

Business Education Program Advisory Committee
Meeting #3 Minutes

Date: Click here to enter a date. Time: 4:00 PM Place: Zoom Meeting

Advisory Members Present: Cotton Sears; Arvin Sayham; Melissa Mayer; Paden Carlson; John Cassleman

I. Call to order

Called to order by: Melissa Mayer Time: 4:02 PM

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: JW

Moved by: PC **Second by:** CS **Approved?** Yes

III. Old/Unfinished Business

3.1. **Any items not completed from Meeting #2 packet**, including new course proposals and recommendations for 2020-2021 programs.

Discussion: N/A

3.2. Student Leadership update

Discussion: DECA State: 6 students attended; School Based Enterprise (Foods) did very well and placed 6th at state; Financial Team Decision Making had a high test score; Did a short presentation on business ed classes at PHS/DECA last week for 8th graders on a zoom with the science classes.

3.3. Registration numbers for 2020-21 school year

Discussion: 12 yearbook; 25 marketing; 5 marketing operations; 5 accounting; 53 economics; 30 (?) leadership 1 & 2 (1 class period); all seniors between 2 semesters career choices

IV. New Business

4.1. **Review the CTE Program Five Year Plan (attachment)**

4.2. **New course proposal and course title changes and instructional materials for 2021-22 (year after next) school year.**

Motion: N/A

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

4.3. **New instructional materials for 2020-21 school year.--** What instructional materials do you need for next school year. All textbooks will need to approved by the CAC.

Motion: N/A

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

- 4.4. **State Program Assurance:** Program Advisory Committee has determined a need for this course. – Advisors validate need based on data. If course is Preparatory, need is based on National, State, or regional labor market data.*

Motion: Click or tap here to enter text.

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

Advisory board would like us to look into current data and information regarding how we assure that the classes we teach are deemed “necessary”. Melissa said that we (may need to involve CTE admin/secretary) will look into this data so that we can discuss at a future meeting.

4.5. **State Program Assurances: Facilities Equipment and Safety**

- 4.5.1. Laboratories and equipment are comparable to those used in public, private, or home-based workplaces and are appropriate to support the OSPI approved curriculum framework and industry training procedures. *

Motion: AS

Moved by: CS Second by: **Approved? Yes**

- 4.5.2. CTE programs are structured so that safety factors, supervision, and the number of training stations determine the maximum number of students per classroom. Facilities, procedures, and safety lessons taught follow the guidelines as reflected in related federal, state and county standards. *

Motion:

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

- 4.5.3. If there are industry regulations related to this program, those requirements have been met. *

Motion: N/A

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

- 4.6. Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.*

Motion: CS

Moved by: JW Second by: **Approved? Yes**

- 4.7. 5-year plans—Update and approve next year’s five year plan

- 4.8. Curriculum Maps – **All Levels/Classes Curriculum Maps need to be updated.**

- 4.9. Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.*

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

- (a) Program Enrollment Numbers:

- (i) Discussion: Melissa’s Classes (Yearbook; Econ; Marketing/Ent.; Marketing operations) total of 167 students. LMS Computer Applications

(240 Students). Leadership I #s: 41 Leadership II #s: 4; Career Choices: all seniors

(b) Things that are going well:

(i) Discussion:

LMS Computer Applications:

Microsoft Office Certifications went well in Fall. Minimal in Spring due to Covid

Melissa: Store has good sales

Paden: Beginning to see students enroll who are interested in the type of work we should be doing in leadership. Some great new projects including unity day and a lot of good team building exercises.

(c) Things that need to be improved:

(i) Discussion: LMS Computer Applications Improving compatibility between Google Classroom, Google and Microsoft Office/365 Integrating Microsoft OneNote. Recruitment of DECA members Drop off this year with graduates/leaders moving Career Choices will be revamped with new requirements (no senior project but other requirements) and new instructor. Leadership: Still need to implement an “endorsement” system used to allow students permission to enroll. Still setting ground work for “new” program direction. Figuring out the specifics of teaching Leadership I & II simultaneously.

b) New course proposals, course description changes, course title changes for 2021-2022 school year.

From last year’s input, finalize new course proposals, course descriptions changes, and course title changes for 2021-22 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.

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

Action Plan for New Material: There are no major planned changes for instructional materials in the business education department.

Motion: _____

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

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

- (a) Discussion: 2 students would have attended DECA nationals if it would have taken place in Nashville, but because of COVID it got cancelled. Chloe Legreid (the DECA president) and Melissa attended a zoom meeting with some 8th graders to tell them about business ed. classes and DECA.

V. Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and complete the End of the Year Program Evaluation for the 2019-20 school year.

Action Plan for New Course: N/A

Motion: _____

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

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: MM explained about challenges with getting classes articulated. JW suggested to look into Eastern WA University's college in the classroom program as other area schools have had success with their program.

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

- a) Discussion:

VIII. Adjournment

Motion: PC

Moved by: JW Second by: AS 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.

