

Family & Consumer Sciences Program Advisory Committee
Meeting #3 Minutes

Date: 6/2/2021 Time: 4:00 PM Place: Zoom

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

I. Call to order

Called to order by: JB Time: 4:04 pm

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: Move to approve previous meeting minutes

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

3.2. Student Leadership update

Discussion: N/A

3.3. Registration numbers for 2021-22 school year

Discussion: Preliminary Numbers: Foods - 76; Culinary - 25; iLive - 23

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: Move to continue FCS program based on industry data and need.

Moved by: DH **Second by:** TB **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: Move to approve

Moved by: DH Second by: TB 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: Move to approve

Moved by: DH Second by: HL Approved? Yes

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

Motion: Move to approve

Moved by: DH Second by: HL Approved? Yes

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

Motion: Move to approve Jill Bickelhaupt as instructor for FCS program

Moved by: TB Second by: HL Approved? Yes

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: Textiles - 14; Culinary - 12; Foods - 69

(b) Things that are going well:

(i) Discussion: Flexibility of students and teachers in current learning modes; finishing up end of school projects

(c) Things that need to be improved:

(i) Discussion: Avoiding teaching both in-person and online simultaneously for next year.

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: N/A

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: _____

Motion: Move to approve FCS End of Year Program Evaluation

Moved by: DH Second by: HL Approved? Yes

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: Next year we will have an articulation in Culinary Arts with WWCC for ServSafe.

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

- a) Discussion: Update on ServSafe books - a class set of ServSafe coursebooks have been ordered

VIII. Adjournment

Motion: Move to adjourn meeting

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.