



IMPERIAL VALLEY COLLEGE
Math Department Meeting
Tuesday, April 01, 2014 11:50 am - 1:15 pm
Room #2721

Mission: The mission of Imperial Valley College is to foster excellence in education that challenges students of every background to develop their intellect, character, and abilities; to assist students in achieving their educational and career goals; and to be responsive to the greater community

Minutes

Members in attendance:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Caroline Bennett | <input type="checkbox"/> Tina Aguirre, Dean |
| <input checked="" type="checkbox"/> Rick Castrapel | <input checked="" type="checkbox"/> Barbara Nilson |
| <input checked="" type="checkbox"/> Daniel Gilison | <input checked="" type="checkbox"/> Betsy Riehle |
| <input checked="" type="checkbox"/> Alex Cozzani | <input checked="" type="checkbox"/> Mardjan Shokoufi |
| <input checked="" type="checkbox"/> Oscar Hernandez | <input checked="" type="checkbox"/> Alex Voldman |
| <input checked="" type="checkbox"/> Jill Kitzmiller | <input checked="" type="checkbox"/> Lori Mazeroll, Counseling Liaison |
| <input checked="" type="checkbox"/> Eric Lehtonen | |
| <input checked="" type="checkbox"/> Allyn Leon | |
| <input checked="" type="checkbox"/> Jill Nelipovich | |

Guests:

None

Recorder: Ofelia Duarte

- A. Call to Order by Rick Castrapel, Math Coordinator @ 11:55 p.m.
- B. Review and Approval of Minutes of March 4, 2014 were approved unanimously M/S/C A. Leon/E. Lehtonen
- C. **New Discussion - Communications**
 - R. Castrapel introduced and welcomed Allyn Leon as the new math coordinator.
 - a. **Printing Budget**
 - ✓ R. Castrapel reported that we are \$5,000 over budget. He recommends using reprographics for major jobs.
 - ✓ When printing from your computer you'll see three accounts on the drop down menu (AG 11001-271-4455-0100, MATH 11001-271-4455-1700 and SCIENCE 11001-271-4455-1900). Some are clicking on the first account which is Ag. Make sure you're using the right account.
 - ✓ When the math lab was under learning services C. Bennett used that account but now that they're back under SME she's using the math account. She wanted to

know if she should continue using math account or another account. R. Castrapel stated that math lab is under SME math account.

b. Staffing

- ✓ R. Castrapel reported that he's completed the schedule for next summer, fall and winter. Currently working with PT for spring 15.
- ✓ He's concerned that for next F'14 we are 35 units short on staff. Spr'15 will be worse (40-45 units short).
- ✓ ACCJC's letter recommends that we use more PT faculty. He's concerned that they want to eliminate pro rata pay for intersessions.
- ✓ D. Gilison has not heard anything about next winter and summer's budget.

c. Math Festival

- ✓ 183 confirmed. 2 schools still pending. Expecting 250 total.
- ✓ Central not participating.
- ✓ T-shirts should be ready (gray color).
- ✓ R. Castrapel has been checking in with repro for the certificates.
- ✓ Faculty teaching on Friday will give out of class assignments in order to attend event.
- ✓ Tutors – let Cari know how many will be needed, if any.
- ✓ B. Riehle will be the MC for this event.

d. Summer Statics Course – R. Castrapel

- ✓ The first solar endowment (\$350,000) is meant for scholarships for lower division students going into engineering and for internships for upper division students coming back to the valley (internships at IID or 1st solar).
- ✓ In order for students to compete for transfer to engineering schools they need statics and dynamic courses.
- ✓ Kathy Berry has approved the statics class for sum'14.

e. Procedure for Student Complaints Against Tutors – C. Bennett

- ✓ In light of recent events C. Bennett recommends that if you do hear a complaint from a student to please try to get the tutors name or a physical description. Important to get a detailed description from the student of what happened so she can explore and investigate what actually happened.
- ✓ Students are also encouraged to contact Cari directly.
- ✓ If a tutor cannot answer the question the common practice should be to send the student back to the instructor.
- ✓ Communication is KEY.

D. Action Items

a. Common Final Writing Assignments – R. Castrapel

- ✓ Motion was made to approve common final writing assignments.
- ✓ M061/M071 – J. Kitzmiller/A. Leon
- ✓ M081 – J. Nelipovich/M. Shokoufi
- ✓ M091 – B. Riehle/A. Voldman

E. Other

- ✓ Students can go online for exam reviews. Math lab website is www.imperial.edu/mathlab

- ✓ C. Bennett informed faculty that she is the senate rep.
- ✓ She reported that they are considering changing the (+) (-) grading system. Survey will be sent out so please fill out. Please take a moment and fill out survey so they can get your opinions and feedback.
- ✓ D. Gilison reminded everyone that he will be giving a presentation at the May board meeting to let them know of what's going on in the Science, Math and Engineering Department.
- ✓ He will email an outline of what he's thinking of including and would like your input of what you would like added.
- ✓ Will be cancelling SLO meeting for next Tuesday.
- ✓ D. Gilison will be sending out the student awards today. A. Voldman will be presenting on May 9th for Robert.

F. Next Meeting

- ✓ August 2014

G. Adjournment

- ✓ Math Coordinator Castrapel adjourned the meeting at 1:05 pm.