

OCCUPATIONAL ADVISORY COMMITTEE

FALL MEETING

AGENDA

CULINARY ARTS PROGRAMS AT WEST CAMPUS – OCTOBER 30, 2017
EAST CAMPUS DUAL AND SINGLE EAST PROGRAMS MEETING – NOVEMBER 2, 2017
WEST CAMPUS SINGLE PROGRAM MEETING – OCTOBER 26, 2017

1. **Welcome, Introductions, Sign-in** (Handout)
 - a. Sign in and recognition of new members (WBL-026)
 - b. Confirm OAC members' directory information: update directory (OAC list)
2. **Review/Approve Spring Meeting Minutes**, including administrative responses (Handout)
3. **OAC Reorganization** – by voice vote with all officers reflected in the minutes
 - a. Election of Officers - Chairperson & Vice Chairperson
 - b. Teacher serves as Secretary
4. **Facilities & Safety Inspection of Laboratory** (Handout)

Note: Complete once annually: single-center programs complete form in the spring. Include recommendations on the Facilities & Safety Inspection form (Form G-029)
5. **Equipment Purchases and Disposal of Outdated Equipment** (Handout)
 - a. Review of recent equipment purchases (WBL-039)
 - b. Recommended equipment purchases (WBL-038)

Note: All recommended equipment added to WBL-038

Note: Rationale for recommended equipment documented in meeting minutes

 - c. Recommended Equipment Disposal (Form BO-024) (Handout)
6. **Review and Discussion of Student Performance Data** (Handout)
7. **Curriculum Review and Validation** (Handout)
 - a. Industry certification list (G-414) – Review and Validate
8. **Letter of Support for Pennsylvania Department of Education evaluation** (Handout)
9. **Program Specific Business, presented at meeting**
 - a.
 - b.
 - c.
 - d.
10. **Important Events and Dates:**
 - a. **NOCTI Performance Tests Spring 2017:** East April 26 and/or 27; make up April 30 and May 1; West - April 24 and/or 25; make up April 26 & 27 (Handout)
 - b. **Spring 2017 OAC:**
 - i. Culinary Arts Meeting at East Campus – March 19
 - ii. West Single Campus & Dual Campus Programs at West Campus – March 22
 - iii. East Single Campus Programs Meeting at East Campus – March 20
 - c. **Continuing Education Job Fair and Open House** – Was a success! Several dates (May 2018) for this year's fair are being considered and will be communicated at Spring OAC meetings.
11. **Adjournment**