

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

<b>PROGRAM AREA:</b>	<b>Sales, Distribution, and Marketing Operations, General.</b>				
	<b>52.1801</b>				
<b>MEETING DATE:</b>	4/25/2024	<b>START:</b>	5 pm	<b>ADJOURN:</b>	7:30 pm
<b>COMMITTEE CHAIRPERSON:</b>	Mary T Bokeko				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>					
Mary Bokeko Cherry Shives Kaitlyn Swenson Hannah Bumbaugh Beth Taylor Angela Cutchall Susan Mills					
<b>BRIEF MEETING SUMMARY</b>					
During the Spring OAC Meeting the attendance approved the minutes and the recommendations of the last meeting in the Fall 2023. We talked about the status of facilities, reviewed/updated the 5-year equipment list to include:					
\$2,295.00 for BusinessU to replace Strivven Media					
\$2,000 Canva Pro					
\$1,195 for POS Support					
\$2,000.00 per year for Stukent.com (Marketing simulation)					
\$1,325.00 Testout per year (Microsoft Office Simulation)					
\$6,500 per year for Schoology					
Next, the committee reviewed the POS Task List, Industry Credentials and NOCTI data for Marketing Program.					
Members were updated about the DECA District competition this year held at Messiah College on December 19, 2023. There were four third place winners at District State Competition.					

**ADMINISTRATIVE RESPONSE:**

- Administration is thankful for the continued support and involvement of this committee. Thank you for the time and talent that you put into supporting Mrs. Mills and our students. Many of the items on the equipment list are included in the general budget for recurring software and platform fees. Specific program equipment can be considered through Perkins or other grant purchases.
- The Admin would like to recognize Mrs. Mills and her mentoring and teaching with regards to Schoology. She's a teacher leader that has been training colleagues and supporting anyone who wishes to build their program in the Schoology platform. This is an amazing tool that she is training us in.

Chairperson: *Mary T. Bokeko*

**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**

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**SECTION 3: UPDATE OF PROGRAM**

**A. ENROLLMENT:**

Enrollment Numbers – Semester 1(Fall)

Enrollment Numbers – Semester 2 (Spring)

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**B. Cooperative Education**

**Student Statistics**

	<b>Number of Students</b>
Eligible Students	<b>6</b>
Students Placed on Co-op	<b>3</b>
Students Declining Co-op Opportunities	<b>3</b>

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

- JLG – 2 but 1 was let go
- Bustin Boards - 1

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**C. STUDENT PLACEMENT:** (From Senior Placement Survey)

**Number of Students**

Previous Year Graduating Seniors

Previous Year Completers

Placement Data

Employed Related to Career Field	3
Employed Unrelated to Career Field	
Military Service	
Enrolled Postsecondary Education	1
Available for Employment but Unemployed	2

**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.

**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:**

Satisfactory    Unsatisfactory

- |   |                                     |                          |
|---|-------------------------------------|--------------------------|
| 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.

**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)**

- OSHA/CareerSafe

**Number of Students Receiving Certification:**

- 2

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

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

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

- DECA Friday meetings
- DECA District and State Competitions
- BusinessU Online Textbook – DECA Review

**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.**

- PennCollege

**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:**

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

