

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

**PROGRAM AREA:** Electronics

**MEETING DATE:** 4/27/2023      **START:** 6:35PM      **ADJOURN:** 8:00PM

**COMMITTEE CHAIRPERSON:** Emilio Cuesta

**COMMITTEE MEMBERS/GUESTS ATTENDING:** Jim Stephens, Heidi Kielek, Juan Luna, Rob Leidig, Jonah Cortez, Steven Wilmot

**BRIEF MEETING SUMMARY** This is the second meeting of this year's OAC. Overall goals of the meeting were to discuss the curriculum, equipment, certifications, and enrollment. The committee made recommendations on some new equipment and continued to support getting the students IPC certified. They are all currently employed in the field and expressed a continued need for electronics technicians.

**ADMINISTRATIVE RESPONSE:**

- Administration is appreciative of the continued support and involvement of the OAC. Recommendations for equipment can be added to the five year list to be considered through Perkins. Administration agrees the program is moving in a positive direction under Mr. Wilmot. We would be interested in hearing more of the committee's thoughts or suggestions with regards to their recommended strategies for keeping us moving in the right direction with admissions and enrollment.

Franklin County Career and Technology Center promotes lifelong learning and prepares students for careers and post-secondary education.

**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**

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**SECTION 3: UPDATE OF PROGRAM**

**A. ENROLLMENT:**

Enrollment Numbers – Semester 1(Fall) 17

Enrollment Numbers – Semester 2 (Spring) 17

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Committee is happy to see that numbers are up.

**B. Cooperative Education**

**Student Statistics**

**Number of Students**

Eligible Students 7

Students Placed on Co-op 0

Students Declining Co-op Opportunities 5

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

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

- 1.

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

**Number of Students**

Previous Year Graduating Seniors **5**

Previous Year Completers **4**

Placement Data

Employed Related to Career Field

Employed Unrelated to Career Field **1**

Military Service

Enrolled Postsecondary Education **4**

Available for Employment but Unemployed

**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.

**B. CURRICULUM REPORTING FORM:**

Satisfactory      Unsatisfactory

- |   |                                     |                          |
|---|-------------------------------------|--------------------------|
| 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.

- **Grob's Basic Electronics 12th Edition**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

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

- Students only attempted OSHA 10 Certification this year

**Number of Students Receiving Certification: 21**

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Adding IPC Certification would be helpful to the program.

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

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

- Two students competed in SkillsUSA this year, One placing 2<sup>nd</sup> in the district in Electronics and the other placing 1<sup>st</sup> in Related Technical Math.

**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.**

- Along with SOAR credits, PTI and Hagerstown Community College have direct articulation agreements.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Further partnerships with Hagerstown were discussed.

**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:**

- Recruitment

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. There was lots of discussion about recruitment and how we can keep enrollment trending in the right direction.