#### IMPERIAL VALLEY COLLEGE

# Science, Mathematics, and Engineering Division

# Mathematics Department Approved Minutes September 04, 2012

#### CALL TO ORDER

The meeting was called to order at 11:55 a.m.

#### DEPARTMENT MEMBERS PRESENT

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

# **DEPARTMENT MEMBERS ABSENT**

A. Cozzani (Excused),

### DEPARTMENT ADJUNCT MEMBERS PRESENT

Caroline Bennett, J. Noguez

## STAFF PRESENT

O. Duarte, R. Marin

# **COUNSELING LIAISON**

L. Mazeroll

#### **DEAN**

T. Aguirre

#### **GUESTS**

Norma Nuñez

D. Gilison

# APPROVAL OF MINUTES

The minutes for April 24, 2012, were approved unanimously, as presented (MSC-A. Leon/B. Nilson).

#### **DEPARTMENT MATTERS**

A. Communications: B. Riehle introduced Norma Nuñez.

Early Alert Program: Program is designed to help instructors with students experiencing difficulties in the classroom. N. Nuñez passed out and discussed the 5 steps to access the Early Alert Referral form on the website. Once student needing assistance is identified on the roster an email will be sent to N. Nuñez and she in turn will contact the student to set up appointment. She will also keep the instructor updated as to the plans/progress of the student. Question was asked if there was enough money for tutoring. N. Nuñez is hoping that extra money is allocated for next year.

*New Adjunct Faculty:* R. Castrapel announced that Juan Andres Noguez and Mustafizur Rahman were hired to teach fall 2012. He introduced J. Noguez. R. Castrapel apologized for not advertising to FT faculty before opening up.

*Basic Skills Update:* B. Riehle stated that Basic Skills had their 1<sup>st</sup> meeting last week. Frank Rapp, is the chairperson for that committee. She stated that there is some money left so if you're teaching basic skills and would like to attend a conference or need material, contact her or F. Rapp. She also stated that Basic Skills submitted goals to the Chancellors Office and those goals are going to be evaluated and if they are not met it will jeopardize funding. Some of those goals that affect basic skill math are:

- Increase the use of the early alert program by 25% over the next 4 years as a school.
- Increase student success rate in basic skills class by 10% over the next 4 years.

Main question "what are we going to define success as"? Success needs to be defined in a way that can be measured. Faculty discussed several ideas to define success (i.e. pass rate, no drop/repeat/retention). B. Riehle requested that faculty email her and R. Castrapel their definition of success by the end of the week and she will compile and set up as action item for next meeting.

*Math Festival:* B. Riehle reported that last year they could not coordinate date/time with the High Schools therefore they did not have a math festival. They need to start planning this semester. They need to set a date that will coordinate with the majority of the schools. B. Nilson will coordinate time/date with school liaisons.

*Spring Schedule:* The suggested course offering from enrollment management is as follows (required sections + additional):

- M061 M071 M081 M091 M119 M140 M190 9+1 5+3 9+2 18+4 8+1 2 2
- Online classes need to be approved by the DE committee and they don't meet until after schedule is done. You can take a risk and include them on the schedule but if the state doesn't approve it that class will be rescheduled to Fridays or during college hour. Another option to this would be to expand on your blackboard. Discussion followed.
- Math will have priority scheduling in rooms with graphing boards.
- ENGR R. Castrapel did not offer statics this semester. Would like to offer electrical in the spring. M. Rahman and J. Garay can teach ENGR.
- M061 and M071 could be offered under fast track.

SLOs-30 Min. Meeting: Faculty discussed SLOs.

#### **B.** Action Items

*SLOs and PLOs:* D. Gilison showed worksheet on screen with breakdown showing which SLOs have been turned in and which are still pending. He also needs to assign leads. Briefly reviewed and discussed worksheet. He asked the faculty present to look at the worksheet and if they've turned in SLOs but are not showing to let him know. He will email worksheet to faculty for review. Spring 2012 is due 5<sup>th</sup> week of this semester.

*Math 061, 071, 081, 091 Common Final Exams:* Motion was made to have common final exams. Motion was approved unanimously. (MSC- B. Nilson/A. Leon). The following volunteered to work on common final exams:

- M061/M070 J. Kitzmiller/A. Leon
- M071 B. Nilson
- M081 B. Riehle/E. Lehtonen
- M091 O. Hernandez/M. Shokoufi/R. Castrapel

Study guides need to be given out early.

# **C.** Other Department Items

None

# **OTHER**

None

<u>ADJOURNMENT</u>
The meeting was adjourned at 12:20 p.m.

cc:

T. Aguirre, SME Division Dean K. Berry, Vice President for Academic Services

Approved on October 2, 2012 Recorder: Ofelia Duarte