

**Franklin County Career and Technology Center
SPRING OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

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|---|--|---------------|---------|-----------------|---------|
| PROGRAM AREA: | INFORMATION SYSTEMS TECHNOLOGY CIP CODE 11.0901 AND 15.1202 | | | | |
| MEETING DATE: | 5/6/2021 | START: | 3:00 PM | ADJOURN: | 4:00 PM |
| COMMITTEE CHAIRPERSON: | Lewis Kauffman | | | | |
| COMMITTEE MEMBERS/GUESTS ATTENDING: | | | | | |
| Josh Campbell | | Doug Leisher | | | |
| Lew Kauffman | | Tim Byers | | | |
| Josh Noll | | | | | |
| Bobby Robinson | | | | | |
| BRIEF MEETING SUMMARY | | | | | |
| <p>Due to the continuing Covid 19 pandemic, we were not able to meet in person which limited our participation and ability to view and discuss some of the information we would normally report in our minutes for the Spring OAC Meeting. The OAC members all agree that there is a significant industry need to provide this program along with its current POS, curriculum, equipment, and opportunities to the students of Franklin County. Bobby Robinson expressed concern that he is unable to fill certain positions within his organization and asked that we look at including additional tasks to our POS. He also expressed a desire for us to include other employers in the area to get a broader opinion. The committee believes this is a good idea however, it is probably best to plan something like this for the fall when hopefully the Covid situation will be eased. Mr. Byers will start working at contacting interested businesses this summer and fall in an effort to increase the OAC membership and to facilitate this meeting.</p> | | | | | |
| ADMINISTRATIVE RESPONSE: | | | | | |
| <ul style="list-style-type: none">• The Administration is always supportive of expanded committee membership and encourages the instructor to bring more members on board. Good results exist on student certification. Administration attempted to work with PDE on the HCC issue to no avail. Special considerations need to be given to schools located close to state borders. | | | | | |

Timothy J. Byers

SECRETARY/CHAIRPERSONS SIGNATURE

SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- No Recommendations from last meeting

SECTION 3: UPDATE OF PROGRAM

A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) Current 18 Projected 22

Enrollment Numbers – Semester 2 (Spring) Current 18 Projected 23

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Bobby Robinson asked why so many students were drops or transferred out of the Spring semester. Mr. Byers said he believes it was due to changing interests, improper placements, or due to virtual weeks necessitated by Covid precautions.

B. Cooperative Education

Student Statistics

Number of Students

Eligible Students

Students Placed on Co-op

Students Declining Co-op Opportunities

Employer Statistics (List each employer and number of students employed.)

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Because of industry requirements for security, co-op isn't really an option for this program.

C. STUDENT PLACEMENT: (From Senior Placement Survey)

Number of Students

| | |
|---|----|
| Previous Year Graduating Seniors | 11 |
| Previous Year Completers | 10 |
| Placement Data | |
| Employed Related to Career Field | 1 |
| Employed Unrelated to Career Field | |
| Military Service | 1 |
| Enrolled Postsecondary Education | 6 |
| Available for Employment but Unemployed | 3 |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

SECTION 4: SAFETY

SAFETY:

The program safety procedures and policies were reviewed and the committee found that they were:

Satisfactory Unsatisfactory

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

SECTION 5: CURRICULUM

A. POS TASK LIST:

- The Pennsylvania Department of Education Program of Study Task List has not been updated this year and requires no additional review.
- The Pennsylvania Department of Education Program of Study Task List has been updated this year. A copy of the document was provided to committee members for review.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The POS Task List was not changed for either program this school year.

B. CURRICULUM REPORTING FORM:

| | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|---|-------------------------------------|--------------------------|
| 1. The curriculum reflects current trade philosophy and practices. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Books and instructional materials are appropriate for students in this program. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Audio-visual aids are sufficient to support the curriculum. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. The curriculum provides: | | |
| a. Balance between theory and practical work | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| b. Career and Technical Student Organization activities as an integral part of the curriculum | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| c. Field trips related to job sites | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| d. Adequate instruction on safety | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| e. Pre-test and post-test to determine student knowledge | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| f. Development and/or application of related academic skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| g. Competency-based education | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. The curriculum has been developed with the cooperation and advice of the Occupational Advisory Committee | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. There is an occupational demand in the community for the occupational skills being taught | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1.

C. TEXTBOOKS/CURRICULUM REVIEW:

- The textbook/curriculum currently in use has been determined to be adequate by the committee and requires no additional review.
- The textbook/curriculum currently in use was determined to require updating.

The following textbooks/curriculum were presented to the committee for review.

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

D. CERTIFICATIONS: (List certifications available to your students)

- CompTIA IT Fundamentals

- TestOut PCPro
- TestOut NetworkPro

Number of Students Receiving Certification:

- CompTIA IT Fundamentals – Not given due to remote learning and Covid restrictions
- TestOut IT Fundamentals Pro – 8 students attempted, 6 passed (75%)
- TestOut PC Pro Certification – 14 students attempted, 10 passed (71%)
- TestOut NetworkPro – 15 students will be attempting by the end of the semester
- NOCTI Networking – 7 students attempted, all 7 scored advanced.
- NOCTI Computer Maintenance – 2 students attempted, one student scored basic and one scored competent

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Due to the Covid-19 closures and changes to schedule, only the written portion of NOCTI will be given for both Fall and Spring semesters and only to establish a student baseline for progress.

E. CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSO) INSTRUCTION:

List how CTSO's have been incorporated in the program.

- Due to Covid 19 there was no participation in CTSO's this year.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

F. COLLEGE IN THE HIGH SCHOOL/ARTICULATION AGREEMENTS:

List College in the High School/Articulation Agreements currently offered by your program.

- Penn College of Technology – 4 Credits EET145
- Hagerstown Community College Articulation Agreement
- SOAR credits through articulation

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee was disappointed that due to PA regulations, HCC had to drop College in the High School to PA students.

SECTION 6: ADULT EDUCATION

This program currently has no associated adult education offerings associated with it.

This program has adult education offerings as listed below:

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:

- 1.

SECTION 7: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- **Bobby Robinson expressed concern that he is unable to fill entry level positions for cabling and analog phone system installation and maintenance. He believes that we should have a meeting with other employers in the area to see if they are experiencing similar problems and if there is a need to modify the curriculum to address those needs.**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee recommended having the meeting. Mr. Byers will try and contact employers during the summer and early fall in an effort to facilitate this meeting and recruit additional members to the OAC committee.