

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

March 3, 2009

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
Felipe Magos, Automotive Collision Repair Instructor
Rosa Magos, Automotive Collision Repair Instructor
Jose Plascencia, Counselor
Joe Espinoza, Student Employment Specialist

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

II. WELCOME

All in attendance were welcomed.

III. SMALL BUSINESS DEVELOPMENT CENTER-INTERIM DIRECTOR

Gustavo Reza, Interim Director from the Small Business Development Center (SBDC) made a presentation. He stated the following:

- SBDC is part of extended campus.
- SBDC's purpose is to promote a sound business.
- Free consultations are offered in the following areas: Business Planning, Accounting, Personnel, Business Start-Up, and Financial Analysis.
- Financial loans are available for those who qualify.
- Training workshops are available

IV. STUDENT LEARNING OUTCOMES

The faculty are currently working on the student learning outcomes assessment cycle form.

V. WORKSHOPS

Jose Lopez announced that Kragen and Pep Boys will be offering workshops on campus this semester.

VI. FALL SCHEDULE

Jose Lopez asked the faculty to work on the fall schedule. A blank form was distributed to help them organize the fall schedule.

VII. OFFICE HOURS FOR INSTRUCTORS

Jose Lopez asked the faculty to post their office schedule outside their door. He emphasized that it's very important for students to be able to view them.

VIII. SYLLABI

Jose Lopez asked the faculty to submit a copy of their course syllabi to the division office.

IX. MEETING SCHEDULE-PLEASE SEE ATTACHMENT

A copy of the division meeting schedule was distributed to the membership.

X. NEW COURSES

Marco Morales informed the membership that he has revised all of the welding course outlines.

XI. COMMITTEE REPORTS

Frank Miranda and Ricardo Pradis announced that the Customer Service Committee will be hosting an ice cream social for staff on March 17, 2009.

XII. OTHER

Marco Morales announced that a welding competition will take place on campus on March 13, 2009. Mr. Morales also announced that IVC is now a SENSE school. He added that IVC will be offering beginning, advance and expert courses.

Felipe Magos announced that he has purchased some new materials with CTE funds.

XIII. THE MEETING WAS ADJOURNED BY JOSE LOPEZ AT 5:00 PM.