

**Family & Consumer Sciences Program Advisory Committee**  
**Meeting #3 Minutes**

Date: 5/27/2020 Time: 4:30 pm Place: Zoom

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

**I. Call to order**

Called to order by: Jill Bickelhaupt Time: 4:35 pm

**II. Minutes from previous meeting**

a) Approval of previous meeting minutes

**Motion:** Move to approve minutes from previous meeting.

**Moved by:** Debbie Handy **Second by:** Trish Blehm **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:** Update on Careers in Education course—approved by CAC, have met with OSPI FCS head regarding frameworks for state and curriculum for course.

3.2. Student Leadership update

**Discussion:** Alli Porter competed at the Virtual FCCLA State Leadership Conference and has moved on and will be completing at the Virtual FCCLA National Leadership Conference in July.

3.3. Registration numbers for 2020-21 school year

**Discussion:** Foods: 54; Culinary: 16; Textiles: 21, Careers in Ed: 4

**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:** Move to approve five year plan with suggested changes.

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

4.3. **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:** Move to accept need for all courses based on industry data.

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

#### 4.4. State Program Assurances: Facilities Equipment and Safety

4.4.1. 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: Move to approve**

**Moved by: Debbie Handy Second by: Hand Liu Approved? Yes**

4.4.2. 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: Move to approve**

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

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

**Motion: Move to approve**

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

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

**Motion: Move to approve Jill Bickelhaupt as instructor for next year.**

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

4.6. 5-year plans—Update and approve next year’s five year plan

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

#### 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.*

Motion: Move to approve End of Year Program Evaluation

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

#### 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: Working on articulation for Careers in Education class

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

- a) Discussion: None

**VIII. Adjournment**

Motion: Move to Adjourn

Moved by: Trish Blehm Second by: Debbie Handy 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.**