

Highlands P-TECH Industry Advisory Agendas/Notes 2020-2021



Date & Time	4/22/2021 - 1:00pm
Item	Discussion/Details
Attendees	Highlands P-TECH/SAISD: Michelle Garcia, Gerardo Arizpe, Penny Pruitt, Yvonne Benton TX-FAME/HEB: Fernando Rover, Leslie Cantu SA Works: <i>Not present (will meet later to catch up)</i>
Meeting Purpose	WBL Plan and Summer Bridge
Agenda Items	
Quick Announcements	Staffing <ul style="list-style-type: none"> • WBL Hire pending! Recommendation made this week. • Engineering: possible vacancy - job description posted in general CTE vacancies CLICK HERE • Welding: position posted! CLICK HERE
Work-Based Learning Plan	Year 1 Priorities: Engagement and Expectations <ul style="list-style-type: none"> • Engagement: Guest Speakers & Field Trips • Engagement: Mentor Program (Similar to ACE?) <ul style="list-style-type: none"> ◦ Keep it flexible/light for year 1 • Expectations: Safety and Attendance (embed into activities) <p>Create a survey - include each component w/ expectations and details - to be sent to TX-FAME group (Michelle to create flyer w/ link to survey ASAP)</p>
Summer Bridge Plan	July 19-30 View planning doc HERE Maurice & Mary may have activity ideas. <u>*Include summer bridge in survey for WBL to gauge interest (above)</u>
Grand Opening / Induction Ceremony	Induction (similar to TX-FAME signing day!) Possible Dates/Times: Early June - June 9 - 5:30pm

	<p>Audience:</p> <ul style="list-style-type: none"> • Students & parents <p>Run of Show:</p> <ul style="list-style-type: none"> • Induct incoming P-TECH students • Parent engagement! • Communication plan for students/parents, next steps, registration, schedule verification, summer bridge info and sign-up <p>Logistics:</p> <ul style="list-style-type: none"> • Need - music, decor, entertainment, guest speaker • P-TECH swag! Drawstring bag, supplies, shirt, etc. • P-TECH pinning ceremony? • Food okay in cafeteria w/ the plastic barriers and served or boxed items only <p>Grand Opening - September - better for all to attend and have facilities/staffing finalized</p> <ul style="list-style-type: none"> • September • Recognize industry & IHE partners • Similar to 60th anniversary vibes - nice event w/ networking • “Banner hanging” if timing works, or ribbon cutting
<p>Additional Feedback & Questions</p>	
<p>Road Map to Opening</p>	<p>Program launch August 9, 2021! SAISD 2021-2022 Calendar</p>
<p>Next Steps/Action Items</p>	<p>Recruitment Plan - Michelle to assemble a recruitment kit (hands-on activity + information) to launch with MS potential students now that we can do more in-person activities</p> <p>WBL - Tentative list of participants and level of commitment - be available to answer questions May 10 at TX-FAME board meeting</p>

Date	3/26/2021
Item	Discussion/Details
Attendees	Highlands P-TECH: Ms. Garcia, Dr. Pruitt TX-FAME/HEB: Mary Batch, Leslie Cantu, Pooja Tripathi SA Works: Romanita Matta-Barrera, Saani Fong
Meeting Purpose	Setting the Agenda - Industry Advisory Roles & Goals
Agenda Items	
Industry Advisory Roles & Goals	<p>What can this partnership look like? What are our shared goals? How often will we meet? What is our workflow and action items?</p> <p>Roles/Key People Mary, Maurice, Josh, Jim (occasional) - technical feedback SA Works - skilled trades campaigns/outreach (building toolkit), and digital badges</p> <p>Possible BIG 4: Recruitment Plan - key activities MS-College, example Core4STEM, be sure to consider both students and parents</p> <p>Grand Opening</p> <p>Summer Bridge - real world problems/challenges</p> <p>WBL for 9th Grade -Teacher externships as well</p>
Programs & Goals	<p>Programs -Aero (15), Engineering (70), Manufacturing (20), Welding (20) -4-year plan review if needed</p> <p>Recruitment -55 students accepted offers for P-TECH as of 3/26 -21 completed course card: Aero (2), Engineering (10), Manufacturing (2) Welding (7) -Need deep dives/compelling info for Aero and Manu - tell the story of these careers -Example activities: Core4STEM & FIRST Robotics, AMT student leads, student-built items (near peer concept) - robots/drones activity - involve current students (w/ possible incentive for referral?) - reach out to Maurice (re: Max Gomez AMT)</p>

	<p>-April 13 Superintendent Town Hall w/ both virtual and in-person events @5:30pm - demo equipment (1-2 items) and highlight what is coming next</p> <p>Staffing and PD</p> <ul style="list-style-type: none"> -WBL Specialist position POSTED -Dual Credit adjunct applications coming soon (3 possible for manufacturing) -Welding allocation approved (if convert teacher to WBL specialist) -Can reach out to companies for recent retirees
<p>Curriculum, Instruction & Facilities</p>	<p><i>Updates!</i></p> <p>Sample Curriculum Document</p>
<p>Work-Based Learning</p>	<p><i>Review draft and begin finalizing year 1 goals - feedback rounds and asset mapping - identify priorities</i></p> <p>WBL Draft 1</p> <ul style="list-style-type: none"> -Get 5 core exercises from TX-FAME: 1 per semester, embedded within a project (Pooja will send) -Math skills - get math assessment from Pooja as example of benchmark *collab with SPC on this - contact John H/Chris B/David H/Paula E -Safety - do a walk through with an industry professional (1st core exercise is safety), always embed safety protocols and reminders @ beginning of class and for each equipment item, job hazard analysis (form for each item of equipment - students would identify hazards) - Mary can do teacher externship in summer possibly
<p>Student Support</p>	<p><i>Systems that work - feedback rounds and asset mapping</i></p> <p>Student Onboarding</p> <p>Ongoing Spring - Grand Opening Launch Event in May or June?</p> <p>Summer Bridge - July 19-30 Window</p> <ul style="list-style-type: none"> *Dates/times/activities *Feedback items: guest speakers, probably no field trips (try virtual visits to other places), team building *Jeanne Russel as resource for CAST
<p>Additional Feedback & Questions</p>	<p>SME Prime - too expensive for value added (does not help w/recruiting instructors), uses ToolingU curriculum</p> <p>MSSC - more favorable for the price, national credential, have trainers as well (SkillBoss - CPT+), can test @Palo Alto/@SPC if needed</p> <p>Speak w/ Maurice re: curriculum details also</p>

	Can we combine manu and welding in 9th grade? Need to discuss ASAP with SPC - we really want the extra 2 years at the end for apprenticeship and transition to workforce
Road Map to Opening	Program launch August 9, 2021! SAISD 2021-2022 Calendar
Next Steps/Action Items	<p>Recruitment Plan - Michelle to assemble a recruitment kit (hands-on activity + information) to launch with MS potential students now that we can do more in-person activities</p> <p>Grand Opening - Michelle to send out ideas and potential dates/time</p> <p>Summer Bridge - Michelle to send out draft and dates/times for potential guest speakers and/or virtual site visits</p> <p>WBL for 9th Grade - Michelle to send out updated draft, Pooja to share core exercises information, Michelle to reach out to team for math skills program (SPC team - contacts above)</p> <p>Facilities - Michelle and Mary to connect on safety walk through of facility and/or teacher visits to industry site</p> <p>Curriculum - Michelle to connect with Maurice and SPC for next steps and possible combined manufacturing/welding plan - find out how much flexibility we have in curriculum for dual credit courses - get detailed</p>

Future Meetings	Agenda Items
April 22, 1-3pm	<p>Recruitment follow-up: activity and campaign/toolkit review</p> <p>Grand opening: finalize program and invites</p> <p>Summer bridge: finalize program and needs</p> <p>WBL: updates on WBL specialist, new WBL draft incorporating core exercises</p> <p>Facilities: inventory & equipment review, photos or in-person visit?</p> <p>Curriculum: final draft of 9th grade curriculum goals/overview</p> <p>Staffing: updates on dual credit adjunct approvals, welding position, WBL hire</p>

Resources:

P-TECH Website:

<https://schools.saisd.net/page/005.ptech>

TEA Blueprint:

https://tea.texas.gov/sites/default/files/2020_P-TECH_Blueprint_2-13-20.pdf

SPC Manufacturing:

https://myspccatalog.alamo.edu/preview_program.php?catoid=198&poid=34497

SPC Aviation:

https://myspccatalog.alamo.edu/preview_program.php?catoid=198&poid=34472

SPC Welding:

https://myspccatalog.alamo.edu/preview_program.php?catoid=198&poid=34519

Highlands P-TECH Crosswalk:

<https://docs.google.com/spreadsheets/d/1yludOE2h3JERuRiIMPF02J4kfrbKQM0Yrc9wzJQIJH4/edit?usp=sharing>

Highlands P-TECH 4-Year Plans:

https://drive.google.com/drive/folders/1TavCOuXsVmg3T_8BgOwhY4L6fScZ94Y4?usp=sharing

Highlands P-TECH Master Curriculum:

<https://docs.google.com/presentation/d/1ADkmXKND7h3gY1L24kFXM3LeYnKLBxmRBnRQzIX2vVM/edit?usp=sharing>

Date	11/10/2020
Item	Discussion/Details
Attendees	Attendee List
Meeting Purpose	Highlands P-TECH - Recruiting for the Industry Advisory Board
Agenda Items	
Program Updates	Highlands P-TECH Updates and Meeting Presentation
Industry Feedback	<p>Curriculum & Instruction</p> <ul style="list-style-type: none"> ● Curriculum review process coming soon <p>Work-Based Learning Plan</p> <ul style="list-style-type: none"> ● Review sample - this will guide our formal activities to prepare students for career success in your industry! ● Submit ideas in chat or directly on document: CLICK HERE <p>MOU Process</p> <ul style="list-style-type: none"> ● Required to receive our Texas Education Agency (TEA) designation - December/January deadline ● How can we make this process easier? <ul style="list-style-type: none"> ○ Example: SAISD common MOU to support more than 1 school ○ Organization can customize wording as needed - we just have to show TEA that we have commitment from industry partners ○ WBL activities are flexible in their implementation
Interest Survey	Please complete our survey to let us know your areas of interest when you are ready (will also send via email): https://tinyurl.com/y3b9hbpc
Action Items/Next Steps	Will reach out to those interested in MOU process, next meeting to be schedule February/March 2021