

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

SPECIAL MEETING – Swine Flu

Minutes
April 30, 2009
Room 410

CALL TO ORDER

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

FULL TIME MEMBERS PRESENT

S. Alvarado, R. Castrapel, A. Chien, A. Cozzani, J. Fisher, O. Hernandez, J. Higginson, E. Lehtonen, T. Morrell, S. Moss, B. Nilson, A. Orensztin, B. Riehle, M. Shokoufi, A. Voldman, S. Zobell, and L. Zhao, Chair.

FULL TIME MEMBERS ABSENT

D. Carnes, S. David (excused), D. Gilison, R. Lavery, A. Leon (excused), K. Marty (excused), and P. Pauley

ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, A. Galeana, R. Marin, and M. Reyes

STAFF ABSENT

N. Everly (excused)

COUNSELING LIAISONS

None

GUESTS

None

DIVISION MATTERS

Plans to Continue Instruction: L. Zhao stated that one of the biggest concerns of the District is how to address instruction if the campus is closed down and the border is closed down. As an institution, we need to be prepared to keep instruction continue as much as possible. If the campus is to be closed down, it will not be done by the District but by the Health Department. If the campus is closed down, the president will notify the campus probably via e-mail. At that point, the instructors need to notify their students.

There currently is no campus wide system to notify the students. C. Cortés-Ramirez gave the Division Members a demonstration (projected on a screen) on how to access student contact information through WebStar (log in, faculty and advisor menu, summary class list, semester, course, Excel download, and open). C. Cortés-Ramirez emphasized that not all students had an e-mail address or phone numbers updated. L. Zhao stated that we can only go with the information that is in Banner. The step-by-step information on how to access student contact information was also written on the board for faculty to take note.

If the campus is closed down, staff and faculty will get paid for those days. L. Zhao stated for those instructors who have a web page, they can communicate with their students through the web page as well as Etudes. The District is discussing to have emergency training on Etudes. L. Zhao stated that the following instructors have already received the Etudes training through ACCESSO and could possibly help other instructors in need: R. Castrapel, J. Fisher, D. Gilison, J. Higginson, A. Leon, K. Marty, B. Nilson, M. Shokoufi, A. Voldman, and S. Zobell. R. Castrapel announced that there will be a training on Twitter and Facebook tomorrow at noon in 1705, which was announced on AllUsers. L. Zhao stated that if students cannot turn in their assignments through whatever means of communication the instructors choose, she asked that

everyone be patient and tolerant due to possible communication problems. She also added that during these next few weeks, if students are absent, she asked that they not be dropped due to possible sickness. A question/answer/discussion session followed.

C. Cortés-Ramirez asked all those present that if they are calling in, if they could specify their absence. The Division Office is getting calls from Human Resources and Instruction to confirm absences. J. Higginson asked about hand sanitizers. L. Zhao stated that the District will be providing those campus wide but wasn't sure how soon that would be.

May 2009 Division Meeting and Farewell Party: L. Zhao stated that our next Division Meeting is scheduled for May 21st. She added that on that day the honoring of retirees and years of service celebration has also been scheduled. She mentioned that at our next Division Meeting we will be honoring our retirees and those that have full time temporary contracts. She asked if it was ok with everyone to postpone the Division Meeting/Gathering for one week – May 28th. No one opposed.

ADJOURNMENT

The meeting was adjourned at 5:04 p.m.

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

*Approved on May 28, 2009
Recorder: Carol Cortés-Ramirez*