

**IMPERIAL VALLEY COLLEGE**  
**EXERCISE SCIENCE, WELLNESS, SPORTS DEPARTMENT**  
**DEPARTMENT MEETING**  
**MINUTES**

Tuesday, September 18, 2012  
12:00 PM  
Room 700

**CALL TO ORDER:** The meeting began at 12:05 pm

Faculty/Staff Present: Dave Drury – Division Chairman, Jim Mecate – Athletic Director, Jill Tucker, Sandie Noel, Jeff Deyo and Tyson Aye.

**1. Department/Division News:**

Dave Drury informed the faculty that the new dean of our department is Efrain Silva and that our department is now under the Economic Workforce Development Division. Mr. Drury announced that our department is required to conduct monthly department meetings. The faculty discussed the best day and time to meet and agreed to meet on the second Tuesday of the month during college hour. He also stated that they are also required to have an SLO meeting each month. The faculty also discussed a meeting date and agreed to meet every 3<sup>rd</sup> Tuesday of month. Mr. Drury said that he would like to invite Sydney Rice the SLO Coordinator to the next department's SLO meeting.

**2. Enrollment Issues:**

Dave announced that IVC's enrollment is below projections. He stated that the schedule that was recently developed is short of FTES. He stated that some department classes were double loaded.

He also stated that fill rates and retention rates are important factors and asked the faculty to keep their rosters up-to-date.

The faculty discussed class size issues for the spring semester.

**3. Substitutes and Qualifications for Class Instructions:**

Dave reminded the faculty that instructors must have full credentials in order to sub. He announced that Andrew Robinson and Marty Birky are able to sub for any class within the department.

**4. Curriculum:**

Dave informed the faculty that some of our classes need to be revised. The faculty also discussed repeatability issues.

5. **Fitness Center:**

Dave asked the faculty to make sure students rack the weights.

Dave informed the faculty that the Wellness Committee was ready to start their fitness program. Qualified supervision and repair funds were discussed. Dave asked the faculty for their input.

6. **Other Business:**

Mr. Drury asked the faculty if they had any problems with students hanging around in the gym. The faculty stated that the issue had diminished.

Mr. Drury also informed the faculty that there are lottery funds available for instructional purposes. He asked them to submit a list of needs.

He also asked the faculty to be mindful of cell phone use during class times.

Mr. Drury requested that faculty submit their office hours and syllabus in a timely manner at the beginning of each semester.

He also mentioned the Fast Track program and asked if anyone was interested in teaching a fast track class.

Instructor Jeff Deyo asked if we could send out a reminder notice of drop dates.

7. **ADJOURNMENT:**

The meeting was adjourned at 1:00 PM.