



**LA PUENTE VALLEY**  
REGIONAL OCCUPATIONAL PROGRAM  
*COMMITTED TO YOUR FUTURE*

# **REGIONAL ADVISORY MEETING**

**October 12, 2016**



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## BUSINESS & INDUSTRY ADVISORS

<b>ARTS, MEDIA &amp; ENTERTAINMENT SECTOR</b>	
Name	Company
Mark Thiel	Powell Camera Shop
Richard Krumm	Yawn Media
Terry & Donna Reinbold	Reinbold Gallery
Michael Kluch	Michael Kluch Photography
Jerry Cotts	Cotts Films, Inc.
Russ Wilson	Mystic Arts Gallery
<b>BUILDING TRADES &amp; CONSTRUCTION ENGINEERING &amp; ARCHITECTURE MANUFACTURING &amp; PRODUCT DEVELOPMENT</b>	
Guillermo Salinas	Space X Aerospace
Shelley Takahashi	Mt San Antonio College
Trisha Callella	Rowland USD
<b>BUSINESS &amp; FINANCE INFORMATION &amp; COMMUNICATION TECHNOLOGIES MARKETING SALES &amp; SERVICES</b>	
Melissa Paslay	Edward Jones
Chris Gaardner	Senator Huff's Office (observing)
Horacio Colmenares	DiSS and Ray Productions
Raffaele Cursaro	3-Dg Express
Kimo Morris	Ecomarine Consulting LLC
Agnes Gonzalez	Nogales High School Accounting
David Scarpitta	Get Found Marketing
Lucy Parker	Strategic Growth Ins. Associates
Deborah Reed	Balance With Integrity
Yolanda Quintana	PFS HR Services
Octavio Figueroa	Discover Print Shop
Karl Giardina	Walgreen's
Rich Kozak	Rich Brands
<b>EDUCATION, CHILD DEVELOPMENT &amp; FAMILY SERVICES SECTOR</b>	
Sherrie White	HLPUSD
Cecelia Thay	Mt. Sac Child Development Center
Patty Uba	Options for Learning – Surround Care

<b>HEALTH SCIENCE &amp; MEDICAL TECHNOLOGY SECTOR</b>	
David Foster	So. California University of Health Sciences
Carrie Belleson	So. California University of Health Sciences
Jackie Padilla	Wellsley Health Centers
Ana Rincon	Wellsley Health Centers
Mike Landas	Mt. San Antonio College
Josephine Quicho	Rehab Care Unlimited
<b>HOSPITALITY, TOURISM &amp; RECREATION</b>	
Shelley Doonan	Mt. SAC - Hospitality/Culinary Arts
Eric Medina	Panera Bread
Bianca Pombal	Cal Poly Pomona
Adam Samo	Mt Sac/Starbucks
Brendan Valdez	Cal Poly Pomona
Kitty Wells	Rowland USD
Cecilia Barata	Rowland USD
<b>PUBLIC SERVICES</b>	
David Bernal	Allied Universal Security
Robert Barba	HLPUSD Police
Chris Sanchez	American Red Cross
Tim Murakami	LA Sheriff's Department – Industry Station
William Preciado	CHP – So. Division
Louis Denver	LASD Walnut/Diamond Bar Station
Jeff Hsu	Rowland School Police
Olivia Broddie	LA County Probation
Michelle Figueroa	West Covina Police Department
Bryan Dryer	Industry Security Services
<b>TRANSPORTATION</b>	
Carlos Perez	Chevrolet of Montebello
Christopher Wong	O'Reilly Auto Parts
Ray Del Rio II	O'Reilly Auto Parts
Emilio Rodriguez	Snap on Tools
Manuel Serrano	

## INSTRUCTORS

<b>ARTS, MEDIA &amp; ENTERTAINMENT SECTOR</b>	
Name	School District
Dan Aguilar	La Puente Valley ROP
Scott Hansen	La Puente Valley ROP
William Hicks	La Puente Valley ROP
Gerry Krumm	La Puente Valley ROP & Rowland High School
Cameron Lanier	La Puente Valley ROP
Chris Marquez	La Puente Valley ROP
Patrick Nunes	La Puente Valley ROP
Stephanie Rodriguez	Nogales High School
Jeff Holt	Rowland High School
<b>BUILDING TRADES &amp; CONSTRUCTION ENGINEERING &amp; ARCHITECTURE MANUFACTURING &amp; PRODUCT DEVELOPMENT</b>	
Mike Fausto	Rowland High School
<b>BUSINESS &amp; FINANCE INFORMATION &amp; COMMUNICATION TECHNOLOGIES MARKETING SALES &amp; SERVICES</b>	
Larry Ambriz	La Puente Valley ROP
Alfonso Colmenares	Nogales High School
Mildred Gorrie	La Puente Valley ROP
Dan Luna	Nogales High School
Carolyn Manookian	Rowland High School
Kari Salinas	La Puente Valley ROP
Nancy Torbert	Rowland High School
<b>EDUCATION, CHILD DEVELOPMENT &amp; FAMILY SERVICES SECTOR</b>	
Liliam Alvarado	La Puente Valley ROP
Patricia Hakim	La Puente Valley ROP
Shannon Sailer	La Puente Valley ROP
Tracy Taylor	Rowland High School
<b>HEALTH SCIENCE &amp; MEDICAL TECHNOLOGY SECTOR</b>	
Nick Guerra	La Puente Valley ROP
Ignacio Hernandez	La Puente Valley ROP
Linda Howard	La Puente Valley ROP
Naclaysia McGee	La Puente Valley ROP
Melanie Montgomery	La Puente Valley ROP
Crystal Norman	La Puente Valley ROP
Matt Rojas	La Puente Valley ROP
Seena Threadgill	La Puente Valley ROP
<b>HOSPITALITY, TOURISM &amp; RECREATION</b>	
Linda Aldama	La Puente Valley ROP

Jane Richey	Nogales High School
Kathy Stella	Rowland High School
<b>PUBLIC SERVICES</b>	
Rodney Donahue	La Puente Valley ROP
Eddie Garcia	La Puente Valley ROP
John Purcell	
Antonia Ramirez	La Puente Valley ROP
John Siebert	La Puente Valley ROP
Carrie Lam	Congresswoman Grace Napolitano's Office
<b>TRANSPORTATION</b>	
Ray Alvarado	La Puente Valley ROP
Ed Martin	La Puente Valley ROP & Rowland High School
Mike McCarthy	Nogales High School

## **Welcome, Introductions and Purpose**

This Advisory was in conjunction with our partner school districts of Bassett, Hacienda La Puente and Rowland.

Each individual advisory meeting was conducted by a La Puente Valley Regional Occupational Program, Bassett USD or Hacienda La Puente representative. An overview of data pertaining to the La Puente Valley Regional Occupational Program and School Districts was presented. Advisors were provided a folder with relevant advisory information and a Job Market Survey. Advisors were asked to take a moment to fill out the survey. After the event, a survey was sent to all Advisors to provide their feedback regarding the meeting.

The following information was also explained:

- Advisories for CTE courses are mandated by the State of California on a yearly basis.
- Advisory Committees provide professional, expert involvement and advice from industry partners that is used to improve and enhance Regional Occupational Programs (ROP).
- Advisors are individuals who are aware of issues and provide valuable input to the courses that are represented.
- Advisors assist educational programs by keeping them abreast of current industry trends and developments.
- Advisors are invited to review/approve the course outlines and make suggestions of addition, deletion, change or enhancement of the represented courses.

## Arts, Media & Entertainment Sector

### Date of Advisory

### Course

October 12, 2016

Digital Animation  
Digital Graphic Design I & II  
Graphic Art – Multimedia Design  
Photo (Advanced)  
Photo (Beginning)  
Photography, Commercial  
Photo Media 1 & 2  
Video Game Design  
Video Production I & II

### **I. Business Panel Large Group Discussion Questions**

1. Do the courses meet industry standards? If not please describe why they are not up to industry standards.
  - Terry Reinbold stated he did not think students needed to know how to do black and white film
  - CTE teacher explained to articulate with Mt. SAC it had to be included in the curriculum.
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Michael Kluch 1. Basic office and computer skills 2. Communication skills 3. Customer Service Skills.
3. What types of technology skills are needed for your field/industry?
  - Basic computer skills
  - Photo Shop
  - Light Room
  - Adobe Video Premier
  - Editing Suite
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
  - Terry Reinbold - Basic computer skills, Photo Shop, Light Room, Adobe Video Premier
  - Lighting
  - Proper Wifi for Mac Labs
  - Camera kits
  - Audio Equipment
  - Editing Software



5. How many entry level positions will your industry require within the next two years?
  - Gerald Gates remarked that his is impossible to predict.
  - Donna Reinbold added that the digital field is growing at an incredible pace.
  
6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?
  - Terry Reinbold remarked that students didn't need any college experience to be an apprentice because there is a shortage of skilled assistants, but college will create contacts and jobs for students.
  - Michael Kluch shared that they need students with the appropriate soft skills especially the ability to be dependable.
  
7. If there was just one suggestion you could give a student who would like to enter your field/industry what would that be?
  - Donna Reinbold stated that being humble and developing strong relationships and networking would be her best advice.
  - Terry Reinbold remarked that students should get a business degree in order to develop a successful profitable business.
  - Michael Kluch added knowing how to market yourself or your products is highly beneficial.
  
8. Industry Certifications—What types of industry certifications are available in your field /industry?
  - Adobe Certification
  - Professional Photo
  - Auto Desk Certification
  - PPLAC
  
9. What is the most critical issue facing your organization and/or industry today?
  - Trends are changing, portraits are not popular anymore
  - Everyone thinks they are an expert
  - Copyright infringement
  - Not an organized industry
  
10. Suggestions & Recommendations – Are they any other recommendations or suggestions you would like to make?
  - None

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Digital Animation, Digital Graphic Design I & II, Graphic Art – Multimedia Design, Photo	Michael Kluch	Terry Reinbold

(Advanced), Photo (Beginning),  
Photography, Commercial, Photo  
Media 1 & 2, Video Game Design,  
Video Production I & II

Vote:  X  Approved  
          Approve as Amended

Opposed: 0  
Abstained: 0

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Digital Animation, Digital Graphic Design I & II, Graphic Art – Multimedia Design, Photo (Advanced), Photo (Beginning), Photography, Commercial, Photo Media 1 & 2, Video Game Design, Video Production I & II	Michael Kluch	Terry Reinbold

Vote:  X  Approved  
          Approve as Amended

Opposed:  0   
Abstained:  0

**BUILDING TRADES & CONSTRUCTION**  
**ENGINEERING & ARCHITECTURE**  
**MANUFACTURING & PRODUCT DEVELOPMENT**

<b>Date of Advisory</b>	<b>Course</b>
October 12, 2016	Advanced Architecture Design Architecture and Design Construction Technology 1 & 2 Engineering and Design Technology

**I. Business Panel Large Group Discussion Questions**

1. Do the courses meet industry standards? If not, please describe why they are not up to the industry standards.
  - Mr. Salinas, Ms. Takahashi, and Ms. Callela agreed that our courses meet industry standards.
2. Besides the soft skills (i.e., responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Mr. Salinas suggested students should be taught to be more hands on, creativity, to think outside the box and to challenge the norm.
  - Ms. Takahashi suggested student should be taught CAD, model making, mechanical development, and sketching.
3. What types of technology skills are needed for your field/industry?
  - Ms. Takahashi made the software recommendations: Adobe Illustrator, Photoshop
  - Ms. Callela recommended solid computer skills, 3-D design, 3-D printing, prototyping, laser cutting and laser engraving.
4. Equipment needs – with CTE classes, equipment may be costly. Please review the course outlines (s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
  - Mr. Salinas recommended the following equipment: Bridgeport CNC.
  - Ms. Takashi recommended a Gantry Router.
5. How many entry level positions will your industry require within the next two years?
  - Mr. Salinas stated there is a demand for engineers and technicians.

6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e., reading, writing and spelling skills) are required for entry-level positions?

- Ms. Salinas recommended higher math levels such as geometry and more hands on experience the better.
- Ms. Takahashi recommended geometry and Industrial Design Engineering Certificate, Language Arts Certificate.
- Ms. Callela recommended ratio scale and proportion.

7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?

- Ms. Salinas recommended hands on experience and internships.
- Ms. Takahashi recommended for students to build things, experiment and go to museums.
- Ms. Callela recommends students to take risks, show initiative, and be able to articulate.

8. Industry Certifications – What types of industry certifications are available in your field/industry?

- Mr. Salinas stated the following certifications are available in his field: Welding, Machinist, Inspectors. High demand for tool makers and jig and fixture builders.
- Ms. Takahashi stated the following certifications are available for high school level education: CSWA and CSWP.

9. What is the most critical issue facing your organization and/or industry today?

- Mr. Salinas and Ms. Takahashi stated it is difficult to find qualified individuals.

10. Suggestions & Recommendations – Are there any other recommendations or suggestions you would like to make?

- Mr. Salinas recommended to keep up with the latest industry technology and needs and include additional Projects in course outline.

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Advanced Architecture Design, Architecture and Design, Construction Technology 1 & 2, Engineering and Design Technology	Guillermo Salinas	Shelley Takahashi

Vote: X Approved

   Approve as Amended

Opposed: 0

Abstained: 0

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Advanced Architecture Design, Architecture and Design, Construction Technology 1 & 2, Engineering and	Guillermo Salinas	Shelly Takahashi

Design Technology

Vote:  Approved  
 Approve as Amended

Opposed:   
Abstained:

**BUSINESS & FINANCE**  
**INFORMATION & COMMUNICATION TECHNOLOGIES**  
**MARKETING SALES & SERVICES**

Date of Advisory	Course
October 12, 2016	Accounting Accounting - Computerized Advanced Accounting Business Foundations Business Marketing Business & Personal Finance Computer Applications Marketing Personal Finance Retail Sales & Marketing

**I. Business Panel Large Group Discussion Questions**

1. Do the courses meet industry standards? If not, please describe why they are not up to industry standards.
  - Rich Kozak – perhaps, but they are sorely dated and not developed by individuals with current real world experience.
  - Deborah Reed – Yes
  - Octavio Figueroa – Yes, basic skills to function in an industry environment.
  - Kimo Morris – Yes
  - Melissa Paslay – Yes
  - Yolanda Quintana – Yes, in a very broad way.
  - Horacio Colmenares – Not really; my opinion is that these skills are elementary and not “enough.”
  
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Rich Kozak - Vision impact, target audience definition & priority, decisions required in integrating marketing in digital world.
  - Deborah Reed – Critical thinking, attention to detail, good mathematic skills, integrity, computer ethics, research skills and risk management.
  - Kimo Morris – Articulation skills, writing skills, negotiation skills.
  - Melissa Paslay – Time management, self-motivated.
  - Horacio Colmenares - Critical thinking, trouble solving, learning to view things objectively.
  - Yolanda Quintana – Accountability, practical application exposure – more detail, money management, and simulation.
  
3. What types of technology skills are needed for your field/industry?

- Deborah Reed – Computer skills, 10-key calculator, accounting applications (i.e., QuickBooks may be inappropriate because of “unique” accounts, such as “opening balance equity” and “undeposited funds”).
  - Octavio Figueroa – Design
  - Kimo Morris – Cloud based computing, G.I.S., technical digital illustration.
  - Melissa Paslay – Basic computer knowledge.
  - Yolanda Quintana – Keyboards, retail on-site stores to manage using credit money and not actual money.
  - Horacio Colmenares – Media skills, networking technology understanding, implementation of hardware, computer virtualization.
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
- Rich Kozak- Internet access with speed & smart phone.
  - Deborah Reed – Computer and printer, accounting software applications, scanners.
  - Octavio Figueroa – Programs like Photoshop, Illustrator & Corel.
  - Kimo Morris – Cloud based working software (universal platforms).
  - Yolanda Quintana – There are so many industry specific software programs available but again would be at a cost. Not sure if practical.
  - Horacio Colmenares – Computers Virtual Lab.
5. How many entry level positions will your industry require within the next two years?
- Deborah Reed – Several thousand
  - Octavio Figueroa – thousands
  - Kimo Morris – 100,000
  - Melissa Paslay – This is hard to answer – many financial advisors are going to be retiring in the next 10 years, so new FAs are in high demand.
  - Yolanda Quintana – High level, human resources
6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?
- Deborah Reed - At least an AA in accounting (B.S. preferred) plus any applicable certifications (i.e. bookkeeping certification, accounting certificate).
  - Octavio Figueroa – Basic math & language arts skills are needed.
  - Kimo Morris – B.A. minimum in a science major.
  - Melissa Paslay – Series 7 designation, Series 66.
  - Yolanda Quintana – Not necessarily math & language arts, but rather diversity, tolerance, and bullying.
  - Horacio Colmenares – High level of reading comprehension. Critical thinking abilities.
7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?

- Deborah Reed – Commitment to integrity, fraud awareness.
- Kimo Morris – Take advantage of internship opportunities.
- Melissa Paslay – Have a genuine passion for it.
- Yolanda Quintana – Some ROP students could be shown the value over attendance.
- Horacio Colmenares – Learn various aspects of computing technologies.

8. Industry Certifications -- What types of industry certifications are available in your field /industry?

- Deborah Reed – Bookkeeping certifications (Professional, Certified, Public), enrolled agent, CPA, QuickBooks Pro Advisor Certifications.
- Kimo Morris – Environmental Technologist
- Melissa Paslay – Certified Financial Planner
- Yolanda Quintana – HR certification
- Horacio Colmenares - Hundreds

9. What is the most critical issue facing your organization and/or industry today?

- Deborah Reed – Fraud; Lack of integrity (with organizations, students should understand that it is key to look out for this in accounting).
- Octavio Figueroa – Keeping up with equipment.
- Kimo Morris – Changing/new environmental regulations.
- Melissa Paslay – DOL requirements – fiduciary standards or IRAs
- Yolanda Quintana – Diversity

10. Suggestions & Recommendations -- Are there any other recommendations or suggestions you would like to make?

- Deborah Reed – Cash vs accrual methods of accounting, intro matching principle introduction, importance to understand that confidentiality is key in the professions. Teaching intro to internal controls.
- Intro to cloud based accounting would be great to introduce to students, as well as a Desktop application. (Do not recommend using QuickBooks for intro course).
- Understanding that a business plan needs to be reviewed and updated every 1-2 years.

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Accounting – Computerized, Advanced Accounting, Business Foundations, Business Marketing, Business & Personal Finance, Computer Applications, Marketing, Personal Finance, Retail Sales & Marketing	Raffaele Cursaro	Carl Giardina

Vote:  Approved  
 Approve as Amended

Opposed:   
 Abstained:



**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Accounting – Computerized, Advanced Accounting, Business Foundations, Business Marketing, Business & Personal Finance, Computer Applications, Marketing, Personal Finance, Retail Sales & Marketing	Horacio Colmenares	Kimo Morris

Vote:  Approved

Approve as Amended

Opposed:

Abstained:

## Education, Child Development & Family Services Sector

<b>Date of Advisory</b>	<b>Course</b>
October 12, 2016	Careers in Education Child Care Occupations/Infant & Toddler Child Care Occupations/Preschool Age Child Development Language and Creative Arts for the Young Child Life Management Parenting & Family Life

### **I. Business Panel Large Group Discussion Questions**

1. Do the courses meet industry standards? If not, please describe why they are not up to industry standards.
  - Yes, absolutely!
  - Very good
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Respect for occupation – still the “baby sitters”, not the case
  - Computer skills – be more savvy with Microsoft, etc.
  - Paperwork documents
3. What types of technology skills are needed for your field/industry?
  - Word processing documents
  - Powerpoint (White)
  - Pinterest (White)
  - Students need to be more creative than looking at Pinterest (Thay).
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
  - Need computers, eno boards (Taylor)
  - Projectors to white boards, printers (Thay)
  - Dolls, modem stuff (Sailer)
  - Access to Pinterest - own idea, only use Pinterest for samples, etc. (White)
  - Flannel boards, current CD music (modem), Gymboree
  - Circle time
5. How many entry level positions will your industry require within the next two years?

- Depend on election (White) places 80% of students.
  - No more than 3 (Uba)
  - Private vs. public sectors (Taylor)
  - Public – not very many openings (Thay)
6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?
- Take assessment test - 8<sup>th</sup> & 9<sup>th</sup> grade level (White)  
\*change by coming to see her to get position
  - Require units in child development, math most important (Uba)
  - 6 units (Thay)
  - Certificate ROP counts or be enrolled in ROP (Sailer)
7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?
- Pay is going up
  - More marketable with Bachelor's Degree
  - On line courses
  - Keep taking classes
  - Competition with more classes
  - Employability, ahead of the game
8. Industry Certifications -- What types of industry certifications are available in your field /industry?
- ROP Certificate
9. What is the most critical issue facing your organization and/or industry today?
- Minimum wage – no benefits (Uba)
  - Need another income in household (White)
10. Suggestions & Recommendations -- Are there any other recommendations or suggestions you would like to make?
- Keep going to school (all Advisors)

Other:

- Job competencies current? Yes (Uba, White)
- Relevant to Preparing students? Yes, very good (Uba, White)
- Be more for toddlers/infant (Thay)
- Curriculum complete? Yes, year course
- Need more than TB shot now
- SB 792
- Flu Shot (infants, toddlers)
- TDAP, MMR
- Older students need booster shot

- Content clear? Yes

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Careers in Education, Child Care Occupations/Infant & Toddler, Child Care Occupations/Preschool Age, Child Development, Language and Creative Arts for the Young Child, Life Management, Parenting & Family Life	Patty Uba	Sherrie White

Vote:  Approved  
 Approve as Amended

Opposed: 0  
Abstained: 0

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Careers in Education, Child Care Occupations/Infant & Toddler, Child Care Occupations/Preschool Age, Child Development, Language and Creative Arts for the Young Child, Life Management, Parenting & Family Life	Cecilia Thay	Sherrie White

Vote:  Approved  
 Approve as Amended

Opposed: 0  
Abstained: 0

## HEALTH SCIENCE & MEDICAL TECHNOLOGY SECTOR

<b>Date of Advisory</b>	<b>Course</b>
October 12, 2016	1 <sup>st</sup> Responder/Intro to EMT Hospital Occupations 1 & II Medical Assisting Medical Core Personal Trainer Physical Therapy Aide Sports Medicine

### **I. Business Panel Large Group Discussion Questions**

1. Do the courses meet industry standards? If not, please describe why they are not up to industry standards.
  - All agree
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - David F.-Electronic Medical Records
  - Jackie P.-Lobotomy
3. What types of technology skills are needed for your field/industry?
  - Mike L & David F-EMR Electronic Medical Recording
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
  - Mike L-
    - Sports medicine- a lot of tape (athletic tape)
    - Rehab equipment, Thera bands, kettle bells
    - Soft tissue instruments
5. How many entry level positions will your industry require within the next two years?
  - Jackie P- 3-4 more MA's (clinic)
  - David F-Sports med- our clinic system growing rapidly adding probably 4-5 individuals
6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?

- Mike L- Sports Med – last admitting class for Bachelors 2019. All bachelors programs transitioning to a Master’s program
  - There are 3 Master’s programs around here.
  - Mike L.-Sports Med- statistics (Naclaysia)
7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?
- Mike L-Shadow if you like profession
  - Mike L-Sports med- love it (not always about the money)
  - Carry B- get involved in schools Sports Med
  - Ana R- social work will need a masters degree
8. Industry Certifications -- What types of industry certifications are available in your field /industry?
- Mike L- additions (certificates)- Strength conditioning specialist, performance exercise specialist, corrective specialist, functional movement screening.
  - David Foster- national strength and conditioning only requiring tactical strength- for military and police. Only need high school education for these
9. What is the most critical issue facing your organization and/or industry today?
- David Foster- biggest change in health care, graduates in doctorate level- 10 years ago doctors went to open their own practice, now that amount work for someone else (80%)
  - Not private practice like there used to be.
  - Entry level jobs- really need to interview well, very important
  - Mike L- not licenses in California- athletic training. Practicing but no license.
10. Suggestions & Recommendations -- Are there any other recommendations or suggestions you would like to make?
- David Foster- sports medicine outline 690 hour class. Should be 180 hours
  - Hospital Occ is also too much
  - All have too many hours
  - Josephine-Physical therapy- likes the curriculum, is now an instructor. PT assistant they require 2 years of study. She likes the curriculum, would like massage therapist to teach them- would like to add to PT curriculum

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
1 <sup>st</sup> Responder/Intro to EMT, Hospital Occupations 1 & II, Medical Assisting, Medical Core, Personal Trainer, Physical Therapy Aide, Sports Medicine	Dave Foster	Mike Landas

Vote:  Approved  
 Approve as Amended

Opposed:   
Abstained:

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
1 <sup>st</sup> Responder/Intro to EMT, Hospital Occupations 1 & II, Medical Assisting, Medical Core, Personal Trainer, Physical Therapy Aide, Sports Medicine	Mike Landas	David Foster

Vote:  Approved  
 Approve as Amended

Opposed:   
Abstained:

## HOSPITALITY, TOURISM & RECREATION

### Date of Advisory

October 12, 2016

### Course

Food and Nutrition  
Food Service & Hospitality  
Gourmet and International Foods  
Pro Start I & II

#### I. Business Panel Large Group Discussion Questions

1. Do the courses meet industry standards? If not, please describe why they are not up to industry standards.
  - Yes. w/ changes as noted.
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Multi-task
  - Verbal Communications
  - Personal Hygiene, nails, hair, shower
  - Critical thinking
  - Attention to detail
  - Relax under pressure and be patient
  - Leadership skills
  - Time management
  - Good listener
  - Coming up with solutions quickly. Plan step ahead. Problem solving skills.
  - Work safety habits
  - First Aid/ CPR certification
  - Safety sanitation training
3. What types of technology skills are needed for your field/industry?
  - Excel
  - Getting taught well rounded on equipment that is being used. POS system, basically all equipment.
  - Steps to understanding the technology
  - Understand Social Media
  - When employees say things reflect the company/restaurant they work for. Be careful what you post and when looking for a job.
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.



- Learn the full commercial basics of the kitchen, commercial stoves, oven, etc.
  - Uniforms, well groomed, aprons.
  - Understand the process of learning the equipment
5. How many entry level positions will your industry require within the next two years?
- 600 industry levels in the next 18 months
  - 150 baker position, it just depends.
  - Important for students to know when looking for a career.
6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?
- Always a plus for exposure in the kitchen
  - Basic math
  - Basic communication
  - Culinary degree unrealistic goals.
  - Hire at 16 years old. Enthusiastic about students coming in at high school level to help strengthen their skills.
  - Prefer training over education
  - Basic education
7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?
- Love what you do. It will get you through tough times and the drive to keep going.
  - Be prepared for long hours and long weekends.
  - Smile. Do not want to be grumpy taking order.
  - Understand your goals. It's what gets you going. Understand what it takes.
  - Be focused.
  - Put your all in it.
  - Question yourself to make sure you want to do it long term.
  - Students need to be patient
  - Be alert
8. Industry Certifications -- What types of industry certifications are available in your field /industry?
- California school nutrition certification. \$200.00 (Online course)
  - Food handlers card
  - ServeSafe
  - First aid/CPR
  - CRAF
  - Social Table (Real good skill to have.)
9. What is the most critical issue facing your organization and/or industry today?
- Handle difficult situation. Critical thinking skills are effective.

- Get burnt out real quick if you are real good. Being overworked. Finding career, life balance.
- Find a lot of turnover. They are lowering standards to get people to work.
- Taking pride in your job. Be concerned about food safety.
- Entitlement in younger kids.

10. Suggestions & Recommendations -- Are there any other recommendations or suggestions you would like to make?

- Knife skills
- Produce identification

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Food and Nutrition, Food Service & Hospitality, Gourmet and International Foods, Pro Start I & II	Shelley Doonan	Eric Medina

Vote: X Approved  
 \_\_\_ Approve as Amended

Opposed: 0  
 Abstained: 0

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Food and Nutrition, Food Service & Hospitality, Gourmet and International Foods, Pro Start I & II	Shelley Doonan	Eric Medina

Vote: X Approved  
 \_\_\_ Approve as Amended

Opposed: 0  
 Abstained: 0

## Public Services

Date of Advisory	Course
October 12, 2016	Criminal Justice Forensic Science Law Enforcement Explorer Academy Public Safety Academy

### I. Business Panel Large Group Discussion Questions

1. Do the courses meet industry standards? If not, please describe why they are not up to industry standards.
  - *All advisors in attendance agreed that the courses presented meets and exceeds industry standards.*
  
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Personal appearance, verbal and communication skills, report writing, block lettering, computer skills. (Bryan Dryer)
  - Driving skills, CAD, DMS, cell phones, GPS, Social media (Michelle Figueroa)
  - Social media/computer skills (Louis Denver)
  - Compassion, adaptability, conflict resolution (Jeff Hsu)
  - Computer, software programs, writing skills, communication (David Bernal)
  
3. What types of technology skills are needed for your field/industry?
  - Computer skills, basic work skills, excel (Chris Sanchez)
  - CAD record management, dispatch, social media (investigative tool), cellular phone tracker (Michelle Figueroa)
  - Surveillance camera systems (Bryan Dryer)
  - Microsoft Word, Outlook, California Enforcement Telecommunications System (CLETS), Radar Gun (Jeff Hsy)
  - Access control, surveillance systems, safety (David Bernal)
  
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
  - All advisors in attendance agreed that microscopes, finger print kits and dusting powder kits are essential material to be used in the classroom for Forensic Science.
  - Computers (PCs) and mobile devices (David Bernal)

5. How many entry level positions will your industry require within the next two years?
  - 1,000's (Robert Barba)
  - 10's of thousands (All advisors in attendance)
  - Must be 18 years of age - 10K to 20K to start (David Bernal)
  
6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?
  - A college degree of a BA or AA is recommended, but not required. English is highly stressed, vocabulary and report writing to pass entry level exam. (William Preciado)
  - Personal safety (Robert Barba)
  - Communication, BSIS curriculum as a model ( Louis Denver)
  
7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?
  - Clean background, lack of drug use, no tattoos that are showing (Michelle Figueroa)
  - Good physical shape, personal finances in order (Louis Denver)
  - Enroll in ROP classes, but major in a field other than criminal justice. Because, the academy will teach students the law enforcement part. Have a backup plan. (Jeff Hsu)
  - Maintain a clear DMV and criminal record to qualify. For Guard Card, be able to clear background checks. (David Bernal)
  
8. Industry Certifications -- What types of industry certifications are available in your field /industry?
  - Peace Officer Standards and Training Certification, California Post (Michelle Figueroa)
  - California Guard, First Aid (Louis Denver)
  - State of California Guard Card, CPR/First Aid, AED Certifications (David Bernal)

What is the most critical issue facing your organization and/or industry today?

- Lack of qualified applicants (Michelle Figueroa)
  - Consumer education, minimum wage...need higher wages (William Preciado)
  - Who is paying more, transfers to other departments (Louis Denver)
  - Recruiting/turnover (David Bernal)
9. Suggestions & Recommendations -- Are there any other recommendations or suggestions you would like to make?

The following recommendations are items the advisors would like to see added to the course outline that are crucial points:

- Human Trafficking (Figueroa)
- Drug Trafficking (Figueroa)

- Officer Safety (Figueroa)
- Ethics & Integrity (Preciado)
- Ethics (Barba)
- Uniform and grooming standards (Preciado)
- Public Safety Education (Bernal)
- AA Program Degree to prepare students to enter the private security industry (Bernal).

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Criminal Justice, Forensic Science, Law Enforcement Explorer Academy, Public Safety Academy	Michelle Figueroa	Robert Barba

Vote:  Approved  
 Approve as Amended

Opposed:   
 Abstained:

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Criminal Justice, Forensic Science, Law Enforcement Explorer Academy, Public Safety Academy	Louis Denver	William Preciado

Vote:  Approved  
 Approve as Amended

Opposed:   
 Abstained:

## Transportation

Date of Advisory	Course
October 12, 2016	Automotive I Automotive Technology I & II Engine Performance Steering & Suspension

### I. Business Panel Large Group Discussion Questions

1. Do the courses meet industry standards? If not, please describe why they are not up to industry standards.
  - Yes, they meet industry standards – Emilio Rodriguez and Marlon Serrano.
2. Besides the soft skills (i.e. responsibility, dependability, initiative, etc.) what three critical skills related to your industry should be taught to students for them to be successful?
  - Documentation of paperwork such as order repairs. (Marlon Serrano)
  - Reading skills and be more thorough when completing a task. (Marlon Serrano)
  - Need better communication skills, understand the importance of teamwork and show confidence in what they do. (Carlos Perez)
3. What types of technology skills are needed for your field/industry?
  - Certification(s) of what type of work they have done, what they are competent in. (Emilio Rodriguez)
  - Basic computer skills, how to look up recall notices, coding. (Carlos Perez)
  - Able to read manual. (Chris Wong)
  - Understand electrical systems (fuses, relays, motors, cyllanodes, understand schematics. (Manuel Serrano)
4. Equipment Needs -- With CTE classes, equipment may be very costly. Please thoroughly review the course outline(s) for the sector you represent and suggest any essential equipment you feel would be needed to meet the industry standard. Please keep in mind with limited funding all equipment may not be attainable for all classes.
  - Scan Tools – very important to actually hold and use the tool themself (Emilio Rodriguez and Ray Del Rio).
5. How many entry level positions will your industry require within the next two years?
  - We are always hiring. (Ray Del Rio)
  - We hire 1-2 electricians per year, largely due to electric cars. (Carlos Perez)

6. For those beginning in your field, what kind of post-secondary education or training is required? What level of math and language arts (i.e. reading, writing and spelling skills) are required for entry-level positions?
  - Can start as Lube Technician and company will provide additional training. (Carlos Perez).
  - They need certifications and then they can move up within the company. (Marlon Serrano and Emilio Rodriguez)
  - Some college, entry level calculus. ( Emilio Rodriguez)
  - Anything over geometry. (Carlos Perez)
  
7. If there was just one suggestion you could give to a student who would like to enter your field/industry what would that be?
  - Be excited about your field, let them know it is a good paying career, and how they can help people. (Emilio Rodriguez)
  - Enjoy what you are doing, ask yourself do you want a job or career, have a positive outlook, you work long hours but it is rewarding work (Carlos Perez and Ray Del Rio).
  
8. Industry Certifications -- What types of industry certifications are available in your field /industry?
  - 609 Refrigerant License (to dispose of and work safely around hazardous materials. (Marlon Serrano).
  - Under Car Certification (how to change and balance tires and conduct a full car alignment). (Emilio Rodriguez)
  
9. What is the most critical issue facing your organization and/or industry today?
  - Electrical cars, safety. (Ray Del Haro)
  - Poor work ethics. (Carlos Perez)
  - Need ASE (Auto Service Excellence) Certification. You can take tests without any experience and after two years of work experience, can obtain a certificate. (Emilio Rodriguez)
  
10. Suggestions & Recommendations -- Are there any other recommendations or suggestions you would like to make?
  - Teach students safety. They need to know that a car is not a toy, they need to be alert and aware of surroundings when working on a car because it can be dangerous. (Carlos Perez)
  - Encourage competition and skills with other students. (Emilio Rodriguez)

**I. Motion to Approve Curriculum:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Automotive I, Automotive Technology I & II, Engine Performance, Steering & Suspension	Emilio Rodriguez	Marlon Serrano

Vote:  Approved  
 Approve as Amended

Opposed:   
Abstained:

**II. Motion to Continue Operation of Programs:**

<u>Course</u>	<u>1st Motion</u>	<u>2nd Motion</u>
Automotive I, Automotive Technology I & II, Engine Performance, Steering & Suspension	Emilio Rodriguez	Carlos Perez

Vote:  Approved  
 Approve as Amended

Opposed:   
Abstained:



## APPROVAL OF COURSE OUTLINES AND PROGRAM CONTINUANCE

Course Title	Educational Agency
1 <sup>st</sup> Responder/Intro to EMT	La Puente High School, Valley High School
Accounting	Hacienda La Puente PUSD, Rowland Unified School District
Accounting Computerized	Bassett High School
Advanced Accounting	Rowland Unified School District
Advanced Architecture & Design	Rowland Unified School District
Applied Engineering	La Puente High School
Architecture and Design	Rowland Unified School District
Automotive 1	Rowland Unified School District
Automotive 2	Rowland Unified School District
Automotive Technology I	Rowland High School Workman High School
Automotive Technology II	Nogales High School, Rowland High School Workman High School
Business & Personal Finance	Bassett High School, Los Altos High School Workman High School
Business Foundations	Rowland Unified School District
Business Marketing	Bassett High School, Los Altos High School Workman High School
Careers in Education	Rowland High School, Santana High School
Child Care Occupations/Infant & Toddler	Nueva Vista High School, Rowland High School
Child Care Occupations/Preschool Age	Rowland High School, Santana High School
Child Development	Rowland Unified School District
Computer Applications	Rowland Unified School District
Construction Technology I & II	Rowland Unified School District
Criminal Justice	Bassett High School, La Puente High School Nogales High School, Rowland High School
Digital Animation	Los Altos High School, Rowland High School
Digital Graphic Design I	Bassett High School, La Puente High School Los Altos High School, Nogales High School Wilson High School
Digital Graphic Design II	Bassett High School, Wilson High School
Engine Performance	Rowland High School, Workman High School
Engineering and Design Technology	Rowland Unified School District
Engineering Manufacturing Technology	La Puente High School
Food Service and Hospitality	Rowland High School
Foods and Nutrition	Rowland Unified School District
Forensic Science	Bassett High School, La Puente High School Nogales High School, Rowland High School
Gourmet and International Foods	Rowland Unified School District

Graphic Art - Multimedia	Hacienda La Puente USD
Hospital Occupations I & II	La Puente Valley ROP
Language and Creative Arts for the Young Child	La Puente Valley ROP
Law Enforcement Explorer Academy	La Puente Valley ROP
Life Management	Rowland Unified School District
Marketing	Rowland Unified School District
Medical Assisting	Bassett High School, Nogales High School Nueva Vista High School, Rowland High School
Medical Core	Bassett High School, La Puente High School Los Altos High School, Nogales High School Nueva Vista High School, Rowland High School, Rowland High School, Valley High School, Wilson High School, Workman High School
Parenting & Family Life	Rowland Unified School District
Personal Finance	Rowland Unified School District
Personal Trainer	Wilson High School
Photo Advanced	La Puente Valley ROP
Photo Beginning	La Puente Valley ROP
Photo Media I & II	Rowland Unified School District
Photography Commercial	Nogales High School, Rowland High School
Physical Therapy Aide	Bassett High School
Pre Engineering	Bassett High School, La Puente High School Nogales High School
ProStart I & II	Rowland High School
Public Safety Academy	La Puente High School
Retail Sales & Merchandising	La Puente Valley ROP
Robotics	La Puente High School, Nogales High School
Sports Medicine	La Puente High School, Los Altos High School Nogales High School, Rowland High School Wilson High School, Workman High School
Steering & Suspension	La Puente Valley ROP
Video Game Design	Bassett High School
Video Production I & II	Los Altos High School, Rowland High School