

IMPERIAL VALLEY COLLEGE
Health and Sciences Division
Science, Mathematics, and Engineering Department

Science Approved Department
Minutes
February 19, 2013

CALL TO ORDER

The meeting was called to order at 12:00 p.m.

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, S. David, J. Fisher, D. Gilison, R. Lavery, T. Morrell, S. Moss

DEPARTMENT MEMBERS ABSENT

A. Cozzani (AA), K. Marty (AA), P. Pauley

STAFF PRESENT

O. Duarte

COUNSELING LIAISON

Said Canez

GUESTS

T. Aguirre

APPROVAL OF MINUTES

The minutes for November 20, 2012 were approved unanimously. M/S/C J. Fisher/S. David

DEPARTMENT MATTERS

A. Communications: D. Gilison had the following communications:

1. Accreditation Site Visit:

- Accreditation team will be on campus March 11-14.
- Faculty interested or willing to have team visit/observe their class please email D. Gilison by the end of the week. He will forward information to instruction office. Keep in mind that not all who volunteer will be visited.
- Accreditation team can go up to any faculty, staff, administrator or students and ask questions. Please make sure that students know the mission statement and their SLOs.

2. Program Pathways for all Science Degrees/Certificates:

- Basically a guideline for students. Program Pathways is a recommended series of classes to take semester by semester so students can get their degree in two years. Provided they can get into classes and pass them the first time.
- K. Berry asked the chairs to have a rough draft at the end of this month of all program pathways for each and every certificate and degree that we have.
- D. Gilison discussed/reviewed sample program pathway for Physical Science.

3. Syllabi and Grading Policies:

- Reminded everyone that California Ed Code states you cannot grade based solely on attendance. You can give participation points for participating in class while in session.
- D. Gilison looked at a couple of syllabi in our area and found that some have attendance/participation in their syllabi. This opens you up to grading disputes causing grades to be changed or even reversed. He strongly recommends to remove from syllabus.
- We have the institutional SLOs (5) and we also have the course SLOs (e.g. Bio100 -4, Chem 100 -4). Make sure your course SLOs are included in syllabus.
- Standardized syllabus. List of items that should be in syllabus. Template has been discussed at Instructional Council in the past.

4. SLOs and PLOs:

- D. Gilison will email faculty which SLOs need to be assessed this semester. PLOs also need to be done. If PLO was assessed last year we don't have to do it this year all others have to be assessed by the end of this academic year.

5. Summer School:

- Proposing two summer sessions. May 20 – June 20 and June 21-August 1. First session will be smaller (150 FTES) mainly for current students to complete or continue and make progress thru their degrees. Second will be larger (350 FTES) open to all students. Would like to offer one Bio 202 , Microbiology, Bio 100 and Chem 100 first session. For second session also offer Bio 100, Chem 100 , Geol, Astr. Would like to know who is interested in teaching these classes.
- Payment for summer classes - Even though there are two summer sessions it will count as if there is only one summer session. Contract says the first 6 credits you get paid pro-rata rate for summer anything past 6 units you'll get paid at the overload rate \$50.00 p/h.

6. Lab Safety Form Revisions:

- J. Fisher ran into problems when students changed their names (marriage) or name is not typed in exactly the way it is. J. Fisher decided to switch over to G#.

B. Reports

None

C. Action Items

OTHER

- Evacuation Protocol –There needs to be a discussion/presentation on evacuations in the classrooms especially the labs with multiple doors and multiple ways of exiting. D. Gilison emailed Tim Nakamura but has not heard back from him.
- Laptop computers in the wet/dry labs – Jeff Enz will be here at 12:45 to discuss computers in wet/dry labs.
 - R. Lavery stated that when the computers were put in they were recessed about a foot and cords are too short and it's hard to access DVD. He asked if they can be moved to the front. J. Enz would like to refit with 2 post racks like the 400 building and that would move everything forward.
 - Group moved over to room 2711. J.Enz stated that all classrooms have computers and monitors and they would like to stay consistent in all the rooms including wet/dry labs but the placement of things in the wet/dry labs make it challenging and he is asking for suggestions/ideas. Different configurations for the different labs might require different solutions for each and every room. The following was suggested:
 - Purchase tablets.
 - Small laptop that can fit in the drawer. Suggested earlier by T. Finnell/J. Enz.
 - LecternsJ. Enz will bring and set up a lectern so faculty can look at it and see if they like it. D. Gilison will put J. Enz on next agenda to see if they can finalize.
- Academic Senate Representative: Email was sent out asking faculty to vote YES if they want to keep the same (one representative from each area: Sci, Math, BSS, Nursing) or NO if they want to change to any four people who get the highest number of votes overall.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

Next Department Meeting will be March 21, 2013.

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

*Approved on March 21, 2013
Recorder: Ofelia Duarte*