



IMPERIAL VALLEY COLLEGE
Science Department
Monday, March 19, 2018 12:50 p.m.
Room #2727

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:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Dave Drury, Dean | <input checked="" type="checkbox"/> Behrang Madani |
| <input checked="" type="checkbox"/> Alto Benedicto | <input checked="" type="checkbox"/> Setareh Madani |
| <input checked="" type="checkbox"/> Eddie Chang | <input checked="" type="checkbox"/> Kevin Marty |
| <input type="checkbox"/> Andrew Chien ABSENT | <input checked="" type="checkbox"/> Susan Moss |
| <input checked="" type="checkbox"/> Alex Cozzani | <input checked="" type="checkbox"/> Patrick Pauley |
| <input checked="" type="checkbox"/> Steven Crum | <input checked="" type="checkbox"/> Jia Sun |
| <input type="checkbox"/> Samuel David ABSENT | <input type="checkbox"/> Nan Everly |
| <input checked="" type="checkbox"/> Jim Fisher | <input type="checkbox"/> Grace Espinoza |
| <input checked="" type="checkbox"/> Daniel Gilison | <input checked="" type="checkbox"/> Said Cañez, Counseling Liaison |
| <input checked="" type="checkbox"/> Russell Lavery | |

Guests:

Recorder: Ofelia Duarte

- A. Call to Order by Daniel Gilison, SME Department Chair @ 1:03 p.m.
- B. Review and Approval of Minutes of February 26, 2018 were approved unanimously. M/S/C
A. Benedicto/B. Madani
- C. **Action Items**
- D. **Communications**
 1. **“Closing the loop” SLO updates**
 - ✓ Chair Gilison hoping to have them done by end of March. SLO committee webpage has three forms. One data form for non-leads, one data form for leads and the last one for closing the loop form.
 - ✓ Everyone is responsible for assessing/submitting their own SLO data. Leads are responsible for filling out the lead forms and setting up meetings to gather information and have conversation on closing the loop form.
 - ✓ SLO Coordinator is compiling spreadsheet to see which courses have been assessed and which have done the closing the loop forms. Collecting school

wide data to see where the school is as a whole. This data is beneficial when we do accreditation reports.

2. **Summer 2018 schedule**

- ✓ Chair Gilison is done with summer 2018 class selection. Has submitted everything to Melody.
- ✓ Tried to accommodate requests for different times for classes.
- ✓ Unfortunately had to cancel Microbiology due to no instructor.
- ✓ Spoke to J. Pendley and he would be interested in teaching.

3. **Fall 2018 schedule update**

- ✓ Chair Gilison is still working on schedule. Melody took schedule from current fall semester and put in new time blocks and he's been trying to make changes to make sure that none of the classes conflict with campus hour and that none of the classes conflict with each other.
- ✓ Will be meeting with science/math faculty to review non-conflict schedule.
- ✓ Campus hour MW 2:40-4:05.
- ✓ May 15 is deadline for faculty selection.

4. **Department Chair elections**

- ✓ Chair Gilison stated that department chair elections are every two years.
- ✓ If interested let Ofelia know and she will add name to ballot. We will be voting at the next department meeting. Votes will be tallied and new chair will be announced.

5. **ASG Spring Awards**

- ✓ Chair Gilison mentioned that the ASG will be hosting their annual spring awards on Friday, June 1st at the Club Lohoo.
- ✓ Requested that faculty submit nominations for overall science department award to one student. Student who is strong in all areas of science.
- ✓ Besides overall award we also do three specific categories (BIO, CHEM and PHSC). If multiple students are nominated, then there will be an electronic vote.
- ✓ If your student is nominated that faculty member is invited to speak about their nominee. Invited faculty are free. Guests are \$25.00.
- ✓ Deadline to submit nominations is Friday, April 20th.

E. **Other**

- ✓ **IVC Scholarship Award** - A. Benedicto is looking for volunteer judges for the IVC Chem Club Annual \$1,000 Scholarship Award.
 - The following volunteered: E. Chang, P. Pauley and S. Crum.
- ✓ **New password policy** - J. Sun talked about presentation at the last senate meeting given by Jeff Enz, IT, regarding possible implementation of new password policy across campus.
 - Went over some of the criteria passwords need to meet. One being restrict passwords on 180-day limitation. All passwords would need to be changed at least every 180 days. Discussion followed.
- ✓ **Dean Drury** - Use professional courtesy in the classroom. If you move furniture around (chairs, tables) and use white boards please make sure that the board is clean and the furniture is moved back before you leave. Same with

lab cleanliness. Make sure everything has been cleaned up whether by you or students.

- ✓ Talked about new funding formula - 50-25-25. First 50 is based on funding right now. Second 25 based on student population financial need. And third is based on student success.

F. Next Meeting

- ✓ April 16, 2018

G. Adjournment

- ✓ Chair Gilison adjourned the meeting at 1:45 pm.