# IMPERIAL VALLEY COLLEGE Science, Mathematics, and Engineering Division Minutes May 28, 2009 Room 410

## CALL TO ORDER

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

## FULL TIME MEMBERS PRESENT

S. Alvarado, D. Carnes, R. Castrapel, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, J. Higginson, R. Lavery, E. Lehtonen, A. Leon, K. Marty, T. Morrell, B. Nilson, A. Orensztein, P. Pauley, M. Shokoufi, A. Voldman, S. Zobell, and L. Zhao, Chair.

## **FULL TIME MEMBERS ABSENT**

S. Moss (excused) and B. Riehle (excused)

## ADJUNCT MEMBERS PRESENT

None

## STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, N. Everly, A. Galeana, and R. Marin

## STAFF ABSENT

M. Reyes

## **COUNSELING LIAISONS**

K. Gomez

#### **GUESTS**

N. Hughes, J. Pendley, and H. Richwine

#### **APPROVAL OF MINUTES**

The minutes for March 10, 2009; March 19, 2009; and April 30, 2009 were approved unanimously, as presented, (MSC-A. Leon/B. Nilson).

#### **DIVISION MATTERS**

Communications: L. Zhao had the following communications to report:

*SLO Deadline; Data Collection and Evaluation; ID and Assessment Tool:* L. Zhao announced that the SLO deadline checklists were sent out by e-mail (hard copy also included in the agenda packet). Those names that appear in red are those that still have materials due. Those names that appear in blue indicate that they have submitted their second batch of the SLO ID's and the Assessment Evaluation Data will be due by the end of June. She asked that materials be turned in before they leave for the summer break.

*Division Level SLO Forms:* D. Gilison reported that the SLO Committee is requesting assistance in completing and providing feedback for improvement on the Program Outcomes and Course Alignment Matrix. He asked for volunteers to complete the forms on the Life Science Associates Degree and the Physical Science Degree. He went over the instructions on completing the forms. He asked that the completed forms be e-mailed to him directly.

*Offices:* L. Zhao announced that with the retirement of our 3 Division Members, their offices will become vacant. She asked that if anyone was interested in moving into any of those offices, that the moves will be done based on seniority. She asked that those wishing to move to remember that we will be moving into the new building within 6 months to a year.

*Budget and Schedules:* L. Zhao reported that the District budget has not been approved yet. The Planning & Budget Committee is still discussing this issue due to the State Budget not being determined yet. She added that the worst case scenario to the current 2009-2010 budget is being short about \$4 million. Even with the best case scenario the District will still be short about \$1-\$2 million. Nothing is final yet. L. Zhao reported that for the Summer '09 session we cancelled one MATH 070 before registration started because of the single digit enrollment. The District might be cancelling other courses that show low enrollment. She added that for the F'09 semester there's a possibility that we may have to cut sessions, let some of the adjuncts go, and/or cut overload classes, in order to avoid lay-offs of full time faculty. Discussion followed.

*New Building Update:* L. Zhao reported that when the division was asked to work on the equipment matrix such as data, gas, water, etc., we had requested to have vinyl floors in some of the classrooms – that recommendation was never incorporated and all the classrooms will have carpet. The second thing requested was to have one of the larger classrooms wired underground for the computer assisted classes – that was not incorporated as well. K. Berry said that the administration is looking at getting the wiring in from the ceiling to drop down. Discussion followed on the new building being wireless but power is still needed for the computers and that will have to come from the sides or from the ceiling. L. Zhao stated that according to J. Sanders and K. Berry all other recommendations were incorporated. L. Zhao e-mailed the Division about a new furniture demonstration in the dance room between 9:00 a.m. – 2:00 p.m. tomorrow. Not many Division Members will be able to attend due to the Math Festival and other conflicts during the same time. She asked that those that have free time, to please attend the demonstration. Discussion followed.

*Grant Proposal:* L. Zhao announced that we need to go out and look for monies. We are looking into the National Science Foundation Grant which heavily supports Science, Technology, Mathematics, and Engineering. The next round of competition will be in August – October. The college will be looking into possibly hiring a grant writer so she or others do not have to write substantially like she did for the Title V 2+2 grant proposal. She asked who was willing to volunteer to generate ideas and the following volunteered: R. Castrapel, J. Fisher, P. Pauley, D. Gilison, K. Marty, and J. Higginson. L. Zhao added that the monies received from this grant can be used to pay faculty for their reassigned time, to hire faculty, to develop the courses, to do outreach, to maintain equipment, to buy equipment and materials, to hire student tutors, to hire teacher assistants – as long as it's discipline related. The monies to pay for the grant writer will come from E. Gould's office – he has agreed to do that when he asked L. Zhao to coordinate this project. A brief discussion followed.

# **DEPARTMENT REPORTS**

*Math Department:* E. Lehtonen reported that the Math Festival will be taking place tomorrow. He reminded those participating in the Math Festival to be in the College Center a little before 9:00 a.m. He also stated that we are expecting a little over 350 people coming out. The MATH 090 Common Final has been written and is at the printers already. The MATH 070 and MATH 080 Common Finals should be completed by Monday. He stated that the SLO clean-up will follow soon after the Math Festival.

*Science Department:* L. Zhao reported that the Science Department did not meet last month because there were no agenda items. She added that she had sent the Department a reminder of the SLO deadlines via e-mail.

# **COMMITTEE REPORTS**

L. Zhao informed the Division that minutes to all of these committees are available through the IVC website. If there are any questions or concerns, they should be taken to the representative stated:

Academic Senate – R. LaveryCurriculum and Instruction – L. ZhaoPlanning and Budget – L. ZhaoCollege Council – No RepresentativeOther Committee Reports

*Spraying of IVC Ag Field:* P. Pauley asked R. Lavery to take back a comment to the Academic Senate. P. Pauley stated that about two weeks ago he was informed that the Academic Senate was asking about the product application to the IVC Ag Field. He believes it was due to someone seeing a plane flying over the field. He has not flown anything in about 3 months. R. Lavery stated that the concern was discussed and passed on to the Environmental Health and Safety Committee due to the insecticides. P. Pauley said he heard it from G. Travis which R. Lavery stated is in charge of the Environmental Health and Safety Committee. P. Pauley stated that the Academic Senate should have gone to him directly.

P. Pauley stated everything has been done in accordance to Federal, State, and County regulations. He added that no herbicide or insecticide has been flown within the last 3 months. The only time that anything is flown is between the hours of 12:00 p.m. on Saturdays and 6:00 p.m. on Sundays. No students are around during that time. R. Lavery added that the Academic Senate did not take any action on that issue – it was passed on to the Environmental Health and Safety Committee.

# **OTHER**

*Math Festival T-Shirts:* R. Castrapel announced that those who will be participating in the Math Festival and ordered a T-Shirt can pick them up in the Division Office.

*Tributes to the Departing Division Members:* L. Zhao opened the floor to give tributes to our departing retirees: S. Zobell, A. Orensztein, and D. Carnes. Tributes and Thank You acknowledgements also went out to our full time temporary faculty: S. Alvarado and A. Cozzani. L. Zhao also acknowledged those retirees in attendance: N. Hughes, J. Pendley, and H. Richwine.

*Farewell Party:* L. Zhao announced that the party starts once the meeting was adjourned and she wished those present enjoy the farewell party.

*Cards:* C. Cortés-Ramirez announced that the cards for the Departing Division Members were on the rolling cart. She asked everyone present to take the time to sign those before they left.

# **ADJOURNMENT**

The meeting was adjourned at 5:45 p.m.

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

Approved on August 21, 2009 Recorder: Carol Cortés-Ramirez