



Business Education Program Advisory Committee
Meeting #3 Minutes

Date: 5/26/2021 Time: 11 AM Place: Online

Advisory Members Present: Cotton Sears, John Cassleman, Erin McNanny, Brooke Marriott, John Willy, Paden Carlson, Melissa Mayer

I. Call to order

Called to order by: MM Time: 1102 AM

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: CT

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

III. Old/Unfinished Business

3.1. **Any items not completed from Meeting #2 packet**, including new course proposals and recommendations for 2021-2022 programs.

Discussion: No discussion from old business.

3.2. Student Leadership update

Discussion: Melissa discussed briefly about DECA including success with

3.3. Registration numbers for 2021-22 school year

Discussion: Reported #s as projected at this point. There will be 2 leadership classes again.

IV. New Business

4.1. **Review the CTE Program Five Year Plan (attachment)**

4.2. **New course proposal and course title changes and instructional materials for 2022-23 (year after next) school year.**

Motion: N/A

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

4.3. **New instructional materials for 2021-22 school year.--** What instructional materials do you need for next school year. All textbooks will need to approved by the CAC.

Motion: N/A

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

4.4. **State Program Assurance:** Program Advisory Committee has determined a need for this course. – Advisors validate need based on data. If course is Preparatory, need is based on National, State, or regional labor market data.* See [Numetrics CTE Dashboard](#)

Motion: CS

Moved by: MM Second by: PC Approved? Yes

4.5. State Program Assurances: Facilities Equipment and Safety

4.5.1. Laboratories and equipment are comparable to those used in public, private, or home-based workplaces and are appropriate to support the OSPI approved curriculum framework and industry training procedures. *

Motion: JW

Moved by: CS Second by: MM Approved? Yes

4.5.2. CTE programs are structured so that safety factors, supervision, and the number of training stations determine the maximum number of students per classroom. Facilities, procedures, and safety lessons taught follow the guidelines as reflected in related federal, state and county standards. *

Motion: JW

Moved by: CS Second by: MM Approved? Yes

4.5.3. If there are industry regulations related to this program, those requirements have been met. *

Motion: JW

Moved by: CS Second by: MM Approved? Yes

4.6. Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.*

Motion: CS

Moved by: BM Second by: EM Approved? Choose an item.

4.7. 5-year plans—Update and approve next year’s five year plan

4.8. Curriculum Maps – **All Levels/Classes Curriculum Maps need to be updated.**

4.9. Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.*

(1) Report on SECOND semester of school

(a) Program Enrollment Numbers:

(i) Discussion: Numbers were where we expected them to be for 2nd semester with John and Paden's classes being required for 8th and 12th graders. Melissa's numbers remained close to what they were first semester.

(b) Things that are going well:

(i) Discussion: Tech Prep Articulation; Virtual assemblies and new PHS Initiative; Blended learning with Google and MS Office at LMS; worked with new high school and beyond programs.

(c) Things that need to be improved:

(i) Discussion: Recruitment for DECA (event held on 5/19).

b) **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 2021-22 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.

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

Action Plan for New Material: N/A

Motion: _____

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

d) Report on Student Leadership/Community Service Activities:

(a) Discussion: _____

V. Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and complete the End of the Year Program Evaluation for the 2020-21 school year.

Action Plan for New Course: N/A

Motion: _____

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

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: Melissa's classes that could articulate (Accounting; Marketing; and Entrepreneurship) were articulated with WWCC in the Fall of 2021.

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

- a) Discussion: We discussed meeting over the summer to try to keep honing our 5 year plan. John Cassleman suggested this so that we can be further ahead with it knowing that it can help us better plan, budget, etc. We also discussed using Precision Exams and/or certifications for more of our classes.

VIII. Adjournment

Motion: _____

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

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.