

IMPERIAL VALLEY COLLEGE
Science, Mathematics, and Engineering Division
Approved Minutes
August 23, 2012
Room 2731

CALL TO ORDER

The meeting was called to order at 11:57 p.m. by Daniel Gilison, Science Department Chair.

MEMBERS PRESENT

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

MEMBERS ABSENT

ADJUNCT MEMBERS PRESENT

C. Bennett, J. Noguez

STAFF PRESENT

N. Everly, O. Duarte, R. Marin

STAFF ABSENT

Grace Espinoza

COUNSELING LIAISONS

L. Mazeroll (Math)

GUESTS

None

APPROVAL OF MINUTES

None

SME DEPARTMENT MATTERS

A. *Communications*: D. Gilison had the following communications:

Welcome Back! D. Gilison welcomed everyone back. He announced that Carol Cortes-Ramirez was transferred to Admissions and Records. He stated that with the new Reorg comes more responsibility with less reassigned time for some so we all need to work together and help each other out.

Syllabi and Office Hours:

- D. Gilison reminded everyone that the deadline to submit syllabi and OH is Tuesday, Sept 4th.
- Schedule 4 office hours on a 4 day spread (no less than 30 minutes at a time).

Tenure Committees (Kitzmiller and Chang):

- J. Kitzmiller and E. Chang are going through year 4 of tenure process. T. Aguirre sent out email asking if they wanted to change their committee.
- Committee is composed of three members: Tenured Chair, Department Chair or Coordinator, and Administrator (VP for Academic Services or appropriate designee).
- Contract language states that you can choose your tenure chair, department chair or coordinator (faculty member).
- There is a form that needs to be filled out when making committee changes.

Reorganization:

- Reviewed and discussed power point slide. D. Gilison stated that the deans are division deans.
- Three division deans: Arts/Letters & Learning Services (ALLS), Economic/Workforce Development (EWD) and Health and Sciences (H&S).
- SME is under H&S Division. H&S Division is broken up into three departments: Nursing, Behavioral Social Sciences, and Science, Math and Engineering.
- Math Lab is back under SME.

FCMAT:

- FCMAT has been here during the summer.
- Report has not come out yet but we need to brace ourselves.

Accreditation:

- Accreditation occurs once every 6 years. Six years ago we were put on warning status and it took three years to get off warning status. Accreditation team will be coming out in March.
- Brian McNeece is running the Continuous Accreditation Readiness Team (CART). Needs volunteers to help out.

SLOs and PLOs:

- D. Gilison announced that the Sydney Rice is the new SLO Coordinator. She will be making some changes. Submittal for Spring 2012 SLOs will still be due 5th week of the semester. New policy is that for Fall 2012 SLOs are due end of semester when you turn in final grades. Friday, December 14 is the last day to submit SLOs for the Fall 2012 semester. SLOs need to be turned in to D. Gilison.
- We need to be at the proficiency level this year. We need to get 100% of all classes being assessed every year and 100% of all PLOs written and assessed.

Meeting Schedules (Attachment):

- Reviewed and discussed H&S Division/Department Meeting Schedule.
- Sydney Rice would like all departments to meet for two hours a month, as a group, to work on SLOs.
- D. Gilison suggests setting aside 30 minutes during the Math or Science Department meetings to actively work on SLOs and PLOs and to meet once (Math and Science) as a whole for 90 minutes. This will total two hours requested by S. Rice. Since Math meets 1st Tuesday of the month and Science meets 3rd Tuesday of the month. D. Gilison recommends meeting the second Tuesday of the month to work on their 90 minute SLOs. Motion was made to accept meeting 30 minutes during Math/Science Dept meeting and 90 minutes on 2nd Tuesday. Motion was approved unanimously with one abstention (R. Lavery). M/S/C J. Kitzmiller/B. Nilson

End of Semester/Year Gatherings?: Pulled from Agenda. D. Gilison will email or discuss at next month's meeting.

Other:

- College Hour- Administration will make its best attempt to avoid scheduling classes during this time. M. Shokoufi expressed concern that a prime time hour was used for college hour.
- Veronica Soto is the new Transfer Center Director. Counseling hours for Fall semester are 8-5 pm.
- Welcomed Juan A. Nogues and Grace Espinoza

SPLIT INTO MATH AND SCIENCES:

Math: R. Castrapel

Election of Academic Senate Representative: Caroline Bennett is the Academic Senate Rep.

Other:

Science: D. Gilson

Election of Academic Senate Representative: Russell Lavery is the Academic Senate Rep.

Signs in Science Labs (Attachment):

Safety Procedure for Labs – J. Fisher:

Other:

OTHER

ADJOURNMENT

The meeting was adjourned at 1:05 p.m.

Next Meeting: Spring 13 (TBD)

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

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