

BUREAU OF AGRICULTURAL EDUCATION

STAFF MEETING MINUTES

NOVEMBER 3-5, 1969

In Attendance

D. E. Wilson
J. E. Walker
G. A. Hutchings
R. H. Pedersen
W. J. Maynard
E. J. La Salle
W. D. Reed
J. T. Davis

Visitors

H. H. Burlingham
E. M. Juergenson
A. C. Christensen
D. L. Hampton
J. F. Lawrence
W. D. Willa
R. D. Regen
W. P. Smith
R. S. Nelson
E. D. Graf
J. Becket

Item 1

Minutes of the September meeting were distributed.

Item 2

Items were added to agenda

Item 3

Processing of Local District Plans for Vocational Education

D. E. Wilson has reviewed approximately 130 district plans at this time and has about 225 Regional Supervisors' review memos. Supervisors are to submit a memo or check-off to D. E. Wilson on every district within their regions, whether or not district conducts Vo-Ag program.

Funding letters are expected to start going in one to two weeks.

Local programs which do not presently meet State Plan standards but are being brought into compliance can be amended into District Plan later.

Item 4

Assignment for Summer Program Session at January Staff Meeting

A special committee will present a 2-3 hour session at the January staff meeting at the matter of Vo-Ag summer programs. Their

assignment includes the development of a model summer program.

Committee consists of:

G. A. Hutchings, Chairman

O. S. Gilbertson

E. J. La Salle

Item 5

Project Competition Review & Recommendations

R. H. Pedersen reported recommendations of his committee, (R.H.P., E.J.L, W.D.R.) which had reviewed the project competition program. After discussion, the committee's recommendations were amended. The revised description, rules and scorecard which were finally accepted are attached to these minutes as Addendum "A".

Item 6

Staffing

Maurice Fleming, Director of Agriculture at Willow Glen High School, San Jose has been appointed regional supervisor of the Southern Region. W. J. Maynard has transferred to the Southwestern Region as Ken Cutler's replacement. Mr. Fleming will go on the job as soon as a replacement at Willow Glen High School is found.

Item 7

National FFA Convention Trip

J. T. Davis, reporting on the trip, indicated that it was wholly successful with no major problems occurring. Highlights were the Washington, D.C. trip and the T.W.A. travel arrangements.

Item 8

Program Operations Unit Meeting

This meeting is scheduled for December 15-16 at Francisco Torres in Santa Barbara. All supervisors are expected to attend.

Item 9

Hazardous Occupations' Orders

Discussion brought out the point that, at present, California law does not permit 14-15 year olds to operate farm equipment. The recent Federal exemptions do not apply in California.

It was also shown that, in order for Vo-Ag students (14 and 15-year olds) to legally operate farm equipment as a part of their Supervised Practice program, Vo-Ag supervised practice must be a part of the district's Work Experience Education Plan on file with the State Department of Education.

W. D. Reed is to prepare a write-up on this for the Bureau Service Letter.

Item 10

A.B. 1820

E. D. Graf discussed the provisions and implications of this bill and recommended that supervisors get a copy of the bill and become thoroughly familiar with its content.

Among major provisions are:

- ... Makes mandatory State and Local Vocational Education advisory committees and specifies kinds of people to be members
- ... Specifies 15 or less, (12) vocational areas to be established with 4 to be established in 1969-70. Each area will have advisory committees and will conduct area-wide master planning, make training recommendations and conduct evaluation studies
- ... H. R. D. will have a major role in advisory committees and will establish the labor requirements by area

Item 11

Staff Responsibilities

The role of regional supervisor in future contacts with districts regarding Work Experience, Handicapped and Disadvantaged, etc.. was discussed. The question seems to be "How are these areas of Vocational Education to be serviced in the field?" Should the supervisor become "expert" in one area and be assigned to work with districts in his region that have questions or should all supervisors be informed on all phases of Across-the-Board programs and answer all questions whenever they arise.

The question was not answered to anyone's satisfaction!

Item 12

VEA '68 Claims

A question was asked about the role to be played by the regional supervisor in processing claims for 1969-70 VEA'68. Either this has not yet been determined or it has not yet been made known to the field staff.

Item 13

Regional Supervisors' 5-Minute Reports

The supervisors all bragged a little bit!

Item 14

Foreign Visitors

Foreign agricultural education students at Cal Poly, San Luis Obispo are making field visits to schools and observing regional supervisors at work. Prior approval and arrangements are made by H. H. Burlingham and staff. Supervisors will be advised when these men are in their regions.

Extra Item

D. E. Wilson will make an assignment to the staff members to develop recommendations for amendments to the State Plan. These amendments are to deal with program standards for Adult Vocational Education in Agriculture.

Item 15

Sears Project Grants

J. T. Davis presented a report on past use of Sears-Roebuck Foundation FFA Project Grant funds and led a discussion---the purpose of which was to establish guidelines for current use.

In the past the funds have been used in the ratio of \$11,500.00 Livestock grants to \$4,500.00 Equipment grants annually. As of this year's operation, no set pro-ration will be in effect.

The allocation to regions will be based on Regional FFA membership.

The limits for individual grants for 1970 are:

Dairy	\$ 300.
Beef	250.
Sheep	350.
Swine	125.
Crops	300.
Equip. construction	350.
Portable scales	650.
Other equipment purchase	flexible

Regional Supervisors are to submit their Regional request to J. T. Davis by January 1, 1970. Regional allocations for 1970 are as follows:

Central Region ...	\$ 2900.
North Coast	1400.
San Joaquin	2900.
South Coast	1850.
Southern	1800.
Southwestern	1800.
Superior	2350.

Item 16

New Vo-Ag Record Book

The book is ready to use and in stock with VEP. Many schools are using it but there is some resistance to its universal use. There are still 2 books available and approved for use until January, 1971, at which time the new book becomes the official system.

Regional supervisors are to conduct a discussion of the new book at a section meeting prior to the March staff meeting. D.E. Wilson will supply each supervisor with a supply of current issues of the new book to facilitate this discussion. Supervisors should solicit comments from teachers on the new book; its strengths and weaknesses and their feelings about its adoption. There will be a review of this at the March staff meeting.

The handbook of instructions has been published and is available from VEP. An initial supply has been sent to each supervisor.

Item 17

Policy Statement, State Plan Standards

The operational program standards special committee, (G.A.H., R.H.P. & W.D.R.) are to develop a policy bulletin outlining and explaining State Plan standards for Agricultural Education. The bulletin should include comments on how verification of compliance is to be made. The committee is to report at the January staff meeting. At that time, staff will review committee recommendations.

Special Item

The assignment to Regional Supervisor of 3 department evaluations per year is suspended, due to unusual added assignments. Supervisors may proceed if their schedules permit.

Item 18

Specialists' Reports

J.F.L.: Making many field contacts in inventorying Adult Education in Agriculture in California --- now going to Texas to attend conference which deals somewhat with Adult Education and to view Young Farmer and Adult Education in Agriculture programs.

California Fertilizer Association project is faltering due to lack of interest in local operators.

Farm Foreman Training requests are being received. A list of instructional aids for use in the instruction of supervision skills will be published in Ag. Briefs.

Trend in Adult Education is toward short-term, specialized courses coordinated by agricultural teacher, but not necessarily taught by him.

Financing of Adult Education is by A.D.A., V.E.A., M.D.T.A., W.I.N. and employer support.

D.L.H.: Making contacts with some schools with an eye toward starting some Co-Op Vocational Education in Agriculture programs in February, 1970.

Still reviewing current status of Co-Op Vocational Education and Work Experience Education programs in California and elsewhere.

Supervisors were reminded that Co-Op Vocational Education requires that there be payment for work done. The exact nature of required payment is not clear.

W.D.W.: Petaluma Ford Power Train Workshop was successful. Others are being planned for Southern and Central Regions.

Special workshop on Tractor Hydraulics will be offered just prior to Power Train Workshop.

Ford is to donate tractor film strips to be held by W.D.W. and circulated to teachers by request. W.D.W. will look into the possibility of making films available for purchase.

W.D.W. is distributing plans for mounting and making operational Power-Train units.

Ford is having trouble with the lease program: Tractors are being ruined in a year's time.

W.D.W. and E.J.L. described mini-workshop in Agricultural Mechanics Skills. Oxy-acetylene workshop, conducted by A. R. Davis of Campbell, was very successful.

Supervisors are to continue in their attempts to get school to use units in their programs. Don't let them gather dust, men!

W.D.W. will send supervisors lists of schools having Power-Train units, leased and donated equipment.

R.H.P. will send copies of Ford correspondence to W.D.W.

W.D.W. will have a mounted, operational Power Train at the Farm, 1970 CATA Conference.

Item 19

Liaison Committee Study Report

Jim Becket reported that the study is continuing at present with VEA funds made available through Wes Smith's office. It seems

certain that U.S.O.E. is going to pick up the tab, beginning January 1, 1970.

The interviewing phase is nearly completed; 1500 businesses, 4500 people.

Some summarizing is being done and progress report is being distributed.

The mail survey now being prepared is to determine the number of agricultural jobs in California.

Industry is indicating their need for refresher courses for employees.

The present schedule calls for the preliminary report to be ready February, 1970 and the final report to be ready June, 1970.

Becket does not expect the Departments of Employment and Labor to be influenced to change their method of reporting agricultural employment levels. He does feel that these agencies will use the study's results in evaluating job needs, training requirements, etc.

Extra Item

There needs to be coordination among Teacher Training institutions regarding training standards and procedures for interns.

Item 20

AVA Brochure on Vo-Ag Teaching

Supervisors will be supplied with brochure to distribute as they see fit.

Item 21

Recruitment Commission Progress

Two persons per CATA Region and Teacher Educator representative are to be appointed to commission prior to January CATA Governing Board meeting. Efforts of commission should be amplified to help lessen need for Intern teachers.

Item 22

Vocational Education Coordinators

It was agreed that supervisors must plan to work with school, district and county coordinators of vocational education, since these people have an increasing voice in vocational education decisions of their agencies. Some assistance to vocational agriculture programs and teachers may best be provided by working through coordinators.

Coordinators should have special attention in CATA Conference program and at Administrators' Day.

Item 23

Part "D" and "G" Applications - VEA'68

The applications have been distributed to district and state staff.

Districts that have a new effort in Co-Op Vocational Education in 1969-70 included in Part "B" application may transfer it to Part "G" at this time.

Item 24

Agricultural Mechanics Committee

Reference was made to 1969 CATA Summer Conference minutes of the Ad Hoc Agricultural Mechanics committee.

The structuring and membership of this committee is to be established at the January CATA Governing Board meeting. D.E. Wilson will contact Ken Heupel to inform him of action taken by the Bureau. Lloyd Dowler and E. J. L. will meet with this committee.

W.D.W. will use this group as an advisory committee.

Supervisors are to suggest names to D. E. W. for Regional representatives on the committee.

Item 25

Horse Programs

E.J.L. encouraged the establishment of Vocational Horse Husbandry programs at high school level. It was generally agreed that, in some instances, Horse courses could be an appropriate part of a Vo-Ag program.

Item 26

Teacher Trainer Reports

H.H.B.: Cal Poly, San Luis Obispo has 63 graduate students in Agricultural Education; 40 in the 5th year; 12-15 foreign students; a number of practicing teachers doing work by arrangement; 130-140 students, (Fresh.-Grad.) interested in Agricultural Education.

In-Service Education is provided to groups of Vo-Ag teachers at their request.

An M.S. in Agriculture is now offered.

A.C.C.: Teacher Education in Agriculture is within the General Education program at Cal Poly, Pomona; the head of this department is non-agriculture.

4 trainees now in the field; 1 regular; 1 intern; 2 J.C. S.D.S.

Interest in program seems to be high among students.

There seems to be trend toward Secondary teachers obtaining Masters in subject matter rather than education.

E.M.J.: Teacher Education in Agriculture is within the Department of Applied Behavioral Sciences at University of California, Davis. There exists an undergraduate Agricultural Education major which is not popular.

E.M.J.:

Student teachers begin on-the-job training on August 15 and this is preceded by a meeting of the supervising teachers. Interns and cadets meet in a series of meetings between August 15 and beginning of school for orientation purposes.

At present there are about 25 grad students.

E.M.J. is working for the establishment of a series of extension courses which lead to the gaining of a Supervision credential.

Item 27

Agricultural Mechanics Manual

E.J.L. has examined the manual in detail and is happy with it! He will work with Frank Coyes on preparing the final draft. Six-hundred copies should be prepared to be distributed as follows:

1 per High School Department

10 per Regional Supervisor

200 for Teacher Training institutions and Bureau Headquarters

Item 28

Committee on Curriculum Development

There was discussion on the merits and disadvantages of a statewide curriculum in Vo-Ag or State-prepared curriculum guides.

The 1970 Bureau Planning meeting will include a session on this subject. Materials from other states will be gathered for review and study.

Extra Item

The Bureau Special Committee, Program Development is to report at 1970 Bureau Planning meeting. D.L.H. replaces E.D.G. as committee chairman.

Item 29

Intern Workshop Committee Report

The committee's report and recommendations are attached as Addendum "B".

The suggested dates for the workshop are December 29,30,31, 1969. It will be held at Cal Poly, San Luis Obispo. About 15 interns are expected to be in attendance.

Staff members participating will be: J.T. Davis, E. J. LaSalle, D. E. Wilson, H.H. Burlingham or O.S. Gilbertson. Ron Regan and a CATA representative will also assist.

Teacher trainers, D. E. Wilson and Regional Supervisors are to follow up on contacts with interns who are expected to attend.

Item 30

Supervision of Student Occupational Practice

E. J. L. performed in an excellent manner as moderator of a discussion dealing with this subject. By subtle and devious means, (otherwise known as sneaky) Mr. La Salle involved all staff members in the presentation and discussion.

Among the accomplishments of the discussion was the development of a list of factors which should affect the amount of time allotted to Vo-Ag teachers for supervision.

1. Number of classes assigned
2. Number of different class preparations
3. Size and topography of the district
4. Number of students
5. Number of Freshmen and other new students
6. Individual vs. Cooperative projects

7. Use of school farm
8. Types of projects
9. Number of on-campus projects
10. Number of Fairs & Shows
11. Young Farmer and Adult programs
12. Administrative resistance to high costs of supervision
13. Provisions in State Plan for supervision
14. VEA Entitlement
15. Teacher attitude
16. Other school assignments
17. Use of para-professionals

Some suggestions for action which can be taken to increase the effectiveness of teacher supervision of student occupational practice are:

1. Assign teacher to scheduled Co-Op Vocational Education period to be used for supervision period to be used for Supervision
2. Extra pay for after school work
3. Schedule one period per week in each class for discussion of projects
4. Department "open house" to provide opportunity for parent contact
5. Assign period for Counseling & Guidance or Agricultural Skills, etc. Vo-Ag students sign-up for this. The time is used for work with Supervised Practice
6. Take care of added chores for Freshmen and other new students during summer. (Establishment of Supervised Practice Program)
7. Have a member of school classified staff assigned to maintenance of school farm as portion of regular duties. This person to report to and be directed by Vo-Ag teacher. Also, use paid student labor for school farm maintenance

8. Rather than pay extra for Young Farmer and Adult Education assignments, provide time released from Day program
9. Bureau implement State Plan Standard, "Provision for Supervised Practice" by defining adequate provision
--- Revision of State Plan language and/or development of Bureau policy statement ---
10. Release Vo-Ag teacher from other school "extra assignments"
11. Encourage use of 1/2 time teachers to provide extra teachers for supervision. For example, 2 teachers, each 1/2 time Agriculture instead of one teacher full time Agriculture in a department of 80 students

Item 31

Review of Program of Work

Page 3-V "A" Work in this area is being done at Saugus (L.A. City) and Mt. Diablo

"B" Regional supervisors are to report on exemplary programs in operation in their regions at the January staff meeting

Page 5-VIII Assignment made to Special Committee

Page 6-XI- "A" Special Committee reporting at January staff meeting

"D" Reports Committee to report at March, 1970 staff meeting

... Committee to consider continued use of R-3 for verification of compliance with Summer Service and Travel State Plan standards. Also, continued use of B1, B2, etc..

Page 7-XII "A" Add Ron Regan (L.A.) to Joint Committee

"B & C" Eliminate Special Committee "H"

Page 4-VII "A" CATA regions are supposed to be considering this. J.T. Davis will put together something.

Item 32

Revised Committee Assignments

Bureau Committee assignments were revised as follows:

- Reports & Publications - R.H.P. added
- Summer Conference Operational - R. Mathews added
- Operational Program Standards - R.H.P. replaces E.D.G. as chairman
- Program Development - D.L.H. replaces E.D.G. as chairman
R. Regan added
- Student Records for Occupations - R. Regan added
- Workshops for Interns - O.S.G. replaces J.E.W. as chairman
E.J.L. added

Item 33

Minority Scholarship Recipients

Supervisors in regions where recipients are located are to make contact with them to check on progress and to show interest.

- | | | |
|---|-------------------------|----------------------|
| 3 | at Cal Poly, S.L.O. | -- E.J.L. is contact |
| 2 | at Cal Poly, Pomona | -- W.J.M. is contact |
| 1 | at Pierce College, L.A. | -- W.J.M. is contact |

Extra Item

Teacher trainers and regional supervisors are to report to D.E. Wilson on their supplies of Advisory Committee guideline pamphlets. The reports committee will review this pamphlet to determine need for revision.

Extra Item

J.T. Davis reported on his attendance at Fairs & Expositions Master Premium List change hearing.

Some recent problems have arisen over 8th grade grads showing in FFA at summer fairs. 4-H seems to want a review of this agreement.

Some fair managers want a repeal of the Extension-Bureau policy objecting to competition between 4-H and FFA. J.T. Davis will contact Mrs. Wait, re-affirming the Bureau attitude supporting this policy.

Extra Item

California Vocational Education enrollment, (including Community Colleges, was reported to be

- 3 % Agriculture
- 13 % Distributive Education
- 2 % Health
- 21 % Home Economics
- 6 % Technical
- 23 % Trades & Industry

Extra Item

Teacher trainers and regional supervisors are to inform D.E. Wilson of schools completing student teacher contracts.

Item 34

P.P.B.S.

D.E. Wilson reported on Department of Education involvement in P.P.B.S. Bureau has been in transition during the past two years to change over to PPBS.

At present, a commission is developing a system of PPBS for local districts. At some future date, (perhaps 1974) districts probably will be required to change to PPBS.

Jim Wolters, Room 156, 721 Capitol Mall is the Department of Education consultant in PPBS. A guideline publication has been sent to each district in California but has not been distributed to staff.

PPBS demands accurate, valid evaluation and measurable objectives.

A 4-phase State program in converting to PPBS is now in Phases

1 & 2.

Item 35

State Fair Dates - 1970

Full run --- August 21 through September 9, 1970

4-H show -- August 21 through August 26, 1970

FFA show -- August 27 through August 31, 1970

Open Division September 1 through September 9, 1970

Item 36

Fairs & Expositions Relationships

Reported in "extra item"

Item 37

1970 CATA Conference and Skills Week

H.H. Burlingham listed the summarized Skills Week requests by

Vo-Ag teachers. They are:

1. Welding - oxy-acet and advanced procedures
2. Engines
3. Tractor Hydraulics
4. Small Gas Engines & Horticultural equipment
5. Basic Agricultural Mechanics
6. Plant propagation, Nursery Management, Landscape Design, etc.
7. Natural Resources, etc.
8. Animal Science: Marketing, Feeds, Judging
9. Etc..

Discussion yielded the following suggested topics for professional sections at the 1970 CATA conference:

1. Model local plans
2. Summer programs
3. Co-Op Vocational Education
4. Adult Education

The conference planning committee will meet prior to the January staff meeting to put together a framework of Bureau recommendations for 1970 Conference & Skills Week. R. Mathews was added to the committee. Others may be invited.

Item 38

VEA Programs --- What Now?

The question was asked, "what happens now to programs that operated under VEA'63 and do not now meet State Plan standards?"

Among the responses to the question were:

- ... Grandfather clause applies to credentials
- ... Program standards other than credential permit no exceptions unless there is evidence that progress is being made toward compliance
- ... A 6-week summer school in agriculture can meet the summer service standard
- ... There is a problem with requiring 12-month programs in Adult Education

It was brought out that there is increasing resistance among administrators to summer pay for agricultural teachers.

Item 39

SDS Credential

The procedure for obtaining an SDS credential is to be the same as for the Special Intern program.

A person obtaining SDS must get his teaching experience in an approved high school Vo-Ag program.

Occupational experience must be positively identified and verified and it must be appropriate to the designated subject and teaching assignment.

Item 40

Veterinarian -- Vo-Ag Teacher Relationships

J.E.W. referred to a problem in this area and inquired into status of the Bureau statement of policy on this issue.

Subsequent to the meeting the statement was exhumed from the files, duplicated and distributed to staff.

WDR:at

encis.(Addendums "A" & "B")