

**LMS Program Advisory Committee
Meeting #2 Minutes**

Date: January 20, 2020 Time: 7 am Place: LMS 506

Advisory Members Present: Marla Haugen, Johanna Brown, Ed Davis, David Hyatt, Kenzi Yamamoto

I. Call to order

Called to order by: Ed Davis Time: 07:00

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: Ed

Moved by: Marla **Second by:** Jo **Approved?** Choose an item.

III. Old/Unfinished Business

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

Discussion: no old business

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: tabled, until completed by the Spring meeting.

Moved by: Ed **Second by:** Jo **Approved?** Yes

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: Numbers are good at high school and middle school. LMS includes Haugen, Davis and Willy (not a member of this advisory group).

- (b) Things that are going well: PHS computer science is going very well. LMS tech classes are as well.
 - (i) Discussion: Coding club. AP exam prep. Gateway to Tech-B
- (c) Things that need to be improved:
 - (i) Discussion: Emphasis on career choices maybe. Possibly a need for a third Fall section of electronics class.

b) 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: No new courses planned

Motion:

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

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

Action Plan for New Material: None planned

Motion:

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

d) Report on Student Leadership/Community Service Activities:

- (a) Discussion: Possibility of high school and LMS interaction. Science awards night? Also, possible a coding/electronics day at LMS - maybe a Saturday as a "Girls coding day"??

II. 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: Last year's program evaluation was not available for all of the committee members as this advisory committee is new.

III. 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: Education outreach program at SEL. Tours possible for classes. Guest speakers may also be available.

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

- a) Discussion:

V. Adjournment

Motion: Ed Davis

Moved by: Johanna Brown Second by: Marla Haugen 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.