

**LMS/PHS Program Advisory Committee**  
**Meeting #3 Minutes**

Date: 6/10/2020 Time: 8:00 am – 9:00 am Place: Zoom meeting due to Covid19

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

**I. Call to order**

Called to order by: ED Time: 8:00

**II. Minutes from previous meeting**

a) Approval of previous meeting minutes

**Motion:** Ed

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

**III. Old/Unfinished Business**

3.1. **Any items not completed from Meeting #2 packet**, including new course proposals and recommendations for 2020-2021 programs.

**Discussion:** None

3.2. Student Leadership update

**Discussion:** None

3.3. Registration numbers for 2020-21 school year

**Discussion:** None

**IV. New Business**

4.1. **Review the CTE Program Five Year Plan (attachment):**

**Reviewed JB 5-year plan and ED/MH 5-year plan. Committee agreed they were sufficient.**

4.2. **New course proposal and course title changes and instructional materials for 2021-22 (year after next) school year.**

**None, no action taken.**

**Motion:**

**Moved by:**            **Second by:**            **Approved?** Choose an item.

4.3. **New instructional materials for 2020-21 school year.--** What instructional materials do you need for next school year. All textbooks will need to be approved by the CAC.

**None, no action taken.**

**Motion:**

**Moved by:**            **Second by:**            **Approved?** Choose an item.

- 4.4. **State Program Assurance:** Program Advisory Committee has determined a need for this course. – Advisors validate need based on data. If course is Preparatory, need is based on National, State, or regional labor market data.\*

**None, no action taken.**

**Motion:**

**Moved by:**            **Second by:**            **Approved? Choose an item.**

4.5. **State Program Assurances: Facilities Equipment and Safety**

- 4.5.1. 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. \*

**We discussed the facilities and instructors (ED, JB and MH) noted that they were adequate.**

**Motion: ED**

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

- 4.5.2. 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. \*

**DH asked whether we had enough training stations for our students and instructors determined that we did and that the space for training was safe.**

**Motion: ED**

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

- 4.5.3. If there are industry regulations related to this program, those requirements have been met. \*

**Instructors believe that we have up-to-date equipment and safe working spaces. Specific regulations for the classes are unknown.**

**Motion: ED**

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

- 4.6. Instructor Approval – Advisor approval of next year's instructor(s) and recommendations for instructor professional development.\*

**JB explained her plans for summer “self-guided” training. ED noted he would do the same to prepare for possible “distance learning”. MH explained that she has forwarded to administrators the desire to train the new 7<sup>th</sup> grade science teacher in order to have continuity in the CTE portion of the 7<sup>th</sup> grade science classes.**

**Motion: ED**

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

4.7. 5-year plans—Update and approve next year’s five year plan

**5-year plans (JB and ED/MH) were approved by the committee. MH suggested that**

**ED add in “underrepresented minorities” into Overall Goal 2 as follows:**

**Overall Goal 2: Continue to bolster an awareness of the myriad career opportunities available for young adults – with an emphasis on promoting STEM careers for females and underrepresented minorities.**

4.8. Curriculum Maps – **All Levels/Classes Curriculum Maps need to be updated.**

**JB Curriculum map was reviewed and approved. ED/MH curriculum maps were reviewed and approved with KY suggestion to emphasis the idea that the engineering process is iterative and requires communication about a design’s strengths and weakness.**

4.9 Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.\*

See 4.6 above.

(1) **Report on first semester of school**

(a) Program Enrollment Numbers:

(i) Discussion: **ED numbers for the year, 1<sup>st</sup> semester (131) 2<sup>nd</sup> semester (107). JB numbers for the year, 1<sup>st</sup> semester (55), 2<sup>nd</sup> semester (46). MH numbers for the year, 1<sup>st</sup> semester (160), 2<sup>nd</sup> semester (160).**

(b) Things that are going well:

(i) Discussion: **Year went well for all, second semester was unique with distance learning (COVID19).**

(c) Things that need to be improved:

(i) Discussion: **No items discussed.**

b) **New course proposals, course description changes, course title changes for 2021-2022 school year.**

*From last year’s input, finalize new course proposals, course descriptions changes, and course title changes for 2021-22 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 proposed.**

Motion: \_\_\_\_\_

Moved by: \_\_\_\_\_ Second by: \_\_\_\_\_ Approved? Choose an item.

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

Action Plan for New Material: **None needed or proposed.**

Motion: \_\_\_\_\_

Moved by: \_\_\_\_\_ Second by: \_\_\_\_\_ Approved? Choose an item.

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

(a) Discussion: **None discussed.**

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

*Review program evaluation from last year and complete the End of the Year Program Evaluation for the 2019-20 school year.*

*Program evaluations were reviewed and discussed for ED/MH and for JB.*

Action Plan for New Course: **No new courses are needed at this time.**

Motion: ED

Moved by: MH Second by: JB Approved? Yes

**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 Completed for ED/MH and JB and reviewed by the committee (see 4.8 above for details).***
- Program of Study: ***Completed by end of year.***  
**Middle school CTE classes are Exploratory classes and have no articulation and no “plan of study” as each course is stand-alone. PHS currently has CS and AP-CS and has no plan of study as the course is currently the only one taught.**
- Inventory: Must submit complete inventory and annotate if items are purchased by grant dollars (i.e. Perkins, High Demand, etc.). **Complete by the end of the year.**  
**Inventory was briefly discussed to note that it has been completed.**
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan. **Complete by the end of the year.**  
**Completed, reviewed and discussed above in sections 4.1 and 4.7.**
- Articulation agreements: What is in place, what are the instructor (s) working on for the future, and ideas for places to articulate with
  - a) Discussion: **ED noted that LMS classes are exploratory and do not have articulation for any outside credits. JB explained that there are currently no articulation for CS but it is possible in the future.**

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

a) Discussion: **NONE**

**VIII. Adjournment**

Motion: ED

Moved by: MH Second by: JB 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.**