

Family & Consumer Sciences Program Advisory Committee
Meeting #1 Minutes

Date: 12/9/2020 Time: 5:30 pm Place: Zoom

Advisory Members Present: Jill Bickelhaupt, Debbie Handy, Hang Liu, Valerie Mesenbrink, Trish Blehm

I. Call to order

Called to order by: Jill Bickelhaupt Time: 5:35 pm

II. Old Business

- a) Approval of previous meeting minutes

Motion: Move to approve minutes.

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

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

(a) Meeting #2 between January 6th and February 7, 2021

- Date: Click here to enter a date. Time: **TBD** Place: **PHS**

(b) Meeting #3 between May 4th and May 29, 2021

- Date: Click here to enter a date. Time: **TBD** Place: **PHS**

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

Advisory Committee Members					
Name	Company	Title	Address	Phone	Email
Valerie Mesenbrink	All about you Bridle	Owner			
Trish Blehm	Pullman Schools	Teacher			
Hang Liu	WSU	Asst. Professor			
Debbie Handy	WSU	Assoc. Professor			
Marisa Hemingway	SEL	Dir Learning & Dev			
Jill Bickelhaupt	Pullman Schools	Teacher			

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

- (a) Things that are going well:

Discussion:

- Textiles & Apparel: 15 students—Sent out Handsewing kits at the beginning of the year and have been working on Handsewing projects so

far, along with curriculum. Hoping to check out machines and start machine sewing after winter break.

- Foods & Nutrition: 24, 24, & 23 students in the three sections. Talked about meal kits that have gone out as well as assignments and projects we have been doing through virtual learning.
- Culinary Arts: 15 students—Talked about the meal kits we have done in this class and how I have adapted our semester-long restaurant project for distance learning.
- FCCLA: We are still in process of figuring out how to run FCCLA virtually.

(b) Things that need to be improved:

- Discussion: N/A

e) **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 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.

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

Action Plan for New Material: N/A

Motion: _____

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

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

- (a) Discussion: We are currently in process of planning how to run FCCLA virtually, effectively.

IV. 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: Looked at evaluation from last year, determined there were no areas of immediate importance for improvement.

V. 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: Reviewed current five-year plan. Current articulations: Done with Walla Walla Community College. Articulations should include students in Culinary Arts who earn their ServSafe Certification and earn a B or better both semesters receiving 3 credits for a ServSafe course.

VI. Approval of Instructors for the current year

- a) Motion: Move to approve Jill Bickelhaupt as Family & Consumer Sciences Instructor
- b) Moved by: Debbie Handy Second by: Trish Blehm Approved? Yes

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

- a) Discussion: N/A

VIII. Adjournment

Motion: Move to Adjourn Meeting

Moved by: Debbie Handy Second by: Hang Liu 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.