

Family & Consumer Sciences Program Advisory Committee
Meeting #2 Minutes

Date: 4/14/2021 Time: 5:00 pm Place: Zoom

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

I. Call to order

Called to order by: Jill Bickelhaupt Time: 5:06 pm

II. Minutes from previous meeting

- a) Approval of previous meeting minutes

Motion: Approve Minutes

Moved by: TB **Second by:** DH **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: N/A

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: Motion to Approve

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

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
Support 4 Year Plans, Career Exploration Projects
 - ii) **Work Site Learning**
Discuss in Class, Industry Guest Speakers
 - iii) **Student leadership activities**
FCCLA, In-Class FCCLA Projects
 - iv) **Student recruitment and Program Promotion**
8th Grade Visit, 8th Grade Parent Night, In-Class Course Promotion
 - v) **Job Placement**
Job Preparation Projects, Job Application Packets, Career Exploration Projects
 - vi) **Tech Prep/Articulations**
Culinary Arts, iLive

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

(a) Program Enrollment Numbers:

(i) Discussion: Textiles & Apparel: 14; Foods & Nutrition: 21, 25, 23; Culinary Arts: 12

(b) Things that are going well:

(i) Discussion: While distance learning and hybrid have been difficult, we are doing a pretty good job of converting our classes to work in the new formats, while still giving students opportunities for hands-on learning and experiences.

(c) Things that need to be improved:

(i) Discussion: Continue finding ways to create hands-on opportunities for students remaining in the distance learning model through the end of the year.

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: Would like to order updated ServSafe books.

Motion: Move to approve buying new ServSafe books.

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

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

(a) Discussion: We have tried to convert FCCLA to a distance learning format (and now hybrid format), but it has not been very successful so far. We will keep trying and keep trying to set it up to be more successful next year.

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: No new suggestions at this time.

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: Hang Liu offered to provide guest speakers for Textiles & Apparel as well as offering to help with creation of textile fiber labs.

VIII. Adjournment

Motion: JB

Moved by: DH Second by: TB 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.