

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

**PROGRAM AREA:** Engineering Technology

**MEETING DATE:** 4/27/2023                      **START:** 7:00                      **ADJOURN:** 8:40

**COMMITTEE CHAIRPERSON:** Loren Myers

**COMMITTEE MEMBERS/GUESTS ATTENDING:**

Megan Baker – FCCTC  
Loren Myers – Loudon Industries  
Drew McLaughlin-American Micro Industries  
Les Morris- Mellott Company

**BRIEF MEETING SUMMARY**

- New member joined the OAC, Les Morris, training supervisor from Mellott Company in Warfordsburg, PA.
- Committee recommends adding purchase of new student lockers to the 5 year equipment list as the final phase of the shop renovation previously completed.
- Committee recommends adding purchase of new storage solutions/cabinetry to improve organization in the shop area.
- Committee recommends increasing work place field trip opportunities for students.
- Committee pleased with the current curriculum, safety status, and enrollment.

**ADMINISTRATIVE RESPONSE:**

- Administration appreciates the recommendations made by the committee and welcomes Mrs. Bake to add these to the 5 year equipment list. Also support recommendations for industry site/ work place field trip for students.

X

Secretary/Chairperson's 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**

- Committee discussed the recommendations from the last meeting

**SECTION 3: UPDATE OF PROGRAM**

**A. ENROLLMENT:**

Enrollment Numbers – Semester 1(Fall) 19

Enrollment Numbers – Semester 2 (Spring) 14

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Satisfied with enrollment

**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.)

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Discussed that level 3 students had not completed all tasks in enough time to do co-op placements.

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

**Number of Students**

Previous Year Graduating Seniors	7
Previous Year Completers	6
<b>Placement Data</b>	
Employed Related to Career Field	0
Employed Unrelated to Career Field	0
Military Service	0
Enrolled Postsecondary Education	5
Available for Employment but Unemployed	2

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. No comments

**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. Committee pleased that shop had not been advised of any safety issues following the APE review.

**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 type="checkbox"/>            | <input checked="" 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. Discussion held about field trip opportunities with Mellott Company and other potential locations.

**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.

- Project Lead The Way

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Recommends continuing with PLTW

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

- **OSHA 10 General Safety**

**Number of Students Receiving Certification:**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

None

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

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

- Students practiced to compete in the Related Technical Math contest with Skills USA.
- Second place award was achieved by Jacob Moore gr 12 Chambersburg at District competition.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Discussed future opportunities for students to participate in the skill demonstration contests.

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

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

- PA SOAR- Luzerne County Community College

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Suggestion made to investigate potential for student opportunities with Blue Ridge Community and Technical College and Hagerstown Community College

**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. None

**SECTION 7: GENERAL DISCUSSION**

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

- Letters of Support
- Program Sponsorship Opportunity
- Student Lockers
- Storage

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Committee recommends adding purchase of new student lockers to the 5 year equipment list to complete the final phase of the shop renovation previously completed.
2. Committee recommends adding purchase of storage solutions/cabinetry to improve organization in the shop area.