



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

October 5, 2009

**Those in attendance were as follows:**

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

**Those not attendance:**

Marco Morales, Welding Technology Instructor

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

**II. WELCOME**

All in attendance were welcomed

**III. GUEST- TODD EVANGELIST, FOUNDATION EXECUTIVE DIRECTOR**

Todd Evangelist the new Foundation Executive Director shared the following information with the membership:

- The goal for the next ten years is to modernize the facilities at IVC
- The state will provide the majority of the funds
- Some funds will be grant funded
- The Foundation Board is on campus to help the college
- The Foundation will help the college meet some of the funding
- The Foundation is still trying to develop clientele
- Is working on campus tours for potential clientele
- The tours will be monthly, weekly, and eventually a couple of times a week.
- The tours will be approximately 45 minutes
- Would like the faculty to share personal success stories from current or graduate students
- The instructors need to provide basic information and he will build the story

**IV. APPROVAL OF SEPTEMBER 14, 2009**

The minutes were unanimously approved

**V. PROGRAM REVIEW (BUILDING CONSTRUCTION)**

Efrain Silva informed the membership that Building Construction and HVAC will be working on program review this year. Mr. Silva will be working with Jose Velasquez and Frank Miranda to help complete the review. The program review will drive the program for the next three years. Mr. Silva emphasized that it's important to identify what can make the program better.

**VI. CTEA PERKINS 08-09 FINAL REPORT UPDATE**

Efrain Silva stated that he felt the final reports that were submitted needed more information. His initial thought was to return them to the faculty for revisions. Yet, he changed his mind and has decided to accept them as they were submitted. He would like to focus on the 09-10 report that will be due before the spring semester ends.

**VII. CTEA FUNDS**

Efrain Silva asked the faculty to start spending some of the CTEA funds soon and not to wait till the last quarter. The CTEA funding requests forms need to be filled out and submitted to the Applied Sciences Office. Mr. Silva stated that the plan can still be modified to fit the new needs of the programs.

**VIII. SPRING SCHEDULE**

No discussion

**IX. NATEF**

Efrain Silva announced that he will be setting up a meeting with Jose Lopez and Ricardo Pradis to discuss NATEF.

**X. STANDING COMMITTEES**

No discussion

**XI. OTHER**

Efrain Silva stated the following:

- Wanted all Industrial Technology Programs to be certified in their discipline.
- Is still waiting for the faculty to submit their justification for winter classes. He received the initial justification but had emailed Jose Lopez requesting additional information.
- The budget for 2010-2011 will be based on the actual funds used in 08-09 minus ten percent.
- Has received most of the syllabi and noticed that most of them had their own style.
- Some of the syllabi were too basic and some were very detailed.
- Would like to have a standard format for all syllabi
- Announced the three WIB grants that have been approved. The programs are the Diesel, Electronics Technician, and Protective Services.
- Students needs to contact the One Stop or Jennifer Paez for additional information.
- Gonzalo Huerta has written a new OSHA course.
- Mr. Huerta suggested to Mr. Silva that the new course be a part of all Industrial Technology majors or certificates. Upon completion of the course a 30 hr safety card will be issued to the students. The faculty felt it was a good idea to incorporate the new course in their program.
- Will have an office in room 511 soon.
- Inquired if the tool room was used for all programs. Jose Lopez responded by stating that all the programs use the tool room.

**XII. THE MEETING WAS ADJOURNED BY JOSE LOPEZ AT 4:30 PM**