

**Family & Consumer Sciences Program Advisory Committee**  
**Meeting #2 Minutes**

Date: 1/22/2020 Time: 5:30 pm Place: FCS Room

**Advisory Members Present:** Jill Bickelhaupt, Trish Blehm, Hang Liu, Debbie Handy, Marisa Hemingway

**I. Call to order**

Called to order by: Jill Bickelhaupt Time: 5:30 pm

**II. Minutes from previous meeting**

- a) Approval of previous meeting minutes

**Motion:** Move to approve the minutes

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

**III. Old/Unfinished Business**

- a) **Any items not completed from Meeting #1 packet**, including new course proposals and recommendations for 2019-2020 programs.

**Discussion:** None.

**IV. New Business**

- a) **Review the Role of Program Advisory Committee (attachment)**  
b) **Complete the CTE Program Five Year Plan (attachment)** ***Needs to be turned in with your minutes***

**Motion to approve the Five-Year:** Reviewed previous 5-year plan and looked at new format that we will be transitioning to by the time it is completed at the end of the year.

**Moved by:** \_\_\_\_\_ **Second by:** \_\_\_\_\_ **Approved?** Choose an item.

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
  - ii) **Work Site Learning**
  - iii) **Student leadership activities**
  - iv) **Student recruitment and Program Promotion**
  - v) **Job Placement**
  - vi) **Tech Prep/Articulations**

**(1) Report on first semester of school**

- (a) **Program Enrollment Numbers:**

- (i) Discussion: iLive: Currently 22, Next Semester 17; Foods & Nutrition: Currently 22, 26, & 24, Next Semester 22, 27, & 25; Culinary Arts: Currently 19, Next Semester 19
- (b) Things that are going well:
  - (i) Discussion: iLive: Finished talk about taxes and are moving into jobs, next semester we will be bringing in guest speakers and doing our relationship unit with the One Love Relationship curriculum. Foods & Nutrition: We finished the semester with our Gingerbread House contest and a chopped competition; next semester we will be focusing more on the foods instead of nutrition. Culinary Arts: Had the first round of restaurant wars; ended the semester with presentations on restaurants that students have been working on.
- (c) Things that need to be improved:
  - (i) Discussion: None.

**d) 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: Went over course proposal and frameworks for Careers in Education course along with the labor data for teachers in the state of Washington. Teacher is currently working on obtaining additional information related to the course to give to the Curriculum Advisory Committee in hopes of getting it approved to be offered next year.

Motion: Based on the Labor Data and guidance from Washington State University, it has been moved to approve Careers in Education course for next school year and move ahead with having it approved by the CAC.

Moved by: Debbie Handy Second by: Marisa Hemingway Approved? Yes

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

Action Plan for New Material: New ServSafe books are needed for Culinary Arts to keep up with the Food Code updates and to keep current on material that is tested to earn the ServSafe certification.

Motion: Move to approve buying new ServSafe books for Culinary Arts.

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

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

- (a) Discussion: FCCLA did a "Sock-tober" service project to collect infant and children's socks for the Community Action Center. They collected 130 pairs of socks. There will be 2 students competing at the Regional Competition in

Fashion Construction and Repurpose and Redesign. We will have 3 members evaluating at the Regional Competition.

**V. 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: Reviewed--no changes required at this time.

**VI. 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.). **Complete by the end of the year.**
  - 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan. **Complete by the end of the year.**
  - Articulation agreements: What is in place, what are the instructor (s) working on for the future, and ideas for places to articulate with
- a) Discussion: None.

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

- a) Discussion: None.

**VIII. Adjournment**

Motion: Move to adjourn meeting.

Moved by: Marisa Hemingway Second by: Trish Blehm 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.**