

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Unapproved Department
Minutes
September 21, 2010

CALL TO ORDER

The meeting was called to order at 3:35 p.m.

DEPARTMENT MEMBERS PRESENT

S. Burch, E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilson, J. Higginson, R. Lavery, K. Marty, T. Morrell, S. Moss, P. Pauley,

DEPARTMENT MEMBERS ABSENT

Nan Everly

STAFF PRESENT

O. Duarte and B. Gonzalez

COUNSELING LIASON

GUESTS

APPROVAL OF MINUTES

The minutes for February 25, 2010, were approved unanimously. (MSC-P. Pauley/E. Chang).

DEPARTMENT MATTERS

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

D. Gilson welcomed everyone and also thanked everyone for voting for him as the new Science Dept. Chair.

SLO ID and Evaluation Form Updates: D. Gilson reviewed and discussed SLO checklist. He stated that not all SLO ID's have been turned in. He also mentioned that classes for Fall 2009 the due date for the SLO's was June 4, 2010. SLO ID's and Assessment forms need to be emailed to O. Duarte and a hard copy needs to be placed in Toni Pfister's mailbox. He stated that each class needs to be assessed only once per (academic) year, so if you've already done Bio 200 in the Fall you don't have to do it in the Sp. A. Chien needed clarification on multiple ID forms. D. Gilson stated that multiple ID forms list what the SLO's are for the class and the single evaluation forms are the data you are submitting for that one single SLO. D. Gilson wanted to share two things with everyone: 1) Deadline to submit assessment forms was on the 15th week of the semester. That has changed they are now due on the 14th week of the semester. 2) Program Review is done once every 3 years for departments. He suggests that for classes that have multiple SLO's that each year you assess a different SLO. For a 3 credit class that has 3 SLO's first year you would assess one, second year a second one and when year three comes along you'll have all your SLO's assessed. T. Morrell was under the impression that if he had 4 for a class that he had to get data for all in a single semester. D. Gilson stated that that was incorrect. He did mention that for a 4 credit class you might have to assess two the first year and one thereafter in order to have all four complete by the third year.

SLO Mission Statement Updates: Reviewed and discussed checklist. K. Marty and R. Lavery need to submit their mission statement so they can be approved at the next Science Meeting.

Course Outline Form Textbook Update: D. Gilson stated that while looking at forms on CurricUNET he noticed that a lot of the course outlines have textbooks out of date and they need to be updated. Textbooks should not be older than 5 years old. 5 year requirement can be waived if textbook doesn't get updated often or class doesn't have many textbooks on that topic. Changes need to be done on CurricUNET but until everyone gets training he is requesting that faculty submit hard copies of Course Outline with updated textbooks and also include ISBN. He discussed handout detailing courses that need to be updated and faculty responsible for submitting form. O. Duarte will email instructors their individual course outlines to update.

Class Schedules for 2011-2012 Academic year: D. Gilison stated that class schedules for 2011-2012 academic year will be emailed out to instructors in the next week or two. He will be requesting schedules for next year's Fall semester and also Winter session. In the next month he will send Spring and Summer requests.

D. Gilison stated that now that the CTA contract has been modified, we can take lecture sections and combine them together into one lecture room while keeping the lab separate. He used A. Chien's schedule as an example. A. Chien teaches 4 sections of Bio 100. All 4 lectures can meet at the same time in one room and have the 4 labs at different times. Looking at his schedule he is spending 12 hrs p/week doing lecture and 12 hrs in the lab room. He's in class 24 hrs p/week. By combining classes he can be in lecture 3 hrs a week and lab 12 hrs p/week for total of 15 hrs instead of 24. Benefit is that it's the same exact teaching load based on new contract so he'll get paid the same exact amount that he is getting paid right now. D. Gilison thanked J. Higginson, S. David and K. Marty for taking part in this pilot program. D. Gilison asked if anyone was interested in combining classes to let him know. Faculty had the following concerns:

- Combining classes diminishes class offering opportunities for students
- Will faculty, at some point, be required to increase load because they have more time
- By combining classes in lecture hall you won't have control over students texting or using phones
- You're giving less individual attention to the student.

Faculty Overload Request Form: D. Gilison reviewed and discussed form. Faculty teaching more than six units of overload but equal to or less than twelve needs to fill form explaining which classes are overload and reason for overload.

Field Trips: D. Gilison emphasized the importance of students signing waiver form before going on field trip. Also make sure you have a copy of the form with you during the field trip.

Lab Equipment Not Received: Sent out email beginning of the month to 7-8 instructors asking them to double check their labs. He needed the information last week and he's only heard back from half. New deadline to submit is September 30th. If he doesn't receive information by that date he will assume instructor received all equipment.

Lab Information: D. Gilison discussed handout provided by N. Everly. Handout has contact numbers for audiovisual and maintenance department. Instructors need to call audiovisual dept directly if equipment is not working properly or maintenance. D. Gilison will ask Nan to include emergency numbers to list (i.e. security, nurse, Raul/maint). Numbers will be posted by Nan in the labs. Also discussed were the following:

- Water baths – Only use ionized water. Regular water will corrode inside of water baths. Please turn off once you're done.
- Lab Cleanup – Please make sure labs are clean for next class.

T. Morrell mentioned that a lot of stuff has been taken from his Anatomy room and taken to other rooms. He does not mind if you're using it but would appreciate it if you leave a note telling him where it's at or return back when finished.

Lab Safety Forms: Safety forms need to be turned in to Nan or Bianka.

Display Cases in New Building: If you want to use any of the display cases email K. Berry and cc D. Gilison.

B. SLO Matrix and Mission Statement:

General Science and Life Science SLO Matrix (Submitted by D. Gilison): D. Gilison asked if anyone objected to approving General Science and Life Science Matrix at the same time. No one objected. Motion was made to approve with revisions. M/S/C J. Fisher/P. Pauley

Biol 206 changing to 1-4-1-1-1 M/S/C J. Fisher/P. Pauley

AG Sci and Ag Bus Mngmnt Major - Ag Crop Sci and Ag Bus Mngmnt Cert (Submitted by P. Pauley): D. Gilison asked if anyone objected to approving all in one motion. No one objected. Motion was approved unanimously. M/S/C P. Pauley/ J. Fisher

C. Course Outline Form Revisions: T. Morrell was asked to update course outline to include lab content for transferability to UC Schools.

Biol 200 (Submitted by T. Morrell): Motion was made to approve introduction of lab content and textbook update. Motion was approved unanimously. M/S/C J. Fisher/P. Pauley

Biol 202 (Submitted by S. Moss): Motion was made to approve. Motion approved unanimously, with corrections. M/S/C A. Chien/T. Morrell (*Change date to Sept., update prerequisites*).

OTHER

Food consumption – P. Pauley asked if there was a policy regarding food consumption in lab rooms. Only bottled water is allowed in the classrooms and labs.

S. Moss would like to be added to the list for a computer upgrade.

A. Cozzani sent email out on Open House.

ADJOURNMENT

The meeting was adjourned at 4:55 p.m.

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

*Approved on October 19, 2010
Recorder: Ofelia Duarte*