



Program Area: Manufacturing

Advisory Committee Meeting #3

5/16/2023 | Time: 6 pm

Meeting called to order by Tim Sullivan

In Attendance

Tim Sullivan, Dan Scott, Brady Shelton, Tim Schotzko

Approval of Minutes from previous meeting

MOTION REQUIRED: Motion: Brady

Moved by: Dan Seconded by: Tim

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:** There was no old or unfinished business to discuss.
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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: There is no new material to approve or discuss for next school year.

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: There is no new course being introduced next year.**

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: Dan

Moved by: Brady Seconded by: Tim

Approved: YES

- Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development. **Motion: Instructor for next year is not yet determined.**
Moved by: Click or tap here to enter text. **Seconded by:** Click or tap here to enter text.
Approved: Choose an item.

Classes & CTSO Update

- Student Leadership Update – **Discussion:** It was discussed how student leadership is incorporated in the class. More experience students are expected to help students newer to the program. Also student leadership is developed through the welding club.
- Report on **SECOND** Semester of school.
 - Program Enrollment Numbers – **Discussion:** Exacted numbers were not presented but the committee was informed there are enough students for another section next year.
 - Things that are going well – **Discussion:** Projects students are working on and competition results were discussed.
 - Things that need to be improved: **Discussion:** The list of student projects the continued upgrade of equipment.
- Registration numbers for 23-24 school year – **Discussion:** Exact numbers were not presented.

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: The program is on a good trajectory and is proficient in most areas with a few distinguished categories.

Motion: Tim

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

Approved: YES

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

- Inventory
- Industry Recognized Certifications Awarded
- Work Based Learning Tracking sheets
- Complete End of year Program Evaluation

Adjournment

Motion: Dan

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

Approved:YES

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

TBD, Time: TBD Location: TBD

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.