

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division

Science Department
Minutes
November 20, 2008

CALL TO ORDER

The meeting was called to order at 4:45 p.m.

DEPARTMENT MEMBERS PRESENT

D. Carnes, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, R. Lavery, K. Marty, T. Morrell, S. Moss, and L. Zhao, Chair.

DEPARTMENT MEMBERS ABSENT

P. Pauley

STAFF PRESENT

O. Duarte, N. Everly, and M. Reyes

COUNSELING LIASON

K. Gomez

PRESENTATION

Frank Wright Middle School: L. Zhao introduced Dr. Paula Cozzani and Savannah Prince from Frank Wright Middle School. Dr. Cozzani stated that on January 28, 2009 Frank Wright Middle School will be having a Science Fair. Purpose of the fair is to inform parents about opportunities in Science education. Planned laboratory activities are scheduled for this event and parents will be participating with the help of tutors (students & teachers). S. Prince asked faculty if they would like to participate or recommend an IVC student. L. Zhao asked faculty for volunteers. Interested faculty can contact Dr. P. Cozzani. A. Chien recommended fetal pig dissection instead of cow eye dissection. D. Gilison would like to volunteer to Extract & Observe DNA and Genetics (if schedule permits), A. Cozzani will call to sign up, D. Carnes interested in volunteering for Microscopes and S. Moss would like something with dissections. L. Zhao has two questions/concerns: 1. IVC gets credit/recognition. 2. Who will provide material/equip. for activities. Dr. P. Cozzani assured her that they will provide everything.

APPROVAL OF MINUTES

The minutes for September 18, 2008, were approved unanimously, (MSC-R. Lavery/D. Gilison).

DEPARTMENT MATTERS

Communications: L. Zhao discussed budget situation (State and IVC). Unless absolutely necessary for classroom instruction, L. Zhao requested that faculty be frugal when placing purchase requisitions that are not tied to the classroom instruction. IVC's goal is to not lay off anyone. L. Zhao will inform/update any changes affecting the division.

SLO Data Collection and Evaluation: L. Zhao expressed her appreciation to those who submitted SLO ID and Assessment Tools. Some were not counted because they were submitted before the Sept. 30th deadline but not approved by the SLO Committee by the deadline. They will be counted for next phase (3/10/09). L. Zhao stated that those who submitted the SLO ID and Assessment Tool still need to collect data this semester, and complete data analysis and evaluation by 3-15-09. D. Carnes mentioned that the SLO committee is planning a workshop a day before the winter intercession (1-7-09). Those that attend will be paid up to 6 hours. Discussion followed. D. Gilison recommended that item #30 from checklist be changed to green – assignment and data collection due in S'09.

SLO ID and Assessment Tool: L. Zhao reviewed/discussed form. The next 50% is due 3-15-09. Most courses in green are taught by one instructor except BIOL 100 who has multiple sessions. L. Zhao requested lead person for BIOL 100 SLO ID and Assessment Tools for next semester. D. Gilison and A. Chien volunteered.

Adjunct and Full-Time Temp Evaluation: J. Fisher and K. Marty have turned in their evaluations. L. Zhao stated that the office has not received evaluations from A. Chien and R. Lavery. L. Zhao asked if they had scheduled an evaluation with adjunct. R. Lavery completed F. Fiorenza's evaluation but was not able to meet with B. Singh. A. Chien and R. Lavery requested email addresses for Z. Barr and B. Singh.

Hiring Committee: D. Carnes will be retiring and L. Zhao wants to have a hiring committee in place. L. Zhao would like new instructor to teach Microbiology, Human Anatomy, Physiology (Biol 090), and General Biol. L. Zhao also stated that she wants a hiring committee for a tenure track position for Physics/Math. R. Lavery recommended that L. Zhao speak with E. Lehtonen (Math Coordinator).

Microbiology – S. David volunteered to be committee chair. T. Morrell and D. Gilson volunteered to be members of the hiring committee.

Physics/Math - R. Lavery volunteered to help only. Not interested in being chairperson.

Course Outline of Record Revision: L. Zhao thanked T. Morrell and D. Gilson for working on the content review for Biol 200, 202 and 220. L. Zhao reviewed and discussed course outline forms submitted by T. Morrell and D. Gilson. D. Gilson asked what % of "yes" was needed for course to be prereq. for class. L. Zhao did not have an answer but will find out. Discussion followed. D. Carnes questioned some of the "no" checks. He feels they should be "yes" since they do relate. L. Zhao asked T. Morrell to do content review for MATH 090 and CHEM 100 for BIOL 200. L. Zhao needs it by February Department meeting. Motion was made to approve course outline. It was approved unanimously, with corrections and pending MATH 090 and CHEM 100 for BIOL 200. (M/S/C – T. Morrell/D. Gilson)

Major Revision: L. Zhao stated that there are two major revisions. L. Zhao reviewed and discussed Form 2.

General Science – Per last meeting added Life Science 100 level courses to Area I, Physical Science 100 level courses to Area II and remaining 18 units will come from 200 level Life Science, or Math, or Physical Science to prevent students from receiving General Science degree while only taking 100 level courses. Motion was approved unanimously, with corrections (delete sentence in parenthesis). (M/S/C- D. Carnes/R. Lavery).

Physical Science – L. Zhao moved 100 level courses from Area II to Area I. Motion was made to accept with corrections (M/S/C D. Carnes/K. Marty). Corrections: Spell out thirty units required for major. Area I – change current sentence to "select 2 courses from the following" and also add Chem 100. Area II – change current sentence to "select remaining courses from the following to reach 30 units".

Discipline Equivalency Criteria: L. Zhao reminded faculty this item was discussed at previous meeting. L. Zhao reported that the equivalency committee is having difficulty determining equivalency with consistency to particular disciplines and the Senate would like the discipline faculty to come out with standard equivalency criteria so the equivalency committee can use as a reference. L. Zhao would like to have those that volunteer to also be the lead person in each discipline. Discussion followed. L. Zhao stated that for February meeting she will bring the minimum qualifications from Chancellors Office for each discipline for further discussion.

OTHER

J. Fisher recommended having a departmental safety check procedure in place (ie shoes, goggles). L. Zhao stated that she is in the process of writing one.

D. Carnes wanted to know if faculty had to use the evaluation form that was emailed. L. Zhao stated that they can use that form or create form with similar content.

T. Morrell announced that the IVC Surfriders Club will be selling T-shirts.

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

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

Approved on Feb. 26, 2009
Recorder: Ofelia Duarte