

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

September 5, 2008

MEMBERSHIP

Those in attendance were as follows:

Gonzalo Huerta, Dean of Instruction for Applied Sciences
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
Joe Espinoza, Student Employment Specialist
Jose Plascencia, Counselor
Jorge Guluarte, Tool Room/Auto Shop Technician
Jesse Ruelas, Tool Room/Auto Shop Technician

I. THE MEETING WAS CALLED TO ORDER BY GONZALO HUERTA AT 2:05 PM.

II. WELCOME

All in attendance were welcomed.

III. APPROVAL OF AGENDA

The agenda was approved by all in attendance.

IV. ADDITIONS TO AGENDA

No additions

V. APPROVAL OF AUGUST 22, 2008

The minutes were approved as submitted.

VI. FALL 2008 SYLLABI

All full-time faculty submitted their syllabi. It was reported that only a few adjunct faculty turned in their syllabi.

VII. SLO IDENTIFICATION FORM (COMPLETED AND SENT TO DR. PHISTER)

Gonzalo Huerta asked the faculty if they had submitted any SLO's to Dr. Phister. Mr. Huerta stated that he had seen two SLO's that Ricardo Pradis had submitted. He also stated that the deadline to submit SLO's had passed. Mr. Huerta told the faculty that they need to work on their SLO's.

Mr. Huerta distributed a memo to the faculty regarding faculty responsibility. He read the memo out loud.

Marco Morales expressed his concerns on how division meetings are conducted. There was no input from the rest of the faculty.

Mr. Huerta distributed a handout to help the faculty with SLO's. Mr. Huerta told the faculty that he would review and make suggestions if they needed help with the SLO's.

The faculty agreed that SLO's would be completed by September 12, 2008.

VIII. FALL 2008 PERSONAL SCHEDULES (OFFICE HOURS)

All faculty submitted their office schedule.

IX. ENROLLMENT FIGURES (CLASSES TO BE CANCELLED)

It was announced that several classes were cancelled.

X. **CTEA 2008-2009**

Gonzalo Huerta announced that an Applied Sciences Meeting is scheduled for the last week of September.

Gonzalo Huerta asked the faculty to review the peer tutor job description. He distributed a copy of the job description to all faculty.

XI. **PROGRAM REVIEW TO COMPLETED BY 2008-2009 (DISCUSSION)**

No discussion

XII. **PROGRAM ADVISORY COMMITTEE (DE-CERTIFICATION OF PROGRAM ED CODE 78016).**

The welding program and building construction program will have their advisory committee meeting in October.

XIII. **OCTOBER 11, 2008 (SUNBEAM LAKE EVEN; CONTACT FRANCES BEOPE)**

Gonzalo Huerta announced the dedication of the renovated Sunbeam Lake. Frances Beope can be contacted for more information.

XIV. **REPORTS FROM INDUSTRIAL TECHNOLOGY DEPARTMENT**

No report

XV. **GOOD OF THE ORDER**

No report

XVI. **STANDING COMMITTEES**

No report

XVII. **OTHER**

No report

XVIII. **THE MEETING WAS ADJOURNED BY GONZALO HUERTA AT 3:05 PM.**