

Planning & Development Committee Meeting

Meeting Information			
Meeting Date / Time:	June 27, 2024 5:30 – 6:00 PM	Location:	Willow Street
LCCTC Administrator	Mr. Mike Moeller	Purpose of meeting:	Committee Meeting
Chairman:	Chris Straub	Recording Secretary:	Karin Shipman
Purpose Statement:	Provide guidance and review activities at the LCCTC for the planning and development of future programming. The Planning and Development committee commits to ensure that projects and programs align with the mission of the school while providing services that align and partner with community resources and needs for the betterment of our students and workforce. Members of the planning and development committee will keep the interest of students and school goals at the forefront of the future development of LCCTC programming.		
Committee Members			
Chris Straub-PM	Steve Riehl- Pequea Valley	Brian Conroy- ELANCO	
Mike Moeller- Supervisor of Curriculum	Rachel Hetzel- Director of Technology	Karin Shipman- Student Services Director	Tom Wolf Assistant Director
Members present: Steve Riehl, Tom Wolfe, Mike Moeller, Karin Shipman			

Topics
<p><u>PLANNING AND DEVELOPMENT COMMITTEE</u> Chair – Chris Straub Members – Brian Conroy, Steve Riehl Administrators – Thomas Wolfe, Michael Moeller, Karin Shipman, Rachel Hetzel</p> <p>Meeting started at 5:33 PM</p> <p><u>Action Items</u></p> <ul style="list-style-type: none"> ● Planned Virtual Instruction (Up to 5 days) ● TAP Program <ul style="list-style-type: none"> ○ Mr. Wolfe provided information on the TAP acronym - Technical Assistance Program. Participation allows CTC access to free items - NOCTI resources, CDTSL, training resources. ● Student Handbook <ul style="list-style-type: none"> ○ Annual revisions. Updates will be brought in August based on hires at the June JOC meeting. <p>Approve Planning and Development Committee Report – Vote</p> <p><u>Informational Items</u></p>

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- [Program Report Cards](#)
 - Program report cards for each program. Scoring is based on student placement, NOCTI participation, and industry needs. Lower scored programs will be placed into root cause, which allows us to determine next steps with the program.
 - Dental Assistant/Dental Hygiene Laboratory space discussion
 - The High School Dental Assistant program shares lab space with the Adult Education Dental Hygiene program. With the Central Office move, conversations have been held to determine if a lab space can be created specific for the high school program.
 - Perkins Indicators- Improvement Plan (2S2-Academic Mathematics and 5S2- Non-Traditional)
 - We did not meet two Perkins indicators. The first is for Keystone Math. We do not have much impact since students have taken those exams prior to enrolling with us. All Lancaster County schools saw a reduction in their Keystone Mathematics exam performance. LCCTC has been incorporating more math into our curriculum.
 - The second category was non-traditional. Females in primarily male-dominated programs and males in primarily female-dominated programs. An improvement plan is required. Looking at possible mentorships with industry partners - presentations, dinners.
 - [Application Status Secondary 2024-25](#)
 - Numbers are stable with minimal fluctuation at this time.
 - [Enrollment Status Post-Secondary 2024-25](#)
 - Increases in CDL enrollment
- Ended with a tour of the Dental Lab.

Meeting ended at 5:49 PM