



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

August 23, 2012

**Those in attendance were as follows:**

Frances Arce-Gomez, Secretary  
Jose Lopez, Industrial Technology Department Chair  
Frank Miranda, HVAC Instructor  
Ricardo Pradis, Automotive Technology Instructor  
Jose Velasquez, Building Construction Instructor

**I. THE MEETING WAS CALLED TO ORDER BY JOSE LOPEZ AT 12:00 PM.**

**II. WELCOME**

Jose Lopez welcomed those in attendance.

**III. MEETING SCHEDULE**

The faculty agreed to meet twice a month to work on student learning outcomes. Meetings will take place every other Thursday at 12:00 p.m. in 1101.

**IV. OFFICE**

Mr. Lopez asked the instructors to submit their office schedule to the department office. He also asked that their office schedule be posted outside their office door.

**V. SYLLABI**

Instructors were asked to submit a copy of their syllabi to the department office. Copies of syllabi will be sent to Academic Services.

**VI. COPY PRINTING**

Mr. Lopez informed the faculty that the copier in the department office is for 20 copies or less. Print jobs that require more than 20 copies need to be sent to the Reprographics Department. Mr. Lopez also informed the instructors that the Reprographics Department has a turnaround time of two days.

**VII. INSTRUCTION MATERIALS**

The procedure for purchasing instructional material was reviewed.

**VIII. THE MEETING WAS ADJOURNED BY JOSE LOPEZ AT 12:30 PM**