

IMPERIAL VALLEY COLLEGE
EXERCISE SCIENCE, WELLNESS, SPORTS DIVISION
STAFF MEETING MINUTES

Friday, August 22, 2008
2:00 – 3:00 PM
Room 701

1. CALL TO ORDER:

The meeting began at 2:15 pm

Staff present: Dave Drury, Jim Mecate, Chris Mays, Mike Palacio, Harold Richwine, Sidne Horton, Jill Lerno, Jill Tucker, Tyson Aye, Sandie Noel, Gonzalo Huerta

2. OLD BUSINESS:

None discussed.

3. NEW BUSINESS

A. Fall Schedule:

Dave stated that he would be dropping a Monday and Wednesday PE 100 Class. No other issues were discussed.

B. Budget Information:

Dave stated this fiscal year the budget will be tight. He indicated that the budget for our division did not change and is the same as last year's budget. He also informed the staff that they may submit needs list and welcomed any suggestions on how they can spend budget funds in their areas.

C. Student Learning Outcomes:

Toni Pfister informed the staff that the due dates for SLO's for their courses is September 30th and March 15th. She informed everyone that they only need to submit a SLO on the courses they are teaching this year. She encouraged the staff to be creative and simple with their SLO's and recommended that if there is a course with more than one instructor that they should collectively establish an SLO for that course.

It was suggested that this semester they focus on completing an SLO for the Health course and next semester focus on completing an SLO for the PE 100 course. A meeting was scheduled for the week of September 25th to complete an SLO for the Health course.

D. Course Outlines:

Dave informed the staff that course outlines will need to be completed for each course that is being offered this semester. He stated that the division secretary will be handing out to different instructors a folder containing blank course outline forms to be filled out. He informed the staff that if they needed any help filling out the forms that they may contact Carol Lee for assistance.

E. Winter Schedule:

Dave informed the staff that due to budget cuts the winter courses were cut by 35% and informed staff that many of the instructors will only be teaching two courses during the winter sessions.

F. Other Issues of Concern:

Dave informed the staff that a PE 800 course is in need to utilize room 738 and asked if any instructor had a conflict with the request. There were no conflicts with this request.

The staff discussed the possibility of changing the room number of room 700 to 701. Dave stated that he would look into the matter.

Chris Mays brought up a maintenance issue with the scoreboard and Dave stated that he would look into getting the matter resolved.

Toni Pfister discussed the need to have one of the treadmills in the fitness center repaired. Dave stated that he will have it repaired and informed the staff that our division has a quarterly maintenance agreement with Techno Fit and they will be coming down to fix and repair equipment in the fitness center.

Jill Lerno and other staff discussed the need and ways to sanitize the equipment in the fitness center after each class. Dave made a few suggestions as follows: one, they can require students to bring their own towels and or two, our division can purchase disinfectant wipes.

Toni Pfister asked the staff if they could please cover up the wheelchair machine so that it remains reserved for the disabled students. Dave stated that the division may be purchasing a new machine.

It was stated by a staff member that our division should begin filing documents electronically and send the documents via email to the division secretary.

It was also discussed the need for the instructors to be firm in making students stop hanging around the gym area after their classes and not using equipment not assigned to them.

Jill Tucker inquired about beginning a bowling class. Dave stated that he would look into the matter.

4. NEXT MEETING DATE/TIME:

No new meeting time was discussed.

5. ADJOURNMENT:

The meeting was adjourned at 3:05 pm.