

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Mathematics Department
Minutes
September 7, 2010

CALL TO ORDER

The meeting was called to order at 3:36 p.m.

DEPARTMENT MEMBERS PRESENT

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

DEPARTMENT MEMBERS ABSENT

M. Shokoufi (Excused)

DEPARTMENT ADJUNCT MEMBERS PRESENT

None

STAFF PRESENT

C. Cortés-Ramirez

COUNSELING LIAISON

L. Mazeroll

GUESTS

C. Bennett

L. Zhao

APPROVAL OF MINUTES

The minutes for April 29, 2010, were approved unanimously, with corrections (MSC-A. Leon/B. Nilson).

DEPARTMENT MATTERS

Communications: E. Lehtonen stated that he had various communications to share with the Department.

Welcome Back: E. Lehtonen welcomed back everyone and thanked everyone for a busy first two weeks of the semester.

Math Common Final Assignments: E. Lehtonen stated that members needed to be designated to writing the common finals. The following individuals volunteered: M070-B. Riehle/J. Kitzmiller; M080-A. Leon/B. Nilson; and M090-A. Voldman/J. Nelipovich. E. Lehtonen stated that it will be a little different than in the past. As of this semester he suggested that old semester tests should be used as templates for the drafting of the new tests. It was agreed by all present that: those working on the finals will also work on creating a study guide; the Math website already has some old tests to study from; a disclaimer will be added that the questions will be open-ended or multiple choice; a test generator is to be used to make up finals. The deadline to submit all of the tests and study guides to E. Lehtonen (in electronic form with a cc to C. Cortés-Ramirez) is Friday, October 15th. It was also agreed that the study guide will have around 100 questions. A brief discussion followed.

Course Outline Updates: E. Lehtonen announced that some course outlines need to be updated. The following members have volunteered/assigned to work on updating the following course outlines: **Fall 2010** – M110 (B. Nilson), M112 (B. Nilson), M114 (B. Nilson), M119 (O. Hernandez), M122 (A. Leon), M140 (J. Kitzmiller), M150 (J. Nelipovich), M190 (A. Voldman), M192 (R. Castrapel), M194 (J. Nelipovich), M230 (E. Lehtonen), M240 (R. Castrapel), CS 220 (R. Castrapel), CS 280 (R. Castrapel), ENGR 210 (A. Cozzani), ENGR 212 (A. Cozzani), and ENGR 240 (A. Cozzani). **Spring 2011** – M170 (E. Lehtonen), M210 (J. Nelipovich), M220 (M. Shokoufi), CS 170 (R. Castrapel), and CS 230 (R. Castrapel). E. Lehtonen asked that all the updated course outlines be sent to the Department for approval and then vote on it at the Department meeting. He also stated that all the textbook reference that are more than four years old need to be updated as well as other updates as needed. All of these will have to be approved at the March C&I meeting, therefore, they need Department approval before then. A brief discussion followed.

SLO Assignments: E. Lehtonen announced that there were still SLO's that needed data collection. The following members have volunteered/assigned to work on collecting the data for the following SLO's: **Fall 2010** – M070 (M. Shokoufi), M080 (M. Shokoufi), M090 (E. Lehtonen), M110 (B. Nilson), M112 (B. Nilson), M114 (B. Nilson), M122 (A. Leon), M150 (A. Voldman), M230 (E. Lehtonen), M240 (R. Castrapel), M194 (J. Nelipovich), CS 220 (R. Castrapel), CS 280 (R. Castrapel), and ENGR 210 (E. Lehtonen). **Spring 2011** – M119 (A. Leon/O. Hernandez), M140 (J. Kitzmiller), M170 (E. Lehtonen), M190 (E. Lehtonen), M192 (A. Voldman), M210 (J. Nelipovich), M220 (M. Shokoufi), CS 170 (R. Castrapel), CS 230 (R. Castrapel), and ENGR 212 (E. Lehtonen). A brief discussion followed.

Updating Math Department Website: J. Nelipovich reported that while attempting to update her syllabi, she tried to pull up math course outlines from the math website and discovered that they are no longer on there. She contacted R. Marin who stated that he no longer is in charge of updating the math website since the Math Lab is now under Learning Services and not under our Division. She added that she has been working with O. Ramos to get the information back on the website. A. Leon, O. Hernandez, A. Cozzani, along with J. Nelipovich have volunteered to update the website for this academic year. E. Lehtonen asked that from those volunteers only one individual be given the access to the website for updates. A brief discussion followed.

MATH 065, MATH 075, MATH 085, and MATH 095: E. Lehtonen opened the discussion on the proposed new developmental courses. He added that a committee has been working on this. After reviewing the preliminary course outlines, the Department members approved the following unit value for each course: M065 – 3 Units; M075 – 3 Units; M085 – 4 Units; and M095 – 5 Units (MSC-A. Leon/B. Nilson). The course outlines are to be reviewed by the Department via e-mail within the next two weeks (deadline Friday, 9/24) in order to vote on them at the next Department meeting. A brief discussion followed after L. Mazeroll questioned math placement using the grid presented. E. Lehtonen added that as soon as these courses are approved, he will be working with N. Nunez on placement issues. L. Mazeroll questioned if any data had been collected to show the pass/failure rate of M090 when it went from 3 to 4 units. A brief discussion followed on accessing that data since the majority of it was pre-Banner and staffing the courses once they are approved with or without additional faculty.

OTHER

Scheduling in Room 2725: E. Lehtonen asked if members were planning on taking over their quota (up to 55 students) in the future, that he be informed, in order to schedule them into Room 2725. A brief discussion followed.

Scheduling in Room 2728: E. Lehtonen stated that Room 2728, who has a polar board, needs to be utilized at a greater capacity by our Division. Rooms 2723 and 27218 are the only ones who have polar boards - M140, M190, M192, M194, and M210 need to be scheduled in these rooms since they utilize polar boards for their instruction.

Syllabi/Office Hour Schedules: C. Cortés-Ramirez thanked all of the full time faculty members for submitting their syllabi and office hour schedules by the deadline (J. Kitzmiller will be re-submitting her OH schedule after the meeting). C. Cortés-Ramirez also stated that a couple of adjuncts were still missing their syllabi and that she will be sending them a reminder soon.

Projector in Room 2722: O. Hernandez stated that he is having projector problems in Room 2722 – especially with the camera. A brief discussion followed. B. Nilson advised him to send an e-mail requesting the projector be fixed to W. Wright with a cc to J. Cantwell and G. Bailey.

Taking Students Over Quota: L. Zhao thanked all those members who took over their quota, especially those scheduled in room 2725. The crasher demand was very high this semester.

Collection of Data: L. Zhao stated that in relation to the collection of the M090 data, the Department contact D. Chung since she is the institutional researcher. She has been helpful in the past when getting data for AG.

Recommendation to Crashers: R. Castrapel stated that having the posters around campus stating that limiting course offerings was due to the State budget crisis, helped defuse some of the crasher tension. One of the suggestions listed on the posters is that crashers write letters to their political leaders. He suggested that faculty should hand out the pre-printed letters (only needing crasher signature) for crashers to mail. He asked that L. Zhao take this request up to administration. O. Hernandez also brought up that when crashers contact potential instructors, they are not giving all of the information of the course they are attempting to crash. Crashers need to be informed to leave their name, crn and course attempting to crash, and contact information. A. Leon stated that he is now using Google Docs (through Google Forms) to keep track of his crashers. The software creates a spreadsheet on-line (placed on his webpage) which tracks the crashers, with all of their contact information.

Next Department Meeting: E. Lehtonen announced that the next Math Department Meeting will be on Tuesday, October 5, 2010.

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

cc: K. Berry, Vice President for Academic Services
E. Gould, Superintendent/President
L. Zhao, Division Chair

*Approved on September 7, 2010
Recorder: Carol Cortés-Ramirez*