

Agriculture Program Advisory Committee *Meeting #2 Minutes*

Date: 1/15/2020 Time: 6:30am Place: Zeppoz

Advisory Members Present: Kurt Druffel, Rob Matthews, Tom Tippett, Ruth & Bill Ryan, Marla Haugen, Mike Whitman.

I. Call to order

Called to order by: Rob Matthews Time: 6:32am

II. Minutes from previous meeting

- a) Approval of previous meeting minutes

Motion: "I move to accept the minutes from the October meeting."

Moved by: Tom Tippett **Second by:** Marla Haugen **Approved?** Yes

III. Old/Unfinished Business

- a) **Any items not completed from Meeting #1 packet**, including new course proposals and recommendations for 2019-2020 programs.

Discussion: Veterinary Science course offerings- moved on to next step (school board).

IV. New Business

- a) **Review the Role of Program Advisory Committee (attachment)**
b) **Complete the CTE Program Five Year Plan (attachment)** ***Needs to be turned in with your minutes***

Motion to approve the Five-Year: _____

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

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
 - ii) **Work Site Learning**
 - iii) **Student leadership activities**
 - iv) **Student recruitment and Program Promotion**
 - v) **Job Placement**
 - vi) **Tech Prep/Articulations**
- (1) **Report on first semester of school**
- (a) Program Enrollment Numbers:
 - (i) Discussion: 107
 - (b) Things that are going well:

- (i) Discussion: Everything going well, starting full scale competition preparation, Plants in Greenhouse this week. No major changes to our plants, order some “trixiliners” to try out this year and am going to install 12” wire open wire shelving along the sides of the greenhouse to increase plant surface area.
- (c) Things that need to be improved:
 - (i) Discussion: Continued discussion about potential improvements in greenhouse and extended contract if available as well as adding additional staff if class requests warrant it.

d) **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: Veterinary Science- pending school board approval.

Motion: Previously moved in October.

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

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

Action Plan for New Material: _____

Motion: _____

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

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

- (a) Discussion: FFA is going well so far with our Veterinary Science team earning 8th place at national Convention at the end of October, and have started practices in our other competitions. The officers travelled down to Jefferson Elementary and worked with the 1st graders on a beak adaptation lab in an effort to build more of a connection with the schools in our district other than just Kindergarten day. We also co-sponsored a food drive with the ASB and the National guard to get more school clubs/activities involved complete with a \$300 grant (\$150 from each of us) to the winning group to encourage participation.

V. 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: We reviewed this in October.

VI. 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***
- Inventory: Must submit complete inventory and annotate if items are purchased by grant dollars (i.e. Perkins, High Demand, etc.). **Complete by the end of the year.**
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan. **Complete by the end of the year.**
- Articulation agreements: What is in place, what are the instructor (s) working on for the future, and ideas for places to articulate with
 - a) Discussion: We currently have our Plant Science course articulated with WWCC, and now the Animal Science and the Veterinary Science will have an articulation in place pending the approval of that class.

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

a) Discussion: No other news.

VIII. Adjournment

Motion: Unanimous consent.

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

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.