

**IMPERIAL VALLEY COLLEGE**  
**Science, Mathematics, and Engineering Division**

**Mathematics Department**  
**Unapproved Minutes**  
**March 1, 2011**

**CALL TO ORDER**

The meeting was called to order at 3:32 p.m.

**DEPARTMENT MEMBERS PRESENT**

R. Castrapel, A. Cozzani, O. Hernandez, J. Kitzmiller, A. Leon, J. Nelipovich, B. Nilson, B. Riehle, M. Shokoufi, A. Voldman, and E. Lehtonen, Math Department Chair

**DEPARTMENT MEMBERS ABSENT**

None

**DEPARTMENT ADJUNCT MEMBERS PRESENT**

C. Bennett

**STAFF PRESENT**

C. Cortés-Ramirez

**COUNSELING LIAISON**

L. Mazeroll

**GUEST**

None

**APPROVAL OF MINUTES**

The minutes for November 2, 2010, were approved unanimously, as presented (MSC-A. Leon/B. Nilson).

**DEPARTMENT MATTERS**

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

*Math Festival Task Distribution:* E. Lehtonen announced that the Math Festival is scheduled to take place on May 13<sup>th</sup>. There was a brief discussion on the date conflicting with activities already scheduled at the high schools. B. Riehle will act as a liaison and will send letters to the high school contacts. Volunteers for the Festival tasks are as follow: Algebra I: O. Hernandez; Algebra II: J. Nelipovich; Trigonometry: J. Kitzmiller; Statistics: A. Leon; Calculus: M. Shokoufi; Geometry: B. Nilson; T-Shirts: R. Castrapel; and Refreshments: A. Cozzani and A. Voldman. A brief discussion followed on the expense of holding the Festival and acquiring donations.

*MATH 090 Common Final Elimination:* E. Lehtonen announced that due to the extra expenses with holding the Common Final (e.g. extra duty contracts, security, etc...) it is no longer being supported by Administration. It was agreed not to hold the M090 Common Final on a common day (Saturday), effective F'11, approved unanimously (MSC-B. Nilson/A. Leon). O. Hernandez asked that the Common Final be reviewed by the faculty before it goes to print. M. Shokoufi asked that the value of the Common Final be discussed. She doesn't see a point in it any longer since the Department is no longer gathering data. B. Riehle commented that the Common Final

was started to unify the test especially for the adjuncts. A discussion followed. E. Lehtonen announced that the District is proposing a block final exam schedule to possibly go into effect 2012-2013. It will be presented to the Instructional Council on Thursday. B. Nilson asked who will be writing the M090 Common Final. R. Castrapel, J. Kitzmiller, and E. Lehtonen will be working on the M090 Common Final since they are currently not teaching M090. They will be meeting next Tuesday at 3:30 p.m. to have a draft ready to be looked at before Spring Break. It was agreed that the M090 Common Final for Spring 2011 be proctored as scheduled, due to the use of the Scantron machine to facilitate scoring, and the grading of the free response will be done individually, approved unanimously (MSC-B. Riehle/M. Shokoufi). The M080 Common Final will be worked on by B. Nilson and A. Leon. The M070 Common Final will be worked on by B. Riehle, J. Kitzmiller and M. Shokoufi.

*Textbooks:* E. Lehtonen opened for discussion the adoption of textbooks for M070, M080, and M090 due to costs to the students. The following issues were discussed: book rentals, supplemental materials, and competitive prices. B. Riehle stated that she has review copies available to share with the Department. M. Shokoufi asked that the Department have publishers give the Department demonstrations of what they have available. B. Riehle will contact the BBP rep. Prices will also be requested from Robyn Martin from Pearson. J. Kitzmiller also has sample review copies to share with the Department. Those review copies will be available in the SME Conference Room (Math Department storage cabinet). A discussion followed.

*New Courses Update:* E. Lehtonen announced that the new courses have gone through the Technical Review Committee and will be going to Curriculum Committee in April to possibly be effective F'12. The data from passed rates has been requested from D. Chung to justify the need to Counseling.

*Rescheduling of M070, M080, and M090:* E. Lehtonen stated that the Department will be rescheduling the M070, M080, and M090 courses effective F'11. The transfer level courses will be retained as previously scheduled. A new master will be done by the beginning of next week. Discussion followed.

*Course Outline Approval – MATH 220:* Agenda item was pulled due to it being previously approved.

*Articulation Conference Report:* E. Lehtonen reported that the most important thing covered at the conference was SB1440. E. Lehtonen briefly explained the senate bill which mandates the junior colleges to come up with 18 unit majors for each discipline, uniformed throughout the State. J. Nelipovich gave more insight on the senate bill and guaranteed admission to CSU's.

## **OTHER**

*Math Department Student Spring Award Recipient:* M. Shokoufi asked if a student award recipient can receive two awards (e.g. Division Award and Physics Award). E. Lehtonen wasn't aware of any guidelines. A brief discussion followed.

*Midwinter Fair:* B. Nilson asked if IVC would be having a booth at the Fair this year. C. Cortés-Ramirez stated that the Division is scheduled to be at the booth on Friday, March 11<sup>th</sup> and volunteers are still needed. E. Lehtonen volunteered to cover the booth from 8:00 p.m.-10:00 p.m. B. Nilson volunteered to cover from 6:00 p.m.-8:00 p.m.

*Volunteer Math Tutors:* J. Nelipovich thanked C. Bennett for recruiting volunteer tutors in the Math Lab. C. Bennett thanked the faculty for promoting the recruitment. C. Bennett added that the volunteer tutors are doing an outstanding job.

*Math Lab Saturday Coverage:* C. Bennett announced that due to furlough days with the classified staff, A. Galeana will not be available to cover on some Saturdays. She asked for help from faculty to assist with the coverage. She had the following dates that need coverage: March 5<sup>th</sup>, March 19<sup>th</sup>, April 9<sup>th</sup>, May 7<sup>th</sup>, and May 21<sup>st</sup>. She will be sending out an e-mail to the Math Department with the dates.

*Room 2725:* B. Riehle stated that those who teach in room 2725 have expressed a concern over too many tables and chairs in the classroom. The room currently has 56 chairs. She suggested that they move at least 3 tables to the back of the room since they would need clearance to actually move tables out of the classroom. M. Shokoufi stated that if the room is overfilled, R. Webster should be contacted since it could be a fire hazard. A brief discussion followed. E. Lehtonen stated that he will e-mail K. Berry with the concern.

### **NEXT MEETING**

It was announced that the next Department Meeting will be on May 3, 2011.

### **ADJOURNMENT**

The meeting was adjourned at 5:06 p.m.

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

*Approved on May 3, 2011  
Recorder: Carol Cortés-Ramirez*