



## Advisory Committee Meeting #2

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1/5/2022 7:15 am – 8:10 am | Meeting called to order by : Ed Davis

Kenji Yamamoto, David Hyatt, Johanna Brown, Ed Davis

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Approval of Minutes from previous meeting

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**MOTION REQUIRED Approved.**

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Any Unfinished business?

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1. **PROGRAM APPROVAL: MOTION REQUIRED** All courses were approved after going through the NuMetrics CTE dashboard data for each of the four courses listed below. Discussion centered around access of the courses to under-represented students and how we might be able to improve the access as well as the labor market data. A motion for approval of the courses was made by KY and seconded by DH and it was unanimously approved.

**CIP Course Name**

149995 - Gateway to Technology

141001 - Electronics I

210198 - Industrial Technology

110201 - AP Computer Science

2. **LABOR/MARKET DATA SUBSTANTIATING THE NEED/OFFERING OF THE COURSES:**

[NuMetrics CTE Dashboard](#)

**MOTION REQUIRED** The NuMetrics data was carefully reviewed and discussed for each of the courses listed above. The data was used to specifically determine whether the courses (above) should be approved. It was noted that the “Electronics” course at LMS has a disproportionate number of males vs. females and it was suggested that since the other LMS courses do not see similar trends that perhaps a course name change might be helpful.

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New Business

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1. **REVIEW** the Role of the Program Advisory Committee (*see attachment*)

ED read through all of the sections of the “Role of the Advisory Committee”. The committee discussed several aspects of the document and clarified what is meant by “Mock interviews”. KY noted that he has judged

projects and interviewed and questioned students in neighboring schools as an SEL guest. KY and DH said they are willing to help in any way as advisory members.

2. **COMPLETE** the CTE Program Four Year Plan (*Attachment*) – **TURN IN WITH YOUR MINUTES**

A four-year plan for the STEM program at LMS and PHS was discussed in detail. Changes to the plan relative to the 2020-2021 “five-year plan” were noted and discussed. KJ thought it might be a good idea to shift the name of “Electronics” to something a little more inviting in order to promote better gender equity.

DH motioned to approve the four-year plan. KY seconded the motion and it was unanimously approved.

**MOTION REQUIRED for 4-Year Plan**

3. Program Support Activities (CTE Standards) – **PLEASE LIST ACTIVITIES** the program supports in these areas:

- a. Support Guidance Counseling
- b. Work Based Learning (includes: Guest Speakers, Structured Field Trips, School-Based Enterprises, Job Shadows, Worksite Learning)
- c. Student Leadership Activities
- d. Student recruitment and Program Promotion
- e. Job Placement
- f. Tech Prep/Articulations

LMS has begun a new student organization, Technology Student Association in order to bolster career awareness and leadership skills. PHS has a very successful Friday Computer Club that has solid membership (20+ members). As discussed above, LMS is working to bridge gender equity in its Electronics course and has been using hallway posters showing engineers who are in under-represented groups to further this goal.

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**New Courses Proposals, Course Description Changes, or Course Title Changes for 2022-2023?**

(Advisory Committee approval required prior to submitting and approval to Curriculum Advisory Committee, please meet with Principal and CTE Director prior to March 1st to discuss new proposals)

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- Are there any classes/courses that you are submitting for approval for the 2022-2023 school year?

The committee discussed the new “STEM” course adoption being considered at PHS. JB noted that the new STEM course should definitely be carefully considered with input from the science and technology teachers at PHS. KY emphasized that a new course should definitely provide continuity with the LMS program and that is attractive to 9<sup>th</sup> and 10<sup>th</sup> graders of all levels and not just the higher level students. ED noted that there are still questions regarding the new program that will be discussed at the Thursday meeting. ED also re-invited the committee members to attend the Thursday evening meeting.

- Are there any course description changes or course materials you need for new/current courses?  
None at this time for LMS or PHS

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**Classes & CTSO Update**

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1. Report on first semester of school

ED reported that all is well at LMS. Class sizes average around 28-29. Classroom activities and curriculum is going well. It was also noted that preparations have been made in case the district requires distance learning in the near future.

JB reported that the PHS Computer Science classes are going well and that student engagement is good.

2. Report on Student Leadership/Community Service Activities:

LMS has just begun a TSA (Technology Student Association) group but they have not met or organized yet. The JB Friday Computer club is thriving and will likely be entering a SkillsUSA competition.

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### Review Program Advisory Committee End of the Year Program Evaluation

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Make any suggestions for program improvement based on last year's End of Year Program Eval.

KY suggested that based on the End of Year Program Evaluation (2021) that both LMS and PHS are doing some really great things. KY also reiterated that the name change for LMS Electronics class might be a good idea but said he didn't have any suggestions. DH agreed that the evaluation looked good and said he could not think of any needed improvements at the time.

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### Review Documents that will need to be **submitted** by year end

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1. Curriculum Mapping
2. Program of Study
3. Inventory

JB and ED stated that the three items listed above would be prepared for discussion and approval at the next meeting

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### Next Meeting

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May, 2022, Zoom Exact date to be determined at a later time.

JB and ED thanked the committee members for their help and time. ED also noted that the advisory committee will be expanding as the PHS STEM course adoption proceeds.

ED called for a motion for adjournment. DH motioned to adjourn the meeting, KY seconded and the meeting was adjourned.

**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.**