

**Metals and Woods Program Advisory Committee**  
**Meeting #2 Minutes**

Date: 1/22/2020 Time: 5:30 Place: Rico's

**Advisory Members Present:** James Durfey; Dan Scott; Tim Sullivan; Brady Shelton

**I. Call to order**

Called to order by: Dan Scott Time: 5:40 pm

**II. Minutes from previous meeting**

- a) Approval of previous meeting minutes

**Motion:** Tim Sullivan motioned for the previous meeting minutes to be approved

**Moved by:** Jim **Second by:** Dan **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:** There was no unfinished business from the previous meeting.

**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:** Will be completed by the end of the year. Not ready for a vote.

**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: It was explained that there are 69 students in the 3 metals classes and 31 students in the 2 woods classes. The committee felt that these were good numbers and but expressed there would be concern if

class sizes were to be increased. It was discussed that focus over the past few years has been more toward the metals classes. I would like to create more interest in the woods side of the program.

(b) Things that are going well:

(i) Discussion: It was discussed that students are staying engaged, motivated and learning. As discussed in the first meeting, there has been some positive publicity for the program. There has been support from inside and outside the district. Also, building relationships in the community through conversations and projects. The woods students have learned a little about construction and will move into more fine wood working second semester.

(c) Things that need to be improved:

(i) Discussion: The biggest room for improvement is with the second and third year students in metals. They don't get the attention they deserve but can't be given the freedom the 4<sup>th</sup> year students get. I will be looking for more projects to help them grow their knowledge and skills. It was also discussed that I want to hold students accountable not just in the shop but in all of their classes. Since these classes are an elective, it is a privilege for students to be in the class and they must act appropriately.

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: NA

Motion: NA

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

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

Action Plan for New Material: Still learning what current materials are available and if they need to be updated.

Motion: NA

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

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

(a) Discussion: It was brought up that a student has been working with the mayor on a project and two false floors that were built for Pullman Civic Trust that went in two ponds downtown. Within the class, older students are expected to help provide assistance and to help teach the younger students safety and other

skills in the shop. A goal is for several students to possible present to the school board and give an overview of how the year has been going. Also, I would like to take students to the middle school to promote the program when the time for registration arrives. It was brought up that other opportunities could be to talk with the art commission, display pieces during the art walk, and to possibly seek out businesses who may be willing to display items in their stores.

## **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: NA

## **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: The committee asked if there were any documents from previous years that are available and related to all of the outlined areas above. Tim will check to see what is available. All of these areas will be worked on and completed by the end of the year.

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

- a) Discussion: Tim talked about the results from the regional welding competition held on January 17<sup>th</sup> and the upcoming state competition. Brady is intending to attend an upcoming SkillsUSA practice and Dan is planing to stop by in the next couple weeks. Brady also mentioned that he has connections in the local trade unions and could help to set up opportunities for students to learn more about these as a possible carrer path.

## **VIII. Adjournment**

Motion: Tim motioned for the meeting to be adjourned.

Moved by: Dan Second by: Brady 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.**