January, 30, 2023   5:30-6:30 PM | *Meeting called to order by Melissa Mayer*

In Attendance

John Willy, Melissa Mayer, Paden Carlson, Cotton Sears, Chris Cooney, Shenghan Xu

Approval of Minutes from previous meeting

MOTION REQUIRED Cotton motion; Shenghan second. Cotton signed copy of minutes

Any Old/Unfinished business?

N/A

New Business

1. REVIEW the Role of the Program Advisory Committee *(see attachment)*
2. COMPLETE the CTE Program Four Year Plan *(Attachment)* – ***TURN IN WITH YOUR MINUTES***

   Motion Required for 4-Year Plan – approved? X Yes   □ NO
   Motion Made by: 1ˢᵗ: John Willy   2ⁿᵈ: Cotton Sears
3. Program Support Activities (CTE Standards) – <u>PLEASE LIST ACTIVITIES</u> the program supports in these areas:
   a. Support Guidance Counseling: Business Ed. works with High School and Beyond plans at the 8th grade and senior class levels. We will also all be helping students with the High School and Beyond plan at our Hound Time in Feb.
   b. Work Based Learning (includes: Guest Speakers, Structured Field Trips, School-Based Enterprises, Job Shadows, Worksite Learning): -School-Based Enterprise: DECA Store; more guest speakers/field trips, etc. this spring?
   c. Student Leadership Activities: -DECA Dig to Donate and Area and State Competitons; leadership class: Unity Day; "There's Snowplace like PHS" activity
   d. Student recruitment and Program Promotion: -Helping facilitate 8th grade visit to PHS in Feb. -Making boards to display at the elective fair in Feb. during Hound Time to highlight classes and student leadership opportunities
   e. Job Placement: Referrals to Jill Bickelhaupt for Worksite learning opportunities…focus on this more!
   f. Tech Prep/Articulations: -Tech prep articulation with WWCC for Marketing/Entrepreneurship (10 credits total offered)

New Courses Proposals, Course Description Changes, or Course Title Changes for 2023-2024
(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)

- Are there any classes/courses that you are submitting for approval for the 2023-2024 school year? *Please provide necessary information for approval from committee for each new course in the table below:*

Course Name	CIP Code	Relevant Labor/Market Data – helpful link NuMetrics CTE Dashboard

- Are there any course description changes or course materials you need for new/current courses?

- ALL NEW COURSES AND COURSE DESCRIPTION CHANGES APPROVED BY COMMITTEE? YES ☐ NO X   MOTIONED BY:

Classes & CTSO Update

1. Report on first semester of school: See Slides
2. Report on Student Leadership/Community Service Activities: See Slides

Follow up on guest speaker suggestions from Chris and Cotton.

Review Program Advisory Committee End of the Year Program Evaluation

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

Asked for everyone to look over the end of year program eval. to discuss at the next meeting.

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

1. Program of Study
2. Inventory

Next Meeting

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.