

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

<b>PROGRAM AREA:</b>	Graphic Communications		
<b>MEETING DATE:</b>	4/28/2022	<b>START:</b>	6:00pm with dinner
		<b>ADJOURN:</b>	8:20pm
<b>COMMITTEE CHAIRPERSON:</b>	Nick Forsyth		
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>			
<p>Audra Haddock-Martenot – Hagerstown Community College Brady Forrester – Art Sign Company Nick Forsyth – Copy Quik Bryan Hawbecker - CareerTech</p>			
<b>BRIEF MEETING SUMMARY</b>			
<p>We started the evening with dinner in the Cafeteria where my visitors were able to get to know each other a little better and talk about themselves. When we got to the program area we talked about updates from the Fall 2021 meeting. We had conversation about the implementation of OSHA 10 hour General Safety certification with 100% of students (29) this year passing the course and test. And about the Adobe certification testing possibilities and difficulties with the testing. We have since had 1 student pass 3 of the Adobe certification tests. We discussed the equipment specifications for the flat-bed cutter and why we should keep the specs the same as previously listed and purchase the previously quoted equipment. We had conversation about the students and their reasons for not selecting to go on Co-op and what they are planning (and lack of planning) for after graduation. We discussed the job application activities we do in class including each student creating a LinkedIn account and creating a digital resume and presence. We had a very good meeting.</p>			
<b>ADMINISTRATIVE RESPONSE:</b>			
<ul style="list-style-type: none"> <li>• <b>The admin team appreciates the support and feedback for the OAC committee. Equipment purchases are an important part of the OAC meetings and we are pleased with your recommendation for the flat-bed cutter. Mr. Hawbecker has adapted the program to the ever changing business of graphic communications and students are benefitting from his insight. We continue to encourage Mr. Hawbecker to continue his leadership role in the classroom and through all FCCTC. Please consider CTC leadership in administration.</b></li> </ul>			

Bryan Hawbecker

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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

- OSHA training – I have found the OSHA training for students. All students have have completed the online 10 hour OSHA course through CareerSafe (29 students, fall and spring semesters)
- Flatbed cutter purchase specifications were suggested to be changed before purchasing. I have researched the suggested equipment. After researching, I found Carpentry has the exact piece of equipment in their program. This machine takes up a lot of space, is loud, and creates a lot of dust. Mr. Swan (Carpentry instructor) has suggested that we purchase a licence and dongle key to use his equipment. I believe this is our best option and that we keep the current equipment specifications for purchase. The committee agreed.

## SECTION 3: UPDATE OF PROGRAM

### A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) 14 students (3 will graduate)

Enrollment Numbers – Semester 2 (Spring) 15 students (4 will graduate)

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Extra information:
2. Fall 2020 – 19 students (7 graduated)
3. Spring 2021 – 15 students (9 graduated)
- 4.
5. Fall 2022 – 10 students (6 will graduate)
6. Spring 2023 – 12 students (4 will graduate)
7. Plus 18 students to be divided by semester

### B. Cooperative Education

#### Student Statistics

	Number of Students
Eligible Students	7
Students Placed on Co-op	0
Students Declining Co-op Opportunities	7

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

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. We talked about the reasons the students had for not wanting to go on Co-op

**C. STUDENT PLACEMENT: (From Senior Placement Survey)**

	<b>Number of Students</b>
Previous Year Graduating Seniors	16
Previous Year Completers	16
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	8

**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. Looks good

**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 type="checkbox"/>	<input checked="" 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:**

School-wide we did not participate in SkillsUSA this year due to the pandemic and our district competitions being virtual.

**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. It was suggested to start to look for a more current version of Adobe training books over the next school year.

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

- OSHA 10 hour General Industry
- Adobe certifications

**Number of Students Receiving Certification:**

- **OSHA 10 hour General Industry – 100% pass rate – 29 students**
- **Adobe certification – 1 student passed 3 different Adobe certification tests**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. The Adobe certification testing is very difficult

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

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

- We did not participate in SkillsUSA this year due to the covid pandemic and virtual competitions

**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.**

- Academy for Media Productions
- Hagerstown Community College
- Pittsburgh Technical College

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

- 1.

**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:**

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Push the students to select co-op and to work on a clearer path towards a job after high school or further education.