



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

October 15, 2011

**Those in attendance were as follows:**

Frances Arce-Gomez, Secretary  
Oscar Cervantes, Welding Instructor  
Sam Colton, Welding Instructor  
Jose Lopez, Industrial Technology Department Chair  
David Martinez, Automotive Instructor  
Frank Miranda, HVAC Instructor  
Marco Morales, Welding Instructor  
Jose Plascencia, Counselor  
Ricardo Pradis, Automotive Technology Instructor

**I. THE MEETING WAS CALLED TO ORDER BY EFRAIN SILVA AT 2:05 PM.**

**II. WELCOME**

Jose Lopez welcomed those in attendance.

**III. APPROVAL OF MINUTES DATED AUGUST 29, 2011**

M/S/C Jose Lopez/Frank Miranda to approve minutes as submitted.

**IV. IVROP FACULTY VISITING**

Mr. Silva informed the faculty that IVROP faculty would be contacting them to job shadow. He also stated that funds are available for faculty to job shadow for up to 40 hours in the private sector.

Ricardo Pradis stated that employers may not allow the faculty to job shadow due to insurance issues. Mr. Silva responded that he would check if there was a form to cover them for insurance purposes.

**V. ADVISORY COMMITTEES**

Mr. Silva advised the faculty to organize two advisory committee meetings per year.

Ricardo Pradis also announced that he would like to invite all advisory committees to an open house.

**VI. CLASS DEMONSTRATIONS FOR K-12 TOURS**

Mr. Silva announced that class demonstrations for k-12 students are currently being organized. The class demonstrations would be a recurring event.

**VII. CENSUS ROSTERS**

All faculty that were present stated that they had turned in their census rosters.

**VIII. PROGRAMS UPDATE AND PLANNING**

Jose Lopez and Ricardo are still working on the National Automotive Technicians Education Foundation certification.

Frank Miranda is working on the Northern American Technician Excellence certification.

Jose Velasquez is working on the Building Performance Institute certification.

**IX. DEPARTMENT MEETING SCHEDULE**

The faculty agreed to meet every two weeks at 2:00 PM in 1103.

**X. COPIER (NEW ACCOUNT CODES AND LIMIT PER MONTH)**

Faculty were notified that new account codes would be issued. Faculty would also have a limit of 200 copies per month.

**XI. CLASS SUBSTITUTE**

Jose Lopez requested that faculty arrange for substitutes if possible.

**XII. HOUSEKEEPING AFTER CLASS AND SAFETY ISSUES**

Housekeeping procedures were discussed.

**XIII. QUOTES FOR INSTRUCTIONAL SUPPLY**

Mr. Lopez asked instructors to obtain quotes for instructional supplies.

**XIV. WORKSHOPS FOR COMPANIES**

Jose Lopez announced that the automotive department would be hosting industry workshops.

**XV. OTHER**

Frances Beope informed the instructors that she is available to speak to their students.

Mr. Silva announced that the Chancellors Office has approved the curriculum for the water treatment technology program and the electrical technology program.

Mr. Silva also announced that Walid Ghanim ,Angie Ruiz, and Jose Velasquez will be offering industry to classroom trainings. Additional information will be emailed by his office.

Ricardo Pradis informed the membership that he has completed Etudes training. Mr. Pradis is currently working into incorporating Etudes in the automotive curriculum.

The faculty agreed that Jose Velasquez would be their representative for Academic Senate.

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