

Highlands P-TECH Leadership Team Agendas 2020-2021 SY

Meet the Team

| Highlands P-TECH Leadership Team April 29, 2021 1:30pm | |
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| Item | Discussion/Details |
| Attendees | <p><u>Meet the Team</u></p> <p>Highlands P-TECH/SAISD: Michelle Garcia, Yvonne Benton, Dr. Gerardo Arizpe, Anna Olguin</p> <p>St. Philip's College: Sunny Hernandez, Rich Jewell, Donlee Wilson, John Haral, John Hoyt, Elizabeth Leon</p> <p>Industry & Community Partners: Leslie Cantu, Maurice Salazar, Fernando Rover, Maurice Salazar, Pooja Tripathi, Katie Chain</p> |
| Meeting Purpose | Quarterly Update |
| Agenda Items | |
| Quick Announcements | <p>Visit website for all TEA designation documents: https://schools.saisd.net/page/005.ptech</p> |
| BM 1: School Design | <p>MOU & Designation App - Complete!</p> <p>Staffing</p> <ul style="list-style-type: none"> ● WBL Specialist - Recommendation made 4/19 ● Hiring - Seeking Engineering and Welding instructors! Help spread the word, see email from Ms. Garcia <ul style="list-style-type: none"> ○ Recruit strategies? ○ Welding req# 6905 (alamo career page) ● DC Application - Mr. Lerma for Manufacturing <ul style="list-style-type: none"> ○ Application submitted online ○ SOQ to be sent today/tomorrow to Mr. Haral ● PD Plan - Plan in development (SAISD plan coming soon) <ul style="list-style-type: none"> ○ Highlands HS Adjunct Instructors <ul style="list-style-type: none"> ■ 1 week before semester (required), also throughout the year (optional) ~early August |

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| | <ul style="list-style-type: none"> ○ SPC Instructors who will teach P-TECH students <ul style="list-style-type: none"> ■ SAISD plan in development ■ Early alert system ■ Add HS program coordinator to Canvas to monitor |
| BM 2: Target Population | <p>Recruitment #s</p> <ul style="list-style-type: none"> ● Total - 61 Accepted as of 4/29 ● Engineering ● Manufacturing ● Welding ● Aviation Maintenance <p>Recruitment Strategies</p> <ul style="list-style-type: none"> ● Promo video in development - SPC provided great footage - goal is to have ready mid-May ● MS visits via zoom/in person to be scheduled ● State of the District 4/13 @ Highlands - thank you Mr. Hoyt and TX-FAME for attending! ● Other ideas? |
| BM 3: Strategic Alliances | <p>MOU's Complete - Establish review process to hold ourselves accountable? Ms. Benton may be developing for SAISD</p> <p>Industry Partners - Survey of commitment level/activities to be sent to TX-FAME group, can also be shared with our additional partners (Ms. Garcia creating flyer and will share) CLICK HERE to view draft</p> |
| BM 4: Curriculum & Instruction | <p>Crosswalks Complete</p> <p>Master Schedule</p> <ul style="list-style-type: none"> ● In development ● Aero flex schedule HERE - combining w/ Edgewood ISD? ● Future need to extend to 5-6 year model due to scheduling constraints and industry feedback <ul style="list-style-type: none"> ○ May be a hard sell for families ○ Lytle example: multiple tracks (level 1-2 cert, associate degree) ○ Need to be careful on wording - associate degree and career ready - what does that look like? Needs to align with industry and explained carefully. <p>Calendars</p> <ul style="list-style-type: none"> ● SAISD 2021-2022 Calendar ● SPC Calendars and updates for 2021-2022 ● Need to create a combined calendar / YAG <ul style="list-style-type: none"> ○ Designation deadlines ○ Staffing and PD dates |

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| | <ul style="list-style-type: none"> ○ Instructional/assessment dates ○ Student activities <p>Curriculum and Instruction</p> <ul style="list-style-type: none"> ● Meeting with each department to review ● TX-FAME has provided great guidance example doc ● Many decisions to be made for embedding Aero learning into Engineering track <ul style="list-style-type: none"> ○ SPC involvement or decide at HS level only for HS courses? ● Course agreement process - how do we ensure we are prepared with all materials, digital/physical resources, etc? <ul style="list-style-type: none"> ○ TBD from Laura ● Course development: applied math for technical professionals <ul style="list-style-type: none"> ○ Support from SPC departments/instructors or Ed Ready ○ Paula Englebert has materials - they typically use during summer bridge ○ Look @ TX-FAME math curriculum too <p>Facilities & Equipment</p> <ul style="list-style-type: none"> ● Manufacturing lab almost complete - ready for year 1 - equipment and safety walk through in June? ● Welding lab needs work - will see if teachers can assist in clean-up and preparation for next year |
| <p>BM 5: Work-Based Learning</p> | <p>WBL Draft</p> <ul style="list-style-type: none"> ● CLICK HERE ● WBL Specialist will finalize along with dates/industry providers and goals/tracking system (digital portfolios and data) |
| <p>BM 6: Student Support</p> | <p>Student Onboarding</p> <ul style="list-style-type: none"> ● Registration and schedule audits/verification ● Highlands P-TECH Signing Day/Induction Ceremony - Save the Date June 9 at 5:30pm-7:00pm <ul style="list-style-type: none"> ○ SPC will find out if they can attend in-person or not - might have video - Sunny will check/PR <p>Bridge Program</p> <ul style="list-style-type: none"> ● Summer intersession - July 19-30 Planning Doc <ul style="list-style-type: none"> ○ SPC can have sessions from library/tutoring/QEP ● Fall onboarding goals and activities <p>Student Support Resources/Tracking</p> <ul style="list-style-type: none"> ● SPC resources - how to ensure we have students utilize? <ul style="list-style-type: none"> ○ Student services, library, tutoring ○ https://www.alamo.edu/online/support-at-SPC/ |
| <p>Action Items</p> | |

**Program Updates - Subcommittee/Department Work
January 2020-April 2021**

| Item | Discussion/Details |
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| Attendees | All |
| Agenda Items | |
| TEA Designation & MOU | <p>Completed items:</p> <ul style="list-style-type: none"> • TEA Designation • SPC & Highlands P-TECH MOU • TX-FAME MOU • SA Works MOU • HEB MOU • SME Prime MOU (pending further discussion) |
| Recruitment | Events and Outreach |
| Program Planning & Budget | <p>Staffing</p> <p>Curriculum & Instruction</p> <p>Facilities, Equipment & Materials</p> |
| Student Onboarding | <p>Admissions Night</p> <p>Advising & Onboarding Checklist</p> |

**Curriculum Subcommittee
December 7, 2020**

| Item | Discussion/Details |
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| Attendees | <p>John Haral</p> <p>Sunny Hernandez</p> <p>Michelle Garcia</p> <p>Anna Olguin</p> <p>Gerardo Arizpe</p> |
| Agenda Items | |

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| Aerospace and Manufacturing Programs | <ol style="list-style-type: none"> 1. Crosswalk/4-year plan approval (need written approval) <ol style="list-style-type: none"> a. Crosswalks ready for approval - J. Haral to confirm via email 2. IM fees vs. HHS purchase of materials (need decision to get samples to instructors) <ol style="list-style-type: none"> a. HHS will purchase materials/textbooks - J. Haral to send list of items needed 3. Instructor Resumes/SOQs – pending (Ms. Garcia still revising) <ol style="list-style-type: none"> a. M. Garcia will send updated resumes SOQs |
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| Highlands P-TECH Leadership Team September 30, 2020 1:00pm-2:30pm | |
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| Item | Discussion/Details |
| Introductions | Leadership Team |
| Meeting Purpose | To review updates and prepare to announce our P-TECH and begin marketing to students and families in October. |
| General Updates & Deadlines | HHS P-TECH Presentation Pathways & crosswalks are nearing finalization MOUs: SPC meeting Oct. 5, need industry MOUs soon TEA Application: begin in October, finish by December |
| Crosswalks & Courses | Quick review - specific follow up by program as needed Engineering - check transferability AND degree applicability at desired institution (use TAGs), start at UTSA but need to consider various universities *make sure our handbook is clear Manufacturing - Aviation - Welding - |
| Equipment & Facilities | Manufacturing lab: JET Grant, pending installation timeline Welding lab: working on inventory sheet, need to schedule machine tests |
| Staffing | Work-based learning coordinator - hiring timeline (October/November) - will share out job description DC Adjunct instructors - pending updated SOQ for Marti/Piqueras/Lerma, transcript translation Will need: welding & manufacturing HS instructors who can get approved for DC with SPC - how can we network now to find potential instructors for the future? |

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| Name + Logo | <p>Name - Let's vote!</p> <ul style="list-style-type: none"> • Option 1: Highlands High School P-TECH for Engineering & Advanced Manufacturing • Option 2: Highlands High School P-TECH for Engineering, Manufacturing, & Aerospace • Option 3: Highlands High School P-TECH <p>CLICK HERE to vote.</p> <p>Need to balance being descriptive with visual appeal of logo. Feedback? Logo and flyer first drafts here</p> |
| Recruitment Plan | <p>October - Design and produce materials</p> <ul style="list-style-type: none"> • Website, social media • Canvas lessons to MS students • Zoom sessions with MS students, open family sessions PM <p>November 9 - Application window opens January 29 - Application window closes</p> <p>Need - industry videos to connect students with careers, great example is the TX-FAME girls in manufacturing series</p> <p>Marketing/career awareness videos - listed here</p> <p>October is National Manufacturing Month! Connect w/ Pooja for events. Register here: https://creatorswanted.org/</p> |
| Industry Advisory | <p>Industry advisory outreach list here MOU process</p> |
| Action Items | <p>Final approval needed for: logo, crosswalks Working document updates: course equipment/materials/curriculum list for each course Schedule our 1st Industry Advisory Meeting - week of Oct. 12?</p> |

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| Curriculum Subcommittee July 29, 2020 9:30am-11:30am | |
| Item | Discussion/Details |
| Attendees | John Haral Sunny Hernandez Anna Olguin Michelle Garcia |

Agenda Items

Manufacturing Program Review

- **Recruitment** - AIP is larger umbrella for specific manufacturing, broad application for careers
- **Certifications** - Level 1 Cert at end of 11th grade, Level 2 Cert and AAS at end of 5th year/program
- **5th Year** - potential to push courses to summer in order to complete in 4 years? Will be challenging to keep student dual enrolled in SAISD and SPC during year 5, also need to consider student/family perspective. Follow up with SAISD Liz Ozuna and Dr. Vela (Michelle and Anna)
- **Employability** - need to reconnect with all industry partners (and a few new ones) to ensure commitment and needs for work-based learning, especially internships and hireability post graduation. Follow up with industry partners (Michelle)
- **Equipment** - review needs for HS equipment/facilities. John will send equipment lists to us via email
- **Staffing** - John has received resumes. Need to confirm Lerma's work experience and resume, need to translate Piqueras & Marti resumes to determine DC potential. We will work together to identify potential candidates in the future (ex: if they apply to SPC but are not hired, they can refer them to us) Sunny will share transcript translation resources with Anna. Michelle will review Lerma experience/resume.
- **Crosswalk** - Ready to review carefully with SAISD leadership. Set up meeting with Liz Ozuna and Dr. Vela (Michelle and Anna)

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| <p>Aircraft Program Review</p> | <ul style="list-style-type: none"> ● Student Support - Math bridge program Ed Ready, connect with Paula Englebert/Renita Mitchell to discuss, potential to embed in 9th grade math or summer bridge for math readiness ● Curriculum/Courses- CETT 1409 AC/DC and AERM 1414 Basic Electricity are similar courses (AERM course is FAA approved) so potential to stack (need to see if SAISD and SPC would allow). Would have to meet FAA requirements above CETT requirements. <u>John will send FAA Part 147 Curriculum Guidelines</u> ● Crosswalk - Discussed potential to condense into 4 years, students would need about 8 hours/week for 20 weeks at SPC. The AERM courses would be completed in 4 years (including Level 1 and Level 2 cert) and graduate would potentially be workforce ready. They would choose to finish AAS by enrolling at SPC after graduation from PTECH. Could we collaborate with Kennedy HS for a combined cohort? <u>Need to ask SAISD and SPC if this option is allowable. Need to confirm hireability if they finish program in 4 years.</u> <ul style="list-style-type: none"> ○ Update - 5-6 year plan is most likely the required/best option but we can set up different 'exit points' - need to discuss P-TECH metrics with Sarah Croft (per Johnny Vahalik) ● Internships - Need to get commitment from industry partners (especially now with COVID) to ensure they will support internships and be willing to hire students upon graduation. Can we discuss city-wide coordination with SA Works/Chambers of Commerce/City of San Antonio? They could help with big picture strategy. <u>Reach out to industry partners for follow up and to SA Works (Michelle)</u> |
| <p>Engineering Program Review</p> | <ul style="list-style-type: none"> ● Potential options: AS with a couple of engineering electives, Core 42 with a couple of engineering electives (FOS for Engineering is not feasible due to math requirements) ● Need to be very careful about including courses that do NOT transfer (excess hours rules - students would have to pay out of state tuition over 30 excess hours) <ul style="list-style-type: none"> ○ Take out Spanish DC (has pre-reqs that do not transfer = excess hours) ● <u>Create proposal (Michelle), then Sunny will help get a meeting set with Dean Johnson, Renita Mitchell, and Engineering Coordinator.</u> |
| <p>Welding Program Review</p> | <ul style="list-style-type: none"> ● Huge potential for program at HHS, would require welding lab at HHS to be the main/only location (SPC Welding capacity is maxed out) ● <u>Create proposal (Michelle), then John & Sunny will help get a meeting set with Donlee Wilson & John Hoyt for review</u> ● <u>John H will send equipment list for potential welding lab build out at HHS campus</u> |

Action Items

See underlined action items above

Highlands P-TECH Leadership Team

Updated April 2021

| Name | Email | Title | Program(s) |
|---------------------------|-------------------------|-----------------------------------------|----------------------------------------|
| M. Garcia | mbowman1@saisd.net | Highlands P-TECH Coordinator | ALL |
| J. Vahalik | jvahalik1@saisd.net | SAISD Sr. Exec. Director | ALL |
| Y. Benton | ybenton1@saisd.net | SAISD P-TECH Coord. | ALL |
| A. Olguin | aolguin3@saisd.net | SAISD CTE Coord. | ALL |
| A. Barrientes | aparrish1@saisd.net | SAISD Dual Credit Coord. | ALL |
| L. Ozuna | eozuna1@saisd.net | SAISD Advanced Academics Director | ALL |
| P. Pruitt | ppruitt1@saisd.net | Highlands HS Principal | ALL |
| G. Arizpe | garizpe@saisd.net | Highlands HS Associate Principal | ALL |
| S. Hernandez | shernandez823@alamo.edu | SPC Coord. HS Programs | ALL |
| K. Fenton | kfenton@alamo.edu | SPC Director HS Programs | ALL |
| J. Haral | jharal@alamo.edu | SPC Department Chair | Manufacturing, Aircraft |
| E. DeLeon | egarciadeleon@alamo.edu | SPC AIP Program Coord. | Manufacturing |
| R. Jewell | rjewell@alamo.edu | SPC Program Director | Aircraft |
| D. Wilson | dwilson170@alamo.edu | SPC Department Chair | Welding |
| J. Hoyt | Jhoyt2@alamo.edu | SPC Welding Program Coord. | Welding |
| R. Mitchell | rmitchell@alamo.edu | SPC Department Chair & Program Director | Engineering |
| Need - Instructor? | | | Engineering |
| G. Johnson | gjohnson@alamo.edu | SPC Dean | ALL - Engineering |
| C. Beardsall | cbeardsall@alamo.edu | SPC Dean | ALL - Manufacturing, Aircraft, Welding |

Industry & Community Partners

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| Pooja Tripathi | TX FAME - Bexar County Workforce Dev. | ptripathi@bexar.org |
| Fernando Rover | TX-FAME - Bexar County Workforce Dev. | Fernando.Rover@bexar.org |
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