

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

PROGRAM AREA: **MARKETING**

MEETING DATE: 10/5/2017 **START:** 5 **ADJOURN:** 6:30

COMMITTEE CHAIRPERSON: Gwyn McCleary

COMMITTEE MEMBERS/GUESTS ATTENDING:

Angela Cutchall
Sherry Martin
Mary T. Bokeko
Susan Mills

BRIEF MEETING SUMMARY

Toured the program area, school store and 1st Ed Credit Union and members signed in to the meeting. Minutes were approved, talked about the classroom, student achievements, DECA, field trips and how the new credit card system has changed the dynamics of the store. Short discussion on updating books/curriculum.

ADMINISTRATIVE RESPONSE:

- Appreciate the willingness of the instructor and the committee to provide additional experiences for students (ie. school credit union and website maintenance). The new credit card system provides students with more applicable experiences found in the retail field. We urge OAC membership to encourage participation of other OAC membership not present at the meeting.

Gwyn
McCleary

SECRETARY/CHAIRPERSONS SIGNATURE

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: FACILITIES

FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- | | | |
|--|----------------------------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served | x <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory | x <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to to equipment and supplies | x <input type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | x <input type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

- 1.

SECTION 4: EQUIPMENT AND SUPPLIES

A. EQUIPMENT AND SUPPLIES REPORTING FORM:

- | | <u>Satisfactory</u> | <u>Unsatisfactory</u> |
|--|----------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum | x <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | x <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance | x <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc | x <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided | x <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives | x <input type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member | x <input type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained | x <input type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained | x <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA | x <input type="checkbox"/> | <input type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

1.

B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES

1.) What additional equipment is recommended to meet current industrial/occupational skill standards?

- None at this time

2.) What equipment is recommended for replacement within the next two years?

- laptops

3.) What equipment is recommended for replacement within the next five years?

- Printers/laptops

4.) Other recommendations:

- Update Marketing textbooks

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1.

C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:

SECTION 5: GENERAL DISCUSSION

LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:

- none

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. none

FIVE YEAR EQUIPMENT LIST

School Year	Item #	Item Name	Justification/explanation why needed	Unit Quantity	Cost per Unit
Current 2017-18	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). http://www.w3schools.com/cert/cert_html5.asp	3	95
	2	Dreamweaver Certification	Dreamweaver Certification CS6 http://training.adobe.com/certification/exams.html#p=1	3	180
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88
	4				
	5				
2018-19	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). http://www.w3schools.com/cert/cert_html5.asp	3	95
	2	Dreamweaver Certification	Dreamweaver Certification CS6 http://training.adobe.com/certification/exams.html#p=1	3	180
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88
	4				
	5				
2019-20	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). http://www.w3schools.com/cert/cert_html5.asp	3	95
	2	Dreamweaver Certification	Dreamweaver Certification CS6 http://training.adobe.com/certification/exams.html#p=1	3	180
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88
	4				
	5				

1			3	95	285
2			3	180	540
3			4	88	352