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

Minutes of September 8, 2016

6:30 pm

OHS Library

1. **Business Meeting**
2. Jay Solomonson called the meeting of the Citizens Advisory Council to order at 6:35 p.m.
3. Jay Solomonson did a welcome and everyone introduced themselves. Those present included: Jay Solomonson, Julie Seabloom, Tom Seabloom, Andy DeBaillie, Joe DeMeyer, Mark Kimball, Christi Monson, Wyatt Martens, Pat Martens, Tina Poel, Matthew Engnell, Neal Nelson, Tim Sedam, Vicki Tennant, DeAnne Bloomberg, and Anne Gustus.
4. The minutes of the March 7, 2016 meeting were read and approved. (Motion by Nelson, 2nd by Sedam)
5. Dinner was catered by HyVee. The meal was sponsored by the CECO (Cooperative Education Club of Orion).
6. Jay Solomonson discussed the purpose of the Citizen’s Advisory Council and the responsibilities of its members.
7. Martens made a motion to adjourn to the subcommittee meetings. Engnell seconded the motion. Motion carried.

Respectfully submitted,

Jay Solomonson

Jay Solomonson, CTE Director

**II. Subcommittee Meetings**

Agriculture Subcommittee Meeting:

1. The subcommittee reviewed the SWOT analysis of the Agriculture Program and made updates/changes.

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| Strengths:-FFA- Diversity of Programs-Visible in the Community-Plaques in Commons-108 FFA members this year- highest ever (last year was 75 members)-Student speaking skills are good- FFA meeting attendance is up.-Dual credit classes-Technology utilized within the department | Weaknesses:-Time to get everything done-Utilize additional forms of social media-Misunderstanding of Dual Credit |
| Opportunities:-Bring in Outside speakers -Use last day of finals week in December to have 8th graders visit OHS (AG)- Scroll FFA events on new TV in commons- Get more young professionals as guest speakers.- Partnership with John Deere | Threats:-Funding continues to decrease-Ability to maintain the program with teacher absence.  |

1. The subcommittee developed Program Goals for the 2016-2017 school year. They include:
2. More industry speakers in the classroom.
3. Retain/ Maintain 75% of underclassman next year.
4. More Ag Dept. and FFA items in the Commons on TV.
5. The department needs and wants for the program include:
6. Heater for the fish tank
7. New cordless drills and batteries.
8. Display for State Degrees in Commons
9. Update multimedia items in the classroom.
10. The group recommended no changes to current coursework or curriculum.
11. The subcommittee adjourned at 9:00 p.m. (Motion by Nelson, Second by W. Martens)

Business Subcommittee Meeting:

Business Subcommittee Meeting:

Thursday, September 8, 2016

Members Present: Tim Sedam, Christina Monson

1. Introduction of both members/background
2. Mr. Sedam gave a brief overview of the Business Department class offerings and changes from last year.
3. The group reviewed the SWOT analysis on the Business Department from last year.
	1. Strengths – Wide course offerings gives students a great business perspective. Course enrollments in all business offerings is high
	2. Weaknesses – There is only one year of technology specific classes available to students as they go through 4 years of high school. Students are able to take any business class and department does not really have a path or pre-requisites for classes
	3. Opportunities – Technology classes: Computer Programming, Web Design, Photoshop, Microsoft Office Certifications. Potential to grow Business Department and have other schools enroll in our courses for a fee.
	4. Threats – Changing Technology could be a Threat or Opportunity. Financial issues could present future cuts.
4. The group discussed program goals for the 2016-2017 school year.
	1. Include technology in current course – marketing
	2. Discussed creation of a class for web design and photoshop. A class on the business side would have to go away.
5. Course Changes discussed: Accounting I to sophomore, junior and senior students only. Students must complete Accounting I with a C or better to enroll in Accounting II. Students should have Intro to Business as a prerequisite before students take Marketing, Management, or Business Law.
6. The group discussed Program/Teacher goals for the 2016-2017 school year.
	1. Continue to look at the current curriculum. There are two classes this fall that I have not been through the curriculum yet.
	2. Look at possible areas to incorporate web design in the marketing class.
	3. Look into possible combining some of the business curriculum course in order to offer and web design class..

Adjourned at 7:50

Family and Consumer Science Subcommittee Meeting:

FACS Subcommittee Minutes

September 8, 2016

1. Mrs. Poel gave an overview of department

2. Previous program analysis was reviewed

3. The following program goals were established:

a. Continue to update curriculum with a focus on leadership skills.

b. Incorporate more skills that are transferrable to workplace.

c. Investigate online certifications for food safety.

4. Department Needs and Wants:

a. Short term:

 i. Lab supplies such as dishcloths, towels, cookie sheets and measuring equipment.

ii. Cookware and 2 blenders, possible oven replacement.

b. Long term (5year plan):

 i. Renovate labs

5. Curriculum Changes:

a. Update career units in 2 classes.

 b. Include a speaker from Quad Cities Police Department ­ Keith Kimbal

i. Topic: Life skills and Careers.

c. The new FACS subcommittee member, reviewed careers unit materials and made recommendations in regards to the employability skills lecture notes. It was suggested to focus on the following skills: Strategic/critical thinking, punctuality, adaptability/shifting gears and communication skills.