



IMPERIAL VALLEY COLLEGE
Science Department
Friday, August 10, 2018 2:00 p.m.
Room #2733

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 type="checkbox"/> Dave Drury, Dean | <input checked="" type="checkbox"/> Behrang Madani |
| <input checked="" type="checkbox"/> Omar Alshykhly | <input checked="" type="checkbox"/> Setareh Madani |
| <input checked="" type="checkbox"/> Alto Benedicto | <input checked="" type="checkbox"/> Kevin Marty |
| <input type="checkbox"/> Eddie Chang ABSENT | <input checked="" type="checkbox"/> Susan Moss |
| <input checked="" type="checkbox"/> Andrew Chien | <input type="checkbox"/> Patrick Pauley ABSENT |
| <input type="checkbox"/> Alex Cozzani ABSENT | <input checked="" type="checkbox"/> Jia Sun |
| <input checked="" type="checkbox"/> Steven Crum | <input type="checkbox"/> Nan Everly |
| <input checked="" type="checkbox"/> Jim Fisher | <input checked="" type="checkbox"/> Grace Espinoza |
| <input checked="" type="checkbox"/> Daniel Gilison | <input type="checkbox"/> Said Cañez, Counseling Liaison |
| <input checked="" type="checkbox"/> Russell Lavery | |

Guests:

Recorder: Ofelia Duarte

- A. Call to Order by Daniel Gilison, SME Department Chair @ 2:11 p.m.
- B. Review and Approval of Minutes of May 21, 2018 were approved unanimously. M/S/C J. Fisher/S. Crum
- C. **Action Items**
 1. **None**
- D. **Communications**
 1. **Welcome back**
 - ✓ Chair Gilison welcomed faculty back and introduced new Chemistry instructor, Omar Alshykhly.
 - ✓ O. Alshykhly spoke briefly about his educational/employment background. He stated "he's glad to be here and be part of this team".

2. Winter 2019 and Spring 2019 schedules

- ✓ Chair Gilison has been working on W'19 and Spr'19. Not done yet. Faculty have contacted him with teaching preferences. Online, hybrid and face to face classes affect scheduling. Other classes scheduled in other rooms also affect scheduling. He has been talking with other departments to see if we can move classes around. This is the reason why schedules are not ready.
- ✓ Schedules for Winter and Spring are due middle of September. Next couple of weeks will send out schedules.
- ✓ Chair Gilison is also going to be viewing F'18 schedule to see class/enrollment history. If there are no changes he will be using F'18 schedule for Spring.

3. Fall 2018 enrollment

- ✓ Chair Gilison is looking at F'18 to see how enrollment is doing.
- ✓ Happy that F'18 is showing 100% enrollment for most classes.
- ✓ On first day of class if you have students not showing up and you have additional students (crashers) before you take them up to the cap make sure students check other available classes.

4. Life Science/Biology Comprehensive Program Review

- ✓ Chair Gilison reminded everyone that every year we have to do a comprehensive program review. We have 4 programs. This year we're doing life science/biology program.
- ✓ Item only informational. Will not be asking for volunteers today. Will save for September meeting.
- ✓ We've done physical science and general science the past two years.
- ✓ Would like to continue with same system as in the past. Have a couple of faculty volunteers, spread out work, present to department, edit, finalize, and upload to SPOL.

5. Physical Science/General Science update

- ✓ Chair Gilison stated that we need to do updates for physical science/general science. We need to look at goals, update goals and see if we have any new goals,

6. Accreditation visit

- ✓ Chair Gilison reminded everyone that accreditation visit will happen this year in March.

7. SLOs

- ✓ Chair Gilison stated that other accreditation visits are focusing on SLOs.
- ✓ When your assessing SLOs per semester make sure data is submitted at the same time you're doing your final grades.
- ✓ Closing the loop needs to be done beginning of next semester.

8. Chemical Safety Officer

- ✓ Chair Gilison announced to faculty the chemical safety officer position.
- ✓ B. Madani showed an interest in position. Had several questions.
- ✓ It was decided that Jim Fisher (current chemistry safety officer) will continue for this year (18-19) and next year B. Madani will take over if still interested.

9. Important Dates:

- ✓ **Syllabus** – 8/24 on Syllabus Site
- ✓ **Opening Day Rosters** –ASAP on WebSTAR – Students who don't show up first day of class need to be dropped. If they show first day and not thereafter it's student's responsibility to drop.
- ✓ **Census Rosters** – 8/26 on WebSTAR

E. Other

- ✓ **Updated Contact Information** – Chair Gilison reminded faculty that if they had any changes to their contact information (i.e. phone, address) to let Ofelia or Silvia know.
- ✓ Dr. Tafoya introduced herself and joined in for remainder of meeting.

F. Next Meeting

- ✓ September 17, 2018

G. Adjournment

- ✓ Chair Gilison adjourned the meeting at 2:55 pm.