

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

PROGRAM AREA: **INFORMATION SYSTEMS TECHNOLOGY 11.0901 15.1202**

MEETING DATE: 10/5/2021 **START:** 7:00 PM **ADJOURN:** 8:10 PM

COMMITTEE CHAIRPERSON:

COMMITTEE MEMBERS/GUESTS ATTENDING:

Lewis Kauffman
Josh Davis
Doug Leisher
Nicole Wahl
Josh Noll

BRIEF MEETING SUMMARY:

The meeting was called to order at 7 PM. The minutes of the Spring meeting were read and approved. The committee welcomed Nicole Wahl, Network Engineer III for Martin's Pastries as a new member. Current facilities, equipment, and supplies were reviewed and deemed adequate for current industry requirements. The five year equipment list was reviewed and any changes or additions were deferred until the impacts of the changes to the Windows operating system and the CompTIA Network+ Certification exam could be evaluated. Changes to the 11.0901 POS were reviewed and discussed. Switching to electronic student portfolios using LinkedIn was discussed and the committee agreed that this was a good way for the students to promote themselves. Discussion also involved inclusion of additional cybersecurity curriculum and how best to implement it. The meeting was adjourned at 8 PM.

ADMINISTRATIVE RESPONSE:

- **Administration notes the additional contributions that Mr. Byers makes to enhance school-wide platforms in particular the new enrollment software that is to be utilized for 2021-22 application.**

Timothy A. Byers

SECRETARY 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

- It was recommended at the last meeting to try and improve industry participation. Mr. Byers reported that he had tried to contact various businesses and was able to add Martin's Pastries Nichole Wahl to the committee.

SECTION 3: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--|-------------------------------------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

- 1.

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1. The committee found the facilities adequate.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

- 1.) What additional equipment is recommended to meet current industrial/occupational skill standards?
 - The committee found the equipment and supplies adequate to meet industry standards.
- 2.) What equipment is recommended for replacement within the next two years?
 -
- 3.) What equipment is recommended for replacement within the next five years?
 -
- 4.) Other recommendations:
 -

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee reviewed the five year equipment list and deferred any additions until the potential impact of Windows 11 and updates to the CompTIA Network+ certification exam can be determined.

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- **Changes to the Program of Study for the 11.0901 CIP Code**
- **Changing from a paper portfolio to an electronic portfolio and resume using LinkedIn.**
- **Development and inclusion of more Cybersecurity topics into the curriculum**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The POS for 11.0901 was changed to include more soft skill and employability topics as well as adjusting the wording to make it more readable. The committee reviewed the changes and agreed that the changes were necessary.
2. Mr. Byers explained that the current process of resume's and cover letters as well as developing the student portfolio does not meet student requirements for the future and that moving it to an Electronic format would address the following issues. 1. Students would be able to maintain and update their portfolio once they leave the school. 2. Using their linkedin profile as their resume' would mean they would be able to keep it updated and available. 3. Student's would be able to include the electronic badges they earn through course completion, certifications, and successfully passing NOCTI. 4. It would provide them easier exposure to potential employers. 5. It would provide a means of contacting students in the future. The committee discussed using LinkedIn and believe that this is a necessary change.
3. Mr Byers reported that he was trying to develop and incorporate more cybersecurity training into the program using Cyber.org materials. There was some discussion about how best to incorporate it into the program while still covering what is required by the POS. Mr. Byers's thought was to add a portion of the cybersecurity curriculum to each level. Mr. Davis suggested creating two paths and replacing the CCNA

curriculum with the cybersecurity curriculum for one of the paths. This will be discussed again in the spring semester as the curriculum is further developed.

4. Mr. Leisher asked if we were going to update the Network+ curriculum to meet the new Network+ Exam objectives. Mr. Byers stated that he had not had time to review the changes in the exam and depending on the level of changes he might choose to adapt the current curriculum. This will be discussed again either in the spring or fall of next year when the textbook publishers have had a chance to develop the new curriculum.



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FIVE YEAR EQUIPMENT LIST

<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Purchase Date</u>
2017-18		1			
2018-19		1			
2019-20		1			
2020-21		1			
2021-22		1			