

Business Education Program Advisory Committee
Meeting #2 Minutes

Date: 2/8/2021 Time: 4 PM Place: Zoom

Advisory Members Present: John Willy, Cotton Sears, Melissa Mayer, Joe Pitzer

I. Call to order

Called to order by: MM Time: 4:05 PM

II. Minutes from previous meeting

- a) Approval of previous meeting minutes

Motion: JW

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

III. Old/Unfinished Business

- a) **Any items not completed from Meeting #1 packet**, including new course proposals and recommendations for 2020-2021 programs.

Discussion: CTE Articulation with WWCC

IV. New Business

- a) **Review the Role of Program Advisory Committee (attachment)**
b) **Complete the CTE Program Five Year Plan (attachment)** ***Needs to be turned in with your minutes***

Motion to approve the Five-Year: CS

Moved by: JW **Second by:** MM **Approved?** Yes

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
High School and Beyond Plan (8th graders and seniors in career choices)
 - ii) **Work Site Learning**
Paden's class career choices
 - iii) **Student leadership activities**
DECA
 - iv) **Student recruitment and Program Promotion**
In the past we coordinate with LMS to recruit and we have representation at the 8th grade parent night. We're trying to come up with a way to adapt the recruitment for the spring of 2021.
 - v) **Job Placement**
Paden's class career choices
 - vi) **Tech Prep/Articulations**
Discussed articulations

(1) **Report on first semester of school**

(a) Program Enrollment Numbers:

(i) Discussion: All 8th graders take John's class...all senior take Paden's class. Melissa's #s from first semester: Yearbook 17; Econ 52; Marketing 23; Marketing Operations 3; Accounting 3.

(b) Things that are going well:

(i) Discussion: Adapting curriculum to online seems to be going well for the most part.

(c) Things that need to be improved:

(i) Discussion: John Willy brought up a discussion about teaching the Google Suite vs. teaching Microsoft Office. Joe Pitzer brought up the point that introducing students to both software suites would be good practice so that students are more adaptable to the workplace since different businesses use Office and the Google Suite software.

d) **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.

e) **Instructional Materials (textbooks, videos, etc.) for 2021-2022**

Action Plan for New Material: N/A

Motion: _____

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

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

(a) Discussion: Melissa reported on DECA. We had DECA members that competed at area (online). 7 members will soon compete at state (also online) with testing and doing role plays from home. Nationals will also take place online. We will need to do extra recruitment to get more members in DECA as we have many graduating members.

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: As noted above we have gotten articulation agreements for some of the business ed classes at PHS. That was one of the improvements we mentioned on the end of year program eval.

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 2021***
- 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: N/A

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

- a) Discussion: N/A

VIII. Adjournment

Motion: MM

Moved by: JP Second by: CS 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.