

Business Education Program Advisory Committee
Meeting #1 Minutes

Date: 11/16/2020 Time: 4:00 PM Place: Zoom

Advisory Members Present: Melissa Mayer, John Willy, Paden Carlson, Erin McNanny, Arvin Sahaym, Cotton Sears

I. Call to order

Called to order by: MM Time: 4:00 PM

II. Old Business

- a) Approval of previous meeting minutes

Motion: MM

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

III. New Business

- a) **Elect chairperson(s) – This person will also attend GAC General Advisory Committee Meetings.** Instructor is secretary and will take notes.

- (a) **Chairperson(s):** Cotton Sears

- b) **Set meeting dates, time, and place –**

- (a) Meeting #2 between January 11th and February 12th, 2021

- (i) Date: 1/25/2021 Time: 4:00 PM Place: Zoom/PHS

- (b) Meeting #3 between May 3rd and May 28th, 2021

- (i) Date: 5/17/2021 Time: 4:00 PM Place: Zoom/PHS

- c) **Update Advisory Committee Member Roster-**

Advisory Committee Members					
Name	Company	Title	Address	Phone	Email
Jon & Cheryl Clancy	Pullman Heating & Electric	Owners	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Brooke Marriott	McDonald's	Manager	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Joe Pitzer	Remax	Broker Owner	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Erin McNanny	Supporting Strategies DBA Numer8	Accountant			Click or tap here to enter text.
Arvin Sahaym	WSU	Professor	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
John Cassleman	SEL	Associate Program Manager - K-12 Education Outreach	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Cotton Sears	Hayden Ross	Wealth Management Advisory			

d) Report on opening of school

(a) Things that are going well even though we are in distance learning:

- (i) Discussion: John Willy is doing Google Suite Certifications (instead of Microsoft Certifications) because of doing distance learning. Seems to be going pretty well and he feels like it can help students in all their classes in the distance learning environment. Both Paden Carlson and John Willy mentioned a new system with the High School and Beyond planning where students will use that from 8th-12th grade. Paden discussed how the implementation of a modified senior project is going with a change for this semester of having more of a portfolio based project. He is continuing with modifications of the leadership curriculum adapting it to work better online. Melissa Mayer went over how her numbers have remained relatively strong and how she's adapting classes.

(b) Things that need to be improved:

- (i) Discussion: We discussed a concern of a drop off of all CTE class enrollment next school year since we haven't been able to do as many engaging, hands-on projects as we normally would. We discussed a variety of ideas of recruiting next spring in order to avoid a sharp decline. We also feel like we need to work on getting classes articulated with a local community college.

e) Instructor Approval – Advisory approval for current year’s instructor(s) and recommendations for instructor professional development. *

Motion:

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

f) 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: N/A

Motion: _____

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

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

Action Plan for New Material: N/A

Motion: _____

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

h) Report on Student Leadership/Community Service Activities:

- (a) Discussion: DECA Update: 13 current members; area competition will be in January online. We have been meeting about every other week on Google Meets. We need to do more recruiting for next school year as the main group of DECA members and chapter leaders are seniors.

IV. Complete Program of Work - *A Program of Work is a systematic review of the program's goals, curriculum, activities, funding, and resources with the overall goal of assessing the program's effectiveness and sustainability. Program Advisory Committee members need to be willing to discuss all aspects of the student's development rather than just the industry's expectations of technical attainment. To this extent, the committee will need to develop a Program of Work to accomplish its goals. The advisory committee's program of work should complement and incorporate the program's five-year plan, which requires an annual review and response by the advisory committee.*

a) Program Goals

1	Continue to grow the business education program population.
2	Work with a local community college to get business education classes articulated.
3	Continue to grow our PHS DECA membership numbers.
4	Re-evaluate the work-based learning options and market the option as a class for the 2021-2022 school year.
5	
6	
7	
8	

b) Goal Action Plan Worksheet

Strategies & Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Melissa will speak w/ Amber Deeds to see about options with articulation options. Will specifically look at SFCC & EWU	Melissa Mayer	By January, 2021	Depending on options it would be good to have some classes articulated for the SP 2021 semester, or at least by the FA of 2021.
Melissa will look into content for a business ed. video that could be pushed out on social media; PHS & LMS website; etc.	Melissa Mayer/John Willy	By March, 2021	Maintain and/or grow the number of students in our program and in DECA in the 2021-2022 school year.
Continue to grow the Work Based-Learning opportunities, which includes: job shadows; guest speakers; structured field trips; and work-site learning. We will need to talk to the counselors and SPED teachers to see who may qualify for worksite learning (if the students are working during the day, credit deficient, etc.) and work more purposefully to have more guest speakers, structured field trips, etc. after COVID-19 restrictions have lifted.	Melissa Mayer	By March, 2021	Grow to have more worksite learning students AND more work based learning opportunities for students in business education classes.

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: N/A

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.)
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan by the end of the year.
- Articulation agreements: What is in place, what is in the works, and ideas for places to articulate with
 - a) Discussion: Melissa Mayer showed the advisory committee the Program of Study that's been completed and submitted to the state.

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

a) Discussion: _____

VIII. Adjournment

Motion: JW

Moved by: MM 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.