

MINUTES OF MEETING
Graphic Design Program Advisory Committee

Date: Thursday, December 16, 2010

Location: PCTA

Recorder: Gail Degnan

Members in Attendance:

<u>Member</u>	<u>Representing</u>	<u>Present</u>	<u>Program</u>
Robert Baldwin	RB Homes		Carpentry
Frank Bianco	Commercial Electric		Electric
Bill Bryan	Gilbane Building Co	x	General
Andrew Cortes	Building Futures	x	General
Patty Doyle	RDW Group		Graphics
John Dufresne	Expert Automotive Technology		Automotive
Steve Flowers	All Metals Inc		HVAC
Elizabeth Jardine	MPR Associates, Inc.	x	HVAC
Henry Kanderski	Aladdin Electric	x	Electrical
Suzanne Mancini	RISD	x	Cosmetology
Ann Rathbun	Newport Harbor Hotel		Culinary
Robert Ricci	Workforce Solutions Providence/Cranston	x	General
Jeanette Scarcella	Johnson & Wales	x	Culinary
Michael Traficante	New England Laborer's Charter School		Gen. Construction
Ramone Torres	PCTA		Ex Officio
Paul Vorro	Providence Teachers Union	x	General
Peter Woodberry	CCRI	x	General
Gail Degnan	Building Futures	x	Staff
Judy Titzel	Building Futures	x	Staff

Discussion/Decision/Action	Action by/Due Date
Bill took a moment for introductions.	
Item 3 Proposed Amendments to Bylaws was addressed first because some members were unable to stay for the entire meeting.	
Andrew reviewed the proposed changes to the Bylaws:	
a) Change to voting requirements were presented for voting as follows:	
<i>Each member shall be entitled to one vote, with the exception of ex-officio members. Voting by proxy, by mail or any other means where the member is not in attendance is not permitted, <u>unless the voting member specifically requests that a designee be able to vote in their absence. In such instances, the request must be made to the General Advisory Chair in advance of the specific meeting at which the designee would be entitled to vote and the request is subject to the approval of the Executive Committee members present at the meeting in question.</u></i>	

- b) It was discussed at previous meeting to create a post secondary transition committee. A section was added in Section 2 – Other Sub-Committee(s):

SECTION 2.1 – POST-SECONDARY TRANSITIONS COMMITTEE:

The General Advisory shall have a Post-Secondary Transitions Committee. This standing committee has been established to provide continued focus and additional assistance towards the development of pathways to multiple forms of post-secondary education, registered apprenticeship programs and/or other forms of career related training.

The Post-Secondary Transitions Committee shall be responsible for:

- 1. Providing recommendations regarding the structure of PCTA Programs of Study to the Advisory Committees, both in terms of content alignment, articulation or other appropriate agreements with post-secondary education and/or career based training providers;*
- 2. Developing and providing relevant resources towards the enhancement of student preparation for and access to post-secondary opportunities;*
- 3. Performing the duties as prescribed by these bylaws*

After discussion, suggested changes were made and this section was presented for voting are as follows:

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<p>MOTION: To accept the changes to the Bylaws of the Providence Career and Technical Academy Advisory Committees was made by Peter Woodberry, seconded by Andrew Cortes. Thus, this committee:</p> <p>VOTED: To accept the changes to the Bylaws of the Providence Career and Technical Academy Advisory Committees. This motion passes unanimously.</p>	
<p>Item No. 1 Work Plan Update</p> <p>After much conversation regarding the Work Plan, Bill suggested addressing some issues. Judy stated realistically, it should take approximately 5 years to achieve the goals of the Program Advisory Committees. She noted that a technical assistance session is being planned for the end of January/beginning of February for the entire assembly to include all program advisory members. RIDE will be coming to visit PCTA in January/February for review the programs. This will allow us to review RIDE Assessment and help the programs.</p> <p>For the balance of this year, the General Advisory will focus on providing some means of technical support to the program advisories to help them meet their objectives for next year, establishing membership, roles, programs and curriculum they are engaged in.</p> <p>Training – Pull together membership supportive training for Program Advisory members.</p> <p>Jeannette stated that we need to look at the membership and reach out to representation from:</p> <p>Post-secondary – offering career guidance, mentor students</p> <p>Industry – mentor and shadow programs</p> <p>Jeannette stated that the membership for Culinary has been very hard to schedule. She also stated that she has individuals who are interested in serving on the Committee and has some contacts to reach out to for membership participation</p> <p>Peter mentioned researching institutional food preparation, airline food preparation, and catering.</p> <p>Andrew stated that we should get a broad view of what an ideal Program of Study looks like then work backward and create steps to prioritize the work.</p>	

<p>Suzanne, Cosmetology Program Advisory –</p> <p>As far as this program, Suzanne stated that she is looking into more of an Image Lab to include fashion design, cosmetology, sewing, costume design with graphics, blogging, etc. She has some individuals she is going to contact to see if there is an interest in serving on the committee.</p> <p>Suzanne and Bob Ricci to follow up regarding the Providence Place Mall merchants to see if there is any interest and support.</p> <p>It was mentioned that most of the students going into the fashion program at RISD have an art background and submit an impressive portfolio. Bill mentioned exploring opportunity for integration of some Graphic Design curriculum with Cosmetology/Fashion Design.</p>	
<p>The Executive Committee needs to brainstorm to see how the Program Advisories can explore the topic of alignment by enrollment with the design capacity of the program. There is a question as to whether the building is not being utilized as it was designed to be used.</p> <p>Students in the 9th grade go through each program in an approximate 6 week block, before establishing their intended program.</p> <p>There also needs to be a relationship established with Program Advisory members and instructors. Also, communication is a big factor. Instructors and administration need to improve communication links. There is a question whether the utilization of the facility per design is being impacted due to a lack of communication.</p>	
<p>Andrew suggested utilizing the January meeting to establish a map of the work and what we are trying to accomplish. Elizabeth suggested a Self Assessment for State CTE and Local CTE, (10 elements for successful CTE) which she offered to give an overview at the January session. Again, communication needs to improve.</p> <p>It was discussed and agreed that in lieu of the January General Advisory meeting that the technical assistance session previously mentioned be held. A date will be scheduled for the last week of January or early February for this meeting.</p>	
<p>Next PCTA meeting - to be determined.</p>	