



Program Area: Manufacturing

Advisory Committee Meeting #3

6/3/2022 | Time: 5:30

Meeting called to order by Brady

In Attendance

Brady Shelton, Tim Sullivan, Dan Scott

Approval of Minutes from previous meeting

MOTION REQUIRED: Motion: Tim

Moved by: Dan Seconded by: Brady

Approved: Yes

Any Old/Unfinished business?

- Any items not completed from Meeting #2 packet, including new course proposals and recommendations for 21-22 programs. **Discussion:**We discussed how things were going with Rodrigo and how the programs were doing. We had no other old material to discuss.
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New Business

1. New instructional materials for 22-23 school year: What instructional materials do you need for next school year? All textbooks will need approved by CAC.
Action Plan for New Material:It was concluded that current materials are sufficient for the program.
Moved by: Brady Seconded by: Tim
Approved: Yes
2. New course proposal and course title changes and instructional materials for 2023-24 (year after next) school year. **Motion: Dan**
Moved by: Tim Seconded by:Brady
Approved: YES
3. State Program Assurances: Facilities Equipment and Safety – **(Motion combined for all statements)**
 - a. 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.
 - b. 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.
 - c. If there are industry regulations related to this program, those requirements have been met.**Motion: Brady**
Moved by: Tim Seconded by: Dan
Approved: YES

- Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development. **Motion: Brady**
Moved by: Tim **Seconded by: an**
Approved: YES

Classes & CTSO Update

- Student Leadership Update – **Discussion:** It was discussed how students display leadership while working with other students and how there will be more opportunities next school year with SkillUSA.
- Report on **SECOND** Semester of school.
 - Program Enrollment Numbers – **Discussion:** The final numbers for the year are at record levels. Moving forward, we will continue to focus on female and minority numbers.
 - Things that are going well – **Discussion:** With the hire of the second teacher, students are able to continue to spend each class period in the shop.
 - Things that need to be improved: **Discussion:** Next year classes will be split which should help to keep students learning consistent will help woods and metals progress.
- Registration numbers for 22-23 school year – **Discussion:** The enrollment numbers are still high and justify a second teacher. Female numbers are also up from this year.

Review Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and complete the End of Year Program Evaluation for the 21-22 school year.

Discussion: The program is in a good place and the focus could be on continuing to bring in industry standard equipment. Also continuing to increase the number of projects that provide deeper learning for students.

Motion: Tim

Moved by: Dan **Approved by: Brady**

Approved: YES

Review Documents that will need to be **SUBMITTED** by year end

- Curriculum Mapping – all levels/classes need to be updated.
- Program of Study
- Inventory
- Industry Recognized Certifications Awarded
- Work Based Learning Tracking sheets

Adjournment

Motion: Dan

Moved by: Brady **Seconded by: Tim**

Approved: YES

NEXT MEETING (1st mtg for 2022-23 school year – between September-October):

10/25/2022, Time: Evening Location: [Click or tap here to enter text.](#)

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.