

GREATER LAWRENCE TECHNICAL SCHOOL
57 River Road, Andover, Massachusetts 01810

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 14, 2019

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Thursday, April 4, 2019, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Dianne Doucette	CTE Program: Dental Assisting
Recorder: Allyson Ligor	
Materials Manager: Dianne Doucette	
Dialogue Monitor: Julianna Posada	
Timekeeper: Julianna Posada	
Faculty Present	
Dianne Doucette	Dental Instructor
Allyson Ligor	Dental Instructor
Julianna Posada	Dental Instructor
Edward Roberts	Science Instructor
Advisors Present	Name of Business / Population Represented
Peter Gangi	Hygienist, MCC adjunct faculty
Penelope Silva	Hygienist
Julie Breen	MCC Professor
Elizabeth Giddens	Parent
Kassandra Shakes	Hygienist
Aiden Giddens	Junior student
Guest Present	

<p>Agenda Item #1: Call to Order 5:57pm Motion: Julie Breen 2nd: Peter Gangi a. Welcome/Introductions</p>
<p>Status report: A motion was made by Julie Breen and seconded by Peter Gangi to call the meeting to order at 5:57pm. The meeting was called to order and Dianne Doucette welcomed the members.</p>

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. Solicit representation for all **representative populations** listed on the Program Advisory membership forms.

Status Report:

- a. Email Addressed have been verified for each member.
- b. Facilitator asked for outstanding forms, three new members returned paperwork.

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes

- a. Review minutes from April 4, 2019, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. **Minutes were read aloud by Juliana from April 4, 2019**
- b. **Facilitator solicited a motion to approve the minutes**

Recommendation:

Motion: Peter Gangi moved to approve the minutes of October 18, 2018. (Example)

2ND: Julie Breen

Vote: Unanimous

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. Are there any shop area spaces that need to be redesigned for improved layout and/or functionality?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 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 improvement 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 concerns:
 - a. No safety concerns at this time
 - i. N/A
 2. Repairs:
 - a. No repairs to the infrastructure at this time
 - i. N/A
 3. Layout / Functionality:
 - a. There has been new improvement installed in the spring
 - i. N/A
 4. Storage:
 - a. No storage space issues
 - i. N/A
 5. Cosmetic Renovations:
 - a. No cosmetic renovations are needed at this time
 - i. N/A

Recommendations: The purchase of a panorex and dental software and support

Motion: Peter Gangi

2nd Motion: Julie Breen

Vote: Unanimous

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY20/21):

a. **Review SY20/21 Budget**

- i. Review Spring Minutes and Proposed Department Budget (for SY20/21) Is the proposed budget for FY20/21 budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the April 4, 2019 meeting?

Status Report:

- a. From the last meeting there was a recommendation by the board to get a Panorex machine

Recommendations: It was recommended by the board that the department purchases a Panorex machine

Motion: Penelope Silva

2nd Motion: Kassandra Shakes

Vote: Unanimous

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY21/22)

- a. Is the program equipped with equipment and supplies that will support preparing students for entry into the industry?
- b. What tools and/or equipment are cost prohibitive to repair and should be replaced?
- c. What tools and/or equipment should be replaced within the next 5 years?
 - i. If yes, is there a specific manufacturer or model that we should request for equipment recommended?

Status Report:

- a. (Record Discussion)

- b. (Record Discussion)
- c. (Record Discussion)
- d. (Record Discussion)

Recommendations: (Example: “It was recommended by the board that....”)

Motion: (Name of Board Member)

2nd Motion: (Name of Board Member)

Vote: (Motion Carried or Motion Failed)

Agenda Item #6: Curriculum

- a. Is there any new technology or techniques that we should be teaching our students?
- b. Upon review of the SIMS Certification Worksheet what certifications are **required** in your Industry. What certifications are **desired**? Are there any additional certifications that should be added to this list?

Status Report:

- a. The need to explore new options for dental software, computers mounted to dental chairs, and intraoral camera. The addition of a CAD/CAM, which is new technology for taking dental impressions.
- b. Students do need to be licensed by the state of Massachusetts, there was a change to their transcripts indicating they took a radiology class to help with licensure.

Recommendations: It was recommended that new dental software, computers, intraoral camera along with a CAD/CAM machine be purchased and implemented into the Dental Assisting Program as it is recognized as the standard for the industry

Motion: Peter Gangi

2nd Motion: Elizabeth Giddens

Vote: Unanimous

Agenda Item #7: Cooperative Education/Industry Trends

- 1. In thinking about recent and/or new hires at your company or in your industry, what are the skills they are lacking?
- 2. What is your biggest challenge when hiring new employees?
- 3. What skills are essential for new hires at your company/in your industry?
- 4. Have you hired any of our students (coop or recent grads) and if so, what are there strengths and what skills/understandings are they lacking?
- 5. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?
- 6. What other companies in your industry can we partner with to place our students on Coop?

Status Report:

- 1. No recommendations at this time
- 2. Finding new coop sites is hard for our students, Ms. Giddens add a business card from her dentist that maybe interested in coop. Ms. Ligor will follow up
- 3. No recommendations at this time
- 4. No recommendations at this time
- 5. No recommendations at this time
- 6. It was recommended to attend the Merrimack Valley Dental Meeting to address the needs to dentists in the area.

Recommendations: It was recommended by the board to attend the Merrimack Valley Dental Meeting to address the needs to dentists in the area.

Motion: Elizabeth Giddens

2nd Motion: Peter Gangi

Vote: Uninamous

Agenda Item #8: (FALL ONLY) Elect Advisory Chair:

- b. The General Advisory Meeting will take place on Tuesday, January 21 at 5 pm.
- c. Are there any nominations for the Program Advisory Chair for the 2019-20 school year (take nominations)?
- d. All those in favor?

Status Report:

- b. The board was told about the General Advisory Meeting in January
- c. There was a nomination of Kassandra Shakes to be the chairperson
- d. All in favor of this nomination

Recommendations: It was recommended by the board that Kassandra Shake to be Chairperson

Motion: Peter Gangi

2nd Motion: Julie Breen

Vote: Unanimous

Agenda Item #9: Other:

Status Report: Julie Breen Professor at MCC Dental Hygiene Program proposed a collaboration with MCC Dental Hygiene students to come and assist their students in a variety of dental hygiene treatment. We discussed that this could be arranged with the 11th and 12th grade students. Julie Breen would present it to her department and dean and get back to us about the Agreement.

Recommendations: It was recommended by the board that work on collaborating in interdisciplinary practices with MCC dental hygiene program.

Motion: Julie Breen

2nd Motion: Peter Gangi

Vote: Unanimous

ADJOURNMENT at 6:50pm .

Motion: Peter Gangi moved to adjourn.

2ND: Julie Breen

VOTE: Unanimous

Next Meeting: Thursday, April 16, 2020

Respectfully Submitted: Allyson Ligor