INDUSTRIAL TECHNOLOGY DIVISION MEETING
IMPERIAL VALLEY COLLEGE
AUGUST 22, 2008

AGENDA

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