



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
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2A. 2023-24 2nd Semester OAC Meeting Minutes

Discussion

Reviewed Discussed N/A

Actions Taken

Approved Denied N/A

3. Course Content

Topic	Discussion/Actions
3A. Review of Program Curriculum	<p data-bbox="602 155 737 184">Discussion</p> <p data-bbox="602 214 971 243"><input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Discussed <input type="checkbox"/> N/A</p> <p data-bbox="602 243 1455 327">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 data-bbox="602 357 862 386">Database Development</p> <p data-bbox="602 386 1427 443">1. Instructor reviewed that MySQL (in conjunction with PHP), and TeamDesk was the softwares being used to teach database development.</p> <p data-bbox="602 472 828 501">Artificial Intelligence</p> <p data-bbox="602 501 1455 613">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.</p> <p data-bbox="602 613 1455 758">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.</p> <p data-bbox="602 758 1430 869">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.</p> <p data-bbox="602 898 777 928">Actions Taken</p> <p data-bbox="602 957 951 987"><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A</p> <p data-bbox="602 987 862 1016">Database Development</p> <p data-bbox="602 1016 1386 1100">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 data-bbox="602 1129 828 1159">Artificial Intelligence</p> <p data-bbox="602 1159 1468 1304">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
4A. Current Equipment/Software	<p data-bbox="602 155 737 184">Discussion</p> <p data-bbox="602 214 1435 327"> <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. </p> <p data-bbox="602 611 776 640">Actions Taken</p> <p data-bbox="602 669 951 699"> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A </p>
4B. Recommendations for Updates/Improvements	<p data-bbox="602 1062 737 1092">Discussion</p> <p data-bbox="602 1121 1442 1234"> <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. </p> <p data-bbox="602 1518 776 1547">Actions Taken</p> <p data-bbox="602 1577 951 1606"> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> N/A </p>
<p data-bbox="151 1971 354 2001">5. Safety Review</p>	

Topic	Discussion/Actions
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5A. Safety Inspection

Discussion

Reviewed Discussed N/A
 No safety concerns noted from discussion.

Actions Taken

Approved Denied N/A

6. Labor Market Information

6A. Labor Market Trends

Discussion

Reviewed Discussed N/A
 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.

Actions Taken

Approved Denied N/A

Topic	Discussion/Actions
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7. Student Enrollment & Recruitment Strategies

8. Industry Certification

8A. Existing Certifications

Discussion

- Reviewed Discussed N/A
1. OSHA
 2. IC3
 3. Yoast Certifications
 4. Google Certifications

Actions Taken

- Approved Denied N/A

Topic	Discussion/Actions
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8B. Recommended Certifications

Discussion

Reviewed Discussed N/A
 1. Scrum Alliance

Actions Taken

Approved Denied N/A

9. CTSO Involvement

9A. FBLA

Discussion

Reviewed Discussed N/A
 OAC wants to continue to see students compete in Web related events.

Actions Taken

Approved Denied N/A



Audit Report For Blank

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