**ADVISORY COMMITTEE MEETING**

**SIGN-IN ROSTER**

**Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PLEASE PRINT

 \*Please attach this roster to your minutes and return both to Fresno CTE/ROP

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| --- | --- | --- | --- | --- | --- |
| **NAME** | **Signature** | **COMPANY NAME** | **TITLE** | **ADDRESS** | **PHONE NO.** |
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**FRESNO CTE/ROP 2023 Fall Advisory Committee Meeting Minutes**

Course: Teacher(s):

School/District:

Date: Time: Location:

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Business and Industry Members Present: (Please attach roster with names and signatures of attendees).

Business Members Absent:

Educators, Ad Hoc Members, and others present (non-voting members):

1. **Introductions - First and Last Name, Job Title, Company**
	1. Review CTE Advisory Meeting Overview (handout)
2. **Purpose of Meeting**
	1. Review course curriculum and competencies and their relationship to current industry practice
	2. Make revision and adjustments (as needed)
	3. Request Committee approval to continue operation of the course.
3. **Review and Approval of Minutes from Previous Meeting**
4. Motion made by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
5. Motion seconded by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
6. (Indicate who made motion, who seconded, the outcome of the vote)
	1. State the status of the recommendations from previous Advisory Meeting
7. **Curriculum Review**
	1. Review of the course description and course outline
		1. Review of course sequence within career pathway (as applicable)
			1. Introductory Course*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			2. Concentrator Course*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			3. Capstone Course*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
		2. Job Titles – List three to five emerging job titles and indicate if they are local, regional, or national.
			1. Job Title*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Type*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			2. Job Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Type*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			3. Job Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Type*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			4. Job Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Type*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			5. Job Title: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Type*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
		3. Course Outline and Instruction
			1. Review daily/weekly course schedule (including master schedule and elective offerings)
				1. Identify/explain how Project Based Learning is incorporated into the schedule. Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			2. Student Portfolios
				1. Review the contents of the student portfolio samples.
				2. Are the contents of the portfolios relevant and valuable for job placement within the industry? Why, or why not? Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_*
			3. Project Based Learning
				1. Projects / transferable skills / expectations of industry

Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

* + - 1. Review of Competencies
				1. Are the competencies current and relevant? Discussion Notes*: \_\_\_\_\_\_\_\_*
				2. To what depth are students learning the competencies (introduced, exposed, practiced, mastered, etc.) Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
				3. What percentage of competencies are completed by most of the students? Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
				4. In correlation to the above question (c), is there a need to revise/update the current course competencies? Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
		1. Community Classroom
			1. Discuss existing Community Classrooms and their value to students. Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			2. Identify any new potential community classroom opportunities. Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			3. Lab – list any equipment, materials, or necessary resources needed to expose students to current industry practices. Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
			4. New instructional material and equipment needs (Advisor Suggestions). Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
1. **Dual Enrollment, Uni-track, UC a-g Approval**

Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. **Review of Relevant Data**
	1. Current enrollment compared to previous year. Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	2. Percentage of completers from previous year. Discussion Notes: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	3. Analysis of In-Class Survey Data from previous school year.

Discussion Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Industry Certifications**
	1. List of available industry certifications for students in this course/pathway. List & Discussion Notes: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	2. Number and Percentage of ROP students who earned an industry recognized certification the previous year.
		1. Number of Students \_\_\_\_\_
		2. Percentage of students \_\_\_\_\_
	3. At what grade level are students offered various industry certifications?

Discussion Notes*: \_\_\_\_\_\_\_\_*

1. **Teacher Externships & Work-Related Experiences**
	1. List teacher externship or industry work-related experiences in the past three years. List & Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	2. Identify opportunities for new teacher externships or work-related experiences for the upcoming school year. Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
2. **Job Outlook**
	1. Review job projection data: [O\*Net](https://www.onetonline.org/), [US Bureau of Labor Statistics (BLS)](https://www.bls.gov/), [CA Employment Development Department (EDD)](https://www.labormarketinfo.edd.ca.gov/)
	2. Is the current trend for your course aligned to the job outlook data for the next five years? Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	3. What skills have your student completers learned to prepare them to successfully enter the workforce? Discussion Notes*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
3. **Motion to Approve Curriculum & Continue Operation of the Program (Vote)**
	1. Motion to approve curriculum & continue operation of the course made by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	2. Motion seconded by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
	3. Outcome of voting*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
4. **Invitation to attend Spring Advisory Meeting**

 Save the Date!

 April 24, 2024

 Kerman High School