

**IMPERIAL VALLEY COLLEGE**  
**Health & Sciences Division**  
**Science, Mathematics, and Engineering Department**

**Tuesday, January 15, 2013**  
**11:50 a.m. – 1:15 p.m., Room 2727**

**A G E N D A**

- I. Opening of the Meeting
  - A. Call to Order by Department Chair – D. Gilison
  - B. Approval of March 13, 2012 and August 23, 2012 Minutes
  
- II. SME Department Matters
  - A. Communications – D. Gilison
    - 1. Welcome back!
    - 2. Syllabi and office hours
    - 3. Spring 2013 schedule
    - 4. FCMAT
    - 5. Accreditation
    - 6. SLOs and PLOs
    - 7. Blackboard
    - 8. Other
  
- III. Split into Math and Science
  - A. Math – R. Castrapel
    - 1. Other
  - B. Science – D. Gilison
    - 1. Safety Procedure for Labs – J. Fisher
    - 2. Other
  
- IV. Adjournment
  
- V. Next Meeting: TBD