

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

September 17, 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

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 5, 2008

M/S/C Frank Miranda/Ricardo Pradis to approve minutes with corrections.

V. APPROVAL OF SEPTEMBER 10, 2008

M/S/C Marco Morales/Jose Velasquez to approve minutes with corrections.

VI. STUDENT LEARNING OUTCOMES

Jose Lopez asked the faculty if they had turned in any student learning outcomes. Mr. Pradis, Mr. Morales, Frank Miranda, and Jose Velasquez responded they had turned them in to Toni Pfister for review.

VII. STAND ALONE COURSES

Jose Velasquez announced that he is in the process of creating new courses. The courses will either be part of a certificate or stand alone courses. Jose Plascencia suggested that he consider making the courses non-credit.

Jose Lopez reported that stand alone courses need to be approved by the Curriculum and Instruction Committee.

The membership would like to invite Carol Lee to the next division meeting to further discuss stand alone courses.

VIII. COURSE OUTLINES (NEW TITLE V REQUIREMENTS)

A curriculum reference guide was distributed to the membership. Examples of two course outlines were also distributed. The faculty were asked to update their course outlines using the information provided.

IX. WELD 081 (THREE PHASES)

Marco Morales reported that he would like to modify WELD 081. Mr. Morales would like to make WELD 081 into three courses.

Mr. Morales added that WELD 081 was originally created to prepare students for employment at NASSCO. Students have also taken the course to prepare for employment in Alaska. Some students are interested in repeating the course but can only take it once.

Jose Plascencia reported that students want to take welding courses in order to seek employment.

Jose Lopez added that Marco Morales is doing a very good job in preparing students for employment.

X. DISCUSSION OF COST OF TEXTBOOKS

The cost of textbooks was discussed. The average cost of an industrial technology textbook is \$45.00.

XI. PROCESS FOR SELECTING TEXTBOOKS

The processing of selecting textbooks was discussed. The following was reported:

- Jose Lopez reported that all automotive technology courses are using the same encyclopedia book.
- Marco Morales stated that all welding technology courses are using the same book.
- Frank Miranda stated that the book used in the HVAC courses has been developed around the national skill standards for HVAC-R technicians.
- Jose Velasquez stated that the Building Construction books that are being used are certified by the National Center for Construction Education and Research.

XII. PROGRAM ADVISORY COMMITTEES

Jose Velasquez announced that the Building Construction Advisory Committee has been scheduled for October 9, 2008 at Aspen of the Desert.

Jose Lopez requested that all advisory committee members be dedicated to Imperial Valley College.

XIII. COMMITTEE REPORTS

Ricardo Pradis announced that the Customer Service Committee is working on a barbeque event. The barbeque will take place sometime in November.

XIV. OTHER

M/S/C Marco Morales/Jose Velasquez to move division meetings to Wednesdays at 3:30 p.m. in room 1103.

M/S/C Jose Velasquez/Marco Morales to have Jose Lopez conduct the division meetings. Mr. Lopez will provide Gonzalo Huerta the minutes.

Frank Miranda requested to view the safety report findings.

Ricardo Pradis announced that he would like to invite Dr. Gould to tour the Industrial Technology facility.

Marco Morales expressed that he would like to continue outreach presentations.

Jose Velasquez wanted to know Cuco's position. Mr. Velasquez wanted to know if he was a tutor or a work-study student.

Marco Morales shared that Cuco had interrupted his class on several occasions.

The next division meeting was scheduled for October 1, 2008 at 3:30 PM.

XV. THE MEETING WAS ADJOURNED BY JOSE LOPEZ AT 4:45 PM.