

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

<b>PROGRAM AREA:</b>	HVAC		
<b>MEETING DATE:</b>	4/27/2023	<b>START:</b>	7:00
		<b>ADJOURN:</b>	9:00
<b>COMMITTEE CHAIRPERSON:</b>	Lane Hykes and Dylan Gress are co-chairs		
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>			
<p>Mike Plum Lane Hykes Dylan Gress Seth Lanhart Kenneth Boxler</p>			
<b>BRIEF MEETING SUMMARY</b>			
<p>Committee went through the agenda for the meeting. Updates were given on the 5 year equipment plan. Section 6 on the list, having to do with Adult Ed, was a hot topic of discussion. Committee members see a real shortage of HVAC Techs. And would like to tap into the Adults that go through the program as well. Happy to see an Adult Ed instructor on board with us. Looked at the various Student run Jobs throughout the School. Committee likes that the students are able to do work with the maintenance department.</p>			
<b>ADMINISTRATIVE RESPONSE:</b>			
<ul style="list-style-type: none"> <li>• Administration is appreciative of the committee support, recommendations and discussion topics. The leadership team is always open to ideas/suggestions about increasing Adult Ed and opportunities to provide technical training to adults in our community. We are also encouraged by having an adult ed instructor to provide the necessary HVAC training.</li> </ul>			

Lane Hykes and Dylan Gress are co-chairs

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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.
  - No changes or discussion made.

## SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Committee reviewed last meetings minutes and Administrative Response and are pleased with the support given to the shop.

## SECTION 3: UPDATE OF PROGRAM

### A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) 22

Enrollment Numbers – Semester 2 (Spring) 21

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Next years total inrollment numbers at FCCTC are in the 1100 range. Most programs are full at roughly 23 students at this point, which includes HVAC.

### B. Cooperative Education

#### Student Statistics

	Number of Students
Eligible Students	11
Students Placed on Co-op	8
Students Declining Co-op Opportunities	3

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

- Musser Mechanical                      1 Student
- Premier HVAC                              1 Student
- Martz Heating and Air                    1 Student
- Stoufer Mechanical                        1 Student
- MC Plum                                      1 student
- Wadels Heating and Cooling            1 Student
- Shanks Refrigeration                     1 Student
- Sam Gardner HVAC                        1 Student

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Building industry is strong at this point and the need for qualified HVAC Techs are in high demand. All seniors but one where out on co-op (transportation issues) and we where still getting calls for students to fill their needs.

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

	<b>Number of Students</b>
Previous Year Graduating Seniors	13
Previous Year Completers	13
Placement Data	
Employed Related to Career Field	7
Employed Unrelated to Career Field	1
Military Service	2
Enrolled Postsecondary Education	1
Available for Employment but Unemployed	1

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

Committee wanted to know what was the criteria for a non completer. Discussed the following from our SOAR documentation.

1. A) Did not score Advanced or Competent on their NOCTI/NIMS (End of Program Assessment Exam) or receive a Pennsylvania Skills Certificate or a Pennsylvania Certificate of Competency.
2. B) Did not complete their Secondary Competency Task List (signed by program instructor) for their Program of Study.
3. C) Did not meet the requirement of a 2.5 Overall Grade Point Average for Technical Core Courses (CTE Program levels 1, 2, 3).ompetency.

**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. No concerns at this point.

## 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 Program of Study was updated in the 2022 school year and will run through 2024. There were minimal changes made to the POS.

### 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 at this time.

**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.

- NCCER Core and Level 1 textbooks. New revisions out and still being used by ABC in Hagerstown.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. None at this time.

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

- EPA 608
- OSHA 30
- Ladder Safety
- R-410A safety Cert.
- EPA 609

**Number of Students Receiving Certification:**

- **OSHA 30**      **All Juniors**
- **EPA 608**      **All Juniors**
- **Ladder Safety**      **All Students**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. None at this time.

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

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

- No student participation from the HVAC Shop this year.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. None at this time.

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

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

- Most students who participate in these agreements go on to post secondary education at HACC. The students can receive 12 college credits while they are here at FCCTC. Had one student participate in the program.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. None at this time.

## **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:

- HVAC Basics
- EPA Certification Class
- R-410A Certification Class
- Course completion Cert.

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

1. At this point an Adult Ed instructor has been found for the evening classes. Classes are scheduled for June of this year.

## **SECTION 7: GENERAL DISCUSSION**

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

- Letters of support are included from McCrea and MC Plum.

### **COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Work better at closing the gap when it comes to qualified HVAC Technician shortage.