



Program Area: STEM

Advisory Committee Meeting #3

5/19/2023 | Time: 3:05

Meeting called to order by Sam Anderson

In Attendance

Sam Anderson, Ed Davis, Jon Cassleman

Approval of Minutes from previous meeting

MOTION REQUIRED: Motion: To Approve

Moved by: Ed Daavis Seconded by: Ed Davis

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:** Click or tap here to enter text.
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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:

Currently purchasing material for 23-24 school year for digital electronics, purchased for 22-23 school year for engineering essentials.

Working with SEL for additional surplus materials

Recruit for STEM Advisory Council through WSU, SEL, and surrounding business

SEL Workshop in August Jon working with PSD to create clock hours

Moved by: Sam Anderson Seconded by: John Cassleman

Approved: Yes

2. New course proposal and course title changes and instructional materials for 2024-25 (year after next) school year. **Motion:** Click or tap here to enter text.

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: With industry partnership and review before 23-24 school year

Moved by: John Seconded by: Sam Anderson

Approved: YES

4. Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development. **Motion: To approve**
Moved by: John Cassleman Seconded by: Ed Davis
Approved: YES

Classes & CTSO Update

1. Student Leadership Update – **Discussion:** Currently using Skills USA at PHS and TSA at LMS VEX competition through TSA at LMS (10 currently active , 7 female)
Would like to partner with Cyborgs First Robotocs to diversify program
2. Report on **SECOND** Semester of school.
 - a. Program Enrollment Numbers – **Discussion:** Currently numbers down for 2nd semester at PHS due to students leaving PSD, or transfereing at semester.
 - b. Things that are going well – **Discussion:** Going well currently growing program to include Digital Electronics
 - c. Things that need to be improved: **Discussion:** Need for more guest speakers and field trips to industry sites 23-24 school year. Improve visibility for incoming 8th graders.
Partner with U of I in engineering program
3. Registration numbers for 23-24 school year – **Discussion:** Currently averaging about 20 students per class. Currently enrollment for 23-24 is about the same for numbers at PHS.

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: Use as a road map for the 4 year plan and program improvement

Motion: To approve

Moved by:John Cassleman Approved by:Sam Anderson

Approved: YES

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: 4:20

Moved by: Jon Cassleman **Seconded by:** Sam Anderson

Approved: YES

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

9/12/2023, Time: 3 pm, Location: Zoom

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.