

Media Program Advisory Committee
Meeting #1 Minutes

Date: 11/4/2019 Time: 5:30 Place: PHS Media Room

Advisory Members Present: Doug Winchell, Molly Schotzko, Brent Nelson, Ruth Gregory, John Willy, Simon Brannan, (Whittney Thornton – Absent),

I. Call to order

Called to order by: Doug Winchell Time: 5:35

II. Old Business

- a) Approval of previous meeting minutes

Motion: NA

Moved by: NA **Second by:** NA **Approved?** Choose an item.

III. New Business

- a) **Elect chairperson(s) – This person will also attend GAC General Advisory Committee Meetings.** Instructor is secretary and will take notes.

- (a) **Chairperson(s):** Ruth Gregory

- b) **Set meeting dates, time, and place –**

- (a) Meeting #2 between January 6th and February 7, 2020

- (i) Date: Click here to enter a date. Time: 1/27/20 Place: Lincoln Middle School

- (b) Meeting #3 between May 4th and May 29, 2020

- (i) Date: Click here to enter a date. Time: 5/11/20 Place: TBA

- c) **Update Advisory Committee Member Roster-**

| Advisory Committee Members | | | | | |
|----------------------------|-----------------------------------|--|---------|-------|-------|
| Name | Company | Title | Address | Phone | Email |
| Brent Nelson | Beasley Coliseum - WSU | Media Technician Lead | | | |
| Ruth Gregory | WSU, Digital Technology & Culture | Professor Digital Technology and Culture | | | |
| Molly Schotzko | Marketing Communications – WSU | Executive Director of Marketing WSU | | | |
| Whittney Thornton | Cougfan.com | Photography | | | |
| Simon Brannan | Student | Student | | | |

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|---------------|---------------------|---|--|--|--|
| Kyle Howerton | University of Idaho | Professor of Marketing and Media Production | | | |
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d) **Report on opening of school**

(a) Things that are going well:

(i) Discussion: Student enrollment numbers, which drive funding, are good throughout the department. Having three multi-media teachers seems to be working okay

(b) Things that need to be improved:

(i) Discussion: Doug talked about sorting out how Adobe products could be updated more easily during the school year... a tech related issue. The release period for Doug to work on school district video projects is very limited, just 4.5 hours a week. Leveraging time here is a challenge.

e) **New course proposals, course description changes, course title changes for 2020-2021 school year.**

From last year's input, finalize new course proposals, course descriptions changes, and course title changes for 2020-21 school year. Must be approved by advisory committee prior to submission to the Curriculum Advisory Committee. Please meet with the Principal and CTE Director prior to Oct. 30 to discuss new proposals.

Action Plan for New Course: No new classes were recommended at this late date; although Ruth Gregory suggested the exploration of a web design course

Motion: NA

Moved by: NA Second by: NA Approved? Choose an item.

f) **Instructional Materials (textbooks, videos, etc.) for 2020-2021**

Action Plan for New Material: Current instructional materials will be continued including free access to Lynda.com via Pullman Public Library, instructional videos from MZed.com and KelbyOne.com. No new instructional materials were suggested at this time.

Motion: NA

Moved by: NA Second by: NA Approved? Choose an item.

g) **Report on Student Leadership/Community Service Activities:**

(a) Discussion: Doug gave an overview of how SkillsUSA works in the media arena and talked about recent successes at the state and national level. Doug shared about student opportunities to compete in other contests not currently

being entered by PHS, including 4 person broadcast, 3D animation, Digital Cinema, 2 person TV production, 2 person audio production. Photography has had good participation numbers. Doug also explained how leadership opportunities are created through live production events at the high school. Multi-media students as well as New Media students are required to participation for the leadership portion of their grade in their respective classes.

IV. Review Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and make any suggestions for program improvement based on last year's End of the Year Program Evaluation.

- a) Discussion: With all new members on the Advisory Committee, the group elected to hold off making recommendations based on last year's program review, but will do so going forward.

V. Review following documents and plan changes as needed for next year

- Curriculum Mapping: ALL classes need to start working on curriculum mapping that match their approved frameworks. This will need to be completed by June 2020
- Program of Study: Completed by end of year
 - i) Doug let the group know that relevant documents for curriculum mapping and program of study will be emailed out in December so the committee can review before the January meeting. The work on these documents will be done at that January meeting.
- Inventory: Must submit complete inventory and annotate if items are purchased by grant dollars (i.e. Perkins, High Demand, etc.)
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan by the end of the year.
 - i) The five-year plan will be updated in January. The current document will also be sent out in December to the committee.
- Articulation agreements: What is in place, what is in the works, and ideas for places to articulate with
 - a) Discussion: Currently with the Media Program there are no articulation agreements in place. Ruth Gregory suggested that Shoreline Community College would be a strong media program to seriously look at for articulation. The suggestion was also made to look in the Adobe Certified Expert (ACE) Exams for certification in key software productions, like is down with John Willy at Lincoln with the Microsoft Office programs.

VI. Approval of Instructors for the current year

- a) Because the instructors are in place for the school year; it was suggested that it be more appropriate to approve the instructors for the next school year at the May meeting.
- b) Motion: NA
- c) Moved by: NA Second by: NA Approved? Choose an item.

VII. Other News for the program, instructor, or students:

- a) Discussion: Doug revealed that the department has purchased an ambulance to convert into a mobile video production vehicle. Brent suggested that use of a multi-viewer would reduce the need for many monitors, power cables, and HDMI/DVI cables simplifying the set up inside the vehicle. Brent indicated he would like to be involved in the development of the system for the ambulance.

VIII. Adjournment

Motion: The motion was made to adjourn the meeting

Moved by: Brent Nelson Second by: Molly Schotzko Approved? Yes

Minutes will need to be submitted to the CTE Director and CTE Secretary by the instructor within one week of meeting date. Minutes will be posted on the PSD website under CTE.