

Advisory Committee Fall 2016 Annual Meeting Minutes  
Farm & Ranch Management  
Vernon College Campus, Room 418

CHAIRPERSON: Joe Ed Word		
MEETING DATE: October 24, 2016	MEETING TIME: 6:00 PM	MEETING PLACE: Vernon College Campus, Room 418
RECORDER: Wendy Meadows	VICE CHAIRPERSON: Josh Kieschnick	PREVIOUS MEETING: October 26, 2015

MEMBERS PRESENT:                      MEMBER'S ABSENT:                      OTHERS PRESENT:

Name, Title, Company	Name, Title, Company	Name, Title, Company
Josh Kieschnick, Farmer/Rancher, Self Employed	Shannon Conley, Wilbarger County Court Coordinator, Wilbarger County	Michael Schoppa, Agriculture Farm & Ranch Management Instructor, Vernon College
Clint Kieschnick, Farmer/Rancher, Self Employed		Shana Drury, Associate Dean of Instructional Services, Vernon College
Justin Lehman, Farmer/Rancher, Self Employed		
Seth McSpadden, Current Vernon College student		
Wendy Meadows, Insurance Agent/Farmer/Rancher/Former Agricultural Science Instructor, Dana Ross Insurance		
Kyle Myers, Agricultural Science Instructor, Vernon ISD		
Michael Overstreet, Dairy Farmer, Self Employed		
Brice Sawin, Manager, Livestock Nutrition Center		
Joe Ed Word, Farmer/Rancher, Self Employed		

AGENDA

Agenda Item	Action, Discussion, or Information	Responsibility
Welcome & Introductions	Information	Michael Schoppa
Purpose of Advisory Committee	Information	Shana Drury
Election of Chair, Vice Chair and Recorder	Action	Michael Schoppa
Approval of Minutes from the Last Meeting	Action	Chair/ Members Present
Old Business: (if any, otherwise type None)	Old Business or None	Chair
Continuing Business: (List if any,	Continuing Business or None	Chair

otherwise type None)		
New Business:		Chair
Review program outcomes, assessment methods, and results	Information	Chair
Approve program outcomes and assessment methods	Action	Chair/Members Present
Review program curriculum/courses/degree plans	Information/Discussion	Chair
Approve program revisions (if applicable)	Action	Members present
Review SCANS and Gen Ed outcomes matrices	Information/Discussion	Chair
Approve SCANS and Gen Ed outcomes matrices	Action	Members Present
Review verification course/exam of workplace competencies	Information/Discussion	Chair
Approval of course/exam of workplace competencies	Action	Members Present
Review student handbook	Information/Discussion	Chair
Approve changes (if applicable)	Action	Chair
Program statistics: Graduates, majors, enrollment	Information/Discussion	Chair
Evaluation of facilities, equipment, and technology	Action	Members Present
Recommendations of selection and acquisition of new equipment and technology	Information/Discussion/Action	Chair/Members Present
External Learning experiences, employment and placement opportunities	Information	Chair
Professional development of faculty and recommendations (if applicable)	Information/Discussion/Action (if applicable)	Chair/Members Present
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	Discussion/ Information	Chair
Serving students from special needs	Information	Chair
Adjourn	Action	Chair/Members Present

## MINUTES

Key Discussion Points	Action, Discussion, or Information
Welcome & Introductions	Michael Schoppa welcomed and thanked the advisory members for their willingness to serve. Everyone introduced themselves and stated their positions and the agency they represented. Note: Each committee member was emailed a packet which included all documents that would be reviewed and discussed.
Purpose of Advisory Committee	Shana Drury explained the purpose and importance of an advisory committee and how their input guarantees that the college is maintaining the most current practices, direction and equipment. The committee ensures that the skills knowledge and abilities taught are pertinent to the field to produce the graduates that employers would like to hire in the Farm & Ranch

	Management field.
Election of Chair, Vice Chair and Recorder	Michael Schoppa explained the responsibility of each office including the new Vice Chair position. Michael Overstreet nominated Joe Ed Word for Chair. Kyle Myers seconded. Joe Ed Word nominated Josh Kieschnick for Vice Chair position. Kyle Myers seconded. Kyle Myers nominated Wendy Meadows for Recorder. Justin Lehman seconded. The committee agreed unanimously.
Approval of Minutes from the Last Meeting	Joe Ed Word asked the committee to review the previous minutes and they did. Wendy Meadows motioned to approve the previous minutes as is. Michael Overstreet seconded. The committee agreed unanimously.
Old Business: (if any, otherwise type None)	None
Continuing Business: (List if any, otherwise type None)	None
New Business:	
Review program outcomes, assessment methods, and results	The Chair asked Michael Schoppa to expound on the outcomes. Michael explained the outcomes, assessment methods, and results. Shana encouraged members to input any changes they deem necessary. Brian Sawin asked if the capstone course was a requirement for all students. Michael Schoppa confirmed. Michael Overstreet asked if an employer seeking to hire a student could have access to the list of goals, outcomes and assessment methods. Michael Schoppa explained the training agreement procedure with the employer, student and Vernon College /Instructor which included signatures from all three stating that each of the five outcomes was accomplished. Michael Overstreet then asked if Vernon College received feedback from the employers requesting additional/different outcomes. Michael Schoppa stated that he did not. Shana expressed that Vernon College complies with the form prescribed by the coordinating board. Wendy Meadows asked if the students write their own objectives. Michael explained that the objectives are tailored to the student's needs. Michael Schoppa reported that for 2015-2016 he had seven students and all met or exceeded the outcomes. The members reviewed the program outcomes, assessment methods, and results. No recommendations were made at this time.
Approve program outcomes and assessment methods	Joe Ed Word asked members to approve program outcomes and assessment methods as is. Michael Overstreet made a motion and Josh Kieschnick seconded. The committee agreed unanimously.
Review program curriculum/courses/degree plans	The Chair asked Michael Schoppa to expound on the curriculum/degree plans and he did. Michael Schoppa informed the committee that he was teaching all the courses except Horse Evaluation 2 at this time. Michael noted how the present degree plan was the same one that the committee had created in 2014. Shana reminded the members that this was the time to change something that needed to be changed in the curriculum/degree plan. Joe Ed Word requested that committee review the program curriculum, courses, and degree plans and they did. Brice Sawin asked if the practicum course was included in the certificate program. Michael Schoppa explained that it was included in both the certificate and AAS degree plans. Josh Kieschnick asked if all the agriculture classes transferred to a four year institution. Michael explained all AGRI courses transfer, but it was up to the four year institution to decide on the other courses. Clint Kieschnick asked if the AGME 1315 Farm and Ranch Shop Skills class was included in the requirements or option. Michael Schoppa explained that it was an elective. Joe Ed Word asked if there was any further discussion or recommendations on the curriculum/courses/degree plans. The committee had no further discussion or made no recommendations to change program outcomes at this time.

Approve program revisions (if applicable)	Joe Ed Word asked for a motion to approve the curriculum/courses/degree plans as is. Wendy Meadows motioned and Brice Sawin seconded to approve the program curriculum, courses and degree plans as is. The committee agreed unanimously.
Review SCANS and Gen Ed outcomes matrices	The Chair asked members to review and discuss each matrix. The committee discussed how each matrix requirement mapped back to the program outcomes.
Approve SCANS and Gen Ed outcomes matrices	Joe Ed Word asked members to approve the three matrices as is. Brice Sawin made a motion to approve the three matrices as is. Michael Overstreet seconded. The committee agreed unanimously.
Review verification course/exam of workplace competencies	The Chair asked the committee to review verification course/exam of workplace competencies and they did.
Approval of course/exam of workplace competencies	Joe Ed Word asked members to approve the course/exam of workplace competencies as is. Michael Overstreet made a motion and Josh Kieschnick seconded to approve course/exam workplace competencies as is. The committee agreed unanimously.
Review student handbook	None
Approve changes (if applicable)	Not applicable
Program statistics: Graduates, majors, enrollment	Joe Ed Word asked Michael Schoppa to expound on the graduates, majors and enrollments. Michael explained that the program needs to have 25 students in five years. With the present number of students at seven, the program is in compliance. Wendy Meadows asked if the student could take their practicum any semester. Michael Schoppa stated that although they could, most students take them in summer because the students are rodeo athletes during fall and spring and cannot hold down a part time job during rodeo season. Wendy Meadows asked Michael Schoppa if he thought that the increase in numbers was because of the growth in rodeo athletes. Michael Schoppa expressed that he thought it was because of the extensive advertising of the program throughout the service area. Michael noted that there were 14 Agriculture and 23 Farm and Ranch Management majors.
Evaluation of facilities, equipment, and technology	Joe Ed Word asked Michael Schoppa to update the committee on the evaluation of facilities, equipment and technology. Michael stated that the program uses external learning experiences to educate students, which include several of the committee member's dairies farms, and ranches. He added, by connecting owners with students, it often opened up job opportunities for the students. Concerning equipment, Michael noted that using Perkins funding over the last 2-3 years, he has been able to purchase models/simulations that enhanced learning. He displayed several of the items for members to view. Michael asked for recommendations of acquisition of equipment. Wendy Meadows suggested to glean from the Vet Tech program at A&M which included unique curriculum and videos. Kyle Myers asked how much it would cost to offer the Vet Tech course. Michael Schoppa replied that if the employer for the external learning lab/experience had the skills, he/she may be able to add it to the experience. He noted the expense and that fact that VC offered Pre-Vet Med prevented a course to be added to the program. The committee discussed area veterinarians and what they could offer students in lab experiences versus students attending courses in the Pre-Vet Med program and decided that the lab experiences would be sufficient for students in the program.
Recommendations of selection and acquisition of new equipment and technology	Joe Ed Word asked the committee for any recommendations lab/equipment/classroom/facility. Members did not have any recommendations for any equipment.
External Learning Experiences, employment and placement	The Chair reminded the committee that the External Learning Experiences, employment and placement opportunities were discussed under the

employment and placement opportunities	employment and placement opportunities were discussed under the curriculum/courses/degree plans discussion.
Professional development of faculty and recommendations (if applicable)	Joe Ed Word asked Michael Schoppa to inform the members of any professional development opportunities he had taken advantage of. Michael informed the committee that he attended the state conference for agriculture teachers to remain current in the program. He also noted that he attends Vernon College professional development when possible.
Promotion and publicity (recruiting) about the program to the community and to business and industry (gender equity)	The Chair asked Michael Schoppa to inform the committee on promotion and publicity of the program. Michael provided members with an update of the program recruitment and advertisement which included: Preview Day at Vernon College Campus, a leadership contest at the Skills Training Center, Sophomore Roundup, and GenTX day.
Serving students from special needs	Michael Schoppa informed the committee that he was over the 25% requirement from Perkins to enroll non-traditional genders in his program by having 40% females as of Fall 2016. The definition of "special populations" as outlined by Perkins: <ul style="list-style-type: none"> <li>• In referencing "special populations" in the Local Plan and in any other applicable sections of the Application, the Applicant shall use the term to mean:</li> <li>• 1. individuals with disabilities;</li> <li>• 2. individuals from economically disadvantaged families, including foster children;</li> <li>• 3. individuals preparing for non-traditional fields;</li> <li>• 4. single parents, including single pregnant women;</li> <li>• 5. displaced homemakers; and</li> <li>• 6. individuals with limited English proficiency.</li> </ul>
Adjourn	Joe Ed Word asked for a motion to adjourn. Wendy Meadows made a motion and Kyle Myers seconded to adjourn the meeting at 8:17 PM. The committee agreed unanimously.

RECORDER SIGNATURE: <i>Wendy Meadows</i>	DATE: <i>1/3/2017</i>	NEXT MEETING: Fall 2017
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