

STATE DEPARTMENT OF EDUCATION  
Bureau of Agricultural Education

STAFF MEETING MINUTES  
October 5-7, 1971

Present

S. I. Beck	E. J. LaSalle
J. L. Biggs	J. F. Lawrence
H. H. Burlingham	W. J. Maynard
J. T. Davis	R. H. Pedersen
L. Dowler	P. Peterson
M. E. Fleming	W. D. Reed
O. S. Gilbertson	R. D. Regan <i>W.D. Wills</i>
T. B. Gregg	D. E. Wilson
D. L. Hampton	Marvin Thompson, Guest
E. M. Juergenson	Pian Charnsuebsri, Guest

The meeting was called to order by Mr. Wilson, Chief, at 8:30 a.m., October 5, 1971

Items were added to the agenda and several announcements were made prior to taking up the agenda items:

- Department evaluations-supervisors are to indicate schools to be evaluated by October 13
- Program operations goals-staff will respond at January staff meeting concerning involvement in goals of program operations unit
- Part B augmentation-letters went out to district on October 4. Refer to memo from Mr. Wilson and application dated October 6, 1971

Expenditures for Disadvantaged Programs

Program support for student participation has been disallowed. Supervisors should contact schools with information relative to change.

Teacher Recruitment

Some of the emphasis placed on securing interns should be put into securing teachers through the regular program method. Mr. Regan proposed recruitment practices be increased by assigning one person to statewide teacher recruitment. Mr. Pedersen suggested that a teacher be on the agenda at

regional FFA meetings to promote the teaching profession. Mr. Wilson indicated that regional supervisors should put more emphasis on recruitment, including specific visits to community colleges.

The best time for recruitment into the regular program may be during the sophomore year of college. Immediate recruitment should reach college seniors and those in industry. Concentrated effort must be made in colleges by April or May for immediate effect. Recruiters should contact various ag clubs at college.

Teacher recruitment will be a staff assignment during the remainder of this year. The early spring issue of the bureau newsletter will include a recruitment article.

Mid-year possible openings: South Coast - 2  
North Coast - 1  
Southern - 1  
Southwestern - 1

#### Agricultural Education Study

The Study will have staff reaction before presenting to Agricultural Advisory Committee.

On-the-job training need points up validity of supervised practice programs. Areas of special consideration are supervision, labor management, farm management, and agricultural sales. Fastest growing area is in agricultural mechanics, yet only 25% of training is aimed at these jobs. Agricultural sales will show a doubled growth rate. There is little evidence to support widespread expansion of curricula in forestry, timber and lumber. Special notice needs to be given to recommendations relative to livestock and small animals. Area of conclusions for high school curricula needs thorough review by regional supervisors.

Of the seven program areas, emphasis needs to be placed in the area of .02 Supplies/Services; i.e. supervision.

From the Study, the Bureau of Agricultural Education needs to place emphasis in training on supervising others; more work in agricultural mechanics as a change from present day emphasis on farm-related mechanics; career orientation unit included in first year vo-ag course; incorporate philosophy of career education throughout agriculture instructional programs; agribusiness course to include attention to labor management, business management, supervision skills, sales skills, etc. Recommended for students identified with all instructional programs--communications--not as a course, but as a needed skill in all programs. Program emphasis should be placed on requirements of being an employee.

Student-teacher ratio should be given some attention.

When disseminating material from the report to counselors, the material should be presented in a meaningful manner; i.e. employee need by the industry.

Written reactions from the staff should be forwarded to Mr. Wilson by November 10, 1971.

Dr. Orville Thompson will be requested to prepare the follow-up booklet in such a manner that the material will be understood and utilized by high school counselors. A motion was made and passed that a one-page "Notes for Counselors" be prepared by the bureau and mailed to counselors two-three times a year. Major content: current employment information, etc.

#### New Record Book

Mr. Maynard reported that the new book is now available from VEP. Prices are as follows:

<u>Item</u>	<u>Amount</u>	<u>Price</u>
Cover & Project Book	1- 25	each 50¢
"	26-100	" 45¢
"	Over 100	" 40¢
Work Exp. Supplement	1- 25	each 25¢
"	26-100	" 20¢
"	Over 100	" 15¢
Cover alone		each 10¢

Regional supervisors should conduct inservice education for record books at section level as soon as possible. Record book handbook (guide) should be prepared for use by teachers. Mr. Maynard and Mr. Gregg will continue as a committee to prepare the booklet. Regional supervisors should inform teachers that at present the old book and the revised edition are still usable and available.

#### Student Travel

Mr. LaSalle expressed a need for guidelines on regional FFA officer travel. After discussion, it was determined that regional supervisors will communicate to all involved that travel by FFA officers is the responsibility of the district concerned and that all clearances can only come from the district.

Mr. Reed will report back at the January staff meeting on clarification of bureau policy for regional supervisors. The school policy in each local area should be the governing regulation relative to student travel. Mr. Davis will send to all regional supervisors the information relative to FFA officer travel.

### Power Train Workshops

Mr. Wills reported the availability of film sets for use in instruction on power trains. Regional supervisors are to certify the use of power trains in secondary schools. The list should be sent to Mr. Wills. Available film sets will be distributed from the list.

### Reports and Forms

Reported by Mr. Reed. It was proposed that the student data sheet be further developed and ready for implementation after the March staff meeting.

Student record card—a new method of maintaining a cumulative record for students was presented by Mr. Reed. The coming pressure of accountability necessitates the implementation of a type of student record. The form presented to staff last year and put out on trial is apparently not having any success in usage by teachers. Motion was made and passed that the folder of cumulative records presented by Mr. Reed be printed, in sufficient quantity for an initial supply, by VEP and/or the bureau and implemented by regional supervisors at sectional meetings as soon as available.

The proposed report form pertaining to district programs and services for the disadvantaged and handicapped was presented by Mr. Reed. The form did not receive a favorable impression. It was moved and passed that form "A" be accepted with the necessary revisions. There is a need to know more detailed facts on what is being done for disadvantaged and handicapped students in agriculture.

The background on B-2 and B-2A forms was discussed. Utilization of forms has changed in the past years to the point that now the forms are needed primarily by the regional supervisors as a means of determining the validity of programs in vocational agriculture and evaluating the programs relating to the State Plan for Vocational Education. It was moved to adopt the revised B-2 and B-2A with the deletion of the columns relating to total scope, hours self labor and labor income, and with the necessary word changes in the directions. Vote was 7-7, chairman abstained, motion failed.

### Report of Summer Conference & Skills Week

See appendix A.

### Committee on Credentials

Presented by Mr. Dowler. Question was raised as to benefits of the bureau arranging for a hearing before the Commission on Credentials to clarify

credential requirements for ag teachers. It may be desirable to establish a liaison with the Commission for input relating to the examination requirement in the Ryan Bill. If it is not appropriate for the bureau to make contact, would it be feasible for the CATA to establish contact? There needs to be further discussion on the item of teacher qualifying examination and application of the waiver provided for in the Ryan Bill. This discussion has been delegated to the Teacher Education Committee.

#### Holstein Award

Applications have been mailed to interested chapters in the state. Awards are on a regional basis.

#### FFA Catalog

See the comment in Vo-Ag Service Letter from Mr. Wilson.

#### Project Competition Acknowledgment

Regional supervisors should remind teachers of their responsibility in writing thank you letters to banks concerned.

#### National FFA Convention

Informational report. No staff action required.

#### Priority for Convention Trips

Up to a certain date there are a limited number of seats reserved for state officers, national teams, and those representing the State Association of FFA. Beyond that date reservations are open on a first-come, first-served basis. Recommended procedure for filling reservations will be proposed at the January staff meeting by Mr. Davis.

#### EPDA Workshop

Reported by Mr. Rathbun. There was recommendation that a brochure be prepared pertaining to FFA and the disadvantaged, outlining programs and methods that will assist teachers and their programs. See appendix B.

#### Multi-teacher Departments

Reported by Dr. Gilbertson. Staff committee on Multiman Handbook is to function and prepare the handbook. See appendix C.

### Future EPDA Activities

There is a need to explore the possibility of utilizing the Star Teacher recipients as master teachers on a consultant basis for assisting agriculture programs. This proposal to be inserted as priority item #2 in item 8 of report from Teacher Education Committee.

### CYFA

Mr. Lawrence reported that advisors' folders are available for distribution. There was a question of feasibility of Young Farmer programs in urban areas raised. Mr. Lawrence will pursue the possibility, particularly in the southern and southwestern regions.

### Teacher Applications for Honorary American Farmer Degree

Regional supervisors should make a concerted effort to secure at least one applicant per region.

### Contact Responsibility

Regional supervisors should visit all contact schools by December for an evaluation of performance objectives of the local district plan including evaluation of accomplishment.

### Curricular Activities Code

CATA minutes and curricular code have been mailed out.

- Cotton Contest not included on page 3 in list of national contests.
- Regional supervisors to indicate to Mr. LaSalle the number of new schools for issuance of a complete curricular code.
- Regional supervisors shall see that the curricular code is adhered to relative to closing dates of entries for the various state contests.

Regional supervisors are reminded to check the FFA membership of all contestants at the sectional and regional level.

### Teacher Education Report

The report was distributed to staff. After review of the report, the following items were discussed:

Item 7. Mr. Davis will make recommendations to Mr. Wilson relative to staff assignments. Regional supervisors are to contact nearest teacher trainer to establish method of presenting program at spring FFA meetings.

Item 11. To be reviewed at January staff meeting.

Item 8. (Refer to agenda item 16, Future EPDA Activities). Supervision of first year teachers - as soon as possible, regional supervisors should visit first year teachers in a classroom situation in order to catch any problems that arise.

#### Reports and Publications Committee

In addition to previous discussion on Project Record Books, Mr. Maynard reported that the manual for the record book will be prepared.

#### Review of BAE Operational Activities

Mr. Wilson reviewed the program of activities. Specific objectives discussed were as follows:

I-B-7. Adult Education - Mr. Lawrence reported that initial workshop planning is underway. There are four workshops planned.

II-C-1.1 Completion of revised local vo-ag program evaluation form should be finalized.

IV-A-3. Identification of 7 vo-ag programs accommodating disadvantaged and handicapped students. Regional supervisors should communicate compliance right away.

#### Intern Workshop

Report presented by Dr. Gilbertson (see appendix D).

#### Statewide Curriculum Committee

Scheduled meeting had to be canceled due to lack of teachers able to attend. Another meeting is to be rescheduled. As a lead into curriculum development the Committee on Program Approach will report at the January staff meeting on a matrix system for programs in agricultural education.

### Cooperative Education (Part G)

Report presented by Mr. Hampton (see appendix E).

### Work Experience Education

A number of materials were given to those present. Available to regional supervisors is the publication "Work Experience Education Guide for Vocational Education Section Personnel". This is the primary source of information on work experience programs in California. Mr. Ellenburg discussed current work experience programs with the staff and many questions were asked and answered.

### Summer Reports

Concern was expressed about what to do when schools do not send in summer reports. After much discussion, a motion was made and carried to retain the B-1 reports.

### B-2 and B-2A Reports

Mr. Pedersen moved to reconsider the topic of B-2 and B-2A reports. Seconded by Mr. Reed. Motion carried. Motion made and carried to refer the revision of B-2 and B-2A reports to a special committee of three regional supervisors appointed by Mr. Wilson. The committee is to report at the January staff meeting.

### Master Chapter

After a question by regional supervisors, Mr. Davis indicated that the Master Chapter qualifications shall remain the same as for 1970-71.

### Formalization of Recommended Program Changes

Resulting from a review of the Agricultural Education Study, the following items need immediate attention relative to program changes (not ranked in order):

- (a) supervision of others
- (b) supervised practice - Part G type
- (c) increased emphasis in agricultural mechanics
- (d) career orientation - first-year ag students

- (e) incorporate career education philosophy
- (f) agribusiness to include labor, business management, supervision skills, etc.
- (g) school - industry communication
- (h) student-teacher ratio
- (i) development of instructional programs in all areas

Meeting was adjourned at 12:30 p.m., October 7, by Mr. Wilson.