

**Advisory Committee Meeting Minutes
Division of Math and Science**

Program: Farm and Ranch Management

CHAIRPERSON: Langdon Reagan		
MEETING DATE: 10-18-11	MEETING TIME: 12:00	MEETING PLACE: Hillcrest Country Club
RECORDER: Reggie Quiett		PREVIOUS MEETING: 10-15-10

MEMBERS PRESENT:

Larry Brown, Manager , Farmers Coop	Tobi Wilson, Insurance Agent, Farmers Insurance
Reggie Quiett, Resource Team Leader, NRCS	
Langdon Reagan, Extension Agent, Texas Agrilife	
OTHERS PRESENT: Shana Munson, Associate Dean of Career and Technology Education Chad Smith, Instructor Vicki Bradley, Instructional Services Secretary	ABSENT: David Fisher, AVP Technology Coordinator, Waggoner Bank Sharron Shelton, Owner/Operator Cow/Calf Operation Billy Noah, Human Resource Director, Tyson Foods Jonathan Ramirez, Owner/Operator, Farming/Ranching

Agenda Item	Action Discussion Information	Responsibility
Welcome and Introductions	Welcome Members, Administration, and Staff	Mr. Smith
Purpose of Advisory Committee Election of Officers	Advice and Expertise for Farm and Ranch Management Program Langdon Reagan, Chair Reggie Quiett, Recorder	Mr. Smith
Minutes	Approved	Chair
Old Business	None to discuss	Chair
Continuing Business	None to discuss	Chair
New Business	Goals and Objectives	Mr. Smith
	Program revisions, curriculum/course review- Syllabi will be mailed out to members for review, due back by November 15 th .	Mr. Smith
	Evaluation of facilities, equipment, and technology	Chair
	Recruitment and retention of the underrepresented gender in gender-biased Programs	Mr. Smith
	Low Producing programs	Ms. Munson
	Program Evaluation – Sections 5-8, 9-12, & 13-16	Mr. Smith
	Program statistics - Enrollment	Mr. Smith
Adjourn	With no further discussion the meeting was adjourned	Chair

MINUTES

Welcome	The Farm and Ranch Advisory Committee meeting was called to order at 12:20 pm. Chad Smith introduced the committee members, administration, and staff.	
Committee Purpose	Mr. Smith expressed his appreciation for the advice and expertise provided by this Advisory Committee. The students are the final products of the committee's implementation and ongoing guidance for the Farm and Ranch Management Program.	
Election of Officers	Larry Brown nominated Langdon Reagan to serve as Chairperson, and Reggie Quiett as Recorder, Tobi Wilson seconded the motion. Motion approved.	
Minutes	Minutes from the previous meeting were reviewed. Mr. Wilson entertained a motion to approve the minutes as presented. Mr. Quiett seconded the motion. Motion approved.	
Old Business	None to discuss	
Continuing Business	None to discuss	
New Business: Goals and Objectives Curriculum review Program Revisions	Mr. Smith explained the Syllabi of each course which consists of the Goals and Objectives of the program. The General Program goals are stated so that the student as a whole will have these outcomes when he/she completes the program. Shana Munson stated that the goals and objectives are incorporated in each course syllabi with pertinent learner outcomes for that subject matter. Mr. Smith would like feedback on the subject matter of the program learner outcomes. He stated he will email the Syllabi out for review, with comments due back by November 15 th .	
Evaluation of Facilities, Equipment, and Technology	The Farm and Ranch Management classroom, equipment, and technology are up to date and adequate, explained Mr. Smith. He also stated, this department utilizes external labs for hands on experience, instead of simulation type devices in the classroom. He also has purchased DVD's to enhance instruction in the classroom.	
Recruitment and Retention	Mr. Smith discussed recruitment and retention, with emphasis on the under representation of the female gender in a male gender biased program. He stated that females are not prevalent in this field. Shana Munson reported that most Career and Technical Education programs do experience the under representation in nonbiased genders. For example she stated that statewide Nursing is a female prevalent field, they strive to recruit at least 25% male population in their program. And the same applies in the Farm and Ranch program, they are non-biased in recruiting the under representation of gender. Mr. Brown suggested possibly have more female reps speak to class to spark an interest. Mr. Smith stated that he has been actively recruiting at the area high schools and various school functions, District 3 Horse Show, District 3 Judging Events, Pig Sale, Ag Day at VISD, and State 4-H Horse Show.	
Low Producing programs	An update from The Texas Higher Education Coordinating Board was given by Mr. Smith. He stated the Coordinating Board has determined that the facts and figures of the most current 5-year evaluation of the Farm and Ranch program statistics deemed us as a Low Producing Program. The low numbers derive previous graduates in the Farm and Ranch Management Associate in Applied Science Degree. Ms. Munson stated that in 2015 the Associate in Applied Science degree will be discontinued, the Certificate will still exist. However, the student will have the opportunity to complete the General Associate Degree with the suggested curricula guide which includes the mandated Core Curriculum, then Electives from their major field of study. Mr. Quiett commented that he understands that the classes will still be available, just not the specialized Associate in Science Degree. Ms. Munson stated that is correct, the Certificate will be listed in the catalog.	
Program Evaluation – Sections 5-8, 9-12, & 13-16	Mr. Smith informed the committee of the current Farm and Ranch Management Program Evaluation. The evaluation tool consists of information submitted on Advising, Recruiting, Library Resources, Finance, Program Learning Outcomes, Program Structure, Enrollment, Graduates and Completers, Facilities, Capital Equipment, and Software utilized in the Farm and Ranch Management Program.	
Program statistics - Enrollment	Enrollment statistics of the program were reviewed by Mr. Smith. Currently the program has a duplicated enrollment of 66, with an average class size of 9.3. He feels that the agriculture economic situation has a large emphasis on this field of study. Also, Mr. Smith advised that he is working with 3-4 students that have transferred to Tarleton and are interested in utilizing their classes for an Associate of Science Degree, which will boost his completion rate.	
Adjourn	With no further discussion the meeting was adjourned at 1:15 pm.	
CHAIRPERSON SIGNATURE: <i>Chad Smith</i>	DATE: 10-18-11	NEXT MEETING: To Be Announced