

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

**PROGRAM AREA:** Information Systems and Technologies 11.0901 and 15.1202

**MEETING DATE:** 4/28/2022                      **START:** 7:00 PM                      **ADJOURN:** 7:37 PM

**COMMITTEE CHAIRPERSON:** Lewis Kauffman

**COMMITTEE MEMBERS/GUESTS ATTENDING:**

Joshua Davis  
Joshua Noll  
Joshua Campbell  
Douglas Leisher  
Lewis Kauffman  
Tim Byers

**BRIEF MEETING SUMMARY**

The committee reviewed and affirmed the changes to the 15.1202 task list. It also reviewed the changes to the CompTIA Network+ exam and recommended purchase of new text books incorporating those changes. Additionally the committee reviewed the 5 year equipment list and affirmed the need for new Network+ servers for next year to be purchased out of the Perkin's budget. Finally, the committee reviewed the changes to portfolios by Mr. Byers and commended him for his efforts in moving to an electronic format that would allow students to maintain them after graduation.

**ADMINISTRATIVE RESPONSE:**

- **The administration supports the portfolios in IST and believe this should be a model for other programs. We support the new and replacement equipment suggested by the committee.**

**Timothy A. 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.

- 

**SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING**

- No recommendations from the last meeting.

**SECTION 3: UPDATE OF PROGRAM**

**A. ENROLLMENT:**

Enrollment Numbers – Semester 1(Fall) 19

Enrollment Numbers – Semester 2 (Spring) 20

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Enrollment numbers are slightly down for next year but not of concern at this time.

**B. Cooperative Education**

**Student Statistics**

	<b>Number of Students</b>
Eligible Students	<b>0</b>
Students Placed on Co-op	<b>0</b>
Students Declining Co-op Opportunities	<b>0</b>

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

- 

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Due to privacy concerns, it is hard to place high school students in co-op positions.

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

**Number of Students**

Previous Year Graduating Seniors	9
Previous Year Completers	0
<b>Placement Data</b>	
Employed Related to Career Field	1
Employed Unrelated to Career Field	0
Military Service	0
Enrolled Postsecondary Education	2
Available for Employment but Unemployed	2

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. No students met the State’s criteria for completion last year due to covid and not taking the NOCTI exam.
2. Placement data does not match the number of graduating seniors for an unknown reason. The bulk of the undocumented students would be enrolled in postsecondary education.

**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 for the 15.1202 CIP Code was updated last fall.
2. Most of the changes involved changing terminology to meet state requirements.

3. There several deletions and additions of tasks to meet the current CompTIA A+ exam topics.
4. The committee was wondering when the NOCTI exam for the 15.1202 CIP Code is going to be revised to eliminate the deleted tasks.
5. It was also noted that the CompTIA A+ exam was being updated. However, discussion of those changes and revisions to the Computer Maintenance and Repair module of the curriculum were tabled until more information could be obtained.

**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. None

**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.

- Mike Meyers CompTIA Network+ Guide to Managing and Troubleshooting Networks

- Mike Meyers CompTIA Network+ Guide to Managing and Troubleshooting Networks - Lab Manual

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. The committee inquired on what text book was currently being used and Mr. Byers stated that he was using the previous version by the same author and felt that it was more age appropriate and understandable than some of the alternatives.
2. Looking at the Network+ exam objectives and comparing the chapter objectives between the current and new versions of the book, it would not require a complete rewrite but a revision of what is currently being taught.
3. The committee voted to approve the textbook and lab manual for purchase.

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

- TestOut IT Fundamentals Pro
- TestOut PC Pro
- TestOut Network Pro

**Number of Students Receiving Certification:**

- TestOut IT Fundamentals Pro - 9 students
- TestOut PC Pro - Will be given at the conclusion of this semester
- TestOut Network Pro - 7 students

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. The committee is happy with the inclusion of the TestOut curriculum and certifications and has voted to continue to purchase for next year.

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

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

- Students normally participate in skills competitions at various levels.
- Due to continuing covid restrictions, no student participation occurred this year.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Committee is in agreement with non-participation in an effort to keep our students safe.

**F. COLLEGE IN THE HIGH SCHOOL/ARTICULATION AGREEMENTS:**

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

- Penn College - EET145 Introduction to Networks - 4 Credits
- Hagerstown Community College - Up to 12 articulated credits for either CIP code based on performance in the program and passing the appropriate NOCTI
- POS SOAR credits through various institutions throughout the state

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. The committee was satisfied with the CHS and Articulation Agreements.

## 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:

•

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:

1.

## SECTION 7: GENERAL DISCUSSION

### LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- **2022 - 2023 Perkin's funding for Net+ Servers**
- **Program Sponsorships**
- **Annual Alumni Golf Tournament**
- **Report on moving to electronic portfolios for students.**

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee affirmed that the current Net+ servers were close to their end of life and agreed that replacement was due in accordance with the 5 year equipment list. They also agreed that it was beneficial to pay for this out of Perkin's funding.
2. Mr. Byers reported that he had used LinkedIn to create the student's resume's and to upload their industry certifications and badges. He said it was much easier and provided the students with both ownership and future access as well as keeping open channels of communication with former students. Additionally, he reported that Mr. Robinson had conducted the mock interviews and really liked the new format for resume's, stating that they were clean, clear, and concise. The committee commended Mr. Byers initiating these changes and believes that this is the direction they should be taken and that LinkedIn is the perfect platform for this.