

## State Staff Meeting Minutes

Date: Monday, August 16, 2021

Present:

- Charles Parker
- Shay Williams-Hopper
- Hugh Mooney
- Jill Sperling
- JessaLee Goehring
- Greg Beard
- Jackie Jones
- Roger Hanagriff (AET)
- Clay (AET)

Called to Order: 10:03 AM

Agenda Items:

- AET updates with Roger & Clay
- Staffing Update
- State Conference 2023, 2024 and 2025
- National Convention
- Teacher Placement
- Ag Incentive Grant Funding List
- Staff Retreat Request for Topic
- AET&CalAgEd updates

### AET with Roger & Clay

- Updates on AET
  - Course Set up & freshmen Retention
  - Made edits to pathways for courses
  - Changed how course are set up:
    - Go to “Set Up Courses”
    - “New Course”
    - Choose themselves / teacher
    - Choose dates on how long that course runs
    - Choose Pathways – updated so that match CalPads Pathways
    - Includes Intro, Concentrator, and Capstone
    - Teacher can add any course name that they would like (do not need to choose from a list anymore)
    - To make SAE project period/ Prep Period / American Degrees / Intro to Ag --- click on “Multiple Pathways” (Roger will be adding the SAE/prep to the list)
    - Request: “Multiple Pathways” is going to be changed to “Other Pathways”
    - Request: “Sustainable Agriculture” to change “UCCI Agriscience”

- Suggestions that will be a talked about on the retreat: Do we want to add a “checkmark” for CSU/UC credit?
  - Request: Take out “optional” for their Section/Period
  -
- Program Reports:
  - Annual Program Management Reports:
    - A1: Retention:
      - Goes into the freshmen cohort and retention
      - Looks at enrollment, FFA member, FFA engagement, & SAE
      - Class Enrollment vs. FFA Membership should be the same – if it’s not – then they do not have a 100% profile/ Ag class enrolled
      - If they are missing a class – it will be highlighted in grey
      - If the student is missing a class – they just need to add the class(es) that they missed within the specific year.
      - Click on Class retention – it will show you the percentage – will do the same for FFA and SAE retention
      - You can filter it by gender, ethnicity, etc
    - A2: Senior Program completers
      - Shows the number of program completers
      - Pathway completer data might be more meaningful in the future – not so much right now
      - Teachers can go back to old classes (from past years) and change their pathways
    - A3: Completers (Seniors completing 3 years)
    - A4: SAE Completers – Seniors within an SAE pathway for 3 years)
- Survey of Education & Career Plans
  - Pathway / Career plans – All students can complete this and keep it updated throughout their time in their Ag Ed class.
  - Video included on the page for teachers
  - Do not need to wait if they are a senior/juniors to do this
- FFA Membership – making graduates inactive
  - Accounts – Manage All Accounts
  - Click on the “grade”
  - Click the first “13<sup>th</sup> grader” hold the shift key and click the last
  - Then check the names and uncheck the ones that are going to be going for their American Degree
- FFA Membership – adding students
  - Last name, first name and paste them into the box
  - LMS system – copy and paste right into the box
  - Best if they do by class – see who has an account vs students who are new
  - If you “accidently” have a student have a duplicated account – they can delete it.
  - If the student has multiple students with the same first initial, last name – the teacher needs to go in and change the username (add a middle initial – add a number, etc)

- FFA Membership – FFA Helper
  - Need to be 100% in order to push information to FFA.org
  - If they do not have an Ag class- they cannot enroll their FFA membership
  - Once their ag class is in – they will have a check mark by their name and click “send all” or “send check-marked to FFA.org”
  - Trisha batch pushes everything to FFA.org for us.
  
- Teachers (inactive, transfer, adding)
  - Go to CAFFA AET account
  - Search in Active and inactive first before making an account / transfer
  - In your regions – you can pull a report to see all of your active teachers – check their FFAID number, Profile completion, etc
  - Colleges do not have an FFAID
  
- Printing Teacher ID’s for barcodes like we have for students?
  - Using at regional events and scan all the teachers
  - Professional Development Tracker (on regional account)
    - Create an event
    - Add the information
    - You can add details
    - Click Save
    - Click on Attendance
    - Drop down and gives a teacher’s name
    - Once you add them – it builds your list and it puts a teacher journal in their account automatically and they cannot change it.
    - Currently, there is no barcode per teacher
  - Request – to make a barcode per teachers
    - You can give the registration to another person (example: Secretary/ other organization with PD) – you can send them the URL and they can add the teachers to the list.
  
- Continue to do the same process as before on AET for proficiency awards/online scoring?
  - Yes! Online scoring for this year

### **Department Update**

- Sept 16 meeting – date changed to August 30<sup>th</sup> @ 3 PM (on Zoom)
- Having an office meeting with the new branch deputy – just a meet and greet
- Interviews: Meeting on Friday
  - Discussion regarding how we opened the position

- Placed general invitation, reached out to multiple people, assisting people in their process

### **State Conference**

- 22 – Sac
- 23 - Anaheim
- 24 & 25– Sac
- 26 & 27 – Anaheim

### **National Convention:**

- Cost out to delegates
  - Jill is meeting with Trisha this afternoon
  - Information out to delegates by tomorrow
- All National award winners are released

### **Teacher Placement:**

- Make sure to give Jill the list of jobs that have been filled

### **AIG Funding**

- Went to Diane last week

### **Retreat Topics:**

- Wednesday – checking out location in Woodland for retreat
- If you have retreat topics, please let Chuck know

### **Agriscience Fair:**

- Disqualification – Wheatland-Bear River. Stated that it was in the wrong category
- It is being under review
- Doing replicated text checks for Agriscience – even if they are extensions – they need to rewrite everything.
- Copy & pasting their objective from their freshmen year project to the sophomore year

### **FFA.org & CalAgEd:**

- Shay is doing FFA.org clean up
- If they are missing anything – they have been contacted
- If you get a new teacher, send Shay their name and R.S add them to AET
- AET needs to be updated before CalAgEd is updated
- Once AET is updated – then the migration process will occur

**Meeting End Time:** 12:14 pm

Next Meeting Date: Monday, August 23, 2021 @ 10 am