that couldn't go, they need to make other arrangements with R. Webster to tour the building. J. Lau added that within 10 days the Division should be getting a moving timeline. L. Zhao asked about moving boxes and quantity to be given to each member. J. Lau emphasized that the boxes will be provided by the moving company and quantity is to be determined. L. Zhao also asked if some of our members could take some of the furniture currently in their offices. J. Sanders Jr. stated that it will depend

on the new office – whether the space will be available or not. J. Lau also emphasized that no one is allowed to paint their new office. M. Shokoufi asked about the location of the computer keyboards. J. Sanders Jr. stated that all of the new desks have a pull-out keyboard tray. D. Gilison asked about flexibility rearranging the office furniture once it's installed. J. Lau stated that it might be limited to the constraints of the data lines. T. Aguirre stated that as far as phones, our new phones are programmed – once disconnected from the old office and installed into new office, it will reprogram itself. L. Zhao added that once the telephones are plugged in to the new building, the members need to contact C. Waddell to finalize the connection. O. Hernandez asked about the numbering of the offices. J. Sanders Jr. stated that all of the rooms and offices have been given a designated number – but the permanent numbers are not there yet. L. Zhao commented on making sure that the office is locked when and after the moving company moves the faculty's materials in the new office and everyone moving into the new building should have the appropriate keys/card right after their office stuff is moved into the new building. A brief discussion followed.

ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

cc: E. Gould, Superintendent/President
K. Berry, Vice President for Academic Services

*Approved on December 3, 2009
Recorder: Carol Cortés-Ramirez*