

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division
Unapproved Minutes
January 24, 2012
Room 2731

CALL TO ORDER

The meeting was called to order at 3:34 p.m. by T. Aguirre.

FULL TIME MEMBERS PRESENT

R. Castrapel, E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, O. Hernandez, J. Higginson, J. Kitzmiller, R. Lavery, E. Lehtonen, A. Leon, T. Morrell, S. Moss, J. Nelipovich, B. Nilson, P. Pauley, B. Riehle, M. Shokoufi, A. Voldman, and T. Aguirre, Dean.

FULL TIME MEMBERS ABSENT

K. Marty (Unexcused)

ADJUNCT MEMBERS PRESENT

C. Bennett and D. Dale

STAFF PRESENT

C. Cortés-Ramirez, O. Duarte, and B. Gonzalez

STAFF ABSENT

N. Everly (Excused)

COUNSELING LIAISONS

B. Avila (Science) and L. Mazeroll (Math)

GUESTS

None

APPROVAL OF MINUTES

None

DIVISION MATTERS

Communications: T. Aguirre had the following communications:

Key Card Holders: T. Aguirre announced that key card holders were available for those attending the meeting. The holders are to be signed out for with the Division work study student at the front of the classroom during the meeting.

Welcome Back: T. Aguirre welcomed everyone to the Spring semester.

Recognitions: T. Aguirre announced that there were 17 students recognized in the Pacific Coast Athletic Conference and they have to have at least a 3.0 GPA. They were given scholar awards for Spring 2011. She encouraged everyone to attend our campus basketball games.

ATLAS: T. Aguirre announced that a few of the Division members had attended the hands on ATLAS Conference. B. McNeece announced at the conference that he did a pilot at the ENGL 99 level. More than 1/3 of his 99 level students passed. Contact him if you want more information on the pilot. T. Aguirre

announced that those interested in ETUDES information should contact A. Martinez. ETUDES can also be used as a web enhancement to use in cases like bomb threats, earthquakes, swine flu, etc... to contact students.

Student Activities: T. Aguirre asked about issues with the crash lists at the beginning of the semester. A discussion followed. She stated that the IVC students were sent notifications through their IVC e-mail address. She asked those present to inform their students that IVC e-mails will only be sent to IVC e-mail addresses and not to their private e-mail accounts. There were also issues with student health fees – those students were dropped due to no fees paid as well as those that did not pay their tuition. R. Castrapel stated that D. Poore had asked him if the SME Division had a set wait list policy. R. Castrapel reminded him that Admissions had sent out the e-mail on the wait list policy. There appears to be some confusion on the wait list policy and implementation of it. T. Aguirre stated that the wait list policy could be discussed within the Departments in their meetings. A brief discussion followed. T. Aguirre stated that currently being worked on is the prioritization registration policy which will be effective F'12. A brief discussion followed. T. Aguirre stated that by Room 2734 a Xerox machine has been put into a study room to be used by students. It will be charged to their student ID's if they have funds in that account. O. Duarte asked who would be maintaining that machine. T. Aguirre stated that it's still being discussed. D. Gilison suggested having the Xerox machine have a USB port or other means like the Cloud, for easier access for students. T. Aguirre stated that the Cloud had been discussed and T. Finnell stated that students sending printing using the Cloud, they could select between the four current printers now available. She also stated that it was discussed to put the Xerox machine in the lobby somewhere. A bulletin board is also being discussed to add to the 2700 building. R. Lavery suggested putting a posting area outside like they have by the College Center. T. Aguirre announced that students are currently paying \$14 per semester for student health fees and that fee is set to go up to \$18 effective F'12. Tuition is also going up to \$46 per unit in Sum'12 (if we offer summer) and \$60 per unit in F'12 (currently it's \$36 per unit). Many students will be affected but many will also be receiving financial aid. A brief discussion followed on the percentage of those students currently receiving financial aid and BOGG changes.

Faculty Activities: T. Aguirre reminded faculty to submit their office hour schedules and that it's only 3 hours per week this semester. T. Aguirre stated that administration will also be looking at committee participation by faculty. She encouraged everyone to participate and attend the meetings in the committee they sign up for. T. Aguirre reminded those faculty members with overload to submit their forms. She also stated that for those that participated in the selection of furniture for the 2700 building, and would like to be on the task force for the next new building, to contact R. Castrapel or D. Gilison. T. Aguirre stated that Computer Science needs to do their accreditation paperwork. R. Castrapel will be working on that after verifying with K. Berry on the program change.

Travel: T. Aguirre reported that out of state travel for students (with an exception to Yuma, AZ), Board approval needs to be done prior to the trip. It will also include out of state travel for faculty. She also added that regular travel needs to be logged as well, for all faculty, and it will be submitted on a monthly report to K. Berry.

Academic Improvement: T. Aguirre reported that SLO's and PLO's need to be done. R. Castrapel and D. Gilison stated that Math and Science are done. T. Aguirre reported that there are a lot of grants through USDA which P. Pauley is currently working on one. For the future, they are looking at NSF Grants. T. Aguirre mentioned movies for the planetarium for K-12 educational field trips. She added that she would like to see a fundraiser using the videos yet to be purchased.

Construction Update: T. Aguirre reported that the parking lot has been resurfaced, the signs are up (a couple of the entrances need lettering), the 400 building will be ready by April but classes will not be scheduled in there until F'12. She added that the 200, 300, and 800 building will be remodeled – starting

with the 200 building. They will be relocated with some things being housed in the 2700 building. O. Hernandez asked about the 500 building. T. Aguirre stated that once the 400 building is complete, the 500 will be demolished. T. Aguirre announced that wireless boxes will be adapted to all the classrooms and student center. A brief discussion followed to include recycling some computers.

2700 Building: T. Aguirre announced that J. Fisher is the HSO (Hazardous Safety Officer). She stated that there are issues with the storage of chemicals in the building. She shared a story of a lab assistant dieing at UCLA and they are being sued. She asked that faults with the building be reported to D. Gilison or R. Castrapel. The fix-it list will be turned in. T. Aguirre stated that food and drinks should not be available during our Department/Division Meetings. A brief discussion followed on those events where food and drinks are provided downstairs and students see that. She suggested meeting in the lounge upstairs. D. Gilison stated that he would rather not have Department Meetings in the lounge due to distractions from those attending the lounge to take their lunch breaks. He suggested keeping all meetings in the classroom. She asked that each Department discuss this matter at their next Department Meeting.

Reorganization: T. Aguirre stated that D. Gilison and E. Lehtonen are on the Reorganization Task Force. She asked that questions on the reorganization be directed to them. D. Gilison stated that any reorganization will probably not take into affect until F' 12.

FTES and State Budget Update: T. Aguirre stated that the current academic year, we were told we could have 6,400 FTES. They have been delaying our payment – about 70% of our revenue to our budget. We will get the final word in February – unoficially we received a letter stating that we will be getting a 1.8% cut on our current academic year. They will be cutting FTES in the future. Currently, SPR' 12 we are close to 3,100 FTES. She added that SUM' 12 will be at 200 FTES with only the first session being offered. A brief discussion followed on high school students not being able to take SUM' 12 classes because they are still in high school when our first session would start. T. Aguirre asked that those interested in following up on the budget should go into the following website: cleague.org/budget.

ID Badges: T. Aguirre announced that the badges are coming. They will be using the F' 12 pictures taken at orientation. The badges will have our G #'s and will be used to swipe on the copiers.

Handbook For Stressed Students: T. Aguirre announced that E. Bill, from the Student Health Center, created a handbook for emotionally stressed out students. E. Bill will be sending it out via e-mail in pdf form. The handbook is a great resource as to what symptoms to watch out for.

Other New Business: The following new business matters were discussed:

Access to Smart Podiums and Drawers in Classrooms: B. Nilson expressed a concern over keys to the smart podiums and sometimes even the drawers are locked. All rooms are keyed different and R. Webster told her they would not give keys to all the rooms because it's too expensive. There's also an issue with the cords being too short when the drawers are locked. Discussion followed. T. Aguirre will look into the matter. D. Gilison suggested just going to Maintenance to make the key request and if that fails, the instructor is to ask their Department Chair to make the request.

San Diego Region Mathematics Articulation Meeting: R. Castrapel asked for volunteers to attend the meeting at UCSD on Saturday, February 25th in the morning. J. Nelipovich and A. Voldman volunteered.

Classroom Temperatures: M. Shokoufi asked if any instructors had noticed classroom temperature problems. Classrooms 2723 and 2728 are either too cold or too hot. M. Shokoufi did submit a request to maintenance already but nothing has been done.

Upstairs Men's Restroom and Student Restrooms: O. Hernandez stated problems with the drains – smell is unbearable. T. Aguirre stated that those toilets are operated by batteries and they are not flushing. T. Morrell asked that paper towel dispensers be installed in the student restrooms and the hand dryers are not drying. Students are using toilet paper to dry their hands – making a mess.

Next Division Meeting: March 6, 2012.

ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

cc: V. Jaime, Interim Superintendent/President
K. Berry, Vice President for Academic Services

*Approved on March 13, 2012
Recorder: Carol Cortés-Ramirez*