**ATRISCO HERITAGE ACADEMY HIGH SCHOOL**

***Departmental/PLCs Meeting Form***

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| PLC / Department | CTE |
| Date of Meeting | 16 October 2012 |
| Name of Person Filling Out Form | Roland Soto |

***Attendance***

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| Names of Those Present | Names of Those Absent |
| ***Nicole Kurland*** | ***Natalie Love*** |
| ***Diane Thomas*** |  |
| ***Felix Griego*** |  |
| ***Robert Miera*** |  |
| ***Roland Soto*** |  |

**Summary of Meeting**

1. ***Review & finalize Mission Statement/Goals***. Send to principal.  
   Mission statement has been reviewed and finalized. Nicole will submit the file this week.
2. ***Short-cycle assessments*:** We have decided to do task-oriented short cycle assessments. Students will learn how to take a document provided by the teacher, read it for understanding, follow directions to complete the task, and show evidence that the task has been completed. Example: Film and Business students will create a document, save it, access a public software storage domain, store their file in the domain, verify that the file is stored and provide the teacher with a message that the document has been submitted and is ready for review and grading. Culinary arts students will do a similar short cycle assessment, but will use a food recipe that they must follow from beginning to end. The CTE department will submit their SCAs to Angie by Friday, October 26th, administer them on Friday, November 2nd, and provide the data to Angie on Thursday, November 15, 2012
3. ***School-based Supply Monies*:** The film academy and the culinary arts academies have both submitted their request for their supply orders. The business academy has completed their list of what to order and will submit to Flor by the end of the week.
4. ***Textbooks:*** The Business Academy has submitted their order of textbooks and they have begun to arrive. Culinary Arts have also ordered their books and are waiting for them to arrive. Film have ordered their textbooks and are waiting for them to arrive.
5. ***Common Core Rollout:*** Plan is due to Angie next cycle (10/26). We must create a plan for incorporating CCSS with CTE.

***Kristine Sanchez from Perkins needs to come to one of our CTE Department meetings during the first semester of school.*** Upcoming available dates for her: week of October 8th, October 22, November 5th, November 12th, December 3rd, or December 10th. Nicole will e-mail Kristine to see if she can come to our CTE Dept. meeting on November 13th.

**How will Today’s Collaboration Impact Student Learning?**

Students will benefit from today’s collaboration through the CTE department’s use of short cycle assessments. The evaluation of how well the students complete their assigned, independent tasks will help them to realize where their strengths and weakness are in following directions from start to finish. This is a real world skill that is required in almost all job types.

**How does this meetings objectives address the EPSS goals?**

The objectives will address the goal of studying data analysis; using the Short Cycle Assessment to provide feedback in the form of task completion data to the student/stakeholder.