

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department Minutes
February 19, 2009

CALL TO ORDER

The meeting was called to order at 4:48 p.m.

DEPARTMENT MEMBERS PRESENT

S. Alvarado, R. Castrapel, A. Cozzani, O. Hernandez, A. Leon, A. Orensztin, B. Riehle, M. Shokoufi, A. Voldman, S. Zobell, E. Lehtonen, Coordinator

DEPARTMENT MEMBERS ABSENT

B. Nilson

DEPARTMENT ADJUNCT MEMBERS PRESENT

J. Garay

STAFF PRESENT

C. Cortés-Ramirez, A. Galeana, and R. Marin

COUNSELING LIAISON

L. Mazeroll

GUESTS

L. Zhao

APPROVAL OF MINUTES

The minutes for November 13, 2008, were approved unanimously, as presented (MSC-A. Leon/M. Shokoufi).

DEPARTMENT MATTERS

Communications: E. Lehtonen stated that he had various communications to share with the Department.

SLO's: E. Lehtonen lead the discussion on SLO's that still need to be completed. The following are scheduled to complete their SLO by the end of March: MATH 040 – A. Leon; MATH 060 – B. Riehle; MATH 092 – S. Zobell; MATH 113 – S. Zobell; MATH 121 – S. Zobell; MATH 150 A. Voldman; MATH 170 – S. Zobell and A. Leon; MATH 194 – S. Zobell; MATH 210 – E. Lehtonen; MATH 220 – R. Castrapel; and MATH 241 – S. Zobell. E. Lehtonen has requested a progress report due on March 2nd. A brief discussion followed. It was decided, with no objections, to concentrate the data gathering on the already existing SLO's for MATH 070, MATH 080, and MATH 090; and create the rubrics. L. Zhao asked that the SLO's be sent to E. Lehtonen and T. Pfister will collect them from him. M. Shokoufi reminded faculty to make sure to use the latest SLO form.

Common Tests and Finals: E. Lehtonen stated that the MATH 090 common tests had already been sent out. The MATH 080 common tests will be going out by Monday and the MATH 070 common tests will be going out tomorrow. As a reminder, the deadlines are to be determined by the individual instructors. E. Lehtonen also reminded faculty that the testing time for all 3 levels will be 1 hour and 25 minutes. Discussion followed. E. Lehtonen announced that he is moving the petition deadline, for those that have a conflict with the scheduled MATH 090 common final, to Friday, May 22nd. He will be sending out an e-mail to notify everyone.

Math Festival 2009: E. Lehtonen announced that the Math Festival will take place on Friday, May 29th. The College Center has been reserved. E. Lehtonen and B. Riehle will be contacting the junior high and high school teachers. The following have volunteered to do the following tasks: Calculus – S. Zobell; Statistics – A. Leon; Algebra I – M. Shokoufi; Algebra II – S. Alvarado; Geometry – B. Nilson; Trigonometry – A. Voldman; Food and Drinks – A. Cozzani and O. Hernandez; T-Shirts – R. Castrapel; MC – E. Lehtonen. E. Lehtonen announced that the deadline to submit the tests to him, for the festival, is May 1st. One copy is to go to E. Lehtonen and he will take care of the duplicating. It was suggested that the tests should have a cover sheet with enough room for answers by both M. Shokoufi and B. Riehle.

MATH 070, MATH 080, MATH 090 Course Outlines: E. Lehtonen stated that it was suggested to increase the units for MATH 070 (4 units); MATH 080 (4 units); and MATH 090 (5 units). It was agreed to increase the units as suggested (MSC-E. Lehtonen/S. Zobell). L. Mazeroll suggested that a title change be done with the unit change. The revised course outlines will be going to the March C&I meeting and any other changes will be done as requested. Discussion followed.

MATH 2009-2010 Program Review: L. Zhao stated that she transferred the information from last year to this year's Program Review. She e-mailed the Department for review. There were no changes or objections to her suggestion.

MATH 2009-2010 Class Schedules: L. Zhao stated that we are being asked to submit a whole year schedule due to input the budget in February. She was told two weeks ago that the new building will be ready for instruction possibly by Winter 2010 or Spring 2010. The Division has been asked to do a schedule in the current facilities and another tentative schedule in the new building. Discussion followed on the classrooms (lecture/labs). S. Zobell asked if the Department members had to go to the new building. L. Zhao stated that that would be a question for K. Berry to answer. L. Zhao stated that it is being considered to eliminate the Winter 2010 session and if that's the case, Spring 2010 will start a month earlier. Also, because of these possible changes, there will be a 4 week session between the end of Spring and beginning of Summer – depending on whether we will be paid for growth. If the 4 week session is approved, it will possibly be to include only Basic Skills classes. Discussion followed.

Podium Meeting: L. Zhao stated that the new building will have all smart classrooms. She announced that there will be a Podium Meeting in the Board Room on March 5th at 1:00 p.m. It was decided that each Division would send two representatives. S. Zobell has volunteered to represent the Math Department.

Math Department 2008-2009 and 2009-2010 Budget: L. Zhao reported that two years ago, the Math Department budget was augmented in the areas of equipment, materials, and services; and last year we received the same amount again. She stated that since this is the mid-point of the academic year, the Business Office is requesting a justification for those monies budgeted not being spent so far. She added that not including salaries, the Department was allocated \$27,000 to be spent. As of today, only \$2,100 has been spent. Discussion followed to include the \$400 limit given to each Division member to be spent for a conference. The Department members were encouraged to submit their travel requests and if it goes over \$400, the remainder may be adjusted to be covered, depending on the budget left over. Other items discussed was rolling over the travel funds so that the whole Department can attend AMATYC next year; and submitting their purchase order requests, to the Division Office, by the end of March in order meet the Business Office deadline.

Math Faculty Replacement: L. Zhao reported that she has requested to the District the replacement of the full time tenure track positions that are currently occupied by full time temporary faculty (Math: S. Alvarado and Math/Physics: A. Cozzani). C&I will be meeting to compile the prioritization list. The District has already taken the monies for those positions (including the Biology position) and depending on the priority list and the thaw process, for those positions approved, the Division will have to request to have those monies re-added to the budget. L. Zhao reported that the chairs for the hiring committees have been designated to be prepared as soon as we get the word of approval. She added that the following will be the hiring committee chairs: E. Lehtonen—Math; S. David—Biology; and R. Lavery—Math/Physics.

Inmate Education Program: L. Zhao reported that the District has been looking into this program for two years now. This will be a correspondence program to educate the inmates. The District will be paying a visit to Coastline College on March 11th and 12th. The District stated that the Department can send one person to the informational visit. S. Alvarado volunteered to go. There will also be another visit to Blythe coming up—more information to follow by e-mail.

Consolidation of Computer Labs: L. Zhao reported that there has been discussion to consolidate the computer labs in the terms of management and personnel.

OTHER

Offices in New Building: L. Zhao briefly went over the process that the Division took to design the building, including the offices. It was reported to L. Zhao that the Division and Instruction Office will have priority over any other Division to move in. All the remaining offices will be occupied by other Divisions. L. Zhao also reported that E. Gould and K. Berry will be invited to attend the next Division Meeting to discuss any concerns/questions of the potential move of the Instruction Office into the new building along with the office space/use for the Divisions.

ADJOURNMENT

The meeting was adjourned at 6:28 p.m.

cc: K. Berry, Vice President for Academic Services
E. Gould, Superintendent/President
L. Zhao, Division Chair

*Approved on April 30, 2009
Recorder: Carol Cortés-Ramirez*