

**PHS/LMS (Brown/Davis) Program Advisory Committee**  
***Meeting #2 Minutes***

Date: 3/31/2021 Time: 7:28 am Place: Zoom

**Advisory Members Present:** J. Brown, E. Davis, K. Yamamoto, D. Hyatt

**I. Call to order**

Called to order by: ED Time: 7:28 (late start due to Zoom issues)

**II. Minutes from previous meeting**

- a) Approval of previous meeting minutes

**Motion:** ED

**Moved by:** DH **Second by:** JB **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:** No old/unfinished business was discussed.

**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:** ED

**Moved by:** KY **Second by:** DH **Approved?** Yes

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
  - ii) **Work Site Learning**
  - iii) **Student leadership activities**  
PHS: Computer Sci. Club (post-Covid). Virtual competition in Crimson Code (students complimented on their creativity)  
LMS: SkillsUSA (post-Covid)
  - iv) **Student recruitment and Program Promotion**  
PHS: Posters in the hall (female CS emphasis) as well as a JB recruitment video. SEL engineer KY visited remotely.  
LMS: Bulletin board usage in the hall with engineers (emphasis on diversity).
  - v) **Job Placement**

KY noted that SEL is expanding in Moscow with a facility that will focus on fabrication, processing and recycling of PCBs - this will provide opportunity for local Chemical Engineering and non-computer science STEM in the area. Lewiston SEL facility also has plastic chemistry processing.

- vi) Tech Prep/Articulations
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### **Report on first semester of school**

- (a) Program Enrollment Numbers:  
(i) Discussion: LMS: approx. 130; maxed out in some courses, PHS heading towards maximum of 28.
- (b) Things that are going well:  
(i) Discussion: LMS: Hybrid is going well. Low class sizes promoting greater teacher-student interactions. PHS: Hybrid and Distance learning very smooth due to format (on the computer).
- (c) Things that need to be improved:  
(i) Discussion: LMS: Distance learning is difficult to foster connections with students. PHS: Smooth sailing.

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: NONE.

Motion: ED

Moved by: JB Second by: KY Approved? Yes

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

Action Plan for New Material: NONE.

Motion: ED

Moved by: JB Second by: DH Approved? Yes

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

- (a) Discussion: PHS/LMS: None this year due to 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: Tabled to June Meeting.

## 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: 5-Year plan was discussed in new business. Discussion of other categories was tabled until June meeting.

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

- a) Discussion: PHS: Following exams, the students will be doing an "App design" activity. Also, PHS students nearly met the college board award criteria of 50% female passing the AP exam with a passing rate of 48%. Advisory committee decided to tentatively schedule the 3<sup>rd</sup> and final CTE advisory meeting for the first week of June (Wednesday, June 2) at 7:15 am.

## VIII. Adjournment

Motion: ED

Moved by: JB Second by: DH 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.**