

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

Science Approved Department
Minutes
September 18, 2012

CALL TO ORDER

The meeting was called to order at 12:01 p.m.

DEPARTMENT MEMBERS PRESENT

E. Chang, A. Chien, A. Cozzani, S. David, J. Fisher, D. Gilison, R. Lavery, S. Moss, P. Pauley

DEPARTMENT MEMBERS ABSENT

K. Marty, T. Morrell (AA)

STAFF PRESENT

O. Duarte, G. Espinoza, N. Everly

COUNSELING LIAISON

Said Canez

GUESTS

APPROVAL OF MINUTES

The minutes for April 17, 2012 were approved unanimously. M/S/C P. Pauley/A. Chien

DEPARTMENT MATTERS

A. Communications: D. Gilison had the following communications: D. Gilison introduced and welcomed Said Cañez, new science counseling liaison.

1. *Spring 2013 Schedule:* D. Gilison reported that he's been attending Enrollment Management Committee meetings on Friday's. The purpose of this committee is to help determine the number of sections and scheduling of classes that's more efficient for everyone. He also mentioned that there is one change to scheduling classes in banner. Classes with higher quotas will be entered first. This change will not affect the wet labs in the 2700 bldg. Wet labs are exclusive to science classes. We will have priority in all the dry labs first but once our schedules are in those with free time blocks can be scheduled by other departments. He stated that he will be sending the schedules out for review this afternoon.

2. *IVUP Classes-Biol 100 and Geol 110:* D. Gilison stated that three sections of Bio 100 (Chien) and one Geol 110 (Marty) are scheduled for Sp'13. One section of Bio 100 for Fall 2013. The following was discussed:

- Q: Will there be regular number of Bio 100 classes?
A: No. Not enough instructors. D. Gilison will be reviewing applications for PT instructors in HR.
- You cannot have three IVUP classes scheduled unless you have another section at the same time that's available to IVC students. Bio 100 and Geol 110 have been covered.
- The 3 majors for these IVUP cohorts are criminal justice, psychology and liberal studies. Unless students are doing liberal studies with emphasis in science/math there's a good chance they will not be going to 200 level Bio classes.

3. *Display Case:* S. Moss stated that currently the display cases upstairs only have books. She asked if anyone would object if they instead used as science/faculty showcase. She will be requesting pictures of instructors/students in the classroom/lab along with bios. T. Morrell's original idea was to have articles that were published in there. D. Gilison reminded faculty that each display case has an assigned lead and they should get approval from that lead if using display. Lead for upstairs display case is D. Gilison and he approves of change. P. Pauley will be lead for 2731 display case (formerly J. Higginson).

B. Reports

1. *Student Safety Sheet Submittal*: J. Fisher received positive feedback on form. He stated that this was a first semester trial run. He's made some changes and form will be more streamlined for spring. J. Fisher gets a copy of form and D. Gilison would like for instructors to also get a copy. If students don't fill out form they can be removed from class.

C. Action Items

None

SLOs AND PLOs

D. Gilison is still updating SLO checklist. Reviewed and discussed checklist. If your SLO is not showing on checklist it hasn't been submitted or has not been recorded yet. D. Gilison reminded faculty that the SLOs are due this Friday (email) for 2011-2012 semester. Fall 2012 SLOs are due end of semester. Last year PLOs were written for all degrees and certificates and one was assessed. This year we need to assess another PLO. There was some confusion as to when PLOs needed to be assessed so D. Gilison will verify info with Sydney Rice.

OTHER

- Padlocks - A. Cozzani requested padlocks. Nan will order 24 regular padlocks.
- Empty Offices (2774, 2775) - These offices are reserved for the H&S Dean (T. Aguirre) and her Administrative Secretary (L. Hartsock). They will be moving in here once the Nursing Director is hired.

ADJOURNMENT

The meeting was adjourned at 1:10 p.m.

Next Department Meeting will be October 16, 2012.

CC: T. Aguirre, Dean SME
K. Berry, Vice President for Academic Services

*Approved on October 16, 2012
Recorder: Ofelia Duarte*