



Program Area: Business

Advisory Committee Meeting #3

5/2/2023 | Time: 6:20 PM

Meeting called to order by Melissa Mayer

In Attendance

Cotton Sears, Shenghan Xu, Joe Pitzer, Chris Cooney, Erin McNanny, Paden Carlson, Melissa Mayer, John Willy

Approval of Minutes from previous meeting

MOTION REQUIRED: Motion: JW

Moved by: JW Seconded by: CS

Approved: Yes

Any Old/Unfinished business?

- Any items not completed from Meeting #2 packet, including new course proposals and recommendations for 23-24 programs. **Discussion:** We will discuss more in the fall of 2023 at our first advisory board meeting looking at adding an AP Economics class if we feel like that would be a good fit for the program, students, etc.

New Business

1. New instructional materials for 23-24 school year: What instructional materials do you need for next school year? All textbooks will need approved by CAC.
Action Plan for New Material:n/a
Moved by: Click or tap here to enter text. **Seconded by:** Click or tap here to enter text.
Approved: Choose an item.
2. New course proposal and course title changes and instructional materials for **2024-25 (year after next)** school year. **Motion: n/a**
Moved by: Click or tap here to enter text. **Seconded by:** Click or tap here to enter text.
Approved: Choose an item.
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: SX

Moved by: SX Seconded by: CS

Approved: **YES**

4. Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development. **Motion: JW**
Moved by: JW Seconded by: SX
Approved: YES

Classes & CTSO Update

1. Student Leadership Update – **Discussion:** DECA Nationals went well. We had 8 students attend ICDC in Orlando April 20-26. Competed in 2 different project management events and our School-Based Enterprise presentation about the student store. Having a chapter meeting next week to discuss officers for next school year. Only 5 graduating seniors of the 24 members, so we should have a good core group able to serve in leadership roles in years to come.
2. Report on **SECOND** Semester of school.
 - a. Program Enrollment Numbers – **Discussion:** Solid numbers for career choices, leadership, etc. Econ numbers down a bit but there will be changes to how Econ is taught next year (semester only). John Willy’s numbers are still solid since he has all the 8th graders between 1st and 2nd semesters.
 - b. Things that are going well – **Discussion:** Strong leadership projects over the year including helping with the 8th grade CTE/elective fair in Feb. They (leadership) will also be leading the 8th grade tours in about a month. Had one group of DECA members/entrepreneurship student that entered the WSU Business Plan Competition and got 6th place. Yearbook is wrapping up the rest of the book now and we will distribute on June 2nd. Paden has been having his students in career choices doing job shadows this semester. John has had a number of students taking the Microsoft Office Certification tests.
 - c. Things that need to be improved: **Discussion:** We have a “bubble” of sorts at the high school with a smaller incoming freshmen and senior class but a large sophomore and junior class. It has caused a dip in numbers in some areas and growth in others. Melissa would like to see Marketing Operations be a stand-alone class with some accounting students, but we haven’t had the numbers to support that yet. Melissa may also need to institute an application process for yearbook similar to what Paden has done with leadership so that we are getting students who are dedicated to yearbook and realize that it takes an immense amount of time to produce a good yearbook. With John giving more MOS certification tests his overall pass rate has dropped a bit but he has a system of how students can see which areas they are struggling in to study more on those specifics and can then re-test.
3. Registration numbers for 23-24 school year – **Discussion:** We will have 4 periods of career choices; 1 period of leadership I/II; 2 periods Marketing; 1 period Economics; 1 period Yearbook; and Melissa is scheduled to have 1 period of GPS (study hall/credit recovery).

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 22-23 school year.

Discussion: [Click or tap here to enter text.](#)

Motion: Click or tap here to enter text.

Moved by: Click or tap here to enter text. **Approved by:** Click or tap here to enter text.

Approved: Choose an item.

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

1. Inventory
2. Industry Recognized Certifications Awarded
3. Work Based Learning Tracking sheets
4. Complete End of year Program Evaluation

Adjournment

Motion: MM

Moved by: JS **Seconded by:** CS

Approved: YES

NEXT MEETING (1st mtg for 2023-24 school year – between September-October):

We will send out an email in the fall to gather dates, Time: Click or tap here to enter text. 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.