

CTE Advisory Technical Skills Committee Meeting Minutes

December 15, 2016

Call to Order

Meeting was called to order at 4:31pm by Jim Meyers, CTE Coordinator; followed by Pledge of Allegiance and introduction of participants.

Attendees

Rommy Cronin	DCSD – Director, Education Services	rcronin@dcsd.k12.nv.us
Teri White	DCSD – Superintendent	twhite@dcsd.k12.nv.us
Alex Ellison	Dunce Labs – Carson City, Reno	alex@duncecp.com
John Endter	DCSD – Director Information Technology	jendter@dcsd.k12.nv.us
Brian Frazier	DCSD – Director Grants, Assessments	bfrazier@dcsd.k12.nv.us
Brandon Swain	DCSD – Director Area 4	bswain@dcsd.k12.nv.us
Mark Lobsinger	WNC – CTE College Credit	mark.lobsinger@wnc.edu
Georgia White	WNC, Director, CTE	georgia.white@wnc.edu
Doris Hoskin	Volunteer – DHS Agriculture	n/a
Woody Worthington	Bently Ranch	woody@bentlyranch.com
Marty Swisher	Principal, DHS	mswisher@dcsd.k12.nv.us
Jim Meyers	DCSD – CTE Coordinator	jmeyers@dcsd.k12.nv.us
Sarah Russell	Vice Principal, DHS	srussell@dcsd.k12.nv.us

Adoption of Agenda

- Motion to adopt the agenda was made by Georgia White, seconded by Doris Hoskin. Agenda was opened for discussion – Mark Lobsinger commented that the discussion regarding the WNC Business Marketing Transfer Program and wanted to know if it should be discussed at this meeting. Jim Meyers suggested that it be placed on the February agenda for discussion at that time. Motion to accept the agenda was made by Georgia White, Doris Hoskin commented that Mark was speaking about information from the meeting minutes and not the agenda, seconded by Doris Hoskin, voted unanimously to receive and file.
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Minutes from September 15, 2016 meeting

- Meeting minutes were reviewed and opened for discussion. John Endter commented that he was in attendance at the last meeting but was not on the attendance roster. He will be added to the roster. Brian Frazier commented that this is where Mark Lobsinger’s Business Program Transfer comments should be placed. With no other discussion, motion to receive and file **as amended** was made by Doris Hoskin, seconded by Woody Worthington. There being no other discussion, the membership voted unanimously to receive and file **as amended**.

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Program Tours

- Committee members and guests were provided tours of the Web Design and Development and Culinary Arts programs of study.
 - Michele Baumann presented information regarding the Web Design and Development class. Several students have been working on a web page for the DHS Drama Department. They interviewed the client to determine the needs for the web page and other specifics such as content, color, graphics, etc. Several links were attached to the web page to provide more information about drama and acting. There was a large amount of collaboration between students and the client to make sure that all needs were met. Ms. Baumann has indicated that she is very interested in creating internships. The Web Design program will be adding Web Design and Development III, making the Web Design and Development program a complete course of study. This will create opportunities for them to earn CTE College Credit.
 - Kerry Stack is the Culinary Arts instructor at DHS. Kerry noted that this is the first year she has worked with freshmen students and that it has been an interesting experience. The culinary program is built to give the students an actual industry experience. One project that students have just completed was the baking of 1000 cookies for the community and an order for another 400. Organizations from Alpine County to school clubs have ordered these cookies. Students are taught the skills in the classroom first and then they move to the kitchen to practice what they have learned. Students work in small groups and are rotated into different groups to allow for learning to work with different people. The Culinary Arts program currently has approximately 170 students enrolled in three levels of instruction. Kerry stated that she has eight girls in her level 3 class and are all interested in going on to culinary schools after graduation. Ms. Stack then provided a tour of the kitchen area and how the equipment was acquired. Mr. Meyers asked Kerry to explain her Friday Staff Lunch program. She explained that the 2nd year students have to create a menu for the lunch and then they have to prepare the meal and direct other students to help make it happen. Recipes have to be mathematically adjusted to be able to serve as many as 30 teachers during a lunch service. Culinary Arts students are required to participate in different catering events that take place around the community. This includes local businesses, service clubs, and even some of the local schools. SkillsUSA competition is also a big part of the Culinary Arts program as it provides students an opportunity to compete against other students from across the state. Woody Worthington asked about equipment needs, specifically freezer space. Kerry indicated that she does not have enough freezer space and needs more. She also mentioned that she has small storage areas for most dry goods and that she buys things locally as needed. The Culinary Arts students are also preparing for the end of course exams leading to possible CTE College Credit.

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Discussion Regarding Program Development at Douglas High School

Jim Meyers explained that he had met with Marty Swisher and Sarah Russell regarding possible program development and expansion. The conversation included information from the Governor's Office of Economic Development "High Demand Occupation Analysis" document. Programs discussed included:

- **Business** – Level 2 (course to be determined) – the question discussed was whether to go with Entrepreneurship I or Business Management I? Information from the GOED document leans strongly towards the management side of the industry. Mr. Swisher will be speaking with the instructor to present this idea. Mr. Meyers recommended that the Business Management I course should be adopted because it would provide more leadership opportunities for the student in the form of entry level management opportunities. The entrepreneurship activities could still occur as it would enhance the training students receive. Mr. Meyers suggested that it might be a good idea to discuss the WNC business program. Georgia White asked if it was the expectation of the district to encourage students to go into work force versus going to post-secondary education. Georgia stated that, in regards to articulation, WNC has programs in Business Management, Entrepreneurship, and Finance/Accounting. She is concerned that students moving directly into the workforce might be limited in their lifetime earning capacity without receiving a post-secondary education. Another thing to keep in mind is the Jump Start CTE track that might help students with college learning. Alex Ellison spoke about working with CTE programs at Carson High School and also with the Adams Hub in Carson City. She has offered her services to work with Douglas High School to provide students greater opportunities in business management. Doris Hoskin stated that students need the management side of the business so they know how to run a business and become more successful before they begin to venture into the entrepreneurship side. It was stated that these ideas were very evident in the Culinary Arts program presentation. Marty Swisher asked for clarification regarding Management versus Entrepreneurship and which direction should be taken first. It was recommended by Alex Ellison that the management track be taken first and then followed up by the entrepreneurship track. Brian Frazier added that this would be a great way for freshmen to try a program of interest, and that if it didn't work for them, they could still take a program of study in their 10th grade year and still be able to be a completer.
- **Computer Science** – Level 3 AP Computer Science (Completer) – currently following the CTE Program of Study. First and second year courses are already in place, and with the addition of the third year program, it would create a completer program of study. NDE still has not approved the standards for the PLTW Computer Science Program of Study. It is hoped that once they are accepted, that the DHS Computer Science program can move directly into the PLTW program. Georgia White has indicated that WNC has articulation for Computer Science in three areas: Networking, Coding and Programming, and Data Analytics.
- **Web Design and Development** – Level 3 Web Design and Development (Completer) – adding this course would create a completer program and could be added at a minimal expense. WNC is working on building more college credit opportunities for CTE students (they currently offer only 3 credits). Mark Lobsinger added that the standards would need to be reviewed in order to see how it would affect the articulation.
- **PLTW Biomedical Science** – Level 4 Biomedical Innovation (Capstone) – due to projected enrollment numbers, this course will be considered for addition in the 2018-2019 school year
- **PLTW Engineering** – Level 4 Engineering Design and Development (Capstone) - due to projected enrollment numbers, this course will be considered for addition in the 2018-2019 school year

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OPTIONAL PLTW Engineering – Level 3 courses – the PLTW AP Computer Science course was considered for addition to the Engineering pathway. However, because NDE has not yet accepted the PLTW standards for computer science, this course cannot be utilized under the PLTW Engineering program of study. As a result, no other option will be added for the upcoming school year. Georgia White stated that she would provide information regarding the Manufacturing program at WNC so current students would have a pathway to pursue after high school. Brian Frazier spoke about recruitment and how to get 8th students to feed into the CTE programs at DHS. What can we do to promote the different programs? Could we take information to the middle schools? Could we bring the middle school students to the high school for tours? What are we doing to get information to their parents? Are the counselors aware of all CTE programs? Program promotion, not only on a site level, but also on a district level, needs to be developed, improved or enhanced.

Future Meeting Dates and Times

- Thursday, February 9, 2017 @ 4:30pm – DHS – STEM Center – Room 706
- Thursday, April 13, 2017 @ 4:30pm – DHS – STEM Center – Room 706

Public Comment

- There was no public comment.

Close of Meeting

Doris Hoskin moved to adjourn the meeting. Georgia White seconded. Unanimous vote to adjourn the meeting – meeting adjourned at 6:08pm.