

Agenda Item	Resources/Guidelines	California Education Code
1. Introduction of Members and Guests	# School Staff + # others (parents, students, etc.) < Industry Representatives	
2. Purpose of Meeting	To review course outline, related curriculum, and other topics related to the demand for the course and successful completion of the course.	
3. Review of Minutes from last EAC/B	Provide printed copy of meeting minutes. <b>ACTION ITEM</b>	
4. Review of Course Sequence(s) (E.C. 52302.2 (a) (3 ))	Refer to Perkins format <a href="http://www.cde.ca.gov/fg/fo/r17/perkins08rfa.asp">http://www.cde.ca.gov/fg/fo/r17/perkins08rfa.asp</a> Click on <u>Applications</u> and go to page 20	52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department. The advisory board shall do all of the following: The advisory board also shall approve the measures and criteria, and methods to evaluate whether pupils actually acquired the identified skills and knowledge. (3) Review the specific occupational sequences offered by the regional occupational center or program to train pupils for jobs that are in demand and offer high beginning salaries or the potential for significant wage increase after several years on the job.

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<p>5. Review of:</p>		
<ul style="list-style-type: none"> <li>▪ Related Labor Market to confirm high wage/significant wage increases opportunities (E.C. 52302.3 (a) (1 )) and E.C. 52302.2 (a) (3 ))</li> </ul>	<p>California Employment Development Department:  <a href="http://www.edd.ca.gov/eddhome.htm">http://www.edd.ca.gov/eddhome.htm</a></p> <p>United States Department of Labor:  <a href="http://www.bls.gov/">http://www.bls.gov/</a></p>	<p>52302.3. (a) Every career technical course or program offered by a school district or districts or county superintendent or superintendents sponsoring a regional occupational center or program shall be reviewed every two years by the appropriate governing body to assure that each course or program does all of the following:</p> <ul style="list-style-type: none"> <li>(1) Meets a documented labor market demand.</li> </ul> <p>52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department. The advisory board shall do all of the following:</p> <ul style="list-style-type: none"> <li>(3) Review the specific occupational sequences offered by the regional occupational center or program to train pupils for jobs that are in demand and offer high beginning salaries or the potential for significant wage increase after several years on the job.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Each Course Outline in pathway, Hours of Instruction and Methodology</li> </ul>	Teacher Toolbox: Course Outline Templates A & B <a href="http://www.missiontrailsrop.org/teach867/index.html">http://www.missiontrailsrop.org/teach867/index.html</a> User Name: Teacher Password: Solis867	
<ul style="list-style-type: none"> <li>▪ Alignment with California Career Technical Education Model Curriculum Standards (optional)</li> </ul>	CTE Standards: <a href="http://www.cde.ca.gov/ci/ct/sf/documents/ctestandards.pdf">http://www.cde.ca.gov/ci/ct/sf/documents/ctestandards.pdf</a> CTE Framework: <a href="http://www.cde.ca.gov/ci/ct/sf/documents/cteframework.pdf">http://www.cde.ca.gov/ci/ct/sf/documents/cteframework.pdf</a>	
6. Review of relevant data (E.C. 52302.3 (a) (3))	This is the ROCP Course Certification Process <a href="http://www2.cde.ca.gov/rocpcc/logon.aspx">http://www2.cde.ca.gov/rocpcc/logon.aspx</a> See District Coordinator for PIN Refer also to Labor Market Data	52302.3. (a) Every career technical course or program offered by a school district or districts or county superintendent or superintendents sponsoring a regional occupational center or program shall be reviewed every two years by the appropriate governing body to assure that each course or program does all of the following: (3) Is of demonstrated effectiveness as measured by the employment and completion success of its pupils.
<ul style="list-style-type: none"> <li>▪ Enrollment</li> </ul>	ASAP Report 1.73b	
<ul style="list-style-type: none"> <li>▪ Number of completers and graduates</li> </ul>	Refer to Perkins format <a href="http://www.cde.ca.gov/fg/fo/r17/perkins08rfa.asp">http://www.cde.ca.gov/fg/fo/r17/perkins08rfa.asp</a> Click on <u>Applications</u> and go to page 17	

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<ul style="list-style-type: none"> <li>▪ Other e.g. E.C. 8007 (a) (b)</li> </ul>	<p>Will need to be developed</p> <p style="text-align: center;"><b>DRAFT</b></p>	<p>8007. The State Department of Education and the Board of Governors of the California Community Colleges shall submit the following reports each year to the Legislature:</p> <p style="padding-left: 40px;">(a) An annual descriptive report containing information on career technical education and technical training programs, including regional occupational centers and programs. The report shall be coordinated with federal evaluation requirements pursuant to Section 113 of Title I of the Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332; 20 U.S.C. Sec. 2323) and shall contain all of the following:</p> <p style="padding-left: 80px;">(1) Enrollment defined in terms of secondary pupils, postsecondary students, and adults.</p> <p style="padding-left: 80px;">(2) The number of graduates of programs and students participating in career technical education.</p> <p style="padding-left: 80px;">(3) The number of pupils participating in career technical education.</p> <p style="padding-left: 80px;">(4) The number of pupils completing a specific career technical education program.</p> <p style="padding-left: 80px;">(5) The number of pupils in grade 12 that complete a career technical education program.</p> <p style="padding-left: 80px;">(6) The number of pupils in</p>

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7. Review industry certifications (if appropriate)	Where applicable; examples include A+, NATEF, etc. New certifications: <b>ACTION ITEM</b>	
8. Discuss/Review the development of required skills for certificates of competency (E.C. 52302.2 (a) (1))	Review current certificates of competency/completion given to students who complete the program  ASAP can produce certificates	52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department. The advisory board shall do all of the following: (1) Assist in the development of skill certificates that identify the skills and knowledge that pupils completing an occupational course sequence are expected to acquire upon completing the sequence. The advisory board also shall approve the measures and criteria, and methods to evaluate whether pupils actually acquired the identified skills and knowledge.
9. Review of Textbooks and Instructional Materials (optional)	Per program; recommended New Materials: <b>ACTION ITEM</b>	

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<p>10. Review of Equipment Needs (optional)</p>	<p>Per program; recommended. Note this is subject to limitation of resources, but can provide a basis for grant-funded acquisition when opportunities become available. (i.e. CTE Facilities &amp; Equipment grants) New equipment recommendations: <b>ACTION ITEM</b></p>	
<p>11. Motion to support curriculum for the pathway.</p>	<p>Annual <b>ACTION ITEM</b></p>	
<p>12. Discuss the need for training in area/duplication of effort. (E.C. 52302.3 (a)(2))</p>	<p>To be developed Review other institutions in same geographic area which offer the same training</p>	<p>52302.3. (a) Every career technical course or program offered by a school district or districts or county superintendent or superintendents sponsoring a regional occupational center or program shall be reviewed every two years by the appropriate governing body to assure that each course or program does all of the following: (2) Does not represent unnecessary duplication of other job skills training programs in the area.</p>

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<p>13. Annual review of students who met established skill certificate criteria and confirm that they possess the skills needed for employment. (E.C. 52302.2 (a) (2))</p>	<p>Review data showing how many students met skill competencies.</p>	<p>52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department. The advisory board shall do all of the following:                      (2) Review at least once a year whether pupils who are assessed as having met the requirements for a skill certificate possess the skills needed for success in employment in that occupation.</p>

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<p>14. <del>Approve</del> Review assessment procedures (E.C. 52302.2 (a) (1 ))</p>	<p>Options: NOCTI, etc.</p>	<p>52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department.</p> <p>The advisory board shall do all of the following:</p> <p>(1) Assist in the development of skill certificates that identify the skills and knowledge that pupils completing an occupational course sequence are expected to acquire upon completing the sequence.</p> <p>The advisory board also shall approve the measures and criteria, and methods to evaluate whether pupils actually acquired the identified skills and knowledge.</p>

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<p>15. Discuss internship/employment opportunities (E.C. 52302.2 (a) (4))</p>	<p>Per discussion at Advisory meeting</p>	<p>52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department. The advisory board shall do all of the following:                      (4) Assist the regional occupational center or program in developing internships, paid summer employment, and postgraduation employment opportunities for pupils participating in the course sequences.</p>
<p>16. Discuss postsecondary scholarship creation (E.C. 52302.2 (a) (5))</p>	<p>Per discussion at Advisory meeting; be sure to invite postsecondary representative to each meeting</p>	<p>52302.2. (a) The governing board of each regional occupational center or program shall establish and maintain an employer advisory board or boards pursuant to guidelines developed by the department. The advisory board shall do all of the following:                      (5) Assist the regional occupational center or program in creating college scholarships for pupils participating in the course sequences.</p>

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17. Other Business (open discussion)/Suggestions & Recommendations	Pro forma	
18. Set Date and Time for Next Meeting (optional)	Pro forma	