

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

August 22, 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

Members not in attendance were as follows:

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 2:00 PM.

II. WELCOME

All in attendance were welcomed.

III. APPROVAL OF AGENDA

The agenda was approved by all in attendance.

IV. ADDITIONS TO AGENDA

- ❖ **Enrollment:** Gonzalo Huerta reported that classes with less than 50% enrollment will be cancelled.
- ❖ **Safety Report:** Mr. Huerta informed the membership that he has received the results of the CalOSHA inspection that was conducted in May 2008.
- ❖ **Oath:** Mr. Huerta asked that everyone sign and submit the oath to human resources.
- ❖ **Student Learning Outcomes:** Mr. Huerta announced that SLO's are due on August 29, 2008.

V. UPDATED DIVISION EMPLOYEE CONTACT INFORMATION

Mr. Huerta asked the faculty to update their contact information.

VI. INSTRUCTOR SCHEDULE

Mr. Huerta asked the faculty to submit their office hours by August 29, 2008.

VII. ROSTERS

Mr. Huerta asked the instructors to print out their rosters.

VIII. CLASS SYLLABI

Mr. Huerta announced that class syllabi are due Monday, August 25, 2008. A sheet containing suggested elements for class syllabi was distributed.

IX. DEPARTMENT, DIVISION, COLLEGE SUPERVISION

No Discussion

X. PROGRAM ADVISORY COMMITTEES

Mr. Huerta asked that advisory committee meetings be scheduled as soon as possible.

XI. DIVISION DISCUSSION/FEEDBACK:

The sexual harassment policy was briefly discussed.

XII. THE MEETING WAS ADJOURNED BY GONZALO HUERTA AT 3:25 PM.