

LMS Program Advisory Committee
Meeting #1 Minutes

Date: 11/20/2019 Time: 7:00 am Place: LMS-506

Advisory Members Present: Ed Davis, David Hyatt, Marla Haugen, Johanna Brown, Moran Johnson

I. Call to order

Called to order by: Ed Time: 7:00 am

II. Old Business

- a) Approval of previous meeting minutes – First meeting of this group, no previous minutes

Motion: _____

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

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):** Ed Davis
Secretary: David Hyatt

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

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

- (i) Date: 1/15/2020 Time: 7:00 am Place: LMS-506

(b) Meeting #3 between May 4th and May 29, 2020-Tentative date to be confirmed at the January meeting.

- (i) Date: 5/13/2020 Time: 7:00 am Place: LMS-506

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

Advisory Committee Members					
Name	Company	Title	Address	Phone	Email
Ed Davis	PSD267 LMS	CTE teacher			
Phil Johnson	WSU	Engineer			
Moran Johnson	WSU	Engineering advisor			
David Hyatt	JMRP	Scientist/Biochemist			
Johanna Brown	PSD267 PHS	Science teacher (Computer science)			
Marla Haugen	PSD267 LMS	STEM teacher			

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

- (a) Things that are going well:
 - (i) Discussion: Davis: GTT.2 going well, hands on activities engaging. Haugen: building curriculum, Science Olympiad 45 kids! Brown: Kids doing fun projects-on their own!
- (b) Things that need to be improved:
 - (i) Discussion: Davis: numbers are big (30 and 33 in Electronics classes). Haugen: Looking for help with Olympiad numbers. Brown: Kids behind in math, need ways to help kids choose their classes better. Looking for another CS teacher, maybe.

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.

None proposed and none necessarily needed at current time.

Action Plan for New Course: _____

Motion: _____

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

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

None needed and none ordered.

Action Plan for New Material: _____

Motion: _____

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

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

- (a) Discussion: _____

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: Committee felt that the LMS and PHS CTE programs are quite good. It was mentioned that perhaps the programs are better than most other CTE programs. No further discussions.

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: The committee discussed the program tracking from LMS to PHS and which courses lead to which courses. PHS CTE visits every Spring to discuss with LMS 8th graders the options for CTE electives. Perhaps pamphlets showing the PHS electives could be more available to the students.

VI. Approval of Instructors for the current year

Committee was unanimous that the current set of instructors was doing an excellent job. No new instructors are needed and none being hired.

- a) Motion: _____
- b) Moved by: _____ Second by: _____ Approved? Choose an item.

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

- a) Discussion: Field trips to WSU are available for the STEM kids.

VIII. Adjournment

Motion: Davis motioned for adjournment.

Moved by: Hyatt Second by: Brown Approved? Yes

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.