

**Brown/Davis Program Advisory Committee**  
**Meeting #3 Minutes**

Date: 6/2/2021 Time: 7:15 Place: ZOOM

**Advisory Members Present:** Kenji Yamamoto, David Hyatt, Johanna Brown, Ed Davis

**I. Call to order**

Called to order by: ED Time: 7:16 am

**II. Minutes from previous meeting**

a) Approval of previous meeting minutes

**Motion:** ED

**Moved by:** dh **Second by:** KY **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:** To be discussed in New Business

3.2. Student Leadership update

**Discussion:** To be discussed in New Business

3.3. Registration numbers for 2021-22 school year

**Discussion:** To be discussed in New Business

**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:** NONE

**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:** NONE

**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:** NONE

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

#### 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: ED**

**Moved by: KY Second by: JB 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: JB**

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

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

**Motion: ED**

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

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

**Motion: KY**

**Moved by: DH Second by: JB 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: 106 (LMS) and 27 (PHS)

(b) Things that are going well:

(i) Discussion: ED: In person learning very positive - especially with small class sizes. JB: Students learning Python, enthusiasm is high.

(c) Things that need to be improved:

(i) Discussion: ED: Remote learners were difficult to keep on task and engaged JB: Fewer students taking AP exam.

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: NONE

Motion: \_\_\_\_\_

Moved by: \_\_\_\_\_ Second by: \_\_\_\_\_ Approved? Choose an item.

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

Action Plan for New Material: NONE

Motion: \_\_\_\_\_

Moved by: \_\_\_\_\_ Second by: \_\_\_\_\_ Approved? Choose an item.

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

- (a) Discussion: ED: None at LMS. JB: Student Ambassadors program started for the summer in collaboration with Garren Shannon. Three distinguished guest speakers were invited and spoke to JB classes.

## 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: NONE

Motion: ED

Moved by: KY Second by: JB 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: Items above were discussed. ED: Inventory will include new CNC machine at LMS.

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

- a) Discussion: Enthusiasm is high for LMS and PHS CTE program. Discussed next year time frame for meetings and hopes for a fully, face-to-face learning environment.

### **VIII. Adjournment**

Motion: ED

Moved by: DH Second by: KY 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.**