IMPERIAL VALLEY COLLEGE
INDUSTRIAL TECHNOLOGY
DEPARTMENT MEETING
ADOPTED MINUTES

August 29, 2011

Those in attendance were as follows:
Frances Arce-Gomez, Staff Secretary
Joe Espinoza, Student Employment Specialist
Jose Lopez, Industrial Technology Department Chair
Frank Miranda, HVAC Instructor
Jose Plascencia, Counselor
Ricardo Pradis, Automotive Technology Instructor
Efrain Silva, Dean of Economic and Workforce Development
Jose Velasquez, Building Construction Instructor

I.   Call to Order
The meeting was called to order by Efrain Silva at 3:55 pm.

II.   Welcome
All in attendance were welcomed by Efrain Silva.

III.   Approval of Minutes Dated May 16, 2011
M/S/C Ricardo Pradis/Jose Velasquez to approve minutes as submitted.

IV.   Student Learning Outcomes
Efrain Silva informed the membership that the deadline to complete student learning outcomes is in October 2011. He asked the faculty how many student learning outcomes they can complete and input in CurricUNET in two weeks. They agreed to the following:

- Jose Lopez will complete student learning outcomes for two automotive technology courses and two automotive collision repair courses by September 12, 2011.
- Ricardo Pradis will complete student learning outcomes for four automotive technology courses by September 12, 2011.
- Frank Miranda will complete student learning outcomes for four air conditioning and refrigeration courses by September 12, 2011.
- Jose Velasquez will complete student learning outcomes for two building construction courses by September 12, 2011.

V.   Web Page
Efrain Silva would like to revamp the Industrial Technology web page. He would like each program to have a web page. The web page project will be worked on after the student learning outcomes have been completed.

VI.   Office Hours
Efrain Silva asked the faculty to submit their office hours to the department office.

VII.   Syllabi
 Efrain Silva asked the faculty to submit their syllabi to the department office as soon as possible.

VIII.   CTE Building Update
 Jose Lopez is working with Jimmy Sanders to update the automotive equipment in the lab. Mr. Lopez and Jimmy Sanders are also working on a plan to extend the shade area.

Efrain Silva asked Mr. Lopez to schedule a meeting with the industry members to discuss the extension of the shade area. He would like input from the industry members regarding the shade extension. He would like to know if the shade extension would meet the needs of the industry for the next 20 years.

Jose Velasquez has submitted a list of building construction equipment for the new building.

IX. **Other**
Efrain Silva reported the following:

- The Automotive Collision Repair program is in the process of being terminated.
- There are currently 4 or 5 automotive collision repair students that still need to finish the program
- Would like to inform the Automotive Advisory Committee of the termination of the Automotive Collision Repair program.
- Requested that the automotive faculty setup an advisory committee meeting soon.
- Would like to have bi-weekly meetings on Mondays at 3:30 p.m.
- Will be sending notes to faculty and staff from various campus committees to highlight the information that was discussed

Joe Espinoza reported the following:
- His main focus will be on career technical students.
- Will be working closely with the students to track their employment status
- Is creating a plan that includes: fieldtrips, workshops, resume development, and job shadowing for career technical students.
- In the past helped students create resumes in the Workforce Development Center.
- Has had a hard time helping students due to the closure of the Workforce Development Center computer lab.
- Is currently helping students in the business lab.
- Has to work around the business classes to use the lab.
- Has only been able to use the business lab on Friday at 3:00 p.m.
- Will be visiting career technical classes to introduce himself.

X. **Adjournment**
The meeting was adjourned by Efrain Silva at 4:45 p.m.