

Franklin County Career and Technology Center SPRING OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM

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|--|------------------------|-----------------|--------|
| PROGRAM AREA: | Graphic Communications | | |
| MEETING DATE: | 4/25/2024 | START: | 6pm |
| | | ADJOURN: | 8:15pm |
| COMMITTEE CHAIRPERSON: | Nick Forsyth | | |
| COMMITTEE MEMBERS/GUESTS ATTENDING: | | | |
| <p>Brady Forrester – Baer Signs; Chambersburg, PA Nick Forsyth – CopyQuik – Hagerstown, MD Bryan Hawbecker – CareerTech Instructor</p> <p>Guest – Abigail Moyer – CareerTech student & SkillsUSA Graphic Comm student to Nationals</p> | | | |
| BRIEF MEETING SUMMARY | | | |
| <p>Our meeting started with casual conversation and general program conversation at 6pm in the Cafeteria as we enjoyed an awesome meal prepared by the Culinary Arts students. We returned to the Graphic Communications program to go through the meeting agenda. We started by taking a walk through the program looking at the changes that have happened since the fall meeting. We reviewed the Fall 2023 meeting minutes and administration response. I updated everyone on the program statistics (number of students, cooperative education, and student placement). We discussed shop safety where it was brought up that the safety line will be needing replace in the future due to being down for several years and looking rough. I showed and explained the process of changes being made to the state-wide program of study. I explained the change I am making to our Adobe training. I am piloting a new grouping this semester with the change taking place next semester going forward where I will teach the Adobe programs on a schedule starting with level 1 students. This will allow those students who enter the program as a 11th or 12th grader to have the opportunity to attempt the certification testing for the 3 main Adobe programs. We finished the meeting with Nick giving Abigail some tips and experiences that he had going to SkillsUSA Nationals as a student competitor because Abigail will be representing our program and school at this year’s SkillsUSA National Leadership and Skills Conference.</p> | | | |
| ADMINISTRATIVE RESPONSE: | | | |
| <ul style="list-style-type: none"> • Administration is pleased with the the training and opportunities that Mr. Hawbecker provides for students in the program. Earning the industry certifications is a great opportunity for the students. We are very proud of Abigail and the SkillsUSA students that are headed to Nationals in Atlanta. | | | |

Chairperson: *Nick Forsyth*

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.

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SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

- Meeting was started with a program tour to view the changes made since last meeting as recommendations were carried out. Removal of old/excess equipment and equipment purchase and replacement.

SECTION 3: UPDATE OF PROGRAM

A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) 19

Enrollment Numbers – Semester 2 (Spring) 21 (started semester with 23 on roster)

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

B. Cooperative Education

Student Statistics

| | Number of Students |
|--|--------------------|
| Eligible Students | 6 |
| Students Placed on Co-op | 3 |
| Students Declining Co-op Opportunities | 3 |

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

- 1- FastSigns-Greencastle
- 1-Printaway-Chambersburg
- 1-LA Cameras-Chambersburg

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

C. STUDENT PLACEMENT: (From Senior Placement Survey)

Number of Students

| | |
|---|----|
| Previous Year Graduating Seniors | 10 |
| Previous Year Completers | 9 |
| Placement Data | |
| Employed Related to Career Field | 1 |
| Employed Unrelated to Career Field | 0 |
| Military Service | 0 |
| Enrolled Postsecondary Education | 5 |
| Available for Employment but Unemployed | 4 |

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. Safety Area line tape will be needing replaced soon. Looking worn.

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.

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. Not unsatisfactory-But changing Adobe certification preparation for level 1 students to allow for students who are only in program for 2 years to have more opportunity for Adobe certification testing.

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.

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

- 1.

D. CERTIFICATIONS: (List certifications available to your students)

- Adobe Certification-InDesign
- Adobe Certification-Photoshop
- Adobe Certification-Illustrator
- OSHA 10 hour General Safety
- Certified Tourism Ambassador (Franklin Co Visitors Bureau)

Number of Students Receiving Certification:

- Still working on certifications for the year
- All level 1 students complete OSHA 10 hour General Safety
- All students are now working towards Adobe certification

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

E. CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSO) INSTRUCTION:

List how CTSO's have been incorporated in the program.

- Graphic Communications contest- Districts-1st place / States-1st place *going to Nationals
- T-shirt Design contest- Districts-1st place / States-2nd place
- Pin Design contest- no competitor this year

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.

- Thaddeus Stevens College of Technology – 11 credits
- Westmoreland County Community College – 9 credits
- Academy for Media Productions - \$2,000 tuition credit
- Hagerstown Community College – 3 credits
- Pittsburg Technical College – 1 to 4 credits
- Saint Francis University, Francis Worldwide – 6 credits

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

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:

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COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:

1.

SECTION 7: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- SkillsUSA Nationals experience

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.