

Metals/Woods Program Advisory Committee
Meeting #2 Minutes

Date: 2/25/2021 Time: 6:00 Place: Google Meet

Advisory Members Present: Brady Shelton, Tim Sullivan

I. Call to order

Called to order by: Tim Sullivan Time: 6:05

II. Minutes from previous meeting

- a) Approval of previous meeting minutes

Motion: Brady

Moved by: Tim Sullivan **Second by:** Tim **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: We discussed what was covered in the first meeting and determined there was no unfinished items needed to be discussed further.

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: Tim Sullivan

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

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
Assignments to expose students to occupations in related fields with discussions for students looking at entering the trades.
 - ii) **Work Site Learning**
Making connections with people and companies in the industries to help provide opportunities for students to learn outside of class and on a job site.
 - iii) **Student leadership activities**
Minimal external leadership activities currently because of covid but having students work with each other to build the leadership component.
 - iv) **Student recruitment and Program Promotion**
Promoting the program through exposure of projects and capabilities of the shop. Also having students help recruit friends and promoting to incoming students from the middle school.

- v) ***Job Placement***
This is directly related to work site learning.
- vi) ***Tech Prep/Articulations***
Currently still have the articulation agreement with Walla Walla Community College.

Report on first semester of school

- (a) **Program Enrollment Numbers:**
 - (i) **Discussion:** The enrollment numbers were presented and talked about as it relates to the transition to hybrid. Numbers seem good and it was noted that there was a list of students who were not allowed in the program to keep number manageable.
- (b) **Things that are going well:**
 - (i) **Discussion:** We discussed how the PODS have been going really well and the transition to hybrid and what that is going to look like for the students.
- (c) **Things that need to be improved:**
 - (i) **Discussion:** Tim wants to have more projects to offer students as to better align with their interests. Also, looking for new ways to improve students skills with new tasks that challenge students to expand their abilities.

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: The advisory committee has reviewed data showing the need for drafters and those working in the CAD field and frameworks for CAD I and CAD II. They have approved the offering of these courses for the 2021-22 school year along with all of the metals and wood classes.

Motion: Tim Sullivan

Moved by: Brady Second by: Tim Approved? Yes

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

Action Plan for New Material: Brady is going to drop off some of his college textbooks for Tim to look at.

Motion: Brady

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

f) Report on Student Leadership/Community Service Activities:

- (a) **Discussion:** Current leadership and community service activities were discussed and the difficulty of providing these during Covid.

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: The previous program evaluation was discussed but no new suggestions were provided. It was agreed upon that modifications should wait until at least after hybrid has started.

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: A progress report was given on Curriculum mapping, Program of Study and inventory. The 5 year plan was discussed and gone over. The current articulation agreement was mentioned and it was discussed how to expand to other schools but nothing was decided upon as a possible option in the future.

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

- a) Discussion: Progress of use of the CNC router was given and where the metals and woods classes would focus in the remaining time of the school year while in hybrid.

VIII. Adjournment

Motion: Tim Sullivan

Moved by: Brady Second by: Tim 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.