



***Family & Consumer Sciences Program Advisory Committee
Meeting #1 Minutes***

Date: 10/23/2019 Time: 5:30 pm Place: PHS

Advisory Members Present: Jill Bickelhaupt, Debbie Handy, Hang Liu, Valerie Mesenbrink, Trish Blehm

I. Call to order

Called to order by: Jill Bickelhaupt Time: 5:35 pm

II. Old Business

- a) Approval of previous meeting minutes

Motion: Move to approve minutes.

Moved by: Trish Blehm Second by: Debbie Handy Approved? Yes

III. New Business

- a) **Elect chairperson(s) – This person will also attend GAC General Advisory Committee Meetings.** Instructor is secretary and will take notes.

- (a) **Chairperson(s): Trish Blehm**

- b) **Set meeting dates, time, and place –**

- (a) Meeting #2 between January 6th and February 7, 2020

- Date: Click here to enter a date. Time: TBD Place: PHS

- (b) Meeting #3 between May 4th and May 29, 2020

- Date: Click here to enter a date. Time: TBD Place: PHS

- c) **Update Advisory Committee Member Roster- *See attachment***

Advisory Committee Members					
Name	Company	Title	Address	Phone	Email

- d) **Report on opening of school**

- (a) Things that are going well:

Discussion:

- iLive: 23 students; went over semester schedule and current topics

- Foods & Nutrition: 25, 27, & 25 students in three sections; 64 students earned their Food Handler Permits through the school; went over semester schedule and current topics and projects
 - Culinary Arts: 19 students; 4 out of 6 who decided to take the ServSafe Exam earned their certificates; went over semester schedule and current topics and projects
 - FCCLA: four dedicated members with a fifth potential; discussed our trip to the Region 9 FCCLA Meeting in Colfax on 10/17
- (b) Things that need to be improved:
- Discussion: N/A

e) **New course proposals, course description changes, course title changes for 2020-2021 school year.**

From last year's input, finalize new course proposals, course descriptions changes, and course title changes for 2020-21 school year. Must be approved by advisory committee prior to submission to the Curriculum Advisory Committee. Please meet with the Principal and CTE Director prior to Oct. 30 to discuss new proposals.

Action Plan for New Course: N/A

Motion: _____

Moved by: _____ Second by: _____ Approved? Choose an item.

f) **Instructional Materials (textbooks, videos, etc.) for 2020-2021**

Action Plan for New Material: N/A

Motion: _____

Moved by: _____ Second by: _____ Approved? Choose an item.

g) **Report on Student Leadership/Community Service Activities:**

- (a) Discussion: FCCLA is currently doing a Sock-tober Drive to collect baby and children's socks to give to the Community Action Center.

IV. Review Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and make any suggestions for program improvement based on last year's End of the Year Program Evaluation.

- a) Discussion: Looked at evaluation from last year, determined there were no areas of immediate importance for improvement.

V. Review following documents and plan changes as needed for next year

- Curriculum Mapping: ALL classes need to start working on curriculum mapping that match their approved frameworks. This will need to be completed by June 2020
- Program of Study: Completed by end of year
- Inventory: Must submit complete inventory and annotate if items are purchased by grant dollars (i.e. Perkins, High Demand, etc.)
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan by the end of the year.
- Articulation agreements: What is in place, what is in the works, and ideas for places to articulate with
 - a) Discussion: Discussed need for inventory list in Family & Consumer Sciences classroom. It will be finished and ready for review at the next advisory committee meeting. Looked at current 5-year plan and discussed converting it to a year-by-year plan by the end of the year. Current articulations: Done with Walla Walla Community College (waiting to hear back from them to finalize articulation agreements for 2019 – 2020). Articulations should include iLive students with a B or better both semesters receiving 3 credits for a Job Seeking Skills course and students in Culinary Arts who earn their ServSafe Certification and earn a B or better both semesters receiving 3 credits for a ServSafe course.

VI. Approval of Instructors for the current year

- a) Motion: Move to approve Jill Bickelhaupt as Family & Consumer Sciences Instructor
- b) Moved by: Debbie Handy Second by: Trish Blehm Approved? Yes

VII. Other News for the program, instructor, or students:

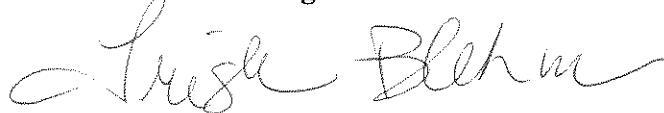
- a) Discussion: N/A

VIII. Adjournment

Motion: Move to Adjourn Meeting

Moved by: Debbie Handy Second by: Hang Liu Approved? Yes

Committee Chair Signature:



Minutes will need to be submitted to the CTE Director and CTE Secretary by the instructor within one week of meeting date. Minutes will be posted on the PSD website under CTE.