INDUSTRIAL TECHNOLOGY DIVISION MEETING
IMPERIAL VALLEY COLLEGE
AUGUST 22, 2008

AGENDA

Division Members
Gonzalo Huerta, Dean of Instruction for Applied Sciences
Jose Lopez, Industrial Technology Coordinator, Automotive Technology Instructor
Frank Miranda, Air-Conditioning and Refrigeration Instructor
Marco Morales, Welding Technology Instructor
Ricardo Pradis, Automotive Technology Instructor
Jose Velasquez, Building Construction Technology Instructor
Frances Arce-Gomez, Secretary
Jorge Guluarte, Tool Room Technician
Jesse Ruelas, Tool Room Technician
Joe Espinoza, Student Employment Specialist
Jose Plascencia, Counselor

I.   Call to Order

II.   Welcome

III.   Approval of the Agenda

IV.   Additions to the Agenda

V.   Updated Division Employee Contact Information

VI.   Instructor's Posted Schedules

VII.   Rosters (Drop and Add; Complete and Return)

VIII.   Class Syllabi (See Attachment)

IX.   Department, Division, College Supervision

X.   Program Advisory Committees

XI.   Division Discussion/Feedback

XII.   Adjournment

ELEMENTS IN EACH SYLLABUS

- Course Title

- Name of the Instructor

- Instructor's office location

- Instructor's Office hour schedule

- Instructor's contact information; phone, e-mail, division office, etc.

- Course Identification (Prefix, Number, and Name)

- CRN ; Identification for the session in which the syllabus was distributed

- Specific semester or session (Fall, Spring, Winter, or Summer)

- Credit value for the course

- Course description as it appears in the catalog

- Course goals and objectives

- Class meeting times and locations for Lecture and Lab as appropriate

- Class calendar, i.e. Holidays, start, end, etc

- DSPS statement

- Harassment Statement

- Listing of learning activities for the course

- Schedule of activities

- Due dates for activities

- Schedule of evaluations activities (Exams, Quizzes, Worksheets, Projects, etc.)

- Procedure for "Extra-Credit"

- Procedure for "late" work

- Schedule of grading criteria (what are the standards that will be used to assess success? This does not mean the % and letter grade listing.)

- List the attendance requirements and reference the College Catalog

- List Class Room Management Procedures (Example; cell phone use, class breaks, participation, safety rules, clean-up, tardiness, leaving early, call-in, etc.)

- Statement on "Outside projects"

- List the required Textbook

- Mention Library resources, Counseling resources, Nurse, injury reporting procedure, parking, etc.

- List recommended reading resources

- List of required equipment to be provided by students (safety glasses, gloves, proper clothing, etc.),