

State Department of Education
Bureau of Agricultural Education

STAFF MEETING MINUTES
NOVEMBER 6-8, 1973

Staff Members Present:

J. K. Baker	J. F. Lawrence
S. I. Beck	W. J. Maynard
J. L. Biggs	P. Peterson
J. T. Davis	L. P. Rathbun
L. Dowler	W. D. Reed
M. E. Fleming	R. D. Regan
O. S. Gilbertson	R. A. Rogers
T. B. Gregg	W. D. Wills
D. L. Hampton	D. E. Wilson
E. J. LaSalle	

The meeting was called to order at 10:03 a.m. by Mr. Donald Wilson, Chief of the Bureau of Agricultural Education in the conference room of Mrak Hall, University of California-Davis, on Tuesday, November 6, 1973.

Dr. Orville Thompson introduced Dean Alex McCalla of the College of Agricultural and Environmental Sciences, who also serves as Associate Director of the Agricultural Experiment Station, who brought greetings on behalf of the University of California-Davis along with a brief presentation on the "State of the Art" at Davis.

Secretary Assignment

Mr. Wilson identified that O. S. Gilbertson would be serving as secretary for 1973-74. Minutes of the June Planning Meeting were approved as mailed.

Results of the New Teachers' Meetings in the Regions

Each regional supervisor reported on the results as they see it of the orientation meeting held with the new teachers. In general, there was concern for the no-shows; however, the majority of participants indicated that they were very happy with the results of their respective meetings. Regional supervisors' reactions included:

Biggs - Excellent show (14 of 17). Felt the meeting was worthwhile. Held in mid-August from 6:00 to 10:00 p.m. Expenses paid by the regional CATA. Practically all new teachers have paid dues.

Fleming - Poor show and poor experience (4 of 16). Plans to try one more time, however. Held August 16 from 10:00 to 3:00 p.m.

- Maynard - Fairly good show (5 of 8). Conducted the last week of August. Good reaction from participants. Past experience shows that scheduling after school is out works better.
- Beck - Positive reaction. Conducted September 3 from 10:00 to 12:00 noon. Good show (16 of 20). Coordinated through and paid by regional CATA.
- LaSalle - No group meeting. Prefers individual visits. Results in a more personal basis discussion. Conducted during the summer.
- Reed - No comments on North Coast. Identified a gap in process.
- Gregg - Held in mid-August at 10:00 a.m. on Chico campus (6 of 14 showed). Used comprehensive approach, but feels too lengthy. No-host lunch. Wants to alter approach. Those in attendance felt it was a good session.

Mr. Wilson feels that processes followed were a valiant effort and that supervisors should not be discouraged, but perhaps consider altering the processes followed this year.

Regional Determination of CATA Membership

Discussion centered around the possible relationship problems between agriculture teachers and the bureau with regard toward determining CATA membership. It was the consensus, however, that CATA and professionalism is important to our total operation, especially as it regards cooperating schools. Regional supervisors identified these respective reactions:

- Biggs - There is a direct relationship between membership and participation at sectional meetings.
- Fleming - No adverse reactions received. There may be a problem, however, between regional treasurers and the state treasurer.
- Maynard - Concurs. He also sees a problem that regional secretary/treasurers don't get information out to planning meeting. No adverse reaction to inquiry.
- Beck - Membership currently surpasses 1972-73. Officers have set a high priority on recruitment and have strived to make sectional meetings meaningful. Regional president has sent letters to non-members from previous years which has paid off. They have developed regional badges as a means of building spirit. Recommends working through officers. No adverse reactions received.

LaSalle - Better than last year. Concurs with previous reports. Sees no connection between non-dues and sectional no-shows in his region.

Gregg - No problem in obtaining information. Attributes last year's problem as being that with the personnel responsible. He sees a positive trend.

A January staff meeting topic shall be "What constitutes eligible for CATA membership?"

New Vo-Ag Programs and New FFA Chapters

New programs were identified throughout the state. It was the general consensus that if we don't get on a program right away, they procrastinate on initiating an FFA program. New or reactivated programs include:

- 1) Barstow - FFA chapter in operation. Reactivating charter.
- 2) Del Oro - going full blast. Being chartered.
- 3) Mtn. View/Los Altos - planning to charter.
- 4) Mission Viejo-El Toro - has initiated process for chartering.
- 5) Hacienda Heights-Wilson High - charter application submitted.
- 6) Fresno Unified - has application for charter.
- 7) Norwalk-Southeast LA ROP - nothing to date.
- 8) Hoopa - in good shape, dues paid.
- 9) Blythe - to process in spring.
- 10) San Diego-Madison High - processing
- 11) Baldy View ROP - plans to charter.

Status reports were received on schools activated last year:

- 1) San Francisco-Balboa - have chapter but no dues. Problems there.
- 2) Danville-San Ramon - firmly opposed to forming FFA chapter.
- 3) Long Beach ROP - doubtful for chartering. Had one last year, but slim chance for carry-over.
- 4) Granada Hills - no intentions for chartering.
- 5) Bolsa Grande - part of Garden Grove problem.
- 6) LA-University High - change of staff, just maintaining program now.

A short discussion was held on junior high programs. Several 9th grade chapters are in operation. There is a problem of 7th and 8th graders doing the same thing and not getting credit. It is recommended that if there is an opportunity for district involvement, we should encourage participation.

Attendance at CATA Summer Conference and Skills Week

There was a general discussion concerning the CATA Secondary Division questionnaire with the general feeling that it was negatively directed and should be considered as such. The intent was to validate, or to determine the reason for no shows at conference.

Mr. Wilson is to write Gordon Tibbs, inviting him to be in attendance at the January staff meeting so that major consideration could be given to the topic of bureau/CATA relationships.

As a part of Committee "B" on bureau relations, Larry Rathbun is to attach to the survey being conducted by W. D. Wills, questions which will determine:

- 1) The dates for the ending school year and beginning of summer school for every school providing summer school.
- 2) The number of teachers that are to be involved in the teaching of summer school.
- 3) The inclusive dates for summer school.

Satellite Skills Week

Reactions were received concerning the satellite skills weeks conducted last summer. The Skills Week at Chico was held July 25-27 with instruction in four areas. Enrollment was poorer than anticipated. Evaluations were generally good. Participating teachers were highly enthusiastic. It was the distinct feeling that it filled a need, especially for teachers in the northern area.

Pomona conducted their activity August 6-8. The participants especially enjoyed the sessions on greenhouse management and nursery operations. Evaluations were good. This session filled a need for more of the southern teachers.

It was suggested that a check be made as to the number who participated in both the Skills Week at San Luis Obispo and either of the satellite skills weeks.

We, as a bureau, will continue to promote the continuance of satellite skills week-type sessions. Institutions interested in conducting skills sessions should write their own EPDA project. Mr. Wilson will continue to support the skills sessions, within his limits, at the rate of \$100.00 for three-day, four-hour sessions, keeping in mind that his budget expires June 30.

W. D. Wills is to convene a meeting of teacher educators for the purpose of coordinating similar assistance projects.

National FFA Convention Trip

J. T. Davis reported on the recent National FFA Convention trip. It was the largest group ever with over 200 members and 22 adults participating. There was considerable early organizational problems which were later overcome. They were a tremendous group of kids with no problems. He reported that the only significant change made currently was that American Farmer Degree applications would include 1/3 in production, 1/3 in agricultural services, and 1/3 in any way the state wants them. The bureau recommended that Washington, D.C., become a part of each year's trip. The newly elected national secretary would be spending about eight days in California this month.

Set-Asides and Contracts

Staff-initiated projects (leadership training, student teacher support, and IMP) are under scrutiny. Alternatives are being explored.

Three alternatives to student teacher contracts were explored:

- 1) Several schools would submit a proposal.
- 2) Each preparation institution would submit their requests.
- 3) Attempt to increase contracts by an amount necessary to cover the student teachers.

Set-asides are a major problem for 1974-75.

Leadership training could be handled through a proposal from Sierra College or a possible consortium with other youth organizations.

The alternative for IMP included not submitting anything, or the institution submitting a request.

Any staff initiated projects are being questioned.

Status of Programs in the Respective Regions

Each regional supervisor gave a brief report as to the status of the programs in his region.

Fleming - The biggest problem in the Southern Region is intern teachers. The region has 22 new teachers including 6 interns.

Biggs - There appears to be a large increase in enrollment in the San Joaquin Region. The new batch of teachers appear to be very good.

- Maynard - There are several new OH programs in the Southwestern Region. Enrollment seems to be leveling off except for new programs. There is a hesitation about starting new programs due to the shortage of teachers. ROP's are problems, especially the students enrolled for only one or two semesters of agriculture.
- Regan - Basic problem in the Los Angeles area is the supply of teachers. He has five SDS new teachers in junior high schools, one high school intern, and one beginning teacher in the high school program.
- Gregg - Agriculture seems to be becoming more popular. FFA membership seems to be on the increase in the Superior Region. ROP's are real problems. Things look encouraging.
- Beck - There is an increase in enrollment in the Central Region. There is a potential for over a dozen new departments. He sees a critical problem of 12 month contracts. Program concept appears to be the answer in working with ROP's.
- LaSalle - The sectional FFA structure that has been adopted appears to be working well. CATA membership is on the up-swing. Morale is up. Good section meetings. Improved housekeeping at the schools. Doesn't see a problem with interns except that we are putting too many poor teachers in the field. Programs seem to be having less supervised practice. He sees a lot of girls in the classes and lots of inquiries into new programs.
- Reed - (and others working with the North Coast Region)
The North Coast Regional meeting expressed concern over the issue of what is to become of the region. There are problems within the region. Perhaps they have not functioned as a region for ten years, however. The Alameda Section has its problems. The Humboldt Section is a tight professional group.

Teacher Education Program Report

The teacher educators each gave their report as to the status of the programs at their respective institutions.

- Dowler - If there is to be an improvement, it needs to start with the bureau interview.
- Rathbun - Identified that there is no study to show the correlation between the objective selection process and teacher prediction.

- Peterson - The Pomona group appears to be rather mature this year. He is getting earlier contacts with the majors. Students are obtaining NVATA memberships. He definitely intends to use the input from teachers for skills week determination. Counseling and evaluation is an integral part of the program.
- Hampton - Chico is developing a Masters Program to fit the needs of agriculture teachers. The agricultural faculty is used as a sounding board for inservice workshops. Good progress is being made with the program.
- Baker - Recruitment is definitely a problem. Several dropped out at the last moment, resulting in lower numbers. UCD is moving toward a competency-based teacher education program and is developing a teacher-learning center.
- Gilbertson - Cal Poly, SLO, moved to the semester of student teaching. The winter quarter will include a five-week session on campus offering 13 skills-type classes. There were over 50 students involved in the FFA leadership activities sponsored by the collegiate FFA. They have implemented an FFA programs and activities course for the purposes of informing students not coming from ag programs and for identifying current programs in FFA for students who are in need of an update of their past experiences.

Teacher educators are to provide the regional supervisors with information on mid-year candidates available in January.

A topic was identified to be placed on the January agenda which would address the trend in new departments and what is happening in agricultural mechanics.

It was suggested by J. L. Biggs that teacher educators provide a handout that identifies specifically what it will take to become credentialed.

Specialist Program Report

Each bureau specialist gave a brief report as to the status of their program and their responsibilities.

- Wills - Three workshops have been held, eight more have been scheduled. He sees a trend in areas more than agricultural mechanics and also in one-to-one workshops. More requests are being received for individual visits. A problem that is becoming apparent is that of scheduling workshops which conflict with hunting season and other activities. Perhaps we should pursue obtaining release time for attendance at inservice training workshops. He suggested that county schools departments be contacted concerning this. He solicited more requests from supervisors concerning the needs of teacher workshops.

- Lawrence - Sees a trend, or demand, in agricultural mechanics instruction. He is in the planning throes of new focuses in ag pest control. The bureau has purchased a slide set on certification of pest advisors. Three workshops are scheduled. The State CYFA Convention is planned for January 31 through February 2 at Santa Cruz. He sees a trend of using non-teachers for instruction. Two problems were identified: (1) getting teachers release time for assuming adult classes; (2) the designation of active Young Farmer advisors.
- Rogers - Most of his time has been spent on curriculum development. He has visited 20 high schools. Several schools have dropped their co-op program this year. The problem may be "how to teach the related class." Perhaps we need a workshop on this. Supervisors should provide him with lists of schools that are operating Part G programs. He plans to visit all schools with co-op programs. He further hopes to determine what has happened to programs in which the Part G funds have run out.
- Davis - Jerry gave a brief report on the Advisory Council Meeting in Burlingame. They appeared to be questioning the delivery system and further took some pot-shots at agriculture.

Material to Be Prepared for Administrators

"Should the bureau put together material to be presented to administrators on how to develop new programs?" Discussion followed on the processes that have been successful for the respective regions. M. E. Fleming will send a request for information from staff and will report the results of this survey at the January staff meeting.

A brief discussion was conducted on the processes of getting a topic included on the bureau staff agenda.

The previously-developed handbook entitled, "You and Your Administrators", should perhaps be made available for all interns and perhaps student teachers as well. J. L. Biggs and T. B. Gregg are to provide Mr. Wilson with 20 copies for discussion purposes at the January staff meeting.

Final Placement Information

W. D. Reed identified that there were 112 placements during 1972-73--18 of which were interns and 64 were new teachers. Nine individuals were left on the list expressing a desire to become interns.

VEP Input from the Field

No input has been received from the field and submitted to E. J. LaSalle. Mr. LaSalle has been the contact from the bureau and a representative from the VEP Advisory Committee which meets generally during Summer Conference. Bureau members are to respond to him on recommendations. Supervisors are to give a brief report at the March staff meeting on requests and needs from their respective regions.

R-2 Reports

S. I. Beck conducted an indepth discussion on the potential revision of the existing R-2. We presently have no way for recording non-vocational students enrolled in vocational classes. It was moved by M. E. Fleming, seconded by J. L. Biggs, that we: (1) preprint the R-2 with the programs on the back; (2) include the introductory course as 01.00 and show as "Introduction to Agriculture" basic course); and (3) show other vocational agriculture as 01.99. Motion carried.

Discussion then followed on the matter of mixture of students found in the classes. W. D. Reed moved and M. E. Fleming seconded that the chief appoint a committee to study the problem of general agriculture and vocational agriculture students in the same classes, come up with a position statement, and report back with their recommendation--the decision to be made at the January staff meeting. Motion carried. The committee appointed by Mr. Wilson is as follows: T. B. Gregg (Chairman), M. E. Fleming, J. L. Biggs, E. J. LaSalle.

Agricultural Education Photo Record

There have been several times when a good set of available photographs could be utilized for display purposes and public relations purposes. W. D. Reed moved and J. T. Davis seconded that the Bureau of Agricultural Education establish a committee to consider the establishment of a file of photos, make recommendations, develop a plan, and monitor and/or perform the required activities. J. T. Davis is to serve as chairman. Committee members are R. A. Rogers, W. D. Wills, J. L. Biggs. Clyde Hostetter should be asked to serve as a consultant. Motion carried.

Cal Expo

S. I. Beck chaired a discussion concerned with Cal Expo (see Appendix A).

S. I. Beck moved, D. L. Hampton seconded that a committee of five be assigned to help Mr. Beck and Mr. Hampton come up with a program plan change for promotion and to ramrod this plan with Cal Expo. Motion carried. The committee appointed includes: R. D. Regan, J. L. Biggs, J. T. Davis, W.D. Wills, R. A. Rogers.

State Plan Standards - Designated Subjects Credential

After a very brief discussion concerning the Designated Subjects Credential, L. Dowler moved, D. L. Hampton seconded that we revise the State Plan Standards so that Designated Subjects candidates not be excluded from meeting the State Plan Standards. Motion carried.

Intern Program

Much discussion occurred concerning the inherent problems with the intern program, with consideration to possible alternative methods of meeting program and credential requirements. Changes in our selection processes must be made prior to placement next year. It was decided that recruitment was a priority item. J. L. Biggs moved, R. D. Regan seconded that we initiate an industry recruitment program immediately. Motion carried.

E. J. LaSalle moved, T. B. Gregg seconded, that the declaration date for the intern program be set at June 1. J. L. Biggs moved, W. D. Reed seconded to amend the motion by striking out the word June 1 and inserting May 15 and that there be no waivers of the one year of experience. Amendment carried. Motion, as amended, defeated.

Cow Palace

J. L. Biggs reported on action taken at the Cow Palace Advisory Committee. Following his presentation, our Bureau Chief was presented a pair of white boots as an indication of our esteem for him.

Procedural Manual

W. D. Reed called to the attention of the group a bureau procedural manual dated 1958. Discussion centered around the need for such a manual. Mr. Reed moved, M. E. Fleming seconded, that we update the procedural manual for bureau staff. Motion carried. The system of development will have to be determined as it was not resolved during the meeting.

ROC/ROP Programs

Mr. Wilson directed a discussion on the operational processes which are to be followed in the supervision of ROP/ROC programs. Regional supervisors are to be responsible for supervision. It is generally understood that the ROP/ROC programs should be under the direction of the school district. An inservice training program is to be offered during which questions submitted by bureau members should be directed and hopefully answered. Problems identified included: (1) serving three kinds of ROP's; (2) credentialing.

If we are to promote new programs, we must realize that ROP's are the primary new source of funds. We should submit a program approach in agriculture to the advisory council and look into ways of presenting the program approach to

area manpower planning groups. We, as a bureau, are supportive of ROP/ROC's and will work more closely with these programs. Teacher educators and specialists will be welcome to participate in any inservice training program concerning ROP/ROC's with no obligation for participation.

The bureau will explore the possibility of assisting with a meal function at the Fall, 1974 Vocational Education Section Meeting.

Work Experience Education

W. D. Reed has been assigned to a task force in vocational education staff on Work Experience Education, with instructions of developing a position paper on Work Experience Education. Much discussion ensued concerning work experience in agriculture. The staff was supportive of the paper earlier presented to all bureau staff members.

Field Relationships Committee Report

The Bureau Relations Committee has submitted a research proposal. Larry Rathbun is the project director and a Cal Poly-SLO graduate student will conduct the study. Plans are to have the study completed by the March staff meeting. Reactions were received to the questionnaire and the proposal, as presented. Concern was expressed about making the study understandable by the teachers participating.

Supervised Occupational Experience Program Committee

Chairman O. S. Gilbertson reported that the committee had met for purposes of reviewing the product of their efforts in June and the staff recommendations were presented at that time. Moderate progress has been made with the goal changed slightly and a more major change in the objective. A proposal for possible supervised occupational experience programs was submitted for staff review. M. E. Fleming moved, S. I. Beck seconded that we accept the concept of the five programs of supervised occupational experience as proposed and that the assigned committee develop a plan of action and implementation. Motion carried.

Teacher Competency Committee Report

Committee Chairman E. J. LaSalle brought the staff up-to-date on the progress being made on the teacher competency committee.

How to Handle Section Meetings Better

The subject of section meetings was discussed with the following observations and suggestions being presented:

- 1) Giving sectional presidents more responsibilities.

- 2) Present a list of "ideas that work" to the sectional planning meeting to aid in developing a plan of work.
- 3) Inservice training at each meeting.
- 4) Developing teacher-directed activities between the teachers.

Intern Workshops for 1973-74

The question was basically whether or not an intern workshop was necessary for the 18 interns employed for 1973-74. L. Dowler moved, T. B. Gregg seconded that one-day workshops be conducted in the North and the South and coordinated by W. D. Wills, with the procedure of having input by the interns being implemented. P. Peterson moved, W. D. Wills seconded to amend the motion by inserting the words *in December*. The amendment was defeated. The main motion was carried.

Status Report on Sears Grant Proposals

The June staff meeting minutes identified that time would be taken at the November meeting for updating information concerning Sears projects. Each regional supervisor reported the status of the schools within his region.

Fleming - has clarified or written off projects in the schools in his region.

Maynard - in process of bringing up-to-date through personal visits.

Beck - material pigeonholed.

Gregg - updating the existing card file, in progress.

LaSalle - received information from all but one section.

Biggs - not in attendance to report.

The matter of the disposition will be withheld until the January staff meeting. Status reports to be all in Mr. Wilson's office by January 3. He is to send out a guideline by December 1 indicating the format by which the information is to be reported. E. J. LaSalle is to send to Mr. Wilson a copy of the information he requested.

Program Approach and Curriculum Development Progress Report

R. A. Rogers distributed materials appropriate for updating the staff on a curriculum development project and discussed developmental problems.

New Curricular Code Activities and Guidelines

Provisions have not been made for several contests to become a part of the Curricular Code. J. T. Davis will have the complete details on everything ready to go into the Curricular Code by the January Governing Board meeting. E. J. LaSalle is to contact Richard Nimphius concerning the novice parli-pro contest. Mr. LaSalle is to check with Mr. Davis concerning the Sweepstakes Trophy award.

Agricultural Specialist Credential

Agriculture is in the process of developing the guidelines for the Agricultural Specialist Credential. Dr. Ringis has suggested that we pursue a single subject identification. J. K. Baker moved, L. Dowler seconded that the existing ad hoc committee of W. D. Reed, teacher educators, Dixie Mitchell, Ron Regan, and Jim Becket make necessary contact and take appropriate steps toward the establishment of a single subject identification for agriculture. Motion carried.

Metric System

There was a brief discussion on the process that we in agriculture may wish to take concerning the implementation of the metric system into instructional program. L. Rathbun moved, T. B. Gregg seconded that we incorporate the metric system into their subsequent productions. Motion carried (Gilbertson is to write Hostetter informing him of this action).

Combination of 01.06, Natural Resources and 01.07, Forestry

S. I. Beck moved, T. B. Gregg seconded, that we combine .06 and .07 into one area to be identified as .06 in our instructional program approach. Motion defeated.

The Problem of Non-Ag Students Remaining in FFA Has Been Raised

J. T. Davis is to provide each staff member with a copy of the article and section of the constitution dealing with this item and the subject is to be an agenda item at the January staff meeting.

Student Record Folders

An announcement was made concerning the availability of the student record folder through VEP.

FFA Achievement Award

Larry Rathbun explained a program of motivation involving an FFA achievement award designed to recognize students in vocational agriculture classes.

Scrooge Reed Presented a Question Concerning the Practice of Sending Out Christmas Cards in the Name of FFA

M. E. Fleming moved, LaSalle seconded, to continue the Christmas card distribution (vote was limited to state staff only). Motion was carried.

CATA Conference Evaluation

O. S. Gilbertson requested that bureau members having constructive comments concerning Summer Conference forward them to him so that they can be considered in planning meetings for next year's conference.

Fall Bureau Staff Meeting

W. D. Wills moved, M. E. Fleming seconded, that we have the Fall staff meeting early in October rather than early in November. W. D. Reed moved, S. I. Beck seconded to amend the motion by substituting the dates "some time between September 20 and October 15" for "early in October". Amendment carried. The motion as amended was carried.

Committee Meetings

L. Dowler moved, W. D. Wills seconded that we provide for committee work time during the January staff meeting. Motion carried.

Bureau Program of Work

A question exists concerning the status of the Bureau of Agricultural Education's Program of Work. Assistant Bureau Chief, W. D. Reed, will look into this matter on our behalf.

BOAC Meeting at Las Cruces

L. Rathbun reported on the meeting attended at Las Cruces on Building Our American Communities. The group attending the workshop shall be the bureau committee responsible for working with J. T. Davis in the appropriate follow-up, especially with FHA. Moved by P. Peterson, seconded by Maynard that the committee get together prior to the January staff meeting to come up with some specific recommendations. Motion carried.

Master Premium List

J. T. Davis gave a brief report on the meeting he attended that morning concerning the Master Premium List.

FFA Foundation

J. T. Davis gave a brief report on the current status of the State FFA Foundation. They still need to have three businessmen appointed to the Board of Directors. A Foundation report will be presented at the January staff meeting.

Letters of Appreciation

The secretary was instructed to send letters of appreciation to Orville Thompson for his hospitality hour, to Sandy Beck for sponsoring the "Annie Greensprings" function, and to Robert Pershing and Orville Thompson for the coffee, goodies, and arrangements.

Respectfully submitted,

O. S. Gilbertson, Secretary

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