



**Brown and Davis Program Advisory Committee**  
**Meeting #1 Minutes**

Date: 12/9/2020 Time: 7:15 am Place: Virtual

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

**I. Call to order**

Called to order by: ED Time: 7:24

**II. Old Business**

- a) Approval of previous meeting minutes

**Motion:** ED

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

**III. New Business**

- a) **Elect chairperson(s) – This person will also attend GAC General Advisory Committee Meetings.** Instructor is secretary and will take notes.

- (a) **Chairperson(s):** Ed Davis

- b) **Set meeting dates, time, and place –**

- (a) Meeting #2 between January 11<sup>th</sup> and February 12<sup>th</sup>, 2021

- (i) Date: TBD Time: TBD Place: Date and times will be determined in early January

- (b) Meeting #3 between May 3<sup>rd</sup> and May 28<sup>th</sup>, 2021

- (i) Date: TBD Time: TBD Place: Date and times will be determined in early May.

- c) **Update Advisory Committee Member Roster-**

Advisory Committee Members					
Name	Company	Title	Address	Phone	Email
Ed Davis	LMS	CTE teacher			
Johanna Brown	PHS	CTE/Science teacher			
Kenji Yamamoto	SEL				
David Hyatt	JMRP				

- d) **Report on opening of school**

- (a) Things that are going well even though we are in distance learning:

- (i) Discussion: JB: AP-CS going well. Engagement is good and students are enthusiastic. AP students are motivated. Planning speakers series

including KY! ED: Most students are engaged. Seems as though the level of personalized instruction is greater for some students as they come to office hours and ask for extra help.

(b) Things that need to be improved:

(i) Discussion: JB: A couple of "straggler" but they are coming to office hours for help. Communication is key. ED: Some students are not attending classes regularly (LMS Admin is doing home visits).

e) **Instructor Approval – Advisory approval for current year’s instructor(s) and recommendations for instructor professional development. \***

**Motion:**

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

f) **New course proposals, course description changes, course title changes for 2020-2021 school year.**

*From last year’s input, finalize new course proposals, course descriptions changes, and course title changes for 2020-21 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: ED

Moved by: DH Second by: JB Approved? Yes

g) **Instructional Materials (textbooks, videos, etc.) for 2020-2021**

Action Plan for New Material: NONE

Motion: ED

Moved by: DH Second by: KY Approved? Choose an item.

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

(a) Discussion: JB: Working on a post-COVID coding club, "Crimson coders". ED: Considering a post-COVID Raspberry Pi after school club for physical programming.

**IV. Complete Program of Work -** *A Program of Work is a systematic review of the program’s goals, curriculum, activities, funding, and resources with the overall goal of assessing the program’s effectiveness and sustainability. Program Advisory Committee members need to be willing to discuss all aspects of the student’s development rather than just the industry’s expectations of technical attainment. To this extent, the committee will need to develop a Program of Work to accomplish its goals. The advisory committee’s program of work should complement and incorporate the program’s five-year plan, which requires an annual review and response by the advisory committee.*

**a) Program Goals**

1	Curriculum - Are we on track and providing the best opportunities? What else could we provide? We think we are providing solid programs at LMS and PHS.
2	Activities - What activities do we provide and what could we add to our program? ED: Many diverse hands-on activities provided. Home physical computing provided through "Go Bags" that we provide for students. JB: Engineering/Computer scientist speaker series for AP-CS.
3	Funding - Do we have adequate funding to provide everything we deem as important? ED and JB: Yes, adequate funding.
4	Resources - Do we have all the resources needed to provide a high quality program? ED and JB: We feel well supported by our District and the individual schools.
5	Other? Possible small groups coming in for project work during COVID?
6	Increase student diversity in JB and ED courses at PHS and LMS, respectively.
7	Future Intro to CS course at PHS to gain greater access for students.
8	

**b) Goal Action Plan Worksheet**

Strategies & Action Steps	Responsibility	Timeline	Evidence of Effectiveness
None			

**V. Review Program Advisory Committee End of the Year Program Evaluation**

*Review program evaluation from last year and make any suggestions for program improvement based on last year's End of the Year Program Evaluation.*

- a) Discussion: We discussed our end of year evaluations from last year and decided that it would be more efficient if ED and JB submitted this years plans early so the advisory committee would have time to provide input and suggestions.

**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 2020
- 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.)
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan by the end of the year.
- Articulation agreements: What is in place, what is in the works, and ideas for places to articulate with
  - a) Discussion: No articulation at LMS and currently none that aligns with the AP-CS at PHS.

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

- a) Discussion: JB: In contact with John Cassleman at SEL regarding some type of robotics program at PHS. Also, JB pleased with their AP testing company, Edhesive.

**VIII. Adjournment**

Motion: ED

Moved by: JB 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.**