



# Occupational Advisory Committee (WEB) Meeting Minutes

2024-25 1st Semester OAC Meeting

**Class:** Web Development & Design

**Date:** 12/12/2024

**Meeting Began:** 04:16 PM

**Meeting Ended:** 05:32 PM

**Chairperson:**

**Vice Chairperson:**

**Secretary:**

**In Attendance:** Brent Shaffer, Tiesa Warden, Jodi Griffis, Tavah Griffis, Demetrius Warden, Erik Ryberg

**Excused:**

**Absent:**

**Guest:**

Topic	Discussion/Actions
1. Welcome	

Topic	Discussion/Actions
1A. OAC Members & Instructor Introduction	<b>Discussion</b>
	<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A
	<b>Actions Taken</b>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A
1B. Overview of Meeting Objectives	<b>Discussion</b>
	<input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Discussed <input type="checkbox"/> N/A
	<b>Actions Taken</b>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A
2. Review of Previous Meeting Minutes	

Topic	Discussion/Actions
2A. 2023-24 2nd Semester OAC Meeting Minutes	<b>Discussion</b> <input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Discussed <input type="checkbox"/> N/A

<b>Actions Taken</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A
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### 3. Course Content

Topic	Discussion/Actions
3A. Review of Program Curriculum	Discussion
	<p><input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A</p> <p>Most of the curriculum is based off the Nocti task grid however there were two items on the curriculum that required additional discussion/approval: Artificial Intelligence and Database Development.</p> <p>Database Development</p> <ol style="list-style-type: none"> <li>1. Instructor reviewed that MySQL (in conjunction with PHP), and TeamDesk was the softwares being used to teach database development.</li> </ol> <p>Artificial Intelligence</p> <ol style="list-style-type: none"> <li>1. Instructor shared that a request made to the IT department for student access to API documentation and API calls to OpenAI was denied. OAC members brought up additional AI LLMs that could be used; Microsoft Azure AI or Claude.</li> <li>2. OAC wanted to make sure that AI was not being used to replace students having a foundational knowledge of coding and should be used tactfully in the classroom. Acceptable example uses would be to use it for learning API calls, content creation for projects focused on design/layout, and leveraging tedious processes like creating a list of 75 variables.</li> <li>3. OAC wants to make sure that before students are able to use AI that they should have an prerequisite understanding of it's history, how AI works, security, ethical uses, real world applications, strengths and limitations, and the security behind AI.</li> </ol>
	Actions Taken
	<p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A</p> <p>Database Development</p> <p>Students should have a knowledgebase of at least one type of relational database as this knowledge can be applied to other softwares/database structures.</p> <p>Artificial Intelligence</p> <p>Students should have a knowledgebase of at least one AI LLM and practice with the LLM and the API calls to it. Before students start using AI and API calls to AI students must have a prerequisite understanding of it's history, how AI works, security, ethical uses, real world applications, strengths and limitations, and the security behind AI.</p>

Topic	Discussion/Actions
3B. Review of Course Syllabus	<div>Discussion</div> <div> <input checked="" type="checkbox"/> Reviewed           <input type="checkbox"/> Discussed           <input type="checkbox"/> N/A         </div>
	<div>Actions Taken</div> <div> <input checked="" type="checkbox"/> Approved           <input type="checkbox"/> Denied           <input type="checkbox"/> N/A         </div>
3C. Review of Major Class Projects	<div>Discussion</div> <div> <input type="checkbox"/> Reviewed           <input checked="" type="checkbox"/> Discussed           <input type="checkbox"/> N/A            Current major projects include; Medical EMR software creation, Band branding project, &amp; personal blog. OAC advised to include projects on the following; testing/troubleshooting, job interview practice.         </div>
	<div>Actions Taken</div> <div> <input checked="" type="checkbox"/> Approved           <input type="checkbox"/> Denied           <input type="checkbox"/> N/A         </div>
4. Classroom/Lab Equipment and Software	

Topic	Discussion/Actions
4A. Current Equipment/Software	<b>Discussion</b> <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A Discussed potential software for simulations of cybersecurity and marketing. No recommendations at this time and OAC would bring recommendations to Spring OAC meeting.
	<b>Actions Taken</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A
4B. Recommendations for Updates/Improvements	<b>Discussion</b> <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A Discussed the inclusion of materials/shopping list from Spring 2024 OAC meeting for media room and OAC continues to approve the conversion of the classroom storage closet to a media room.
	<b>Actions Taken</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A
5. Safety Review	

Topic	Discussion/Actions
5A. Safety Inspection	<div>Discussion</div> <div> <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A </div> <div>No safety concerns noted from discussion.</div>
	<div>Actions Taken</div> <div> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A </div>
6. Labor Market Information	
6A. Labor Market Trends	<div>Discussion</div> <div> <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A </div> <div> OAC mentioned that the labor market is looking for personality and ability for potential employees to be able to talk to customers professionally (eye contact, early to the meeting). Application/interview processes include tests on a computer, writing sample reviews, and testing to see how they problem solve. </div>
	<div>Actions Taken</div> <div> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A </div>

Topic	Discussion/Actions
7. Student Enrollment & Recruitment Strategies	
8. Industry Certification	
8A. Existing Certifications	<div>Discussion</div> <div><input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Discussed <input type="checkbox"/> N/A</div> <div>1. OSHA</div> <div>2. IC3</div> <div>3. Yoast Certifications</div> <div>4. Google Certifications</div>
	<div>Actions Taken</div> <div><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A</div>

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Topic	Discussion/Actions
8B. Recommended Certifications	<div>Discussion</div> <div> <input type="checkbox"/> Reviewed           <input checked="" type="checkbox"/> Discussed           <input type="checkbox"/> N/A         </div> <div>1. Scrum Alliance</div>
	<div>Actions Taken</div> <div> <input checked="" type="checkbox"/> Approved           <input type="checkbox"/> Denied           <input type="checkbox"/> N/A         </div>
9. CTSO Involvement	
9A. FBLA	<div>Discussion</div> <div> <input checked="" type="checkbox"/> Reviewed           <input type="checkbox"/> Discussed           <input type="checkbox"/> N/A         </div> <div>OAC wants to continue to see students compete in Web related events.</div>
	<div>Actions Taken</div> <div> <input checked="" type="checkbox"/> Approved           <input type="checkbox"/> Denied           <input type="checkbox"/> N/A         </div>

Topic	Discussion/Actions
9B. SkillsUSA	<b>Discussion</b> <input checked="" type="checkbox"/> Reviewed <input type="checkbox"/> Discussed <input type="checkbox"/> N/A
	<b>Actions Taken</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A
9C. TSA	<b>Discussion</b> <input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A OAC recommends that if the school is able to, create/form a TSA club. Mr. Choate will email administration with recommendation from the OAC for the creation of this club.
	<b>Actions Taken</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A





## Audit Report For Blank

**Created** 12/19/2024  
**Submission ID** i9F0WDvMc487IVITwinjY5ABRt6AYj1gd3Fje0uw54cgnxCCmH

### Submission History

-  Form submitted with Joshua Choate (jchoate@dcts.org) as the signer  
12/19/2024 02:10 PM - IP Address: 2600:1900:0:3507::1f00,172.70.175.17
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