

_____ Program Advisory Committee
Meeting #2 Minutes

Date: Click here to enter a date. Time: 5:30 Place: Lincoln Middle School Media Room

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

I. Call to order

Called to order by: Doug Winchell Time: 5:30

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: To accept minutes from 11.4.19 meeting

Moved by: Brent Nelson **Second by:** John Willy **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: No unfinished business

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: Five year plan was reviewed, but still requires additional work before completion. Molly Schotzko motioned to table the item until the May 11th meeting

Moved by: Molly Schotzko **Second by:** Brent Neslon **Approved?** Yes

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: Student enrollment numbers are consistent. We will produce a student recruitment video for the entire CTE department to be shared with 8th graders and their parents around registration time. Several New Media students have been recruiting to work at WSU in a live video production unit. Brent Nelson indicated that those students are doing very well. Another student has just been employed as part of creative services at WSU and another student just landed a video production job at WSU.
- (b) Things that are going well:
 - (i) Discussion: The ambulance for mobile video production is now in our possession and we are slowly moving forward to prepare and outfit the vehicle. A podcasting station has been set up for the students to create their own podcasts which has generated a good deal of student interest. Students in multi-media and AdVid will be creating 3D VR content to be used with the schools VR Googles.
- (c) Things that need to be improved:
 - (i) Discussion: Computer maintenance for lab needs to be consistent. Good recruitment of students for classes.

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: No new course proposals at this time

Motion: NA

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

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

Action Plan for New Material: Same instruction materials will be implemented for 2020-2021, including online resources of Lynda.com, KelbyOne.com, PHLearn.com, and mZED.com

Motion: NA

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

f) Report on Student Leadership/Community Service Activities:

- (a) Discussion: Doug reported on SkillsUSA participation and recent competition in Pasco. Pullman students took places 1-4 and 7 in the regional Photo competition. There are other SkillsUSA competitions in the media area that the program will look to expand into during the 2020-2021 school year.

including radio production (podcasting), drones, digital cinema and 3D Animation.

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: The full year-end review will be conducted at the May Advisory meeting.

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: Doug needs to finish submitting the syllabi for various course for submission to communities colleges for articulation purposes. Molly suggested Microsoft Teams as an alternative to Trello for project management software. Doug indicated that the CTE department would be moving toward using Precision Exams as part of an alternative path to meeting graduation requirements as dictated by the State of Washington. Doug indicated that there are several students interested in preparing for the Adobe Certified Expert Exam in Photoshop. Teachers assistants in 2nd Period will help to complete the inventory of equipment need by the school. Updated frameworks for all media classes are due next January.

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

- a) Discussion: The group toured the television studio and production area at the Middle School and discussed the changes and recent additions to the equipment and program and the middle level. It's pretty amazing the changes that have been made and the opportunities that have been created for students.

VIII. Adjournment

Motion: Motion to adjourn

Moved by: Brent Nelson Second by: John Willy 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.