

**Agriscience Program Advisory Committee**  
**Meeting #3 Minutes**

Date: 6/9/2021 Time: 7pm Place: Zoom

**Advisory Members Present:** Mike Whitman, Tom Tippett, Marla Haugen, Cat Salois, Rob Matthews

**I. Call to order**

Called to order by: Rob Matthews Time: 7:05pm

**II. Minutes from previous meeting**

a) Approval of previous meeting minutes

**Motion: "I move to accept the previous meeting minutes as proposed"**

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

**III. Old/Unfinished Business**

3.1. **Any items not completed from Meeting #2 packet**, including new course proposals and recommendations for 2021-2022 programs.

**Discussion: None**

3.2. Student Leadership update

**Discussion:**

3.3. Registration numbers for 2021-22 school year

**Discussion: 133, 55 of those are incoming freshman. We plan on focusing on recruiting the PHS students for the next school in addition to the 8<sup>th</sup> graders.**

**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 2022-23 (year after next) school year.**

**Motion: N/A**

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

4.3. **New instructional materials for 2021-22 school year.--** What instructional materials do you need for next school year. All textbooks will need to approved by the CAC.

**Motion: "I move that the Agriscience department purchase iCEV subscription for the next year to use in Veterinary Science and to supplement other classes as well."**

**Moved by: previous meeting Second by: Approved? Yes.**

- 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.\* See [Numetrics CTE Dashboard](#)

**Motion: I move that we have determined a need for the current Agriscience courses offered at Pullman High School based on labor market data.**

**Moved by: Tom Tippet      Second by: Marla Haugen      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 statement for our program”**

**Moved by: Tom Tippet      Second by: Marla Haugen      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 accept this statement for our program”**

**Moved by: Marla Haugen      Second by: Cat Salois      Approved? Yes**

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

**Motion: N/A**

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

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

**Motion: ”I move that we approve Rob Matthews as the instructor at Pullman High School for the 21-22 school year”**

**Moved by: Marla Haugen      Second by: Cat Salois      Approved? Yes**

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

- 4.8. Curriculum Maps – **All Levels/Classes Curriculum Maps need to be updated.(Tabled to the next meeting)**

- 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: See last minutes

(i) Discussion:

- (b) Things that are going well:See last minutes

(i) Discussion:

(c) Things that need to be improved: See last minutes

(i) Discussion:

**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:

Motion:

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

**c) Instructional Materials (textbooks, videos, etc.) for 2021-2022**

Action Plan for New Material: Go through the curriculum in August prior to the start of the school year to determine which portions to utilize and how to implement it into coursework.

Motion: I move that the school district purchase 1 years subscription to the iCEV curriculum, specifically for use in the Veterinary Science course.

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

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

(a) Discussion: We had a very successful spring including state competitions, which for me this year were spread out over 17 days instead of the normal 5. April 21<sup>st</sup> we had 2 individuals compete in Employment skills, Madison Wolfe and Kinsey Kallaher. At the end of April we had 1 day of Potato Evaluation, placing 8<sup>th</sup>; 2 days of Horse Evaluation, placing 7<sup>th</sup>. Followed by 2 days of Livestock Evaluation, placing 9<sup>th</sup> (17pts from 8<sup>th</sup>!). Next week we had 3 days of Ag Communications, including an initial meeting, placing 4<sup>th</sup> place and with a 5<sup>th</sup> place individual Gwen Rink. Following that we had Extemporaneous speaking which 2 of our members competed (Madison Wolfe & Weber). Madison Wolfe also had to interview and test for State FFA officer. The next week was state convention, no competitions but some results were announced and Madison Wolfe was elected the new state Secretary! The last week of May included Food Science, in which we had 2 teams compete placing 3<sup>rd</sup> and 6<sup>th</sup>, Ag Issues (placed 5<sup>th</sup>) and Veterinary Science (placed 3<sup>rd</sup>). We were able to hold a virtual awards celebration with the officers in person and live streaming on Zoom for members and parents, and elected new officers. The group is meeting tomorrow to make initial plans/goals for next year. I am holding a quality assurance training for members showing at the fair tomorrow night at 7pm. As of right now I know

I have 4 high schoolers showing at the fair, and 3 incoming freshman. There may be more coming in but they have not contacted me or told their 8<sup>th</sup> grade science teachers as I requested. I plan on making visits in July and August for weighing, etc.

## II. 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 2020-21 school year.*

Action Plan for New Course:

Motion: I move to accept the end of the year program evaluation.

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

## III. 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 2021***
- 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: Through WWCC: Plant, Animal, Vet Sci, Drafting.

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

- a) Discussion: The floor is being removed, repoured and graded with different drains to catch the runoff water in the greenhouse. In addition, shelving is being constructed (materials already purchased) out of cedar and composite decking along one side of the greenhouse (40').

## V. Adjournment

Motion: "I move to adjourn this meeting"

Moved by: Rob Matthews Second by: Tom Tippett 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.**