

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

PROGRAM AREA: Graphic Communications

MEETING DATE: 4/27/2023 **START:** 7:00pm **ADJOURN:** 8:25pm

COMMITTEE CHAIRPERSON: Brady Forrester

COMMITTEE MEMBERS/GUESTS ATTENDING:

Brady Forrester – Baer Signs
Bryan Hawbecker – Franklin Co CTC

Mike McEntire – Guest – Baer Signs

BRIEF MEETING SUMMARY

We met in person starting with a delicious buffet diner in the cafeteria, where we had time to catch up with our members and guests. We talked about current work projects at their business, hiring practices, and equipment. Upon moving to the program area we did a shop tour, discussed the last meetings committee recommendations, and the current meeting information. Topics of discussion during tonight’s meeting included: Enrollment, Cooperative Education, “What are students doing after graduation, program safety, POS task list, curriculum, certifications, CTSOs, and college in the high school. We have current graduating students who have been accepted for post-secondary education next year and students looking for career opportunities. We will continue to work to involve more and new members to attend our meetings.

ADMINISTRATIVE RESPONSE:

- **Administration is appreciative of the committee’s continued support and involvement. The recommendations for equipment are all reasonable and can be added to the five year equipment list for consideration. Administration is also very proud of Mr. Hawbecker and his students who competed and placed in our SkillsUSA competition at the state level.**

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

- The meeting summary from the Fall 2022 meeting were read and discussed.
- Paper cutter which is in need of replacement is on the equipment list and Perkins meeting agenda for purchase next year.
- Flatbed cutting plotter is on tonight's JOC agenda for bid acceptance.

SECTION 3: UPDATE OF PROGRAM

A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) 16

Enrollment Numbers – Semester 2 (Spring) 16

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

B. Cooperative Education

Student Statistics

	Number of Students
Eligible Students	7
Students Placed on Co-op	1
Students Declining Co-op Opportunities	6

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

- C Ely Signs - 1

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

C. STUDENT PLACEMENT: (From Senior Placement Survey)

Number of Students

Previous Year Graduating Seniors	7
Previous Year Completers	7
Placement Data	
Employed Related to Career Field	0
Employed Unrelated to Career Field	2
Military Service	0
Enrolled Postsecondary Education	1
Available for Employment but Unemployed	4

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. Some equipment and tables were rearranged since last meeting to give better access to the Emergency Stop buttons

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:

	<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. 2023 SkillsUSA competitors – Graphic Communications and Pin Design both earned 3rd place at States; T-shirt design places 2nd at Districts
2. 2022-2023 – Field Trips – Graphiccomm (Gettysburg), American Print Consultants (Chambersburg), Hub Labels (Hagerstown), CopyQuik (Hagerstown), American Print Consultants (Chambersburg)

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.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Level 1 – Adobe LEARN series training books need updated due to changes made to the Adobe applications (InDesign, Photoshop, and Illustrator) since the series was published

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

- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- OSHA 10hour General Safety
- Certified Tourism Ambassador (8 - not listed in the count below)

Number of Students Receiving Certification:

- **Fall 2022 – 27 different**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

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

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

3. 2023 SkillsUSA competitors – We held an In-shop contest before selecting those to represent us.
 - Graphic Communications – 1st at Districts & 3rd at States
 - Pin Design – 1st at Districts & 3rd at States
 - T-shirt Design – 2nd at Districts

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 Production
- Hagerstown Community College (whole class field trip April 2023)
- Pittsburg 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:

- Flatbed cutter bid being approved at tonight's JOC meeting
- 5 year equipment list discussion
- - 2023-2024 - Paper Cutter -New quoted price of \$22,900
- - 2024-2025 – Wide Format Vinyl Printer/Cutter - *discussed brand Mimaki *suggested to use their Rip software (Production Manager) and Flexi for design purposes – These applications are used by most of the local sign production shops
- -2025-2026 – Ink-jet digital press

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Suggested the purchase of Mimaki brand wide format printer/cutter because the majority of local industry is using Mimaki and their Production Manager Rip software and Flexi for design.