

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Department
Minutes
November 19, 2009

CALL TO ORDER

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

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, A. Cozzani, J. Fisher, D. Gilison, J. Higginson, R. Lavery, K. Marty, T. Morrell, S. Moss, P. Pauley and L. Zhao, Chair.

DEPARTMENT MEMBERS ABSENT

S. David (AA)

STAFF PRESENT

O. Duarte and N. Everly

COUNSELING LIASON

L. Mazeroll

GUESTS

Alida Monroy and Nubia Silva (IVROP Project IV Farms)

APPROVAL OF MINUTES

The minutes for October 08, 2009, were approved unanimously, (MSC-D. Gilison/J. Higginson).

DEPARTMENT MATTERS

A. Communications: L. Zhao had the following communications:

Presentation: L. Zhao introduced A. Monroy and N. Silva. They work for IVROP (Project IV Farms) and were there to give a presentation. L. Zhao stated that they offer internship opportunities for our students. A. Monroy stated that Project IV Farms is in partnership with Workforce Development and Sun Eco (Algae Farms) in Niland. Program calls for 75 participants and will be divided into two groups. First 37 enrolled will go to a 3 day orientation and into an OJT (On the job training) with Sun Eco right after. Training will be in mid January and so they are looking for students to fill biology related positions. L. Zhao suggests group give 3 minute presentation in the classroom as a way to recruit students. Students can contact IVROP directly if interested. L. Zhao asked faculty if they had any objections to having a presentation in their classrooms. Faculty had no objections.

New Equipment – Thank you: L. Zhao received email from K. Berry and J. Lau. They thanked everyone and wanted to let everyone know how much they appreciated the effort that was made in reducing the equipment list total. Original cost was 1 million and it was brought down to approximately \$600,000. L. Zhao stated that the equipment has been ordered. She also mentioned that a new copy machine was ordered for the Division.

W10 and SP10 schedules in new Building: Instructors received their individual schedules. Because she did not receive written notification from Administration, classes were scheduled with the old building room numbers. Some English classes were scheduled in the new building. L. Zhao worked on revising SME schedules into the 2700 building. She informed the faculty that their schedules were not changed. However, for some the wish list, in terms of classroom preference, might be different. She will communicate with faculty, on an individual basis, if that's the case. She only had minor changes. She had to flip lecture/lab for two classes in order to schedule lecture in the classroom. She wanted them to know that the Instruction office was working on schedule at this time and there might be some changes if they can't move some of the other classes that were already scheduled in the new building. They will let us know if classes can't be changed.

1011 Scheduling: L. Zhao is working on 2010/2011 schedules. She sent out 4 different emails (one for each term). She asked that when you answer the email to make sure information is related to the subject line. For example, if subject line on email is Spring 11 but has wish list for Fall 10 she most likely won't look at it. K. Marty had a question regarding large quota classes. Do you schedule two classes at same time or different times and how are instructors paid? Discussion followed. R. Lavery recommends not combining classes. Example given: Per contract – only applies to lecture only classes. If you want to schedule two classes together (quota 35 ea) during same time frame under one CRN you can request it as a large quota class. Instruction office will increase the class quota into 70. Payment depends on how many students over regular quota (35). You will get paid by overload rate for extra students. If you have 76%-100% over your original quota (35) you will get OL pay for the second course (3 hrs. of OL).

AG and Sci course SLO: L. Zhao reviewed and discussed updated check list. SLO's need to have Multiple ID's for all classes offered this year. The number of outcomes should be equal to number of units. ID forms need to be submitted by Dec. 10th. For courses that are offered for Fall 09 need to evaluate at least one SLO for that course. Evaluations/ID forms for F09 need to be emailed to T. Pfister and O. Duarte. L. Zhao emphasized that Division Office only tracks what's been turned in. Questions should be addressed to T. Pfister. The remaining 50% of the courses need to be done in Spring 10. Lead person is responsible for collecting data.

1011 Annual AG/Sci Program Review: L. Zhao reviewed and discussed Ag/Sci program review handout. She stated that district developed online form and all input is tied to the budget. She discussed account breakdown: 11001 (General fund), 271 (Org/Division), 0100 (Ag program), and 1900 (Sci program). She stated that the program review form is in a sense a wish list. She asked faculty if they agreed with the dollar amounts on the form. Main question asked was "why are we requesting more when we did not use what was budgeted in some line items".

New Building Grand Opening: L. Zhao reviewed and discussed handout with list of events. She stated that the Grand Opening for the 2700 building is tentatively scheduled for Saturday, January 23, 2010. College is requesting volunteers to help with Open House events (Jan 21-23). Anyone interested in volunteering can contact Lianna. She also mentioned that those interested in participating will be paid. The following volunteered: R. Castrapel will have robotic display and J. Fisher will have a science magic show.

Moving materials in Labs and in storage rooms: L. Zhao stated that a special Division meeting has been set up for December 3rd to discuss move (offices only) to new building. A separate meeting will be arranged with the Science Dept. to discuss moving materials from lab and storage areas. District hired two moving companies but they'll need to know what rooms the boxes go to. Ideally, they should be moved to their corresponding labs but that's not feasible since current labs have materials from different disciplines (iex. Microbiology lab also has Molecular Biology, Zoology materials). L. Zhao made two suggestions regarding items in lab rooms: 1) Label each item with room number that it should go to, or 2) Move everything in that lab to one room and faculty will later collect items and take to correct room. Nan will label large items (skeleton). Nan mentioned that she heard from some of the reps and they said that for the new stuff coming in they will take it off the trucks, unpack them, and put them in the drawers. P. Pauley mentioned that room 1307 also has items that need to be moved to new building. L. Zhao asked P. Pauley to move material from 1307 into 1308.

B. Program SLO and Mission Statement

1. *Physical Science Major Program SLO & Matrix:*

Motion was made to approve Physical Science Major SLO/Matrix submitted by J. Fisher. Motion was approved unanimously, as presented (MSC- J. Fisher/P. Pauley).

2. *Pre-Engineering Major Program SLO/ Matrix and Degree Mission:*
Motion was made to approve Pre-Engineering Major Program SLO submitted by A. Cozzani. Motion was approved unanimously, as presented (MSC-J. Fisher/P. Pauley).

Pre-Engineering Degree Mission was approved unanimously, as presented (MSC-A. Cozzani/D. Gilison) Mission reads as follow: *The pre-engineering transfer program offers a schedule of sequenced classes in mathematics, physics, and engineering science that includes all the basic courses needed for transfer into a four-year university as engineering major. Innovative teaching methods and creative problem solving are utilized extensively in the engineering curriculum to help students to refine their critical thinking skills, to communicate effectively, and to engage in life-long learning.*

Classes are also available for students who lack the necessary prerequisites or who need a review before beginning the program.

C. Course Revisions

1. *Biol 200 & 202*

Motion was made to approve Biol 200 and Biol 202 course revisions (textbook updates and adjust sequence of course content based on textbook). Motion was approved unanimously, as presented (MSC-D. Gilison/J. Fisher).

L. Zhao stated that anytime you change a textbook you also need to update course outline to reflect the change. Updated course outlines are kept by O. Duarte. She stated if you only have textbook updates those can be submitted at the next division meeting (without going thru dept. meeting) in order to be effective for 2010-2011 academic year.

OTHER

L. Zhao stated that the 2700 SME building sheet included in the packet is just informational.

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

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

*Approved on February 25, 2010
Recorder: Ofelia Duarte*