

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Department
Unapproved Minutes
February 26, 2009

CALL TO ORDER

The meeting was called to order at 4:50 p.m.

DEPARTMENT MEMBERS PRESENT

D. Carnes, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, J. Higginson, R. Lavery, K. Marty, T. Morrell, S. Moss, and L. Zhao, Chair.

DEPARTMENT MEMBERS ABSENT

P. Pauley (Excused)

STAFF PRESENT

C. Cortés-Ramirez and M. Reyes

STAFF ABSENT

O. Duarte (Excused) and N. Everly (Excused)

COUNSELING LIASON

K. Gomez

GUEST

F. Rapp

APPROVAL OF MINUTES

The minutes for November 20, 2008, were approved unanimously, (MSC-D. Gilison/J. Higginson).

DEPARTMENT MATTERS

Welcome Back: L. Zhao welcomed back J. Higginson upon her return from her leave of absence.

Communications: L. Zhao stated that she had a few items of communication that needed to be discussed.

Clickers: L. Zhao stated that it has been recommended by one of the department members to purchase clickers for each of the classrooms in the 400 building. It was clarified on the use of the clickers. After a brief discussion, it was agreed to purchase two sets of clickers, as a test run, to be used in Room 410 by A. Chien and in Room 406 by S. David. L. Zhao asked that A. Chien and S. David work together to decide on which clickers are to be ordered and fill out and submit the purchase requisition.

P.O. Deadline: L. Zhao reminded those present that the deadline to make purchases for this academic year is by end of March. She also stated that for those planning on submitting a travel request, the request needs to be designated now. D. Carnes raised the question about attending a conference that would fall under a different Division. It was briefly discussed and D. Carnes stated he would discuss it with the Division Chair from where the discipline of the conference falls under. L. Zhao stated that if the Division didn't oppose to him attending the conference, the Division would pay for it – pending that there was still monies.

Updated Inventory: L. Zhao stated that N. Everly has been requesting an updated equipment list from the whole Division for inventory purposes. The list will also be used to determine what equipment needs to be upgraded when more monies come in.

Credit for Advanced Placement Examinations: L. Zhao passed around a hard copy of Credit for AP Exams given to her at the last C&I meeting. The Divisions/Departments were asked to submit their recommendations back to C&I, for the purpose of Accreditation, by March 15th. The following Department members have volunteered to work on the recommendations: AP Chemistry (J. Fisher and S. David); AP Biology (A. Chien and S. Moss); and AP Physics (A. Cozzani and R. Lavery).

Science and Agriculture Program Review 2009-2010: L. Zhao announced that she had e-mailed the program review for both Science and Agriculture for 2009-2010 (the information was updated from the 2008-2009 program review to include accomplished items: new budget and quotas). She asked if anyone had any additions or comments to be included. A brief discussion followed. Also, a brief discussion followed which lead into the new building and Ag using the Art building.

SLO – Data Collection and Evaluation; ID and Assessment Tool: L. Zhao gave an update on the SLO's data collection and evaluation; ID and Assessment Tool (included as one of the handouts in the agenda packet). L. Zhao asked that everything be turned into her and not T. Pfister. Those highlighted yellow have the deadline of March 30, 2009 to submit their assessment data. Those highlighted in green are to submit their SLO ID's and Assessment Tools by March 16, 2009. A brief discussion followed. D. Gilison asked for e-mail addresses for all those adjuncts teaching BIOL 100 to work on the SLO ID and get everyone's input. D. Carnes announced that he had resigned from the SLO Committee. He stated that T. Pfister would like a replacement. The SLO Committee meets on Tuesdays at 3:15 p.m. in the gym. Anyone interested should contact D. Carnes and he'll relay the message to T. Pfister.

Adjunct Evaluation Update: L. Zhao asked for an update from those that are scheduled to do evaluations. R. Lavery stated that he had done the observations and still needs to meet with them and complete the paperwork. A Chien stated that he is having a hard time getting Z. Barr to communicate with him on setting up the evaluations. L. Zhao asked that he attempt one more e-mail and cc L. Zhao on it and to make sure to include a deadline.

Faculty Replacement Update: L. Zhao announced that all faculty positions have been frozen. C&I will meet next week and come up with a prioritization list. The list will then go to the Academic Senate, the Thaw Committee, the President, and finally the Board. The Division will have 3 positions on the list (Biology – replacement for D. Carnes; Physics/Math – replacement for J. Archuleta; and a Math position). She stated that she would like to have the chairs in place for each of the hiring committees to facilitate a quick hiring process to start as soon as the positions are approved to be filled. The following volunteered to chair the hiring Science committees: Biology – S. David and Physics/Math – R. Lavery.

Science Building Update: Spring 2010 Schedules: L. Zhao stated that the new building should be ready by August 2009 and we'll spend at least 3 months moving into the building. The earliest time to offer classes in the new building will be Winter 2010 or Spring 2010. The Division was asked to come up with a schedule in the new building to utilize the facility to the full extent to leave room for other Divisions to use the building as well. She handed out hard copies of the Spring 2010 individual schedules for informational purposes only. She asked that if anyone had any questions/suggestions, they should see her directly. All Division instructors have the two schedules (one to be considered if the building is not complete on time and the other schedule to be considered if the building is completed on time). A brief discussion followed. *Facility Usage:* L. Zhao went over the number of lecture rooms and lab rooms. The discussion went into some of the faculty being upset at the changes now being done to the new building after the Division spent all that time designing the original blue print. L. Zhao asked if the Department felt it would be constructive to invite E. Gould and K. Berry to the next Division meeting to answer the questions of the concerned faculty. It was agreed to invite E. Gould and K. Berry to a Special Division Meeting (MSC-R. Lavery/J. Fisher). L. Zhao will find a time to set up the meeting sometime in March. *Podium Task Force:* L. Zhao stated that K. Berry would like 2 representatives from all instructional divisions. J. Fisher volunteered to be on the task force representing the Science Department; S. Zobel has volunteered to represent the Math Department. The first meeting is scheduled for March 5th. *Aquarium:* L. Zhao stated that she has been asked who will be cleaning the aquarium to be set up in the new building. No one volunteered. She also stated that the maintenance crew has stated that they would not clean the cadaver room – she stated the Department will take care of it. She thanked all those that have put so much time into designing the new building.

2008-2009 and 2009-2010 Agriculture and Science Budget: L. Zhao reminded faculty that the deadline to submit requests for purchase orders, for the 2008-2009 budget, is March 30th (no exceptions). She is also working on the 2009-2010 budget. The budget needs to be inputted by the end of March. She also stated that grant monies are still available.

Adding CS220 to Science Majors: L. Zhao stated that the Math Department has requested the support from the Science Department to add CS220 as one of the elective courses for the following majors: Pre-Engineering, Physical Science, and General Science. There were no objections to the request.

OTHER

M. Reyes announced that the Open Lab (attached to the agenda packet). She asked that faculty look them over and if they had any concerns or questions to bring them to N. Everly's attention by tomorrow.

D. Carnes asked about the Division participating in the Mid-Winter Fair this year since the fair is starting tomorrow. L. Zhao stated that no request had been made. A discussion followed on the disappointment of not being asked to participate. K. Gomez stated that some campus members had been asked individually. After asking who was in charge of getting the participants for this year, F. Rapp stated that B. Gay was handling it.

A Chien asked about Zoology being transferable to UC/CSU but it is not transferable to SDSU. A brief discussion followed.

J. Fisher announced that he had some concerns over posting Math Lab flyers on the outside of the building and someone keeps taking them down. He asked if some new policy was passed that he wasn't aware of. L. Zhao stated that she was not aware of any new policy. A brief discussion followed on how other faculty have had the same problem. It was stated that there are certain posting areas and maybe that's why the posters were being taken down. It was also suggested to get the flyer laminated.

T. Morrell asked about the State of the budget. L. Zhao reminded those present that there would be a town hall meeting and E. Gould would be able to answer questions on concerns at that time. The town hall meeting will be on March 5th at 2:00 p.m. and 3:00 p.m.

ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

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