

Sports Medicine Program Advisory Committee
Meeting #1 Minutes

Date: 12/4/2020 Time: 8:00 AM Place: Zoom

Advisory Members Present: Nichole Clements, Amy Vu, Kai Seshiki

I. Call to order

Called to order by: ER Time: 8:00AM

II. Old Business

- a) Approval of previous meeting minutes

Motion: ER

Moved by: KS **Second by:** NC **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):** Nicole Clements

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

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

- (i) Date: 2/3/2020 Time: 8:00AM Place: Zoom/PHS

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

- (i) Date: 6/22/2020 Time: 8:00 AM Place: Zoom/PHS

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

Advisory Committee Members					
Name	Company	Title	Address	Phone	Email
Ed Tingstad	Inland Ortho	Orthopedic Surgeon			
Kasee Hildenbrand	WSU	ATP Director			
Troy Vannucci	Performance PT	Physical Therapist			
Kai Seshiki	PRH	Athletic Trainer			
Amy Vu	PRH	Athletic Trainer			
Nicole Clements	PRH	Athletic Trainer			

- d) **Report on opening of school**

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

- (i) Discussion: Erin mentioned that this is her first time teaching her class and the kids are responding well to her teaching methods. At the end of Exams a reflection questions are asked on how the class can be improved and how the students responded to the assignments. Kai suggested to implement more instructional videos for the students to watch and reflect on to switch up teaching styles. Lots of students have expressed interest in careers in the health care field, which I think is helping them get through this tough time.
- (b) Things that need to be improved:
 - (i) Discussion: Erin mentioned that during class sometimes it is hard to think of activities that actively involve the students. We discussed some ideas as far as hands on activities to do with family members.
- 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: No new course at this time

Motion: ER

Moved by: KS Second by: AV Approved? Yes

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

Action Plan for New Material: With this upcoming year and updated BLS certification material will need to be purchased.

Motion: ER

Moved by: KS Second by: NC Approved? Yes

- h) **Report on Student Leadership/Community Service Activities:**

- (a) Discussion: Few students have shown interest. WCTSMA are having some opportunities for students, Erin will start introducing them to the students as they arise.

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 promote the sports medicine class
2	Give the students lots of career outlets to explore
3	Develop a internship class platform
4	
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7	
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b) Goal Action Plan Worksheet

Strategies & Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Try to get students involved in WCTSMA	Erin Rose	March 2021	By actually having student engagement in WCTSMA
Collaborate with Health Care Professionals to give students different ideas for career pathers	Erin Rose	May 2021	Make enough interview videos to cover expressed careers from initial paper
Devlop curriculum ideas for a practicum class	Erin Rose	May 2021	Propose at final advisory committee meeting

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: Erin Rose will present at next meeting

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

- a) Discussion: N/A

VIII. Adjournment

Motion: ER

Moved by: KS Second by: AV 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.