

Metals and Woods Program Advisory Committee
Meeting #3 Minutes

Date: 6/4/2020 Time: 5:30 Place: Zoom

Advisory Members Present: Tim Sullivan, Dan Scott, Brady Shelton

I. Call to order

Called to order by: Tim Time: 5:35

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: Dan

Moved by: Tim **Second by:** Brady **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: NA

3.2. Student Leadership update

Discussion: It was discussed that student leadership has been very minimal due to the Covid-19 shutdown. Talked about projects in progress and how/when they will be completed.

3.3. Registration numbers for 2020-21 school year

Discussion: We discussed the request numbers for both metals and woods. The numbers are greater than available slots so the elimination process was discussed and how that process was used to help the program in future years.

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: NA

Moved by: NA **Second by:** NA **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. **The use of Miller Electric OpenBook curriculum was discussed. This program was used during the shutdown and I would like to implement it as a supplement in future years.**

Motion: Brady

Moved by: Dan Second by: Tim Approved? Yes

- 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: Dan

Moved by: Tim Second by: Brady Approved? Yes

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: Tim

Moved by: Brady Second by: Dan 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: Dan

Moved by: Tim Second by: Brady Approved? Yes

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

Motion: Tim

Moved by: Brady Second by: Dan Approved? Yes

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

Motion: Dan

Moved by: Tim Second by: Brady 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: Both the numbers from this school year and next school year were discussed. Continuing to keep class sizes at a reasonable number was discussed.

- (b) Things that are going well:

- (i) Discussion: I explained how students had continued to complete projects for the community and I also implemented some different personal projects that students could build. These projects were decided upon based on students interests. I also expressed my satisfaction with the Miller OpenBook curriculum that I have been using since school moved to distance learning.
- (c) Things that need to be improved:
 - (i) Discussion: I talked about needing to find more projects for students to complete and cover a larger area of interest. I am less about all students completing the same projects and more about students finding projects that relate to their interest.

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: NA

Motion: NA

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

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

Action Plan for New Material: Other than using OpenBook as a supplemental recourse, no new material will be added.

Motion: Tim

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

d) Report on Student Leadership/Community Service Activities:

- (a) Discussion: Same as above.

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: There will be no new course next year. Since this is my first year,

there was no end of year evaluation from last year to evaluate.

Motion: NA

Moved by: NA Second by: NA 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: The committee talked about the articulation agreement with WWCC, the 5 year plan. Curriculum mapping, Program of study and inventory are still in progress.

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

- a) Discussion: With the shutdown, there is not a lot to report. This spring has been a new experience for everyone and has been a learn as you go process for both teachers and students.

VIII. Adjournment

Motion: Dan

Moved by: Tim Second by: Brady 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.