

**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:	4/27/2023	START:	7:00 PM	ADJOURN:	9:00 PM
COMMITTEE CHAIRPERSON:	Lewis Kauffman				
COMMITTEE MEMBERS/GUESTS ATTENDING:	Bobby Robinson Matt Ellis Lewis Kauffman Tim Byers				
BRIEF MEETING SUMMARY	<p>The committee reviewed and approved the Mike Meyers' CompTIA A+ Guide to Managing and Troubleshooting PCs textbooks and lab manuals. The committee also discussed the changes to the program from last year and agreed that they were improvements over what was being taught. The committee also discussed the inclusion of the cybersecurity curriculum and agreed that it was needed. They also liked the idea that by designating one day a week to cybersecurity, this would give students who were falling behind the opportunity to catch up.</p>				
ADMINISTRATIVE RESPONSE:	<ul style="list-style-type: none">Administration is appreciative of the recommendations, discussion and support from the committee. We agree with the recommendation to include cybersecurity in the curriculum. This is need and the suggestion about designating a day a week to this topic is also an attractive delivery.				



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

- Network+ Servers and racks were ordered and are currently being used
- Replacement research computers has been delayed
- Replacement A+ computers will occur in the fall
- Small form factor computers will occur in the fall as part of Perkins budget
- Replacing monitors in research area will occur in the fall as part of Perkins budget

SECTION 3: UPDATE OF PROGRAM

A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) 15

Enrollment Numbers – Semester 2 (Spring) 18

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Number of new students did not meet goal, however retention of students has improved and numbers are still ok for next year.

B. Cooperative Education

Student Statistics

	Number of Students
Eligible Students	0
Students Placed on Co-op	1
Students Declining Co-op Opportunities	0

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

- Shippensburg University

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Enrollment is a continuing problem as students interest shift to other fields. Mr. Byers is incorporating changes including an increased focus on cybersecurity to spur enrollment.
2. It is still hard to place students in this field on co-op due to privacy concerns.

C. STUDENT PLACEMENT: (From Senior Placement Survey)

	Number of Students
Previous Year Graduating Seniors	14
Previous Year Completers	13
Placement Data	
Employed Related to Career Field	0
Employed Unrelated to Career Field	1
Military Service	0
Enrolled Postsecondary Education	11
Available for Employment but Unemployed	2

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. The POS Task Lists for both CIPs were deemed adequate.
- 2.

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 A+ Guide to Managing and Troubleshooting PCs Seventh Edition
- Mike Meyers CompTIA A+ Guide to Managing and Troubleshooting PCs - Lab Manual Seventh Edition

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Mr Byers stated that the IT Essentials curriculum currently being used from the Cisco networking academy wasn't comprehensive enough.
2. This textbook would be used in conjunction with the TestOut PC Pro curriculum currently being used.
3. Mr. Byers also stated that he was modifying the sequence that the curriculum was being taught by incorporating cybersecurity curriculum on a weekly basis for those students who were caught up and giving the students behind on their work that day to catch up.
4. The committee was pleased with the changes to the program.
5. 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 – 9 students
- TestOut Network Pro - Will be given at the conclusion of this semester

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.

- One student participated in and placed first in the Internetworking completion 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.

- 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:

- **2023 - 2024 Perkin's funding for Monitors and small form factor computers.**
- **Program Sponsorships**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee affirmed that the monitors 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. The committee affirmed the need for the small form factor computers and agreed it was beneficial to pay for them out of Perkin's funding.