

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Approved Department
Minutes
November 16, 2010

CALL TO ORDER

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

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilson, J. Higginson, K. Marty, T. Morrell, S. Moss

DEPARTMENT MEMBERS ABSENT

P. Pauley, N. Everly (AA), R. Lavery (AA)

STAFF PRESENT

O. Duarte, B. Gonzalez

COUNSELING LIAISON

B. Avila

GUESTS

L. Zhao

APPROVAL OF MINUTES

The minutes for October 19, 2010, were approved unanimously. (MSC- J. Fisher/A. Chien).

DEPARTMENT MATTERS

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

1. *Part-time Faculty Evaluations:* D. Gilson congratulated and introduced Bianka Gonzalez as the new Lab Tech. D. Gilson stated that Mohammad Ahrar needs to be evaluated and asked for a volunteer. Dr. Ahrar teaches Biol 100 on Fridays. K. Marty volunteered and will do evaluation weekend after Thanksgiving. D. Gilson recommends that K. Marty email Dr. Ahrar to make sure that he has a lecture scheduled.

2. *SLO Assessment Due Date for Spring 2010:* D. Gilson reminded faculty that the SLO assessments for Sp 2010 are due 14th week of semester which is the end of next week. T. Pfister understands that due to Thanksgiving Holiday faculty will have less time so she is requesting that SLO's be done by end of November. He also reminded faculty to email copy to O. Duarte and send paper copy to T. Pfister. D. Gilson will update listing of all classes and when SLO's are due. He also reminded faculty that the comprehensive review is every three years. He mentioned that for a four credit class that has four individual SLO's all four should be assessed in that three year cycle.

3. *Professional Development Day- January 27, 2011:* D. Gilson stated that the Professional Development Day (AKA flex day) scheduled for January 27, 2011 is an official workday. Faculty not here will need to submit an absence form.

4. *Classroom Schedule Changes:* D. Gilson talked about changes to class schedules. It's okay if faculty wants to change rooms, but they should not make changes without informing D. Gilson or O. Duarte. Faculty can contact Matthew to request room availability and then contact O. Duarte so she can make the change officially. It's important that Division Office has the current schedule information in case of an emergency.

5. *2700 Building Display Cases:* K. Berry discussed with L. Zhao and Brian McNeece splitting up and filling in display cases in the 2700 building before last month's open house. English took two cases by their office on the second floor and the rest will be used by Math and Science. D. Gilson stated that although cases are filled right now they can always be moved out. He requested from faculty ideas and input as to what should be displayed. L. Zhao also emphasized that college has first priority in case of special events and display cases should promote IVC or Science, Math, Engineering

Division programs and projects. D. Gilson discussed display case handout. The following volunteered to be lead persons for display cases:

Number	Location	Possible use	Lead person
1	SW entrance	Molecular Biol/Genetics	D. Gilson
2	SW entrance	Zoology/Organismal Biol	A. Chien
3	NW entrance	Chemistry	J. Fisher
4	NW entrance	General Biol/Micro Biol	E. Chang
8	N entrance	Astronomy/Physics	R. Lavery
10	NE entrance	Anatomy/Physiology	T. Morrell
11	SE entrance	Geol/Plant/Soil	J. Higginson
12	NW 2nd floor	Math Dept.	
13	NE 2nd floor	Science Dept/Fossils	

L. Zhao recommends when adding display contents to add description/label underneath or next to item.

6. *Annual Program Review*: D. Gilson informed everyone that he is working on annual program review for Agriculture and Science. He is looking up the previous year budget to determine what next year's budget will look like. He asked the faculty if they had any **large single items** that they would like but were not budgeted for to email him that information so he can enter information into program review. He stated that these are just requests and does not necessarily mean they will get them. Deadline to submit request is Monday, November 22nd.

7. *Comprehensive Program Review (CPR) Update*: D. Gilson shared the following:

- He emailed Dawn Chun and she will send data this week. As soon as D. Gilson gets data he will send out to leads to plug into CPR forms. There are no changes to form so continue using same form.
- Program level SLO's – Only for degree and certificates. For our General Science degree there needs to be program level SLO but you do not need program level SLO's for each individual program within our department, however those individual programs within the department may need to get together to work on and to create the program level SLO's for the General Science Degree, the Life Science Degree and the Physical Science Degree. Since we don't have program level SLO's one of our future goals will be to make them.
- Per T. Pfister, each program should have three program level SLO's. To figure out how to come up with program level SLO's you need two things – 1. Look at large alignment grids that we made that listed every class. Look at grid to find which SLO's are the common ones. 2. Look at the individual class SLO's to see if there are common SLO's. All this needs to be done by 2012 or we lose accreditation.
- What to do with past goals and past objectives. There are two options: 1. You can say, "here are the past goals from the science dept and here is how it relates to the Geol program and this is what was done to meet the goals". 2. "This is the first time doing CPR for Geol program and there's no program specific SLO's for Geol".
- D. Gilson asked leads for update. J. Fisher is waiting for data. A. Cozzani is waiting for data. K. Marty and J. Higginson have not started yet. Original due date was December 3rd but since he did not receive data from D. Chun he is extending due date to December 10, 2010.

B. GE Mission Statement

1. *Geology* – K. Marty: Motion was made to approve mission statement. Motion was approved unanimously. MSC- K. Marty/J. Fisher.

OTHER

A. Division Get Together – D. Gilson reminded everyone that the Division Get Together is Sunday, December 5th at Eric Lehtonen's house. Those attending need to RSVP.

B. Special Science Department Meeting – Special meeting next Tuesday, November 23, 2010 at 3:30. Jimmy Sanders will be making a presentation on how to properly use ventilation system. Taylor Ruhl and Eric Lehtonen will also be there to discuss the math lab issues brought up at last department meeting. D. Gilison stated that since J. Sanders will be there it's a good time to discuss active earth display, periodic tables and any other items that they can think of.

J. Fisher asked if there was a desire to go paperless. He has computers in his lab and he can set up computers in advance.

ADJOURNMENT

The meeting was adjourned at 4:43 p.m.

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

*Approved on March 15, 2011
Recorder: Ofelia Duarte*