PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 17**, 2022**

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Colleen Moran	**CTE Program:** Information Technology
Recorder: Colleen Moran/Fatma Ekim	
Materials Manager: Colleen Moran	
Dialogue Monitor: Fatma Ekim	
Timekeeper: Colleen Moran	
Faculty Present	
Colleen Moran	
Mark Evans	
Fatma Ekim	
Advisors Present	**Name of Business / Population Represented**
Adolfo Acevedo	Glidefast Consulting / Technical Consultant
Chris Meehan - Chairperson	Northern Essex Community College
Chris Perez	HCL - Biogen
Raymi Vargas	Senior at GLTS
Guest Present	
Adrian Tirados Mata	Recorded Feature / Senior Security Engineer
Mario Pochat - Zoom	

Agenda Item #1: Call to Order   a.   Welcome/Introductions
Status report: Mr. Evans called the meeting to order at 5:45 PM.

Agenda Item #2: Verification of committee members' contact information, phone numbers, and emails.
   a. Please verify the e-mail address for each member.
   b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)
   c. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the Google Form (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.

Status Report:
   a. Email Addressed has been verified for each member.
   b. Facilitator asked for outstanding forms; three members returned the paperwork.
   c. Facilitator asked for members to complete google form.
   d. Form for Diverse Representation reviewed and completed

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes
   a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns

Status Report:
   a. Chris Meehan emphasized how important ethics is. One can have authority to do many things they shouldn't. Colleen agreed and emphasized the importance of ethics in Cybersecurity.
   b. There are less issues with VMs this year
   c. Still need AC in the networking room - this has been on the agenda for several years and needs to be addressed.

Recommendation: A motion to accept the minutes was recommended.
Motion: Chris Meehan motioned to accept.
2ND: Chris Perez
Vote: Motion Carried.

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review
   a. **Review shop facilities and equipment (Tour Shop).**
      i. Does the current shop design meet current industry standards?
         1. Are there any safety concerns?
            a. If so, what improvements could be made?
               i. What are the estimated associated costs to complete the improvements?
         2. Are there any repairs needed to the existing infrastructure?
            a. If so, what improvements could be made?
               i. What are the estimated associated costs to complete the improvements?
         3.
         4. Are there any storage issues?
            a. If so, what improvements could be made?

     i. What are the estimated associated costs to complete the improvements?
   5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards?
    a. If so, what improvements could be made?
     i. What are the estimated associated costs to complete the improvements?

Status Report:
 a. **Review shop facilities and equipment.**
   i. Does the current shop design meet current industry standards?
    1. Safety concern in the Networking Rooms:
     a) Loose cables
     b) HVAC - It gets really hot in the server room - This has been on the agenda for several years and still needs to be addressed.
     c) On the floor, there are bolts that stick up from the ground that could be a trip hazard.
    2. Repairs:
     a. Networking jacks need to be completed - Helpdesk tickets added for the last 2 years.
    3. Layout / Functionality:
     a. In room 1059 more tables to set up servers for collaboration and troubleshooting.
    4. Storage:
     a. The shop has enough storage
    5. Cosmetic Renovations:
     a. None needed.

Recommendations: Review safety recommendations
Motion: Chris
2nd Motion: Adrian
Vote: Motion Carried

Agenda Item #5: Reviewing Proposed Budget for the upcoming school year (SY23/24):
 a. **Review SY23/24 DRAFT Budget**
   i. Review Spring Minutes and Proposed Department Budget (for SY23/24) Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?

Status Report:
 a. The board reviewed the budget.
   i. GameMaker Licenses
   ii. ITF (Great combination of Programming and Networking), A+, Network+, and Security+ certifications and Certiport certifications
   iii. Hardware for Mark's class
 b. It was recommended by Mr. Perez that we buy MAC computers/operating systems as well.
 c. Mario Pochat recommended that we use Unreal Engine or Unity instead of GameMaker Studio because that's what's used in the industry. Colleen explained the reasons behind GameMaker Studio 2. It is beginner friendly and accessible for all students who may have learning challenges.
 d. Raymi makes sure that we have the CompTIA PRACTICE Exams for all areas.
 e. The team referred back to the budget to ensure that a budget item was put into the budget. This is in addition to the Certmaster Learning Curriculum.

f. Raymi suggested that students should build the network from the ground up. Chris Meehan explained that there are 10 lesson plans with the last one being setting up the VLAN that he used while he was an instructor here to do just that. These labs need to be added back into the curriculum.

g. Mark plans to implement those labs for the Networking Students.

Recommendations: It was recommended by Mr. Perez that we buy MAC computers/operating systems as well.
Motion: Chris Meehan
2nd Motion: Adolfo Acevedo
Vote: Motion Carried

Agenda Item #6: Curriculum
   a. What are new and emerging trends in the industry?
   b. Is there new technology or techniques that we should be teaching our students?
   c. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:
   a. Adrian Mata suggested that one of the emerging technologies is the cloud such as Azure, AWS, or Google Cloud
   b. Chris Meehan suggested that we can add Ethical Hacking certifications to the list.
   c. Programmers should be taught security concepts too which are in the programming frameworks.
   d. This year we are utilizing Comp TIA CertMaster materials for Network+ and Security+. Mark Evans said it is great for seeing students' progress and helps since we are down one Networking and Security instructor.
   e. The superintendent announced during the opening meeting that a new Programming and Web Development shop is proposed for next year where the program will be divided into two parts in accordance to the Massachusetts CTE Chapter 74 programs
       i. Information Support Services & Networking
       ii. Programming & Web Development
   f. Next year, the 22-23 Grade 10 students will be able to choose Networking and Security or Programming and Web Development, if approved by the Department of Education, just as they have for the past 3 years. Starting 23-24, if approved both programs will have their own Freshman Exploratory Programs
   g. Both shops will teach the curriculum in accordance with the program frameworks.
   h. Currently, the amount of instruction time to add a new Customer Service and HelpDesk curriculum is not available; however, if the programs separate, more instruction time will be available.
   i. Raymi suggested that students can take CISCO certifications as well if Security+ is a challenge for them. The board suggested that Network+ is teaching broad concepts instead of focusing on a particular device and CISCO is too limited.

Motion: Chris Perez
2nd Motion: Chris Meehan
Vote: Motion Carried

Agenda Item #7: Cooperative Education/Industry Trends
   1. Review current GLTS Co-Op placements.
       a. What patterns and trends do you notice in the data related to the program placements?
          (GLTS Coop Report)

2. Have you hired any of our students (coop or recent grads) and if so, what are their strengths and what skills/understandings are they lacking?
3. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?

Status Report:
1. Report reviewed.
2. The co-op attendees have not hired our students to date. However, Northern Essex Community College is educating many of our former students.
3. What can the instructor do to help our students to be more prepared?
   a. Have our students learn about Software as a service (Salesforce, Servicenow)
   b. More and more businesses are using Apple OS and need their employees to be certified.
   c. Chris Meehan brought up that students are encouraged to go to college. It is a known pattern that students are not ready for the workforce yet in IT and not be able to get orders from adults.
   d. Raymi suggested that field trips can be organized to visit companies' IT departments or have guest speakers visit our school.

Recommendations: We continue teaching the material that we are working on and add the discussed items above.
Motion: Chris Meehan
2nd Motion: Raymi Vargas Pantaleon
Vote: Motion Carried

Agenda Item #8: Elect Advisory Chair:
a. The General Advisory Meeting will take place on January 17, 2023, at 5 pm.
b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)?

Status Report:
a. Chris Meehan volunteered to be the advisory chair
b. Board members agreed he should be the chair.

Recommendations: It was recommended that Chris Meehan be the Chair for 23-24.
Motion: Chris Perez
2nd Motion: Adolfo Acevedo
Vote: Motion Carried

Agenda Item #9: 5 Year Strategic Plan
GLTS is in the process of developing a 5-year strategic plan for the school. Please provide insights on the following:
- What is the future of the industry and job outlook? (5 years, 10 years)
- Is there new technology/equipment that we should be looking at or investing in?
- How are we integrating environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices?

Status Report:

1. Chris Perez suggested that Microsoft office skills are essential for the workplace.

2. Adrian says that google suites should be sufficient and be fine with the Microsoft Learning Curve.
3. Adrian also said that we need to add data science data analysis and visualization.
4. Chris and the rest of the board said we really need AC working in the server room.
5. Look into AI for student learning even if the concepts are introductory.

Recommendations:
- Add more data science data analysis and visualization lessons.
- Networking room needs AC working in the server room.
- Hardware for Networking labs where students can have close to a real-life troubleshooting server room environment in addition to the network switches.

Motion: Chris Meehan
2nd Motion: Raymi Vargas Pantaleon
Vote: Motion Carried

ADJOURNMENT at 7:30 PM.
Motion: Chris Perez moved to adjourn.
2ND: Adolfo Acevedo
VOTE: Motion Carried

Next Meeting: April 13, 2023
Respectfully Submitted: Colleen Moran/ Fatma Ekim/ Mark Evans