Date: May 21, 2010
Time: 4:00 p.m.
Location: Institute of Business, Management & Law

<table>
<thead>
<tr>
<th>Industry Members Present:</th>
<th>Position/Title</th>
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<tbody>
<tr>
<td>Name</td>
<td>Business/Organization/Other</td>
</tr>
<tr>
<td>Rich Yanez</td>
<td>Manteca Unified School District, Information Services</td>
</tr>
<tr>
<td>Reginald Rojas</td>
<td>Manteca Trailer and Camper, Office Manager</td>
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<tr>
<td>Christine Carnahan</td>
<td>San Joaquin Cardiology, Medical Billing Secretary</td>
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<th>Education Members Present:</th>
<th>Position/Title</th>
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<tbody>
<tr>
<td>Name</td>
<td>School/Educational Program</td>
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<tr>
<td>Dr. Moore-Thomas</td>
<td>Institute of Business, Management, and Law, Principal</td>
</tr>
<tr>
<td>Katrina Leon</td>
<td>Institute of Business, Management, and Law, Business Teacher</td>
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1. **MEETING CALLED TO ORDER**
The meeting was called to order by Facilitator, Katrina Leon at 4:00 p.m.

2. **INTRODUCTION OF ADVISORY COMMITTEE MEMBERS**
All Advisory Committee members that were present made self-introductions.

3. **SELECTION OF CHAIRPERSON**
Katrina Leon, Course Facilitator, asked for a volunteer to serve as Chairperson. Christine Carnahan was selected to serve as Chairperson.

4. **SELECTION OF MINUTE TAKER**
Dr. Thomas volunteered to take minutes for this Advisory Committee meeting.

5. **PURPOSE OF THE MEETING**
Mrs. Carnahan, Chairperson, explained that the main function of the Advisory Committee is to provide up-to-date information on current business industry trends and technologies related to this course. The Advisory Committee also provides recommendations for the continued development and improvement of the course in the career-technical area.

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6. **APPROVAL OF MINUTES**
The minutes of the Advisory Committee meeting of April 27, 2009 were reviewed. A motion was then made to approve the minutes as presented.

Motion: Rich Yanez
Second: Reginald Rojas
Outcome: Unanimously approved

7. **COURSE CURRICULUM REVIEW** (Review of Sections 4 – 9)
Advisory Committee members were presented with the syllabus and textbook, *Introduction to Desktop Publishing Using Digital Graphics*.

Desktop Publishing curriculum. Members provided input as follows. Members were very appreciative of the new adopted textbook. Mrs. Carnahan particularly liked the focus on business correspondence.

**Section 4: Course Description**: No changes.

**Section 5: Course Prerequisites**:  
Business Skills I, Computer Education, or Career Education (depending on CTE pathways).

**Section 6: Course Hours of Instruction**:  
180 hours, no change.

**Section 7: Course Revision Date**:  5/21/10

**Section 8: Course Outline**:  
A. Career Preparation Standards/SCANS – No Change  
B. Content Area Skills – will be using textbook, covering same skills  
C. Expected Student Proficiencies – will add proficiency regarding teamwork/collaborative environments.  
D. Industry/Licensing – industry will be contacted in order to provide 10 hours of job shadowing/work experience.

**Section 9: Additional Recommended/Optional Items**:  
A. Articulation – more articulation due to CTE pathways  
B. Academic Credit – remains the same, 10 elective credits per school year  
C. Instructional Strategies –

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E. Certificates – NONE

8. COURSE OUTLINE AND HOURS OF INSTRUCTION PER UNIT REVIEW
Desktop Publishing, number of hours and general course outline acceptable for industry standards and CTE course.

9. CLASSROOM/JOB PLACEMENT ASSISTANCE
Instructor will provide job shadowing opportunities for students during the academic year.

10. SUGGESTIONS AND RECOMMENDATIONS:
Suggestions from members: Make sure all assignments have a correlation to real world application. Spend time discussing “text” writing versus professional writing.

11. CURRICULUM APPROVAL AND APPROVAL TO CONTINUE THE PROGRAM
A motion was made to approve the curriculum as presented (or with the above changes or recommendations).

   Motion:    Katrina Leon
   Second:    Rich Yanez
   Outcome:   Unanimously approved.

12. NEXT MEETING DATE
Date for the next Advisory Committee Meeting is October 2010.

13. EXPRESSIONS OF APPRECIATION
Katrina Leon, Course Facilitator, and Mrs. Carnahan, Chairperson, expressed their appreciation to the Advisory Committee members for their attendance and participation.

14. ADJOURNMENT
The Advisory Committee meeting adjourned at 5:00 p.m.

Minutes Taker:         Dr. Thomas
E-mail Address of Minutes Taker:  shawnterramoore@stockton.k12.ca.us
Telephone number of Minutes Taker:  209-933-7475

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