

STATE STAFF MEETING  
September 24 -26, 1996

ACTION ITEMS

All Regional Supervisors

1. Pick up regional awards from the CATA office.
2. Bring old Agriculture textbooks to Lake Sequoia.
3. Seek proficiency award sponsors.
4. Determine actual student-teacher ratios from R-2 reports and submit data to state office.
5. Identify two road show topics and submit list to Kim Bellah by October 16. Also, each supervisor is to secure facilities including computer availability and inform Kim of details.
6. Submit a list of all State Degree candidates to Chuck following scoring meetings.
7. Identify 4 teachers to serve as supervisors at all Greenhand Conferences in respective regions.

Ken Harris

1. Serve on the Incentive Grant Checklist Review Committee.

Ted Gregg

1. Serve on the Incentive Grant Checklist Review Committee.
2. Serve on the Chapter Officer Leadership Conference Committee.

Charles Parker

1. Serve on the Incentive Grant Checklist Review Committee.
2. Develop a SOE wall chart and notebook page.
3. Develop a FFA involvement wall chart.
4. Develop and conduct 3 proficiency award workshops.

Brad Dodson

1. Serve on the Chapter Officer Leadership Conference Committee.

Greg Beard

1. Serve on the Chapter Officer Leadership Conference Committee.

# AG ED UNIT STAFF MEETING MINUTES

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September 24, 1996

The meeting was called to order by State Supervisor of Agricultural Education, Bob Heuvel, at 10:00 a.m. in Room 111 Parsons Hall, U.C.Davis campus. Present were: Bob Heuvel, Jean Landeen, Ken Harris, Greg Beard, Kim Perry, Linda Whent, Charles Parker, Jim Aschwanden, Eric Zilbert, Lloyd McCabe, Brad Dodson, and Ted Gregg.

The agenda was reviewed and items were added to the agenda.

McCabe moved to approve the minutes from the last staff meeting as read. The motion was seconded, a voice vote was taken, and the motion passed.

1. CDE Report (Heuvel)

Heuvel reported that the Ag Ed Unit is currently being audited. He also briefly reviewed the travel expense claim forms and current policies regarding contracts. Heuvel reported that Stu Greenfeld called for audits of all vocational student organization (VSO's) accounts.

There may be further reorganization with the Department, possibly a School-to-Work Unit. Beverly Campbell has been given management responsibility of a career path unit.

2. CATA/FFA Foundation Report (Aschwanden)

Regional awards need to be picked up by Regional Supervisors.

There has been a request from a college in Central America for old agricultural textbooks. Bring books to Jim Aschwanden at Lake Sequoia Leadership Conference.

Lake Sequoia is scheduled for October 18-20. Up to 100 participants can be accommodated at the facility. Kim Bellah will coordinate the program. CATA Division officers, regional officers, and sectional presidents will be invited. Also any attendees from last year will also be invited.

Aschwanden distributed Jerry Biggs Memorial award applications. Regional Supervisors to make copies as needed. Students need to be encouraged to submit application if they are attending Cow Palace.

Proficiency award list was distributed. List included sponsored and unsponsored award areas. Regional Supervisors were encouraged to seek sponsors, and provide names of potential sponsors to Aschwanden.

DTN AGDAILY information distributed to be provided to interested ag programs schools. Also, the new AGED Network brochure, and the California FFA news insert were distributed.

Aschwanden reported that California Heartland TV series program will be aired soon (California Farm Bureau). Teaching outlines and study guides will be developed by California Ag in the Classroom to be used with series.

FFA Insurance - The Farm Bureau legal staff reviewed applications and policy statements. Cal Farm Insurance is going to try to put together guidelines for us to follow in the delivery of this program.

### 3. School Garden Project (Landeem)

California Department of Education encourages every school to have a school garden (K-12). Delaine Eastin supports the idea for every school, while the State Advisory Committee recommends that only interested schools be encouraged and supported. Advisory Committee looking at potential inservice opportunity resources for interested districts.

### 4. Ag in the Classroom (Landeem)

Jean reported she still serves on the Resource Committee and Curriculum Committee. Benavides has been added to the Curriculum Committee.

### 5. American Indian Education Center (Landeem)

State and federal funds support American Indian Education (AIG) centers in California (K-12). Funds can be used for funding programs, cultural event support, and vocational training. Landeem reported that there is a real opportunity for ag ed programs to link to the centers to offer coordinated instruction programs. Range of grants is \$22,000 to \$95,000. Landeem distributed list of centers in California.

6. Vegetable Crops Department Task Force

Allen Bennett, Associate Dean, Division of Plant Science at U.C. Davis was welcomed to the group. He is on the faculty in the Vegetable Crops Department and reported on the status of the program. A task force was formed to evaluate the program and recommend possible changes. Task force recommendations are now being implemented in phases.

7. Middle Grades Demonstration Project (Landeem)

The project involves setting up demonstration sites on three middle school campuses for children living in housing projects. The community-sponsored gardens are to be used by the science departments. This project offers good potential for agriculture literacy efforts.

8. Middle Grades Update (Landeem)

The latest project is Program Quality Review document format development. Landeem reported that there are approximately 43 programs out of 600 schools involved in agricultural education.

9. Program Certification (Parker)

Parker asked for changes needed in Program Review document. Changes submitted by Harris were made in latest edition. Discussion followed. Parker moved that a subcommittee be developed consisting of a minimum of Harris and Gregg, to review the Program Review document and report back at our winter state staff meeting. Discussion followed. Voice vote taken and motion passed. Heuvel appointed Parker to the committee. Harris suggested a change in language regarding Quality Criteria 10 & 11. Parker, Harris, and Gregg to make appropriate changes.

The Incentive Grant Review process was outlined. During year one of the cycle, programs are to be reviewed by the Advisory Committee. In the second year, the department staff will conduct a self-review while in the third year, the program will be reviewed by the Regional Supervisor. Each year the review instrument will be used.

Parker charged to develop SOE wall chart and notebook page to include:

- a) Student name
- b) Project type - ownership
- c) Worksite placement experience - six instructional areas under each area
- d) Visit - dates of visitations
- e) Year in program

Parker was also charged to develop FFA activity involvement wall chart.

Due to the development of the SOE wall chart and notebook page, SOE reports are no longer needed for certified programs.

Parker reported that the new checklist is to be used this year on a trial basis.

All Regional Supervisors to strictly enforce class size portion of standard. Heuvel directed supervisors to pull money from a program that does not meet the standard.

Heuvel directed all supervisors to determine actual student-teacher ratios from R-2 reports and submit data to state office.

Each Regional Supervisor to submit list of student-teacher ratio per teacher per region to state office.

### **September 25, 1996**

Meeting was called to order at 9:00 a.m. in the conference room of Parsons Hall. Present: Kim Perry, Kim Bellah, Dennis Hampton, Charles Parker, Linda Whent, Lloyd McCabe, Jim Aschwanden, Greg Beard, Jean Landeen, Bob Heuvel, Ted Gregg, Ken Harris, Richard Rogers, Flint Freeman, Brad Dodson, and Glen Casey.

#### **A. Community College Report (Kim Perry)**

Kim reported the agency has undergone personnel changes - four Vice Chancellor positions are vacant, many retirements and resignations, plus budget cuts. People are doubling up duties. Ron Farlen is Perry's immediate supervisor. Kim is in Sacramento five days a week, has aged responsibilities, and also is an industry and technology consultant.

Regarding the Community College Report, some items of note:

- ▶ \$475,000,000 growth augmentation for the fiscal year = full funding for total enrollment. Community Colleges asked to submit innovative course ideas.
- ▶ Discussed carry-over VATEA funds.
- ▶ Kim Perry reported that she is to serve on new FFA Career Pathway Task Force. She will keep us up to date.

B. Master Calendar Update (Parker)

Update was distributed by Parker.

C. Professional Development (Bellah)

Reviewed handout regarding region road shows. The topic areas identified by the in-service committee were:

- ▶ Leadership - Effective Teaching
- ▶ Technical Ag
- ▶ Recordbook

Regional Supervisors to identify two other Road Show topics and inform Bellah by October 16th. Bellah and Regional Supervisors will work together to develop specific programs.

Lake Sequoia tentative program topics:

- ▶ Vision planning/Strategic planning
- ▶ Ropes course
- ▶ Current AGED issue
- ▶ Strategic Planning Skills
- ▶ Image Workshop (dress)
- ▶ Getting stakeholders
- ▶ Presentations
- ▶ Speaking
- ▶ Competitiveness

Input into Lake Sequoia from state staff

- ▶ Conduct Ethics
- ▶ Writing Skills

Suggested presenters:

Peggy McLaughlin - Professionalism - Plant Science - Cal Poly, Pomona  
Recordbook presenters: Mark Anglin, Carl Wright, Heather McFarland,  
Rusty Bechtold, Frank Marinelli, David McCreary, Mike Clifford.

Cal Poly was charged to duplicate instruction manual and disks for computerized recordbook.

D. New Professional Conference (Whent)

Site was determined to be Red Lion Hotel, Sacramento. Whent asked for keynote ideas, suggestions included: Joe Sabol, Scott Vernon, Jan Knight, Gary Buers, Rob Terry Jr., Paul Vaughn.

Discussed topics for New Professional Conference. Suggestions included:

- ▶ Managing paperwork
- ▶ Building credibility
- ▶ Time management
- ▶ Managing advisory committees
- ▶ Technical ag - leadership skills
- ▶ UCD + E. Requirements - articulation agreements - developing a tech prep articulation agreement

Heuvel indicated that state staff be used on a limited basis for this conference.

Student Teacher Conference (Hampton)

January 15-16 at Holiday Inn in Chico. Topics to be determined at a later date.

E. Cooperating Teacher Conference (Hampton)

The conference is to be coordinated by Cal Poly AGED staff. The dates were set to be February 6-7, 1997. Possible sites identified were Hanford HS and AGTECH Center, Tulare. Suggested by Harris to have a third year rotation program. Discussion followed regarding Cooperating Teacher Workshop - specifically follow-up of the use of skills developed at conference.

F. State Staff (Heuvel)

A CDE conference is being held in Long Beach during the Federation of Conferences on October 22-24, 1996. Heuvel submitted paperwork for regional supervisors to attend. Each claim @ \$500 with exception of Lloyd at \$250.

Heuvel instructed regional supervisors to put Education of the New Work Force II Conference on October Travel Plan.

G. State FFA Degree RB Review (Parker)

Lloyd McCabe moved to use the same process as last year. Each region conduct verification sessions. Those that do not qualify, get list to Parker. Others will go on to review committee. Those that do not qualify have right to go to review session. Ten percent of all books will be reviewed at regional scoring. Regional supervisors to submit list to state office of all candidates - verified or not.

H. Proficiency Awards for 1997

List of proficiency areas was distributed. Parker was charged to conduct workshops for state proficiency award winners. Workshop to focus on national application to be submitted to national office. Three workshops are set. At summer conference, winners are to bring completed national application for review by McCabe, Harris, Parker, and Kevin Keith from National FFA Organization.

I. Fruit/Vegetable Revision (Parker)

Kevin Keith has requested data/information regarding four new proposed categories: viticulture, vegetables, citrus, all other fruits. Parker requested help assimilating data. Data requested included number of states to submit and number of students with projects.

J. FFA Internship Program (Parker)

Parker reported current status of Internship Program. Opened discussion on value and management of program. Harris moved that no present staff time be spent on this program. If an FFA Executive Director is hired, this would be a duty of that position. Dodson seconded. Voice vote taken, motion passed.

K. Greenhand Conferences (Dodson)

According to the contract with Excellence in Presentations, staff is to provide supervision of each conference. Four teachers are to be identified to supervise per conference. One lead teacher (host site teacher). Brad to coordinate teacher list and forward to Excellence in Presentation.

L. COLC (Dodson)

It was decided that for this year, funds are to stay at current funding. The funding levels are to be reevaluated later (February) by a committee consisting of Brad, Greg, and Ted. The committee is to put together a proposal - purpose of conference, number of conferences, region.

M. Sacramento Leadership Experience (Dodson)

Discussion of program followed. The conference will change to 2-1/2 days and only seniors can attend. Regional allocation: Central 9, San Joaquin 10, Southern 8, South Coast 6, North Coast 4, Superior 7. The dates of the conference are February 19-21.

N. Calendar Update (Parker)

January 13-14, 1997 Cooperative Teacher Meeting  
January 14-15, 1997 State Teacher Conclave  
No February conference.

O. Farm Bureau Proposal (Parker)

Reviewed proposal to have Ag Issues Debate contest during State Leadership Conference, conducted by Farm Bureau/Young Farmers. McCabe moved to accept proposal for 1997 conference. Harris seconded. Voice vote. Motion passed.

P. National Convention (Parker)

Parker asked for questions regarding the convention trip. He also announced trip was full and that James Garner was selected to serve on National Nominating Committee. Parker indicated that the National FFA Convention has been moved to Louisville for 1999 and the Center will be moved to Indianapolis in 1998.

Q. Recruitment Materials (Casey)

Casey distributed examples of 8th grade recruitment brochure and ag teaching brochure and poster. Discussion followed.

## R. Travel Expense Claims (Heuvel)

Heuvel reviewed handout, specifically, mileage, meals, lodging, incidental, etc. He discussed policies and procedures for travel. Also encouraged all staff to know and follow policy.

### September 26, 1996

Meeting was called to order at 9:00 a.m. Those present: Lloyd McCabe, Greg Beard, Jean Landeen, Bob Heuvel, Ted Gregg, Ken Harris, Glen Casey, Eric Zilbert, Don Borges, Dennis Hampton, Kim Perry, Kim Bellah, Brad Dodson, Linda Whent, and Jim Aschwanden.

The group viewed the "California Heartland" video.

#### 1. Ag Ed Focus Group Draft (Heuvel/Aschwanden)

Discussion occurred with Heuvel and Aschwanden recording the recommendations for changes to the draft.

#### 2. Central Valley Consortia for Ag Tech Project (Borges)

Reviewed handout outlining goals and objectives, workshop dates, and new staff members of consortium. After reviewing workshop dates, it was recommended that Borges seek out new dates to avoid confusion with holidays and state FFA conference. Bob requested that both the consortia and inservice coordinator work jointly in ensuring that appropriate workshops are conducted.

#### 3. Tech Prep Followups due to Charles Parker

Parker distributed updated report on who has complied with the deadline and asked that supervisors work toward getting these claims in as soon as possible.

#### 4. Reinventing Ag Ed (Heuvel)

Bob distributed handouts and explained California's input thus far. At a national conference on October 10-12, plans will be presented. Bob, Glen, and Kim Perry indicated they would be attending. Bob will continue to work on developing the best scenario for developing the consortia that best meets the needs of California.

5. Teacher Education Meeting Report (Casey)

(See Attachment A)

Glen reminded staff that they must get their Road Show requests to Kim Bellah as quickly as possible to determine costs based on program.

Student teacher and cooperating teacher workshop dates will be conducted jointly in Sacramento, January 13-15, 1997.

6. Student Certification (Beard)

Greg reported on recent scoring in August; 280 scenarios submitted representing ten schools. Far more than 50% were cut out prior to scoring. The results of the scoring were two advance, seven proficient.

Much discussion followed regarding student assessment and inclusion into checkoff list. Ted and Ken will rewrite checkoff list to include portfolios with description of contents. Ted will redistribute the final draft as quickly as possible.

***The meeting was adjourned at 1:58 p.m.***

Respectfully submitted,

Brad Dodson

## **TEACHER EDUCATOR MEETING**

### **1. SSAT**

Reviewed the sample questions and the constructed response section. Passing score is 70%. Concern about setting a passing score without field testing.

### **2. Road Show**

Contract will cover cost of: disks, labels (8), manual, binder and disk pocket and assembly, presenters training session at UCD - \$9,000±. Other costs to be covered by registration fees: presenters (\$2000); meals and refreshments (\$10 each); national curriculum materials (\$20/dept.), if applicable; other materials for leadership w/s (?); and we need your program by 10-16-96!

### **3. Coop Teacher Conference**

Will hold in conjunction with Student Teacher Conclave - Cooperating Teacher Conference Jan 13-14; and Student Teacher Conclave Jan 14-15. Both will move to Sacramento.

### **4. CDE Contract**

Received an extension and augmentation Friday, September 10, 1996 from General Services. Amounts for activities approximately the same as last year with adjustments made for state numbers and actual costs of activities. Funds will be distributed per institution request as P.O.'s, standard agreements, or interagency agreements.