

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

Science Approved Department
Minutes
March 21, 2013

CALL TO ORDER

The meeting was called to order at 11:57 p.m.

DEPARTMENT MEMBERS PRESENT

E. Chang, J. Fisher, D. Gilison, R. Lavery, K. Marty, T. Morrell, S. Moss

DEPARTMENT MEMBERS ABSENT

A. Chien, A. Cozzani (AA), S. David (AA), P. Pauley

STAFF PRESENT

O. Duarte, G. Espinoza

COUNSELING LIAISON

Said Canez

GUESTS

APPROVAL OF MINUTES

The minutes for February 19, 2013 were approved unanimously. M/S/C J. Fisher/E. Chang

DEPARTMENT MATTERS

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

1. Summer Schedule:

- Summer schedule is up and published.
- For those teaching please double check the schedule to make sure that dates/times/rooms are correct. Make sure you're scheduled for the right summer session (I, II).

2. Fall Schedule:

- No details at this time.
- Chairs will start working on schedule within the next couple of weeks and have something to present to instruction office.
- Discussion topics that will affect schedule:
 - Possibly changing campus hour to another time.
 - Possibly offering MWF classes due to demolition and renovation of buildings on campus.
- D. Gilison asked if anyone would be willing to teach class on Friday or part of a class (i.e. instead of MW class teach MWF). Better for 5 unit classes (1-lec, 2 labs).
 - J. Fisher is open to teaching Fridays.
 - S. Moss/K. Marty interested if they could get Mondays off. CTA contract states you have a work week of no less than four days and no greater than 5 days.
- Discussed utilizing the dry labs more efficiently (Rooms 2731, 2732, 2733, 2736, and 2737). Showed spreadsheet on LCD monitor of classes held in dry labs this semester.
 - People feel they're not being used to full capacity.
 - Would like to include campus wide classes not just science.
 - Faculty voiced concern over equipment already being destroyed.
 - Faculty teaching in dry labs need time to set up at least 1 hour before and ½ hour after.
 - Rooms were not designed for traditional lecture. They were designed for Anatomy and Physiology labs and this is the message that D. Gilison will be saying at instructional Council

and at enrollment management meeting. He will emphasize that rooms can be used but they still need to make sure that our classes are being taught properly and our needs are still being met.

3. *SLOs and PLOs:*

- Reminded faculty SLOs need to be done this semester. SLO meeting next Tuesday. D. Gilison will send out agenda tomorrow or Monday. Deadline to submit SLOs and PLOs will be end of spring semester.

4. *Student Area Awards-Life Science, Physical Science, Agriculture/Environmental Science:*

- Deadline to submit student nomination is Tuesday, March 21st.
- Need to also submit a nomination for the SME department as a whole. D. Gilison will send out email for SME Department nomination. If there is more than one candidate then at the SLO meeting we can do a quick vote.
- Those nominating need to be presenters at the Awards Banquet. Student Spring Award Banquet will be at the Old Eucalyptus School House in El Centro on Friday, May 3rd.

5. *Lab Cleanliness:*

- J. Fisher did an inspection of the lab rooms and found that most were pretty clean but there are a few that are not.
 - Student exams should not be stored in the lab rooms. You can request file cabinet from maintenance.
 - Spoke to faculty regarding ways to keep lab rooms clean. It is not the janitors or the lab techs job to clean up mess left by students.

B. Reports

None

C. Action Items

OTHER

- Accreditation – Team had exit interview on Thursday. Findings: Problems with the school had to deal with financial issues, SLOs and calendar planning. Team is recommending body. They report back to the ACCJC what they believe accreditation status should be and ACCJC makes final decision in June.
- Items for April 16th meeting:
 - Invite Jeff Enz back.
 - Invite Tim Nakamura.

ADJOURNMENT

The meeting was adjourned at 12:47 p.m.

Next Department Meeting will be April 16, 2013.

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

*Approved on April 16, 2013
Recorder: Ofelia Duarte*