

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division
Approved Minutes
March 13, 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, J. Fisher, D. Gilson, O. Hernandez, J. Higginson, J. Kitzmiller, R. Lavery, 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), S. David (AA), E. Lehtonen (Unexcused),

ADJUNCT MEMBERS PRESENT

C. Bennett

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

The minutes for January 24, 2012 were approved unanimously, as presented, (MSC-B. Nilson/M. Shokoufi).

DIVISION MATTERS

A. *Communications*: T. Aguirre had the following communications:

Volunteer to Share Status on PLO and/or SLO: D. Gilson stated that Science has all SLOs and PLOs identified in CurricUNET. He is in the process of selecting one PLO from each degree and certificate to be analyzed and assessed by the end of this academic year. He will be working with leads on PLOs. R. Castrapel stated that all SLOs and PLOs in Math are done. CS has SLOs but not PLOs and ENGR has none.

Budget Update (Campus Locations, Summer/Fall FTES and Course Offerings, etc): T. Aguirre stated that there is still no decision on whether Callexico will stay as extended campus. Summer school is a go. For F'12 no final word from the state but a strong estimate for FY12-13. We're looking at around 6100 FTES. There will be changes to the Board of Governors Grant (BOGG) in January. It used to be that students were granted assistance based on dollar need. Now they can't get any help until they have \$1000 worth of need. This change will eliminate some of the students who were previously eligible. Currently 80-85% of students receive financial aid/BOGG at IVC. T. Aguirre also talked about how this semester students had to pay within 5 days or they were dropped. T. Aguirre recommends letting students know that there is also a payment plan option. M. Shokoufi asked about students repeating classes. T. Aguirre stated that there are certain classes that students cannot repeat. She also mentioned that there will

be changes next year as to who gets to register first. Those with too many W's, as well as D's and F's, will be last on the list to enroll. R. Castrapel suggested that Executive Council disseminate information to students so they understand that these rules (BOGG) are not coming from IVC. Students see new buildings being built and at the same time their tuition is increased. They need to be made aware of the different funding/grants. M. Shokoufi suggests updating IVC Website to include current information.

Spring 2012 Student Award Banquet: T. Aguirre requested that information for student awards be turned in by next week. Awards Banquet is May 4th. R. Castrapel proposes Stephanie Santos for Division Award and Katrina for Physical Sciences. Motion was made by M. Shokoufi to accept Stephanie Santos as Division Award recipient. Motion was approved unanimously with one abstention.

Scheduling a Finals week with Three Hour Time Blocks – R. Lavery (Survey): R. Lavery talked about possible changes of exam schedule by Academic Senate and putting in a finals exam schedule the last week of classes. He discussed a two question survey. 1) Are you in favor of having the last week of the semester being scheduled as class time. 2) This change may extend the semester by one week. Discussion followed.

White Boards for Study Rooms – J. Fisher (Discussion): J. Fisher has been asked by his students if they can use the labs because they have whiteboards. There may be white boards at the boneyard and was asking if those can be put in study rooms. Discussion followed.

Non-Conflict Schedule – D. Gilson (Discussion):

- E. Lehtonen, L. Mazeroll, B. Avila and D. Gilson updated the non-conflict schedule.
- Reviewed/Discussed schedule on screen.

Department or Division Representative Reports/Input or Issues:

Faculty - None

Office – C.Cortez-Ramirez thanked those that volunteered at the fair (B. Riehle, J. Kitzmiller, E. Chang, and B. Nilson).

Counselors – L. Mazeroll reported H.S. new assessments testing. C. Lee and F. Beope will be retiring.

Student – None

Academic Senate – R. Lavery

- Reported on campus hour (T/R 11:05-1:15) to start Fall/Spring.
- Dennis Carnes transfer/scholarship event scheduled for May 4th. Same date as Spring Awards.
- Changes made to by laws – extending the Academic Senate presidents term from one year to a two year appointment. With the election of the new president he will serve as president elect. Change will need to be approved by all faculty.

College Council – D. Gilson

- D. Gilson reported the approval of the standing committee standing rules. Committee on Campus that began in the Fall semester to look at staffing priority for both faculty and non-faculty positions.
- Approved priority registration schedule for F'12.
- Changed definition of Quorum – 8 members for College Council and added one member from each area (Classified, CMCA, Faculty, Administration, Student).
- Changed the terms of the chair to a two year term. Starts at the beginning of Academic year and ends at the end of the Academic years.
- Involved in the reorg of Ad hoc Committee and selected three members (Martha P., Raquel G., P. Robles).

- Passed a resolution supporting the reorg Ad Hoc's Committees recommendation that was sent to the Board of Trustees.
- Discussed IT staff procedures, accreditation, and sub-committee structure and updates on technology.

CART Committee – D. Gilson

- Finishing first draft of reports. Drafts will go to editors in April. After editors edit the drafts they will be emailed to all users to review. Will also be sent to Academic Senate and College Council.

EMP Committee – D. Gilson

- APR's were due February 2nd. CPR's were due March 2nd. Program reviews will be analyzed by resource planning committees. Any requests will be prioritized based on level of importance.
- EMP will be submitted to Academic Senate and College Council before end of this semester for review and then to Board of Trustees for approval.

Basic Skills Committee – B. Riehle

- Reported that the committee is happy they received additional funding to re-hire C. Bennett (SME) and K. Howell (ESL).
- F. Rapp is looking at doing more staff development.

Math Department – R. Castrapel

- Cancelled Math Festival this year mostly due to scheduling conflicts with High School.
- Concerned that he'll be scrambling to find FTE Faculty for F'12.

Science Department – D. Gilson

- Updated all course outlines, textbooks.
- Working on SLO's and PLO's.
- Lab Safety issues – proper ventilation.
- Opened up cadaver room.

OTHER

B. Riehle wanted to recognize/honor the following for receiving tenure: S. Moss, A. Cozzani and O. Hernandez.

ADJOURNMENT

The meeting was adjourned at 5:25 p.m.

Next Meeting: Fall 2012

cc: T. Aguirre, Health & Sciences Dean
K. Berry, Vice President for Academic Services

*Approved on January 15, 2013
Recorder: Ofelia Duarte*