

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:

☑ Alto Benedicto
☑ Eddie Chang
☑ Andrew Chien
☑ Alex Cozzani
☑ Samuel David
☑ Jim Fisher
☑ Daniel Gilison
☑ Russell Lavery
☑ Kevin Marty

☑ Tina Aguirre, Dean
☑ Thomas Morrell
☑ Susan Moss
□ Patrick Pauley
□ Nan Everly
□ Grace Espinoza
☑ Said Cañez, Counseling Liaison

Guests:

Caroline Bennett

Recorder: Ofelia Duarte

- A. Call to Order by Daniel Gilison, SME Department Chair @ 12:00 p.m.
- **B.** Review and Approval of Minutes of October 15, 2013 were approved unanimously M/S/C Russell Lavery/Eddie Chang

C. New Discussion

a. Foundation Donations for Math Tutors - Bennett

- ✓ Lack of basic skills math and having adequate help in the math lab is a big issue.
- ✓ How much help students get depends on how many tutors are working in the Math lab. Sometimes student to tutor ratio is 20 to 1.
- ✓ C. Bennett wanted faculty to know that they can donate monies from their paychecks directly to the foundation and have that earmarked towards tutors at the math lab. You can also make a one-time donation.
- ✓ If anyone is interested in helping out they can follow the steps below:
 - \circ $\,$ Contact C. Bennett for form. Fill out and send to foundation office.
 - Email her for PDF form. Easy to set up.

- Website Go to Foundation, click on <u>Donate Online</u>, on right hand side click on Math Tutor Funds.
- ✓ She also informed the faculty that any money not spent by end of spring does not roll over for summer tutors.
- ✓ She has three students who can tutor Chemistry. Unfortunately, basic skills math students are first priority since tutor paychecks come from basic skills initiative grant, but if she had more tutors she can designate one or two for chemistry and higher level math.

b. Summer 2014 and Fall 2014 schedules - Gilison

- Reminded faculty that end of January he was supposed to turn in schedules to \checkmark instruction office for this summer and all of next academic year (1415) as first drafts. Hasn't picked classes vet for any of these sessions. Is waiting to hear back from instruction so he can start faculty selection. He showed the summer 2014 potential schedule that he submitted to the instruction office.
- \checkmark He reported there may be potential changes based on total FTES count for this semester.

c. Program Reviews - Gilison

- ✓ Program reviews are due this Friday (Ag Science, Ag Business, Life Science, Physical Science and General Science).
- ✓ One draft is complete and is working on the other four.
- ✓ Program review is faculty driven.
- ✓ He plans on emailing them to everyone for review by tomorrow and incorporate any comments or changes that you may have and then submit to Tina by Friday or Monday.

d. Board of Trustees Presentation

- ✓ At Instructional Council Kathy Berry asked the department chairs for volunteers to give a presentation to the board to let them know what's going on in our department. D. Gilison volunteered to do a presentation at the May board meeting.
- ✓ He asked faculty if they had anything they want to include in the report.
- ✓ He will put together a short power point presentation with all cool and exciting things that are going on in the Science, Math, and Engineering department and present it to the board.

e. Curriculum Diversity vs FTES Generation

- ✓ Just wants to open up the door of conversation for this topic. Just wants faculty thoughts and opinions. Where do we think that balance needs to be in terms of generating as much FTES vs maintaining diversity of the types of courses we offer to our students?
- ✓ From a business prospective we need the classes that generate as much FTES as possible. For our area there's always demand for Bio and Chem. But if we say we will only offer courses that have high FTES then that cuts out on the diversity of our curriculum.
- ✓ We have areas like Geology, Physical Science, and Astronomy which are classes that don't fill to 100%.
- ✓ D. Gilison feels we need to add a variety of courses to help enrich student learning to give them a diversity of education.

- ✓ K. Marty expressed concern that his Geology classes are not filling like they used to. Last semester he had 4 classes and this semester he has 3. He would like to offer a climate course but knows that no matter how much he advertises this course it's not going to fill and feels it may never get off the ground.
- R. Lavery suggests doing the meteorology as an overload course as to not affect load (i.e. In case you don't make enrollment or class gets cancelled you would still have your full teaching load. And since the pay for overload is less you might have a better chance of keeping the class even though enrollment is low).
- ✓ D. Gilison reported that no one's classes are in danger of being cancelled or cut.

f. Laptops in Wet and Dry Labs

- ✓ T. Morrell sent an email requesting software update for 15 computers for his biology labs back on May 2013. Computers were not touched during the summer break. Five weeks into the semester, after screaming and yelling, update gets accomplished.
- ✓ December of last semester he asked for some more updates. He requested updates before winter break and to date they have not been done. This semester he's been unable to use computers in the lab.
- ✓ Nan has 20 functional XP computers and was told they were pretty much obsolete.
- ✓ D. Gilison will forward T. Morrell's email to Todd Finnell and Jeff Enz.
- ✓ D. Gilison reported that Jeff Enz will be installing new laptops in the wet/dry labs in this building for instructors to use.

g. Sinks in Wet Labs

✓ Per Nan's request, please make sure your students are cleaning up their labs/sinks.

h. VHS availability

✓ AV Media department does not support VHS anymore, therefore there will not bring any VHS players to the classrooms.

D. Action Items

None

E. SLOs and PLOs

D. Gilison reminded faculty to continue working on SLOs and PLOs.

F. Other

G. Next Meeting

✓ March 18, 2014, 11:50, Room 2721

H. Adjournment

✓ Chair Gilison adjourned the meeting at 1:08 pm.