**THE CITIZENS' ADVISORY COUNCIL FOR CAREER EDUCATION**

Minutes of September 9, 2013

6:30 pm

OHS Library

1. **Business Meeting**
2. Jay Solomonson called the meeting of the Citizens Advisory Council to order at 6:30 p.m.
3. Jay Solomonson did a welcome and everyone introduced them selves. Those present included: Jay Solomonson, Roxie DeShane, Dallas DeShane, Amelia Martens, Part Martens, Duke Stockton, John Franks, Mike Hepner, Kim Nightingale, Beth Weiss, Bob Fielding, Barb Wiedenmann, Marla Smolenski, Julie Hoffman, Julie Abbott, Jolene Richardson, Marcy Wegerer, Tina Poel, Denise Jacobsen, Laura DeBaillie, Andy DeBaillie, Mary Fielding, and Morgan Engnell.
4. The minutes of the February 25, 2013 meeting were read and approved. (Motion by Martens, 2nd by DeShane)
5. Dinner was catered by HyVee. The meal was sponsored by the Orion FFA Chapter.
6. Mary Fielding and Morgan Engnell of the Orion FFA Chapter did a short presentation highlighting the FFA and the Agricultural Education Program.
7. Jay Solomonson discussed the purpose of the Citizen’s Advisory Council and the responsibilities of its members.
8. Bob Fielding made a motion to adjourn to the subcommittee meetings. Denise Jacobsen seconded the motion. Motion carried.

Respectfully submitted,

Jay Solomonson

Jay Solomonson, CTE Director

**II. Subcommittee Meetings**

Agriculture Subcommittee Meeting:

1. Jay Solomonson gave a brief overall of the agriculture program.
2. Amelia Martens was elected as the subcommittee chairperson. Roxie DeShane was elected to serve as the secretary of the subcommittee.
3. The subcommittee conducted a SWOT analysis of the Agriculture Program.

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| Strengths:   1. Strong FFA Chapter 2. 2 Classes are Science Credit 3. Dual Credit classes 4. Recent Grants that the program received 5. Dedicated staff and teacher 6. Ag Alumni support 7. Office Space 8. School board support | Weaknesses:   1. Students not taking program for right reasons 2. A lot on Jay’s “plate” 3. No middle school program 4. No connection to Main Building 5. Room needs paint 6. Need to promote program more 7. Small number in upper level classes |
| Opportunities:   1. Trophy case/Wall in commons area to promote program. 2. Volunteers to paint. 3. A lot of opportunity in Ag careers (1 in 4 jobs are in Ag) 4. SAE areas | Threats:   1. Budget- Funding (federal, state, local) 2. Many single section classes at school- kids have to choose. 3. Scheduling conflicts |

1. The subcommittee developed Program Goals for the 2013-2014 school year. They include:
2. Make the Ag room more inviting. (Paint)
3. Do a better job promoting and marketing the Agriculture program within the high school and middle school.
4. Increase enrollment and involvement in the agricultural program and FFA chapter.
5. The department needs and wants for the program include:
6. MIG welder
7. No curriculum or course changes were recommended.
8. The subcommittee adjourned at 8:30 p.m.

Business Subcommittee Meeting:

1. Marcy Wegerer gave a brief overall of the business program.
2. A chairperson and secretary were appointed for the business subcommittee.
3. The subcommittee conducted a SWOT analysis of the Business Program.

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| Strengths:  Utilizing technology  Variety of course offerings | Weaknesses:  Should we be offering a computer programming class?  Keyboarding skills lacking if OMS does not offer keyboarding |
| Opportunities:  Update to 2010 version of Office  Dual credit possibilities. | Threats:  Not staying current with technology, cannot offer dual credit unless we use same software as BHC.  Common core does not address CTE. |

1. The subcommittee developed Program Goals for the 2013-2014 school year. They include:

Maintaining formatting as an option if OMS is not offering a minicourse.

Maintain Accounting II as a separate course.

Update software to 2010 version of office.

Investigate possibility of making consumer ED 1 year to match what coop students do and give adequate time to cover all concepts.

1. The department needs and wants for the program include: New chairs in computer lab, move smart board from A2 to A13 or purchase a new Smartboard for A13. LONG TERM GOALS: Restructuring computer labs for better use of space and efficiency.

Family and Consumer Science Subcommittee Meeting:

1. Tina Poel gave a brief overall of the business program.
2. A chairperson and secretary were appointed for the FACS subcommittee.
3. The subcommittee conducted a SWOT analysis of the FACS Program.

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| Strengths: Varied coursework for different interests.  Hands on learning  Provides opportunities for students who lack direction. Provides opportunities for students to discover their passion.  All departments utilize kitchen lab facilities .  Department has connections to the community  Existing faculty  Advisory board. | Weaknesses:  Staff is stretches, prep required for multiple courses. Facilities are outdated and need of repair/renovation.  Financial resources. |
| Opportunities:  Expand and diversity courses.  Update physical space (lab facilities\_  Focus on careers  Focus on skill sets.  Increase student interest. | Threats:  Curricular changes at the district and state level.  Competing graduation requirements: Will students have the opportunity to add these coursers to their 4 year plan with increased requirements across the district and state level?  State level funding. |

1. The subcommittee developed Program Goals for the 2013-2014 school year. They include:

1. Incorporate common Core State Standards in Family and Consumer Science Curriculum.

2. Improve student study skills.

3. Incorporate more meaningful topics, speakers, curriculum into the department to reflect the challenges facing families today.

1. The department needs and wants for the program include:
   1. Short term: Purchase curriculum (Cope24), purchase equipment, omelet pans, microwave.
      1. WANTS: “Empathy belly”
   2. Long term: Update kitchen/lab (due to current safety concerns). Lab setting with both commercial and conventional facilities and equipment.