

Agriculture Program Advisory Committee *Meeting #3 Minutes*

Date: 6/10/2020 Time: 7pm Place: Zoom

Advisory Members Present: Mike Whitman, Tom Tippet, Cat Salois, Ruth Ryan, Kurt Druffel, Rob Matthews.

I. Call to order

Called to order by: Rob Matthews Time: 7:02pm

II. Minutes from previous meeting

a) Approval of previous meeting minutes

Motion: “I move to accept the minutes from our 1/15/20 meeting as written.”

Moved by: Mike Whitman **Second by:** Tom Tippet **Approved?** Yes

III. Old/Unfinished Business

3.1. **Any items not completed from Meeting #2 packet**, including new course proposals and recommendations for 2020-2021 programs.

Discussion: It was moved by Tom Tippet to approve the 5 year plan, 2nd by Mike Whitman, passed with unanimous consent. Rob talked about the new course being taught by him next school year (CAD) and explained how that already had District approval and a framework in place. It was also discussed how the choice for CAD was made and for Rob to teach it.

3.2. Student Leadership update

This spring has been challenging with the shutdown. We were able to still complete some of our events in those 2 months and 1 week though: Locals, Sub-District leadership, Emerge Leadership conference, National FFA Week.

We had 5 individuals qualify for Districts: Macoy Reiber Creed (4th); Eliza Campbell Prepared (3rd); Selma Ragle Prepared (4th); Madi Wolfe-Extemp (3rd); Madi Weber-Extemp (4th). Unfortunately after the shutdown the district decided to only allow 4 participants total from the district in each event to move onto state instead of having any type of a District event due to how challenging that would have been to manage remotely.

For our Emerge leadership conference we brought 20 students (the most of any other chapter) and they had a great experience. It was held in Wenatchee at the Red Lion.

For National FFA week we teamed up with the ASB since it ended up during the “spirit week”. We ran a coin drive that raised nearly \$2,000 and were able to pie 4 teachers including Mr. Pollestad at the assembly. Also we planned and conducted a game at the assembly. For an additional community service activity we made 27 tie blankets and did a pet supply drive for the Humane Society.

Since the shutdown we have been using Zoom for: practices, meetings, officer interviews, etc. This is keeping at least a major portion of our members connected and moving forward. Cara Christiansen even ran for State FFA Officer. The first state virtual competitions are Wednesday 6/10 (Ag Communications, Food Science). Thursday is Veterinary Science and Friday is Meats Evaluation. No National competition this year so no one can “qualify for nationals”. There will be individual competitions that everyone can compete at virtually during the regular national convention.

Discussion:

3.3. Registration numbers for 2020-21 school year

-Lower due to 2 main reasons:

1. We were not able to recruit when we planned;
2. Natural Resources class- this is direct competition with our Animal and Plant Science courses as a 3rd science credit and is especially designed for the non-college pathway or students that have struggled in other science courses. There is at minimum 1 section of Plant or Animal that we would have filled otherwise. This is currently in the Science department.

Solutions: 1. Recruit early and often starting in August (to allow incoming 9th graders to switch or students to sign up for Veterinary Science still); Recruit throughout the year (This year we worked with 7th graders already so if we continue that we will have seen the middle schoolers at least 2 times before they get to even talk about registration). Survey all sophomores and juniors in February (possible science classes for them to take not just Ag), identify and specifically try and recruit those individuals that expressed interest in: Plant, Animal, Veterinary Science. Possibly have industry professionals from these areas come and talk with those students in large and small groups about career and program opportunities in early March or late February. Or have the group of students do a field trip to WSU/UI depending on CDC/District/University rules at that point (don't mention the field trip before the survey).

2. Educate the community & staff about the positive benefits of Agriculture courses and career/education opportunities. Continue the advocacy that they are valuable, rigorous and engaging courses. Continue to dispel the thought that there are “tracks” and that if there student is going to be an engineer/doctor/etc. that Agriculture Science courses won't limit that ability.

3. Change names of classes (for example: Biology AB, Physical Science AT, Horticulture). We did this at Wenatchee because students/counselors would claim that NCAA wouldn't recognize our course as equivalent as the “regular” Science courses.

Discussion: Click or tap here to enter text.

IV. New Business

4.1. Review the CTE Program Five Year Plan (attachment)

- 4.2. **New course proposal and course title changes and instructional materials for 2021-22 (year after next) school year.**

Motion: No business for this.

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

- 4.3. **New instructional materials for 2020-21 school year.--** What instructional materials do you need for next school year. All textbooks will need to approved by the CAC.

Motion: None needed.

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

- 4.4. **State Program Assurance:** Program Advisory Committee has determined a need for this course. – Advisors validate need based on data. If course is Preparatory, need is based on National, State, or regional labor market data.*

Motion: “I move that there is a need for the Agriculture Science department and the courses within it based on National, State, regional labor market data and as evident in this time of pandemic as Agricultural careers are seen as essential.”

Moved by: Mike Whitman Second by: Tom Tippet Approved? Yes

- 4.5. **State Program Assurances: Facilities Equipment and Safety**

- 4.5.1. Laboratories and equipment are comparable to those used in public, private, or home-based workplaces and are appropriate to support the OSPI approved curriculum framework and industry training procedures. *

Motion: “I move to accept this as true”

Moved by: Mike Whitman Second by: Ruth Ryan Approved? Yes

- 4.5.2. CTE programs are structured so that safety factors, supervision, and the number of training stations determine the maximum number of students per classroom. Facilities, procedures, and safety lessons taught follow the guidelines as reflected in related federal, state and county standards. *

Motion: “I move to approve this as true”

Moved by: Mike Whitman Second by: Ruth Ryan Approved? Yes

- 4.5.3. If there are industry regulations related to this program, those requirements have been met. *

Motion: “I move this as true”

Moved by: Mike Whitman Second by: Ruth Ryan Approved? Yes

- 4.6. Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.*

Motion: I move to approve Rob Matthews as Agriculture instructor at Pullman High School for 2020-21 and his recommendations for professional development.

Moved by: Mike Whitman Second by: Ruth Ryan Approved? Yes

4.7. 5-year plans—Update and approve next year’s five year plan

Tom Tippett moved to approve the 5year plan as presented by Rob Matthews. 2nd by Mike Whitman. Motion passed by unanimous consent.

4.8. Curriculum Maps – **All Levels/Classes Curriculum Maps need to be updated.**

4.9. Advisor approval of next year’s instructor(s) and recommendations for instructor professional development.*

(1) **Report on first semester of school**

(a) Program Enrollment Numbers:

(i) Discussion: Want to continue to recruit in creative ways and develop connections with the community to improve this.

(b) Things that are going well:

(i) Discussion: All classes going well until the shutdown. Maintaining since then.

(c) Things that need to be improved:

(i) Discussion: Still need to repair greenhouse floor, door. Finish work in storage building in order to properly organize.

b) **New course proposals, course description changes, course title changes for 2021-2022 school year.**

From last year’s input, finalize new course proposals, course descriptions changes, and course title changes for 2021-22 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: Potentially rename our 9th and 10th grade science courses, will discuss in Fall.

Motion: No motion made.

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

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

Action Plan for New Material: 1. We are utilizing a manual for the Veterinary Science course that will aid in certification for Veterinary Assistant through TVMA. The district has already agreed to purchase this. 2. The district also approved of payment for CAD training this summer if needed.

Motion: Move to accept this pre-existing plan for materials in the CAD and Veterinary Science classes.

Moved by: Mike Whitman Second by: Ruth Ryan Approved? **Yes**

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

i) (see above)

- (a) Discussion: See section previous in the document.

V. Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and complete the End of the Year Program Evaluation for the 2019-20 school year.

Action Plan for New Course: None

Motion: I move to accept the Program evaluation as discussed.

Moved by: Mike Whitman Second by: Ruth Ryan Approved? Yes

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
 - i) Veterinary Science & Plant Science articulated with Walla Walla Community College.
 - a) Discussion: Sounds great, continue looking to add other schools to the articulation list.

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

- a) Next year Mr. Matthews will be teaching a Computer Aided Drafting class (already approved framework through the District) due to high numbers in Woods and Metals and slightly lower in Agriculture classes. If numbers increase again for 21-20 we have the option of keeping the Drafting class in our department or not.
- b) Discussion: It was asked how the choice of Drafting was determined. Mr. Matthews discussed that due to registration numbers of the Agriculture courses and the Drafting class it worked as a positive situation. It was also asked if students in this course could participate in FFA activities. As that certification moves with Mr. Matthews, they are able to and leadership components will be added to the course that relate.

VIII. Adjournment

Motion: I move to adjourn this meeting

Moved by: Rob Matthews Second by: Mike Whitman 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.