IMPERIAL VALLEY COLLEGE Science, Mathematics, and Engineering Division

Science Department Unapproved Minutes September 18, 2008

CALL TO ORDER

The meeting was called to order at 4:55 p.m.

DEPARTMENT MEMBERS PRESENT

A. Chien, A. Cozzani, J. Fisher, D. Gilison, R. Lavery, K. Marty, T. Morrell, P. Pauley, and L. Zhao, Chair.

DEPARTMENT MEMBERS ABSENT

D. Carnes, S. David, S. Moss

STAFF PRESENT

O. Duarte, and N. Everly

COUNSELING LIASON

K. Gomez

APPROVAL OF MINUTES

The minutes for April 24, 2008, were approved unanimously, (MSC-J. Fisher/D. Gilison).

DEPARTMENT MATTERS

Communications: L. Zhao stated she had two communication items to report. 1. L. Zhao passed out memo she received from Carol Lee regarding Course Identification (C-ID) Project. Memo states that faculty is needed to serve on Faculty Discipline Review Groups (FDRGs) for C-ID project. Faculty in the following areas are currently needed to develop/review descriptors for courses that are commonly transferred. Members will receive paid training, travel costs and an honorary stipend. Interested staff may contact number on memo. 2. Equivalency Committee has difficulty granting equivalency to faculty. At present, there's not a unified definition for equivalency in place. College wants to set up a unified standard for equivalency for each of the disciplines. L. Zhao will request, through email, volunteers to work on equivalent items for each of the disciplines.

SLO ID and Assessment Methods: L. Zhao went over the check off list and apprised those faculty who have turned in their SLO IN forms already. L. Zhao informed faculty that SLOs for 50% of courses offered are needed by September 30, 2008. The following faculty will submit/complete SLO's by September 30, 2008 to T. Pfister and her: P. Pauley – AG 101, 110, 120, 140, 160, 250 and ENVS 110 (with input from W. Love and J. Higginson)

R. Lavery – ASTR 100

- A. Chien BIOL 122
- D. Gilison BIOL 150 (next semester)
- T. Morrell BIOL 200
- S. Moss/D. Carnes BIOL 202
- K. Marty GEOL 100,110
- A. Cozzani/R. Lavery PHSC 110
- A. Cozzani PHYS 200

L. Zhao will send out examples of ID and rubrics submitted to be used as guides. Discussion followed. L. Zhao mentioned that SLOs for the remaining 50% of courses needed by March 15, 2009.

Adjunct and Full-Time Temp Evaluation: L. Zhao requested volunteers (Tenure) to evaluate Z. Barr, F. Fiorenza, R. Jepson, W. Love and B. Singh who need to be evaluated this semester. The following volunteered: A. Chien – Z. Barr R. Lavery – F. Fiorenza and B. Singh

J. Fisher – R. Jepson

K. Marty - W. Love

Part Time/Full Time Temps need to be evaluated every three years, sooner if there's a need. Evaluators are paid up to three hours of the overload which is \$115. O. Duarte will email evaluation form to above faculty.

Science Building Equipment and Material need: L. Zhao asked faculty to submit their requests for EQUIPMENT by October 15, 2008. L. Zhao asked that faculty not send their requests on their forms but use blank form that she emailed them. This form already has built in formulas that compile and link totals. L. Zhao will resend form to R. Lavery and A. Chien.

Course Outline of Record Revision: L. Zhao proposed the following:

BIOL 220 - Add BIOL 120, 180 and 182 as prerequisite (students can choose BIOL 100 or BIOL 120, 180 or 182) BIOL 200 and 204 – Add BIOL 122, 180, and 182 as prerequisite (choose BIOL 100 or BIOL 122, 180 or 182) L. Zhao recommended the removal of BIOL 120 from BIOL 204

L. Zhao asked for volunteers to complete form and content review. T. Morrell volunteered to work on BIOL 200 and BIOL 204, D. Gilison volunteered to work on BIOL 220. L. Zhao will add prerequisite on Form 1 and course outline. T. Morrell and D. Gilison need to provide comparable schools, content review, and update books. Form needs to be completed by November 20, 2008.

General Science Major Revision: L. Zhao recommends moving AG101, BIOL 120,122,140,150,180,182 from Area III into Area I. Move CHEM 160, GEOL 110 from Area III into Area II and move CHEM 100 from Area I into Area II. L. Zhao will bring clean up version to next meeting.

Course Deletion - BIOL 134 Ethnobotany: Tabled until J. Higginson returns.

ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

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

> Approved on November 20, 2008 Recorder: Ofelia Duarte