

OAC MEETING MINUTES

COMMITTEE

DATE

Members in Attendance:

1. Welcome and Introduction of members

OAC Chairperson

2. Approval of Minutes from last meeting

Motion by:

Seconded by:

Motion Passed:

YES

NO

3. Old Business

4. New Business

[Empty rectangular box for meeting minutes]

Meeting adjourned at:

[Empty rectangular box for meeting adjourned time]

Respectfully submitted,

OAC Secretary

[Empty rectangular box for OAC Secretary signature]

Curriculum Support Services
Staff/Instruction Reporting Form

Completely
Achieved

Satisfactory

Unsatisfactory

Unsure

Program Objectives

1. Program objectives are well defined
2. Program objectives are measurable
3. Program outcomes are measured

Program Content

1. The training is directly related to the employment in the community/region.
2. The training reflects current trade philosophies and practices.
3. The training establishes the climate needed to develop appropriate skills and abilities needed in the relevant occupation.
4. Instruction includes employability skills such as good work habits, communications and human relation skills, preparation of resume, interviewing techniques, etc.
5. Program content reflects all aspects of the industry.
6. The curriculum is competency based.
7. There is a balance between academic, theoretical and hands-on skills.
8. The career and technical curriculum is integrated with academic curriculum.
9. The curriculum accommodates variations in students' abilities, interests and learning styles.
10. Student organizations are available and encouraged as part of the curriculum.
11. Safety is an integral part of the curriculum.
12. The curriculum has been developed with the cooperation and advice of the Occupational Advisory Committee.
13. Follow-up information is systematically used to program improvements.
14. The curriculum provides a pre-test/post-test to determine improvement in student proficiency.
15. Cooperative/clinical occupational program are available to students.
16. Instruction is provided in the maintenance and repair of equipment, where appropriate.

Support Services

1. The program has effective recruitment placement and follow-up services.
2. Employment and job placement information is available to all students.
3. Sufficient staff is available to provide classroom support to students with special needs and those with non-traditional status.

Curriculum Support Services
Staff/Instruction Reporting Form

Completely
Achieved

Satisfactory

Unsatisfactory

Unsure

Staff Instruction

1. Instructional staff practice current skills and techniques in their occupational area.
2. Instructional staff maintain contact with employers and former students.
3. The instructor is teaching the curriculum as stated in the course outline.
4. Field trips to related job sites are provided.
5. Visitations by specialists from businesses and industry are provided.
6. Placement data and employer satisfaction data are utilized in evaluations of the curriculum, instruction, tools and equipment.

Committee Suggestions and Recommendations

Teacher/instructor Response

Facilities Reporting Form

Completely
Achieved

Satisfactory

Unsatisfactory

Unsure

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. The room provides the most advantageous use of space. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Room lighting is adequate for the health and safety of students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The room/lab areas are clean. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Tools and equipment are arranged in an orderly and task appropriate manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The area has adequate storage facilities for permanent and consumable supplies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. panic buttons are in operating condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Strategic floor areas are free from obstructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Strategic floor areas are properly lined. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. There are adequate storage facilities for flammable and toxic materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. There is adequate ventilation for flammable and toxic materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Fire extinguishers are visible, accessible, properly maintained and adequate in number. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Classroom space for instruction in related theory room is adequate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. The classroom/shop/lab temperature is comfortable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. The classroom/shop/lab is large enough for the number of students served. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shop/lab. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to equipment and supplies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the lab area mirrors the accommodations found in the workplace. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Committee Suggestions and Recommendations

Teacher/instructor Response

Equipment and Supplies Reporting Form

Completely
Achieved

Satisfactory

Unsatisfactory

Unsure

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

Recommendations on Equipment and Supplies:

1. What additional equipment is recommended to meet today's industrial/occupational skill standards?

T
e
x
t

i
e
d

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

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

4. Other recommendations/comments?

Committee Suggestions and Recommendations

Teacher/instructor Response

Self Evaluation for Occupational Advisory Committee

YES

NO

- | | | |
|--|--------------------------|--------------------------|
| 1. The committee establishes an annual program of activities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The committee has regularly scheduled meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Leadership in the operation of the committee is provided by committee members. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Agendas for the committee meetings are mailed to members promptly after meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Minutes of committee meetings are mailed to members promptly after meetings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Written recommendations are prepared and forwarded to the governing board by the committee. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Recognition is given to committee members for their service and contribution. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. The committee has active committees to carry out its work. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Information concerning requests for committee actions is provided prior to meetings. | <input type="checkbox"/> | <input type="checkbox"/> |