

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Bureau of Agricultural Education

STAFF MEETING MINUTES
March 8-11, 1971

Present

J. L. Biggs	J. F. Lawrence
H. H. Burlingham	R. E. Matthews
J. T. Davis	W. J. Maynard
L. Dowler	R. H. Pedersen
M. E. Fleming	P. Peterson
O. S. Gilbertson	W. D. Reed
T. B. Gregg	R. D. Regan
D. L. Hampton	W. D. Wills
E. M. Juergenson	D. E. Wilson
E. J. LaSalle	J. Becket, Guest Speaker

The meeting was called to order by Mr. Wilson, Chief of the Bureau of Agricultural Education at 8:15 a.m. on Tuesday, March 9. Minutes of previous meetings were approved as mailed and additional items were added to the agenda. The items considered, in order, were:

New Commission for Teacher Preparation and Licensing

The commission has been appointed, but there has been no information released concerning commission action. Dr. Harry Walker of the University of California at Davis is a member of the committee.

Vo-Ag Enrollment and FFA Membership

An increase of 11.8% in overall enrollment has taken place this year. There has not been a corresponding percentage increase in FFA. Membership has increased by 1,100, while vo-ag enrollment has increased by about 4,000. Present enrollment is 31,928; FFA membership is 16,150. A chart was handed out indicating enrollment and membership by region. Also, a list was handed out to indicate FFA membership by schools within each region.

A discussion was held concerning eligibility of members paying late dues to be considered on the national membership list. National membership list closes on April 15. However, members paying dues after April 15 are eligible for all activities.

Techniques for Supervision

Mr. Jim Becket spent 2½ hours instructing members of the staff in techniques for supervision. Up to this time, little training in supervision has been available to staff members. Mr. Becket pointed out that supervision is simply "working with people." A definition of supervision might be: "Getting the people you supervise to do what you want done, when it should be done, and how you want it done, because they want to do it that way." A booklet "Labor Management in

Agriculture" is available through the California Farmer at 75 cents each. It was written by Mr. Becket and it covers the various aspects of supervision. Motivation is the important factor in getting people to accomplish what it is that needs to be done. It is necessary to motivate each individual. What may motivate one individual may not work for another.

National Board of Directors and Trustees

Mr. Davis reported on the meeting of the two National FFA Boards. A major reorganization was made of the supporting personnel in the National FFA organization. A major item of interest considered by the Board was the development of a girls' FFA uniform. By late Spring, a girls' jacket will be on sale through the Supply Service. It will be like the boys' jacket except but for girls. Some changes also were made in national incentive award programs sponsored by the National Foundation. Changes will be publicized as they are made. It was noted that Dan Dooley was doing an excellent job as a member of the National Board.

"Little Hoover Committee" Hearings

No final report has been submitted by the committee since its hearings held earlier in the year. A report and recommendations should be published in the near future. A major reorganization such as was first suggested would be detrimental to the vocational agriculture program in California.

State Young Farmers Convention

Two hundred and eighty-seven Young Farmer members attended the recent State Convention held in Redding. The Convention was considered a highly successful one. A highlight of the Convention was the parliamentary procedure contest in which five teams competed. Minutes of the Convention will be mailed in the near future. After the March Executive Committee meeting, Jack Lawrence will be responsible for the adult education and Young Farmer program and will serve as Assistant State CYFA Advisor. He will work with Mr. Pedersen to help "phase out" Mr. Pedersen's statewide responsibility in the Young Farmer program.

Community College Report

Mr. Matthews reported on an upcoming meeting with community college people concerning work experience education. Recommendations will come from the meeting which should improve articulation of work experience students from high school to the community college level.

Summer Conference Report

THEME: Dawn of a New Decade
PROGRAM FORMAT: About same as previous year

DESIGNATION OF MEETINGS: CATA General Meeting
CATA Department and Committee Meeting
CATA Regional Meetings

Bureau Participation: Professional Assembly (formally session)
Professional Sections
Speakers and Panels

Monday: Keynote Speaker - Don McDowell

Tuesday: 10:45 - 12 Noon Speaker or Panel
Agricultural Education Study

Wednesday: 9:00 - 10:15 General CATA Meeting

10:45 to 12 Noon Speaker or Panel on Ag. Environment
(Burlingham to check on suggested speakers)

1:30 - 3:00 Department Meetings

Thursday: Panel or speakers on both sides of
Farm Labor problems

Professional Sections - Imagination in Teaching - E. M. Juergenson
Work Experience Education - D. Hampton
FFA Involvement and Membership - J. T. Davis

Skills Week

I. Natural Resources

- 1-3 forestry - three classes: 8:00 - 10:00
- 10:00 - 12:00
- 1:00 - 4:00

Ornamental Horticulture

- 4. Practical Plans for Operating OH Units
- 5. OH Identification - teaching techniques
- 6. Teaching Landscape Maintenance

Agriculture Mechanics

- 7. Hydraulics
- 8. Ford Powertrain Workshop
- 9. Adjustment of Power and Field Equipment
- 10. Basic Agricultural Shop Skills
- 11. Advanced Welding
- 12. Use of Surveying Instruments
- 13. Safety

Plant Science

- 14. Mini-Crop Production
- 15. Proper Use of Herbicides and Insecticides
- 16. Skills for Teaching Plant Science

Animal Science

- 17. Horse Husbandry
- 18. Livestock Practicum
- 19. Meats and Meat Cutting

Other Areas

- 20. Photography and Transparency Development

EPDA Proposals

There are three programs in progress at this time. One is in the area of inservice training for directors of multiman departments. This workshop will be held for three days in three areas of the state. The date for the first workshop will be held March 17, 18, 19. A second EPDA program will be held in the area of improving the opportunity for students with special needs to take part in FFA activity. This workshop will be held first in Pasadena on March 23, 24, and 25. Other workshops in the same problem areas will be held in other locations of the state. These will be organized during April.

A third EPDA project will be held at the University of California, Davis. It will be an "across the board" program for the vocational subject matter areas. The participants in this workshop will enroll at UC, Davis in the summer session. They will work for four weeks in industry with a one-day per week class session at UC. Credit will be given. Application for participation in this workshop will be through the regional supervisors.

Fresno State College - School Farm Laboratory Study

Material has been collected to revise and update the old publication on school farm laboratory. A questionnaire was mailed to schools in October. Returns were slow to come in and a high percent of returns was not achieved. Much usable information was collected, however, and the publication will be updated.

Cow Palace

Over 900 FFA exhibitors will exhibit at the Cow Palace this year. Of these, 210 will be FFA girls. Rules printed in the premium book require a woman chaperone from each chapter which has girl exhibitors. It was moved, seconded, and passed that this rule also apply at the State Fair. Supervisors are to notify and remind chapters with girl member exhibitors of the chaperone requirement.

12-Month Service

A discussion of points of view on the summer service portion of our vo-ag programs indicated a unanimous concern for maintaining the requirements of 12 months service. A relaxing of this requirement would be detrimental to the total program. There is a little pressure in three of the regions from a few administrators to reduce this requirement. It was generally felt that the staff should emphasize and assist in the development and strengthening of summer programs.

State Advisory Committee Meeting

The Spring Advisory Board meeting is scheduled for March 18, at Ventura College, starting at 8:00 a.m. The committee will view the Ventura College MDTA program.

June Planning Session

The Planning Session is scheduled for June 1-4 at Tiger Creek, outside of Jackson, at a PG&E site. If there is any change, the staff will be notified.

Placement

Placement letters will start in the immediate future, probably Monday, March 15. They will be issued weekly thereafter. As in the past, experienced teachers will head the list, followed by new teachers.

Ag Occupation Study

Drafts for the final report have been reviewed by Mr. Wilson. The study indicates many jobs available and much need for education and training. Animal science and forestry do not appear to present many job opportunities. Specific information by counties for several counties may be available since some are making their own surveys. A report will be given of the complete study of summer conference.

Project Competition

It was suggested that a new incentive award program be inaugurated as a part of project competition. It would recognize a school in each section which was judged to have the best project program for any one year. A system to select the school to be recognized can be developed. The staff was in general agreement for developing such an incentive program. It was felt that a new method for determining the number of chapter members to participate in project competition at sectional level should be developed. At present, chapters with members in the lower numbers are at a disadvantage. A new method should get more members involved in the final judging at sectional level. Mr. Davis will work with the sponsoring banks to develop an equitable system.

Committee Reports

Bureau Goals and Objectives - a rough draft copy of "Bureau Goals and Objectives" was distributed. Changes were noted and discussed and several items were added. The copy will be modified and made available by the June Planning Session. The 1971-72 Bureau Program of Work will be organized and designed to accomplish the listed goals and objectives.

Statewide Curriculum Guide - The recommendation for a statewide curriculum guide was presented to and accepted by the Governing Board of CATA. The Board generally acknowledged that too much emphasis was put on production agriculture. The guide will help to assist and encourage students to make a choice in the broad occupational areas of agriculture careers. Developmental work on the guide will start immediately.

CATA should have major input in determining priorities of what should be included in the guide and whether core course or special occupational areas should be completed first. The Governing Board indicated that a representative of the

the community college should serve on the committee. Mr. Wilson will check with Ed Leal to get appointments for the committee. Each supervisor will recommend two or three names to be submitted to Mr. Wilson for his and Ed Leal's consideration for committee make-up. The committee should be selected in the very near future.

Definition of Terms - Mr. Gregg reported that there was still some work to be done on the definitions. Several of the staff had not submitted ideas and suggestions as they had been advised to do. The final report will be ready by the June Planning Session.

Operational Standards - the report was mailed to staff members on January 26 with the request that the report be read and discussed at the March Staff meeting. Much discussion was given to the standard relative to the maximum teacher load under various conditions. Mr. Dowler moved, and it was seconded, to accept the standard as written. Mr. LaSalle moved to amend the standard by raising the maximum teacher load for shop to 22. The amendment was defeated. The motion was accepted as proposed. The standard was left at a maximum teacher load for shop and field activity to be 20 students. A maximum class load to be 25 and the maximum load for supervision to be 75.

Mr. Fleming moved and it was seconded to accept the standard relative to inservice training. The motion passed (refer to written report of committee distributed to each staff member mailed January 26).

It was moved, seconded, and passed that the standard relative to goals of instruction be accepted as printed.

It was moved that the standard relative to reimbursement to teachers for expenses of travel and attendance to official activities be accepted as changed. (Sub-section C was changed by striking the minimum of 2 in every 3 years for attendance at summer conference). Motion was seconded. It was moved to refer the standard concerning teacher reimbursement for travel to official activities back to the committee for additional consideration. Motion passed.

The policy statement relative to the objectives of instruction standard was discussed. It was moved by Mr. Pedersen and seconded that minimum activities to comply with this standard be accepted. Motion passed.

The standard relative to providing for transportation by districts was discussed. It was moved, seconded, and passed to refer this standard back to the committee for additional consideration.

The standard relative to qualifications of advisors for FFA was discussed and the motion was made to accept the minimum activities to comply with this standard after editing. It was moved to amend the standard by eliminating Section 3.3. The amendment and the motion passed.

The standard relative to the follow-up and evaluation was discussed. It was agreed that 3.1 of this standard would be struck. Mr. Regan moved to accept the

standard as changed. The motion was seconded and adopted.

It was moved by Mr. Dowler that the Bureau of Agricultural Education ask the appropriate body within the Department of Education to develop a system for follow-up for students of vo-ag. It was moved by Mr. Reed to refer this motion back to the committee to report back at the June Planning Session and that time be given at the meeting to discuss this topic. The motion passed.

Evaluation Committee - Mr. Dowler, chairman of the committee to develop the instrument for department evaluation presented his committee's report. Dr. Gilbertson moved the acceptance of the report as changed. Motion passed. The committee will make suggested changes in the report and have it ready for study at the Planning Session. Before the Planning Session the committee will have it reviewed by teachers who have recently been evaluated. A decision was made to proceed with other phases of the instrument at the Planning Session.

Teacher Training Committee - Mr. Wills made the report for Chairman LaSalle. A copy of the minutes of the committee is addended. The report was accepted (see Addendum 1 - Minutes pertaining to student teacher handbook).

Committee on Local Goals and Objectives - the report was made by Chairman Gregg. Mr. Gregg will draft a statement for consideration by the chief of the bureau indicating the reason for producing the local goals and objectives. The chairman was instructed to make a completed draft for final consideration at the June Planning session. A final decision for handling the completed material will be discussed at the Planning Session. A motion to accept the report was made and passed.

The meeting was adjourned at 3:20 p.m., Thursday, March 11, 1971.

Respectfully submitted,

JERRY T. DAVIS

Staff members note

The following material was prepared and distributed at the meeting:

- chart: Vo-Ag Enrollment and FFA Membership by Region
- list: FFA Membership by Chapter by Region for 1970-71
- EPDA Proposals - Cal Poly
- School Farm Laboratory Report
- Salary Averages by Region
- Bureau of Ag Ed Goals & Objectives
- Biographical information on Teacher Preparation Commission
- Project Competition format and program

TEACHER EDUCATION COMMITTEE REPORT

Agenda Item 6

The committee completed a review of the 1970 workshop proceedings and recommends that the Bureau accept the workshop recommendations with the following refinements:

Page 24, Item I, Manual Revisions - change paragraph E and subparagraphs 1 thru 5 to read:

E. The student teacher should become familiar with the school and department policies as stated in the Faculty Handbook and similar publications. The areas to consider should include:

1. channels of authority
2. school community and department standards of dress, conduct, etc.
3. procedures for conducting classes, directing out-of-class activities, and completing and submitting local reports.
4. employment provisions.
5. travel requests and vouchers.

Page 25 - delete paragraph 3E and subparagraph 1-6.

Page 25, -Item 8, add: "and add signature block for supervising teacher on back of form."

Page 25 - change Item 9 to read: delete Page 34 and add the new form.

Page 25 - change Item 10 to read "evaluation" instead of "grading".

Page 26, Item 12, add: this is to be accomplished whenever new forms are printed.

Page 26, paragraph III orientation meetings. Recommend deletion of this paragraph.

Agenda Items 3 and 7 were deleted because they were considered outdated.

Agenda Items 9, 10, 13, 14, and 15 were reviewed and discussed here and in other meetings between teacher trainers. No further action being taken at this time.

Agenda Item 7. The committee reviewed the appointment letter for student teachers and recommends that the letter remain as is.

Agenda Item 5 was divided into two parts and that part which reads "also study the practice of the student teacher paying for the notebook" became agenda Item 5a. A motion was proposed and seconded to discontinue the practice of providing free booklets to student teachers. Motion failed to pass.

Agenda Item 5. Committee recommends the continued use of the student teacher handbook as is until the present supply is exhausted.

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(2)

(3)