

**IMPERIAL VALLEY COLLEGE  
INDUSTRIAL TECHNOLOGY  
DIVISION MEETING  
UNADOPTED MINUTES**

October 1, 2008

**MEMBERSHIP**

**Those in attendance were as follows:**

Jose Lopez, Industrial Technology Coordinator  
Frank Miranda, HVAC Instructor  
Marco Morales, Welding Instructor  
Ricardo Pradis, Automotive Technology Instructor  
Jose Velasquez, Building Construction Technology Instructor  
Frances Arce-Gomez, Secretary  
Jose Plascencia, Counselor  
Joe Espinoza, Student Employment Specialist

**Guests:**

Frances Beope, Counselor  
Carol Lee, Transfer Center Director  
Ralph Marquez, Counselor

**I. THE MEETING WAS CALLED TO ORDER BY JOSE LOPEZ AT 3:35 PM.**

**II. WELCOME**

All in attendance were welcomed.

**III. APPROVAL OF AGENDA**

The agenda was approved by all in attendance.

**IV. APPROVAL OF SEPTEMBER 17, 2008 MINUTES**

M/S/C Ricardo Pradis/Marco Morales to approve minutes as submitted.

**V. OUTREACH PRESENTATIONS**

Ralph Marquez asked the instructors what time and days would be best to continue making outreach presentations. The instructors agreed that Fridays after 12:00 PM would work best for them. Mr. Marquez stated that it would take a few weeks to prepare a schedule. He also added that they should start early.

Jose Velasquez stated that it would be a good idea to visit schools during their career day.

**VI. STUDENT LEARNING OUTCOMES UPDATE**

Jose Lopez announced that he is currently working on student learning outcomes for Automotive Collision, Electrical Wiring, Electronics, and Water Treatment.

**VII. WINTER 09/SPRING 09 BOOK ORDERS**

It was announced that the winter 09/spring 09 book orders are due on 10/17/2008.

**VIII. WINTER 09/SPRING 09 SCHEDULES**

Jose Lopez announced that the winter09/spring 09 schedule has been completed. The schedule will be sent to the printers sometime in October.

**IX. PROGRAM ADVISORY COMMITTEES**

***Automotive Collision Repair/Automotive Technology:*** A meeting has been scheduled for October 30, 2008 at 11:30 a.m. The meeting will take place at The El Centro Buffet.

**Building Construction:** A meeting is scheduled for October 9, 2008 at 7:00 a.m. The meeting will take place at the Aspen of the Desert.

**HVAC:** A meeting will take place in the next few weeks.

**Welding Technology:** Marco Morales stated that a meeting would be scheduled after he returned from Las Vegas.

#### **X. PROGRAM REVIEWS**

The following programs will be going under program review during 2008-2009:

- Automotive Collision Repair
- Automotive Technology
- Welding Technology

The following programs will be going under program review during 2009-2010:

- Air Conditioning
- Building Construction

The following programs will be going under program review during 2010-2011:

- Electrical Trades
- Electrical Wiring
- Electronics
- Water Treatment

Dawn Chun will provide data to the division chairs to use for program reviews.

Frances Beope added that the program reviews can be simple. She also stated that the program review process would take three years to complete.

#### **XI. COMMITTEE REPORTS**

Campus Operation: Jose Velasquez reported that the restroom in the Administration Building may be closed to the public.

Customer Service Committee: Ricardo Pradis and Frank Miranda reported that a staff appreciation bbq will be taking place in a few weeks.

#### **XII. OTHER**

Carol Lee informed the instructors that they can create specialized certificates. Students can complete the core courses for an associates degree, in addition they can specialize in an area of industrial technology. The specialized certificate can consist of 6 or 9 units.

#### **XIII. THE MEETING WAS ADJOURNED BY JOSE LOPEZ AT 5:05 PM.**