

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: 4/25/2024 **START:** 7:00 PM **ADJOURN:** 8:00 PM

COMMITTEE CHAIRPERSON: Lewis Kauffman

COMMITTEE MEMBERS/GUESTS ATTENDING:

Mike Briggs
Matt Ellis
Lewis Kauffman
Tim Byers

Dale Nesbitt in place of Josh Davis

BRIEF MEETING SUMMARY

The committee found the facilities and safety program were adequate. They reviewed the updated POS for the 11.0901 CIP Code and agreed with the changes that were made. The five year equipment list was reviewed and no changes were made. The committee concurred that the current research computers need replaced due to hinge problems and agree that funding through the Perkin's budget is appropriate.

ADMINISTRATIVE RESPONSE:

- Administration agrees with committee members regarding the equipment recommendations. The research computers are included in the Perkins planning budget for the upcoming year.



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

- Research computer monitors have been replaced
- Small form factor computers have been purchased and are being integrated into the curriculum.
- Replacement A+ computers Have been purchased and are currently being used.
- A new Cisco lab has been ordered.

SECTION 3: UPDATE OF PROGRAM

A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) 15

Enrollment Numbers – Semester 2 (Spring) 15

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Placement for next year is 12 which is below what it should be, but enrollment in the program is remaining steady.

B. Cooperative Education

Student Statistics

	Number of Students
Eligible Students	0
Students Placed on Co-op	2
Students Declining Co-op Opportunities	0

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

- Franklin County Career and Technology Center

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	5
Previous Year Completers	5
Placement Data	
Employed Related to Career Field	0
Employed Unrelated to Career Field	0
Military Service	0
Enrolled Postsecondary Education	4
Available for Employment but Unemployed	1

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. The committee was happy that gloves have been integrated into the ESD safety program to meet industry standards.

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 List for the 11.0901 Networking and Telecommunications CIP code has been updated, members were provided a copy with all changes highlighted.
2. Having reviewed the changes, the committee concurred with the changes.

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.

•

•

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. Mr Byers stated that he has integrated the textbook, approved last year, into the curriculum.
2. Mr. Byers also stated that TestOut has been purchased by CompTIA making it more recognized as a certification authority.
3. Mr. Byers modified the sequence of assignments allowing students to experience more of the Cybersecurity curriculum.
4. The Cisco Networking Academy is transitioning to a new format providing more options for students to take.
5. The committee agreed with the importance of adding additional opportunities for the students.

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 – Will be taken in May.
- TestOut Network Pro - 9

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.

- Three students participated in District competitions. Jack Spinoe placed first for Internetworking, Makayla Brown placed second for Job Interview, and Donovan Vincent placed third for Information Technology Service.
- Two students participated in State competitions, Jack Spinoe failed to place for Internetworking, but Mason Quach placed third for Telecommunications Cabling.

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee was happy to see the increased involvement in Skills USA and offered congratulations to those students who placed at either districts or states.

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 replacement research computers.**
- **Program Sponsorships**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee agreed that replacing the computers with defective hinges was necessary and believed paying for them out of the Perkin's budget was appropriate.
2. **The information about program sponsorships was handed out.**