



AGRICULTURAL
EXTENSION
SERVICE

Office of 4-H and Youth Development
Post Office Box 5157
Raleigh, N.C. 27650

North Carolina State University
School of Agriculture and Life Sciences

MAY 11 1983

note
I need to attend a part of the
May 10, 1983
file

M E M O R A N D U M

TO: 4-H Curriculum Development Council

FROM: Dalton R. Proctor *Dalton R. Proctor*
Associate Extension State 4-H Leader
Specialist in Charge

RE: 4-H Curriculum Development Council Meeting, May 25-26, 1983

This is a reminder of the 4-H Curriculum Development Council Meeting to be held May 25-26. It will meet at the Jane S. McKinmon Center, Room 10. We will convene the meeting at 11:00 AM on the 25th and adjourn at noon on the 26th. You will have time to check into the Radisson Hotel during lunch. If you need to be reached while in Raleigh you may be called at the state office 737-3242 or at the Radisson, 834-9900. Let me know if you do not need lodging.

The 4-H Curriculum Development Committees held their abbreviated meeting in April. We will drop you a copy of the minutes in the mail later. We will need to act on several recommendations by the committees.

As always, we are limited with funds, therefore, we suggest you carpool if possible.

I am looking forward to working with you as a council member. As a council we have the opportunity to make an impact on the 4-H program in the state. I hope you will give this high priority in your scheduling of time and plan to be with us during the entire two days.

Please give us a call if you need additional information or if we can assist in any way.

DRP:mr

cc: Selected Specialists in Charge
District Extension Chairmen
Selected County Extension Chairman
Selected 4-H Agents



AGRICULTURAL
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APR 07 1983

North Carolina State University
School of Agriculture and Life Sciences

Office of 4-H and Youth Development
P. O. Box 5157
Raleigh, N. C. 27650

March 25, 1983

MEMORANDUM

To: Selected 4-H Volunteer Leaders
Selected Extension Personnel

From: Donald L. Stormer *Donald L. Stormer*
Assistant Director
Extension State 4-H Leader

Re: Appointment of the North Carolina 4-H Curriculum Development Council

One of the major areas of emphasis in the 4-H and Youth Development Program is curriculum development. Many counties, listing their most pressing problems, mentioned areas in which curricula need to be developed. Other concerns included revision of present curricula. The volunteer staff throughout the state are most concerned about instructional materials used to teach the youth of our state.

There continues to be a need for a systematic procedure through which 4-H curricula are proposed and developed. Prioritizing 4-H curriculum based on needs of all clientele groups continues to be a need in the 4-H program. In an ever expanding program, the need to set priorities becomes paramount with budget restraints.

I am asking you to serve on the 4-H Curriculum Development Council. The primary purpose of the council is to initiate, coordinate and review the 4-H curriculum through the 4-H Curriculum Development Committees, with special emphasis on analysis of needs, curriculum design, initiation, implementation, evaluation and priority setting.

Dr. Dalton R. Proctor serves as chairman of the council. I have asked him to correspond with you later on the specifics of the next council meeting. The meeting has been scheduled for May 25-26 at the Jane S. McKimmon Center at NCSU.

Would you please inform Dr. Proctor if you can serve on this council.

We consider this top priority in 4-H and would appreciate your making a special effort to attend this first council meeting.

Enclosure

cc: Extension Administration
District Chairmen

Selected County Chairmen
Specialists-in-Charge
Program Leaders

4-H CURRICULUM DEVELOPMENT COUNCIL
1983

Carolyn Langley
Associate Extension Agent, 4-H
Post Office Box 129
Tarboro, North Carolina 27886

Eddie Leagan
Extension Agent, 4-H
1450 Fairchild Drive
Winston-Salem, North Carolina 27105

Georgia Kight
Associate Home Economics Extension
Agent
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Howard Scott
Extension Agent, 4-H
Post Office Box 757
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Fred Bayley
Associate Agricultural Extension Agent
Post Office Box 949
Morganton, North Carolina 28655

Pamela Outen
Home Economics Extension Agent
Post Office Box 387
Concord, North Carolina 28025

Bill Jester
County Extension Chairman
Post Office Box 87
Hertford, North Carolina 27944

Jane Taylor
Home Economics Extension Agent
Post Office Box 188
Winton, North Carolina 27986

Larry Roper
Associate Extension Agent, 4-H
County Courthouse and
Administration Building
Franklin, North Carolina 28734

Reagan Ammons
County Extension Chairman
Post Office Box 187
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Linda McCutcheon
Assistant State Leader, Home Economics
101 Ricks Hall, NCSU
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Dr. Billy E. Caldwell
Professor and Head, Crop Science
2203 Williams Hall, NCSU
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Sandra Dellinger
Extension Specialist, Housing
210 Ricks Hall, NCSU
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Larry Bass
Extension Specialist
Horticulture Science
123 Kilgore Hall, NCSU
Raleigh, North Carolina 27650

Sharon Runion
Extension Specialist, 4-H
202 Ricks Hall, NCSU
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Wilda Wade
Extension Specialist
Foods & Nutrition, A & T State Univ.
Coltrane Hall, Box 21928
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Oscar Spaulding
Volunteer Leader
Route 1, Box 27
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Alice Boyette
Volunteer Leader
Route 1
Hurdle Mills, North Carolina 27541

Denise Renfrow
Volunteer Leader
Route 1, Box 184 D
Lucama, North Carolina 27851

Richard Martin
Volunteer Leader
413 Hudson Court
Cary, North Carolina 27511

Jimmy Tart
Senior Publications Editor
Agricultural Communications
318 Ricks Hall, NCSU
Raleigh, North Carolina 27650



AGRICULTURAL
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May 19, 1983

MEMORANDUM

TO: Curriculum Council Members

Dalton R. Proctor

FROM: Dalton R. Proctor
Associate Extension State 4-H Leader
Specialist in Charge

Enclosed you will find minutes of the Curriculum Development Committee meeting in April. Also a copy of proposals submitted.

Please review these minutes and bring with you to the council meeting next Wednesday.

Looking forward to working with you next week.

DRP:mr

Enclosures

4-H CURRICULUM DEVELOPMENT COMMITTEE MEETING
Raleigh, North Carolina
April 27 -28, 1983

Members present: John DeWeese, 4-H Agent; Carolyn Langley, 4-H Agent; Eddie Leagins, 4-H Agent; Georgia Kight, 4-H Agent; Howard Scott, 4-H Agent; Fred Bailey, 4-H Agent; Pamela Outen, 4-H Agent; Dorothy Brantley, 4-H Volunteer; Bette Wojcicki, 4-H Volunteer; Sue White, 4-H Volunteer; Arlene Hensley, 4-H Volunteer; Doug Tomlin, 4-H Volunteer; Richard Martin, 4-H Volunteer; Dalton Proctor, 4-H Specialist in Charge; Sharon Runion, 4-H Specialist.

April 27:

The meeting was called to order by Dalton Proctor. Following introduction of the committee members, the agenda was discussed. After lunch, Margaret Gayle, Assistant Director, Community Skills Division, Department of Instruction presented a topic entitled, "A Futuristic Look at Curriculum." Dr. Gayle's discussion on curriculum development included 4 major points.

- 1) Politics of Change--which included credibility, accountability, and viability.
- 2) Social forces including the family, private sector and special interest.
- 3) Educators passively reflect trends and forces.
- 4) We must actively participate in curriculum development: appraisal and research, developing programs for the learner, and improving society, moving it from an information to a technical field.

Dr. Gayle raised 3 questions:

- 1) What do we teach?
- 2) How do we teach?
- 3) When do we know that we have taught?

Following this introduction, Dr. Gayle discussed the year 2000 and beyond. She suggested that our objectives in curriculum should be four-fold.

- 1) First, that we are moving into a communications and information age with a bio-genetic revolution.
- 2) Secondly, there will be an information explosion which will have an impact upon curriculum development.
- 3) There will also be a viewing impact of the television.
- 4) Finally, technology advances must be dealt with.

She continued with facts on the communications era:

- 1) Today, 70% of the day on the job is spent in communications. By 1995, over 95% of the day will be spent in communications.
- 2) There are five man-made skills in the area of communication. They are listening, viewing, speaking, reading, and writing.
- 3) The information explosion has brought about change in curriculum. Over 100 books are written, edited and come out on the press to the consumer daily.

- 4) The student who studies electrical engineering will have an obsolete degree in five years if he doesn't read daily.
- 5) In 1957, there were 6,000,000 new facts in the biological sciences. Under 1957, the microcomputer had not been mentioned. The Apple microcomputer was invented by two 17 year olds in 1978. Today, the child in kindergarten has a liberal arts degree in children's television viewing.

If we trace the milestones in curricula, we find several significant dates and events. These include:

1450 the printing press
1925 radio
1947 television
1978 microcomputers
1980 video disk.

In conclusion, Dr. Gayle noted that parents are looking for the 4-H type, family medium for distribution of education. She suggested that we must have more than projects, the development of "hands on" activities should be in the forefront.

A discussion of non-printed materials followed. The issue of computer information, of seeing things on computers and of a computer introduction led to the question: "Where do we fit computers into the curriculum process?"

Dr. Gayle's presentation was well received by all members in attendance.

Following a break, individuals on the committee were given an opportunity to submit or discuss proposals.

1) Exploring, submitted by Carolyn Langley

The Exploring Project from Georgia includes 7 areas with activities from each of the major curricula areas. The concept of supporting and supplementing existing materials with the Exploring Project was also discussed. Following the discussion, the decision was made to send the Exploring packet to the Curriculum Council for action.

2) Poultry, submitted by Judy Groff, 4-H Specialist

Judy expressed 4-H Poultry Specialist Tom Carter's interest in his development of a timetable for poultry literature. He suggested that the existing poultry science material be collapsed into 3 project manuals-- Products, Embryology, and Production (hobby or profit). A second grouping of projects would involve Fancy Fowl Projects. (A timetable is attached to the minutes.)

This proposal was approved by the committee.

3) Turkey Barbecue discussed by Dalton Proctor.

A discussion on the validity of the turkey barbecue project followed with positive feedback. Since the department supports this project and since there is national support for the program, the committee proposes that the council recommend junior and senior divisions of the turkey barbecue competition for the year 1984.

4) Curriculum Comments, letter by Millie Bruton, 4-H Agent.

Millie's information suggested that materials on curriculum are needed by July. The project selection sheet and guide should list only what is available in the current year and should be listed alphabetically.

The committee supported the comments.

5) Demonstrations discussed by Dalton Proctor

The proposal to drop district scholarships and give 4-H'ers savings bonds was suggested.

1. The top two individuals or teams or a blue-ribbon group at district would receive a \$25 savings bond; thus, eliminating much of the emphasis on one child's winning.

2. All in the blue quality demonstrations could compete in the state contest, with only the top demonstrator receiving a scholarship.

The concept of junior and senior categories in demonstrations is positive as was the response to bringing in the top two demonstrations at district competition. The group rejected the move from scholarships to savings bonds.

6) Cumulative Record: Judging

The proposal to double the number of volunteers who would serve as judges for the state competition was made, thus, moving from three to six volunteer judges. The new individual on the team would be used as a secretary for each of the three existing teams.

The group supported additional volunteer judges.

7) Cumulative Records

A proposal to allow counties to submit more than 1 cumulative record per category was supported as was the suggestion that a junior and senior winner at district and state be declared.

8) Crafts Notebook, presented by Sharon Runion.

New crafts material developed by the Home Economics Housing and House Furnishings Department was introduced to the group. The collection of crafts materials, which will be available in Home Economics' offices in each of the counties, was well received.

9) Volunteer Staff Training: proposal by Thearon McKinney.

The issue of volunteer certification was discussed by Dalton Proctor. The committee agreed that the concept was good and that hands-on experiences should be prepared for the certification. However, there was some concern with the terminology of "certification of volunteers." The group suggested that the term "certification" be deleted from the proposal and that the term "competency" be resubmitted.

The issue of certification training areas was raised. The volunteers and agents present questioned the inclusion of safety, entomology, and energy as major program thrusts.

After discussing the number of subject matter areas to be included, the group suggested the following:

- Horticulture
- Clothing
- Crafts
- Human Development
- Foods and Nutrition
- Small Animals
- Photography.

With the inclusion of either the club level volunteer or the county level volunteer, more involvement could be obtained. Therefore, the committee suggested that club and county volunteers be included in the training.

Following this discussion the meeting was adjourned until 8:30 a.m. on April 28.

April 28

A model for 4-H Curriculum Development and distribution in North Carolina, presented by Sharon Runion.

The model for 4-H development and distribution in North Carolina was distributed to the committee members for their review in small groups. The groups addressed:

- 1) The basic objectives
- 2) The timetable for the development and calendarization of critical events
- 3) The role, duties and responsibilities of all relevant groups within the Extension Service system

The model was then discussed by the entire committee. The results of the discussion were favorable with the suggestion that the curriculum development model be implemented. The committee pointed out that the structure for curriculum was outlined, that tasks had been delineated and that the timetable involving all relevant groups was evident within the document. A copy of the document is attached for review.

This led to a discussion of the role and responsibility of curriculum development process and of writing materials as opposed to recommendations or consultations for materials. After a lengthy discussion, the committee decided that its role was to critique and review materials, to make supportive statements for concrete as opposed to abstract materials, and to encourage that materials be developed on the fourth and fifth grade reading levels at both the state, regional and national levels. Encouragement was made to move from the verbal to the visual presentation. The issue of computer disks for projects and counties which have terminals was also discussed at length. The committee requested that the council continue the discussion.

A discussion of the role of committees for the years 1983 through 1984 followed. Several points were made on how the committee would be utilized. They are listed as follows:

- 1) Relating success stories.
- 2) Prioritizing projects and selecting those crucial to 4-H. (The number of projects on hand and other data to be supplied by the state 4-H staff prior to prioritizing projects.)
- 3) To appoint a chair-elect who would assume leadership in following years.
- 4) To review projects every two years and to make changes in these projects. To rotate prioritizing projects between small committee meetings.
- 5) Discuss the informational role versus the review role.
- 6) To update projects, demonstrations, and activities of individual committees, to follow through with specialists on committee recommendations and approved agenda items.
- 7) To provide programs on curricula for volunteer leaders.

Following this discussion on the model for curriculum development, the meeting was adjourned.

April 19, 1983

MEMORANDUM

TO: Tom Carter, Specialist In Charge, Extension Poultry Science
FROM: Judy Groff, Extension 4-H Specialist
RE: Poultry 4-H Project

Please review the summary of our meetings of April 14 for its accuracy. I will propose this calendar to the curriculum committee that will meet on April 27. We are sorry that you will be unable to attend, but I will do my best to explain your department's position.

Poultry Project Areas With Available Materials

| <u>Project Area</u> | <u>Exercises</u> | <u>Manuals</u> | <u>PPG</u> |
|---------------------|------------------|----------------|------------|
| Poultry Products | X | | |
| Embryology | X | | |
| Poultry Production | X | | |
| Fancy Fowl | | | |
| Rabbits | | | |

Long Range Calendar of Completion - 1983

Prepare Poultry Production (hobby or profit) and Fancy Fowl. Develop one PPG for both.

January - 1984

Have a rough draft of Poultry Production and Fancy Fowl manuals, and PPG.

September - 1984

Final manuals and PPG ready for distribution.

Fall of 1984

Preparation of Embryology Manual - rough draft and PPG.

January - 1985

Submit rough draft of Embryology Manual and PPG for editing.

September - 1985

Final Embryology Manual and PPG available for distribution.

Fall of 1985

Prepare rough draft of manual and PPG on Poultry Products.

January - 1986

Submit rough draft of manual and PPG on Poultry Products for editing and revisions.

September - 1986

Submit a complete Poultry Products manual and PPG ready for distribution.

Tom, we greatly appreciate your special interest in 4-H poultry literature and appreciate the importance you are placing on it within your department. We will work with you in any way that we can to help in adhering to the calendar we are recommending. We will look forward to discussing this with you more.

JMG:sfw

cc: Dalton Proctor
Sharon Runion

FACT SHEET

A CERTIFICATION PROGRAM FOR
VOLUNTEER SPECIALIZED CURRICULUM/PROJECT COMMITTEES
(Training 1983 - County Program Incorporation 1984)

WHAT: A training program designed to create county level project coordinating committees to guide

1. Project promotion/marketing
2. Project leader/resource leader identification/orientation
3. Project program support through county level activities and events

The groups will be trained to be incorporated into existing county project coordinating councils or to initiate their formation and may be conceptualized as specialized committees.

TRAINING CONTEST:

1. County level orientation to the 4-H curriculum design as related to club volunteer staffing structure. (Project leaders, project resource leaders).
2. In-depth subject matter training with focus on content of Project Planning Guide for club programming.
3. The establishment, support, and maintenance of a county project committee.

WHO WILL DO THE TRAINING?

1. County pre-training orientation by 4-H agent.
2. Subject matter specialists will provide PPG training.
3. 4-H specialists will provide county project committee training.

WHO CAN ATTEND?

1. 4-H Agent
2. Subject Matter Agent
3. Three or more volunteers committed to becoming county project committee.

WHEN: A weekend in September - Follow up during October Leaders' Convention

WHERE: Two locations - east/west

WHAT SUBJECT MATTER AREAS WILL BE INVOLVED IN 1983?

(Tentative)

1. Livestock - Jim Butler
2. Safety - Robert McLymore
3. Entomology - Rudy Hillman
4. Energy - Sandy Dellinger

THE COUNTY
PROJECT/ACTIVITY COORDINATOR

Position Title: County Project/Activity Coordinator

Position Description:

The county project/activity coordinator works to identify, orient and support club and county level volunteer staff in a specific subject matter area. The broad functional areas of responsibility include: subject matter specific promotion/marketing, project/activity staff identification/orientation, and project/activity staff program support at the club and county level. The above responsibilities are accomplished through the establishment, maintenance, and support of a county-level task force inclusive of sub-committees in appropriate areas.

Duties/Responsibilities:

Establish, staff, and maintain a county task force/specialized committee with sub-committees responsive to the duties/responsibilities listed below.

Promotion/Marketing

1. Keep club level project leaders and activity leaders informed of subject matter/support materials available and encourage project group formation.
2. Establish committee of project/activity leaders to conceptualize/implement club and county level events/activities in support of 4-H youth development objectives.

Staff Identification/Orientation

1. Encourage and assist in the identification of volunteers to serve as project/activity leaders in newly formed clubs.
2. Orient project/activity leaders to subject matter specific program support materials as related to club/program youth involvement/development.
3. Provide timely orientation for new project/activity leaders and in-service training for established leaders as program/calendar of club and county activities requires.

Staff/Program Support

1. Establish/coordinate a county committee charged with the three functions identified above to serve as a "specialized committee" as related to the county County Agricultural Advisory Leadership System. Appropriate sub-committees would include:
 - a. Promotion/Marketing
 - b. Staff Identification/Orientation
 - c. Staff Program Support
2. Provide/maintain a framework to generate funds necessary to support club/county level programs/activities/events.

APPENDIX H

NORTH CAROLINA PROPOSAL FOR INTRODUCING NEW 4-H CURRICULA

Submit to Associate Extension State 4-H Leader, 200 Ricks Hall, Box 5157,
NCSU, Raleigh, N. C. 27650.

(Also submitted by: Janet Bradley,

Name Carolyn Langley Dale Wells, & Wanda Sykes Date Submitted 4/22/83

Address/Title Associate Ext. Agent, 4-H, PO Box 129, Tarboro, NC 27886

County/Department Edgecombe County 4-H Department

Tentative Title of New Curriculum Exploring

1. List major objectives of proposed curriculum.
-To provide a simple project which will help acquaint new 4-H members with the philosophy organization and components of 4-H.
continued on back.....
2. List a broad outline of proposed curriculum. Include target audience; potential scope and impact; proposed physical structure of curriculum.
The writers of this proposal are very impressed with the Georgia 4-H Exploring Material and would like to see their material used and/or adapted to N.C.
continued on back.....
3. List proposed rules and regulations governing the curriculum if competition is proposed as a part of implementing the curriculum.
4. Financial support needed.
5. Resources needed to implement curriculum (including potential 4-H curriculum training for agents and leaders).

NOTE: Comments may be noted on back.

| | | |
|----------------------------|--------------------------------|-------|
| DO NOT FILL OUT | (1) Associate State 4-H Leader | _____ |
| Date Proposal Received by: | (2) Curriculum Committee | _____ |
| | (3) Curriculum Council | _____ |
| Action Taken: | (4) Assistant Director, 4-H | _____ |

Date _____

1. cont.

-To provide an introductory set of simple projects which will focus on the broad range of subjects in each of the 7 curriculum areas.

-To provide a set of projects in which new 4-H members can explore subject areas in 4-H and will encourage their further participation in 4-H project work.

2. cont.

If, however, this is not possible we'd like to suggest the following should include:

Level I should include an Introduction, the 4-H Pledge, colors, space for the club name, who leaders are, what projects and activities and a study of the child's interest.

Level II - Seven projects would be developed which would deal with subject matter contained in each of the seven curriculum areas. For example in the Animal Science Curriculum Area the project would contain one introductory activity on horses, one on dogs, one on cows, one on sheep, one on rabbits, and one on poultry. The other curriculum area projects would of course be Plants & Soils, Leadership & Citizenship, Communications, Arts & Leisure Education, Home & Family Resources, Environmental & Natural Resources and Mechanical Science.

NOTE: Comments may be noted on back.

| | |
|----------------------------|--------------------------------|
| DD NOT FILL OUT | (1) Associate State 4-H Leader |
| Date Proposal Received by: | (2) Curriculum Committee |
| | (3) Curriculum Council |
| Action Taken: | (4) Assistant Director, 4-H |
| Date | |

NORTH CAROLINA PROPOSAL FOR INTRODUCING NEW 4-H CURRICULA

Submit to Associate Extension State 4-H Leader, 200 Ricks Hall, Box 5157,
NCSU, Raleigh, N. C. 27650.

Name Charles E. Brewer Date Submitted March 4, 1983

Address/Title Extension Turkey Specialist, 211 Scott Hall

County/Department Poultry Science Extension

Tentative Title of New Curriculum Turkey Barbecue/Individual Demonstration

1. List major objectives of proposed curriculum.
 - a. To develop leadership talents and work toward the broad objectives of developing sound character and effective citizenship.
 - b. To acquire scientific knowledge and improve understanding of the nutritional value of turkey meat and its relationship to human nutrition and health.
 - c. To help develop skills in the preparation and use of barbecued turkey meat and to acquire the ability to express ideas through participation in projects, talks, discussion, demonstrations, and exhibits.

2. List a broad outline of proposed curriculum. Include target audience; potential scope and impact; proposed physical structure of curriculum.

Target Audience - All 4-H age groups. To be eligible for national activity must be 14 years old.

Potential Scope - Consideration of more consumer education.

Impact - Expected level of activity 125 4-H'ers statewide.

DO NOT FILL OUT

Date Proposal Received by:

- (1) Associate State 4-H Leader
- (2) Curriculum Committee
- (3) Curriculum Council
- (4) Assistant Director, 4-H

Action Taken:

Date

3. List proposed rules and regulations governing the curriculum if competition is proposed as a part of implementing the curriculum.
 - a. Materials: four turkey parts and necessary equipment to barbecue turkey including grill, charcoal, sauce, lighter fluid, all of which are to be furnished by participant. Exception: Turkey will be furnished at State Contest only.
 - b. Participant must provide three copies of the barbecue recipe to the judge before contest begins.
 - c. Turkey parts shall not be marinated. There will be a 2½ hour time limit for cooking.
 - d. Each participant will submit turkey parts to be judged for doneness, appearance, and eating quality. Cooking techniques will be judged as the turkey parts are cooked. A meat thermometer may be used to test for doneness.
4. Financial support needed.

\$450 annually - North Carolina Turkey Federation

List major objectives of proposed curriculum.

- a. To develop leadership talents and work toward the broad objectives of developing sound character and effective citizenship.
- b. To acquire scientific knowledge and improve understanding of the nutritional value of turkey meat and its relationship to human nutrition and health.
- c. To help develop skills in the preparation and use of barbecued turkey meat and to acquire the ability to express ideas through participation in projects, talks, discussion, demonstration, and exhibits.

5. Resources needed to implement curriculum (including potential 4-H curriculum training for agents and leaders).

The Poultry 4-H Specialist position needs to be filled so that resources can be provided for this and other 4-H poultry programming. The North Carolina Turkey Federation is anxious to sponsor this event especially since the National 4-H Turkey Barbecue Contest has been organized for two years already.

Additional comments:

DO NOT FILL OUT
Date Proposed Received by:

(1) Associate State 4-H Leader
(2) Curriculum Committee
(3) Curriculum Council
(4) Assistant Director, 4-H

Action Taken

Date

A MODEL FOR 4-H CURRICULUM DEVELOPMENT AND DISTRIBUTION IN NORTH CAROLINA

This model contains the responsibilities and procedures for the development and distribution of 4-H instructional materials. It includes guidelines for inventory at the county and state level and guidelines for monitoring the development of instructional materials and quantity available.

The Extension Administration approved a model for 4-H Curriculum Development in 1978. This model, "The 4-H Curriculum Development Process," addresses only the development of materials. Since the initiation of the curriculum development model, the need for guidelines on the accountability and distribution of materials has developed.

A timetable is set forth in this model to enable Extension to provide a more systematic approach to the development and delivery of instructional materials. The intent of this model is to further operationalize "The 4-H Curriculum Development Process" established in 1978.

Instructional materials (4-H) proposed by the specialist staff of the Land Grant University are an essential resource in the 4-H and Youth Development Program. The availability of instructional materials is not only paramount in programming but has become a critical issue among all users.

The basic objectives addressed in this model include:

- (1) To insure a complete cycle of product to the consumer for 4-H curriculum materials.
- (2) To establish a procedure for requesting and distributing instructional materials.
- (3) To establish guidelines for monitoring the production and distribution of instructional materials.
- (4) To establish the roles and relationship of job groups in the 4-H curriculum process.

Curriculum development is a continuous process. The most pressing mandate within the process is consumer usage. The 4-H adult volunteer and the 4-H member are the primary consumers; therefore, the model has come full cycle when these two groups have learned from interacting with the instructional materials.

The following calendarization of critical events projects the roles and relationship of the various job groups.

December:

- Agricultural Communications Staff - conducts inventory of 4-H publications.

January:

- 4-H Extension Specialist (curriculum) updates instructional materials in 4-H and youth development library.
- 4-H Extension Specialist (curriculum) receives inventory lists from Agricultural Communications' staff and sends appropriate information to the 4-H Extension specialist liaison.
- 4-H Extension Specialist (liaison) communicates the present situation and trends to appropriate Extension subject matter specialists.
- Assistant Director, 4-H, appoints 4-H Curriculum Development Council and 4-H Curriculum Development Committees.
- 4-H Review Committee meets.

February:

- 4-H liaison and subject matter specialist prepare reports for appropriate 4-H Curriculum Development Committee.
- Subject matter specialist sends to Curriculum Committee Chairman, and if appropriate, copy of proposals and material to be evaluated at annual meeting of committee.
- Curriculum Committee members are notified of meeting.
- 4-H Review Committee meets.

March:

- Agricultural Communications staff conducts inventory of instructional media on hand.
- Curriculum committees meet the last week in March at Betsy-Jeff Penn.
- Curriculum committee prioritizes instructional materials.
- Subject matter specialist meets with Curriculum Development Committee.
- 4-H liaison meets with appropriate committee.
- 4-H liaison and subject matter specialist meets to discuss actions of committee.
- 4-H Review Committee meets
- Agricultural Communications staff submits project usage projections (based upon prior 3 years) to 4-H Extension Specialist (curriculum).

April:

- Curriculum Development Council meets at NCSU.
- Prioritized list of instructional materials forwarded to 4-H Review Committee and Assistant Director.
- 4-H Extension Specialist (curriculum) submits curriculum budget to Assistant Director, 4-H
- 4-H Review Committee meets.

May:

- Assistant Director, 4-H, receives report of council's transaction and sends response to Council chairman.

- Assistant Director submits council's report to Extension Administration.
- 4-H Extension Specialist (curriculum) initiates action on 4-H Project Selection Guide and Project Selection Sheet.
- Extension Specialist submits "request for publication form" (blue) to Specialist in Charge for signature who forwards them to 4-H Editor.
- 4-H Editor estimates expenditure for publication and submits form to Assistant Director for approval
- 4-H Review Committee meets.

June:

- Project Selection Guide and project selection sheets printed.
- Process for revising existing publication begins.
- Process for new publications begins.
- 4-H Review Committee meets.
- Assistant Director 4-H returns blue forms to 4-H Extension Specialist (curriculum) for bookkeeping.

July:

- Agricultural Communications inventory 4-H publications.
- Process for publication development monitored by 4-H liaison and subject matter specialists.
- 4-H review committee meets.
- Extension agents, 4-H order 4-H project selection guides and sheets.

August:

- 4-H Review Committee meets.

September:

- Extension agents, 4-H order all needed materials.
- Agricultural Communications informs 4-H Extension Specialist (curriculum) of availability of publications.
- 4-H Review Committee meets.

October:

- Subject matter specialist continues to work on publications development.
- Extension agents, 4-H, pick up orders from Ricks Hall.
- 4-H Review Committee meets.

November:

- Agricultural Communications keeps 4-H specialists informed of inventory of publications.
- Subject matter specialists continue to work on publications being revised or new publications.
- Extension agents, 4-H, pick up orders.
- Agricultural Communications staff mails to counties all orders not picked up by November 20.
- 4-H Review Committee meets.

Duties/Responsibilities

- A. Curriculum Development Council Chairman
 - Convene committees and council
 - Inform 4-H liaison and subject matter specialists of committee and council meetings.
 - Report to Assistant Director, 4-H, actions of committees and council.
 - Send approved reports to committee members and council
 - Send approved reports to 4-H liaison and subject matter specialist.

- B. Extension 4-H Specialist (curriculum)
 - Keep informed of inventory of 4-H publications.
 - Communicate with 4-H editor on progress of publications in development.
 - Revise project selection guide and project selection sheet in March and April.
 - Inform counties when and how to order instructional materials.
 - Develop and submit curriculum budget to Assistant Director for approval
 - Distribute short order forms to appropriate liaison or subject matter specialist.
 - Track publications through developmental process.
 - Chair 4-H Literature Review Committee
 - Work with 4-H Extension Specialist (liaison) in initiating contact with subject matter specialist to develop 4-H Publications.

- C. Extension 4-H Specialist (liaison)
 - Maintain contact with subject matter specialist.
 - Initiate or assist in the initiation of the publication request form.
 - Keep Extension 4-H Specialist (curriculum) and 4-H Curriculum Development Council informed of progress of publications being developed.
 - Review drafts of revised and new publications.
 - Insure that new or revised publication is submitted to 4-H review committee.
 - Maintain contact with 4-H curriculum committee chairman.

- D. Subject Matter Specialist
 - Maintain contact with 4-H liaison and Extension 4-H specialist (curriculum) on matters pertaining to programs and publications.
 - Develop timetable for completion of publication.
 - Revise and develop new publications as appropriate.

- E. 4-H Extension Editor
 - Work in coordination with 4-H specialists and subject matter specialist in revising or developing new publications.
 - Schedule work to fit timetable agreed upon by curriculum development process and persons involved.
 - Monitor and determine cost of all publications.
 - Work with Extension 4-H specialist (curriculum) in tracking publications through process.

- F. Agricultural Communications Staff
- Inventory 4-H literature in December, March, and July.
 - Provide copy of inventory to 4-H specialist (curriculum).
 - Keep State 4-H staff informed of new literature as it arrives from printers.
 - Fill county orders in October and November. Fill emergency orders throughout year.
 - Submit short order forms to Extension Specialist (curriculum) monthly for appropriate distribution.
 - Work with 4-H Specialist (curriculum) monthly to update budget estimates with actual expenditures.
- G. 4-H Extension Agent
- Complete order forms and return to Agricultural Communications Department 30 days prior to need (preferably September).
 - Pick up literature in October or November or make arrangements to have literature mailed.

A MODEL FOR 4-H CURRICULUM DEVELOPMENT AND DISTRIBUTION IN NORTH CAROLINA

This model contains the responsibilities and procedures for the development and distribution of 4-H instructional materials. It includes guidelines for inventory at the county and state level and guidelines for monitoring the development of instructional materials and quantity available.

The Extension Administration approved a model for 4-H Curriculum Development in 1978. This model, "The 4-H Curriculum Development Process," addresses only the development of materials. Since the initiation of the curriculum development model, the need for guidelines on the accountability and distribution of materials has developed.

A timetable is set forth in this model to enable Extension to provide a more systematic approach to the development and delivery of instructional materials. The intent of this model is to further operationalize "The 4-H Curriculum Development Process" established in 1978.

Instructional materials (4-H) proposed by the specialist staff of the Land Grant University are an essential resource in the 4-H and Youth Development Program. The availability of instructional materials is not only paramount in programming but has become a critical issue among all users.

The basic objectives addressed in this model include:

- (1) To insure a complete cycle of product to the consumer for 4-H curriculum materials.
- (2) To establish a procedure for requesting and distributing instructional materials.
- (3) To establish guidelines for monitoring the production and distribution of instructional materials.
- (4) To establish the roles and relationship of job groups in the 4-H curriculum process.

Curriculum development is a continuous process. The most pressing mandate within the process is consumer usage. The 4-H adult volunteer and the 4-H member are the primary consumers; therefore, the model has come full cycle when these two groups have learned from interacting with the instructional materials.

The following calendarization of critical events projects the roles and relationship of the various job groups.

Duties/ Responsibilities

A. Curriculum development Council Chairman

- Convene committees and council
- Inform 4-H liaison and subject matter specialists of committee and council meeting
- Report to Assistant Director, 4-H, actions of committees and council.
- Send approved reports to committee members and council.
- Send approved reports to 4-H liaison, subject matter specialist and 4-H specialist (curriculum)

B. Extension 4-H Specialist (curriculum)

- Keep informed of inventory of 4-H publications.
- Communicate with 4-H editor on progress of publications in development
- Revise project selection guide and project selection sheet in April and May.
- Inform counties when and how to order instructional materials.
- Develop and submit curriculum budget to Assistant Director for approval.
- Distribute short order forms to appropriate liaison or subject matter specialist.
- Track publications through developmental process.
- Chair 4-H Literature Review Committee.
- Work with 4-H Extension Specialist (liaison) in initiating contact with subject matter specialist to develop or revise 4-H Publications.

C. Extension 4-H Specialist (liaison)

- Maintain contact with subject matter specialist.
- Initiate or assist in the initiation of the publication request form.
- Keep Extension 4-H Specialist (curriculum) and 4-H Curriculum Development Council informed of progress of publications being developed.
- Review drafts of revised and new publications.
- Insure that new or revised publication is submitted to 4-H review committee for approval in developmental stages.
- Maintain contact with 4-H curriculum committee chairman.

D. Subject Matter Specialist

- Maintain contact with 4-H liaison and Extension 4-H specialist (curriculum) on matters pertaining to programs and publications.
- Develop timetable for completion of publication.
- Revise and develop new publications as appropriate.

E. 4-H Extension Editor

- Work in coordination with 4-H specialists and subject matter specialist in revising or developing new publications.
- Schedule work to fit timetable agreed upon by curriculum development process and persons involved.
- Monitor and determine cost of all publications.
- Work with Extension 4-H specialist (curriculum) in tracking publications through process.
- Serve on 4-H Literature Review Committee.

F. Agricultural Communications Staff

- Inventory 4-H literature in December and March.
- Provide copy of inventory to 4-H specialist (curriculum).
- Keep State 4-H staff informed of new literature as it arrives from printers.
- Fill county orders in October and November. Fill emergency orders throughout year.
- Submit short order forms to Extension specialist (curriculum) monthly for appropriate distribution.
- Work with 4-H specialist (curriculum) monthly to update budget estimates with actual expenditures.

G. 4-H Extension Agent

- Complete order forms and return to Agricultural Communications Department 30 days prior to need (preferably September).
- Pick up literature in October or November or make arrangements to have literature mailed.
- Order Project Selection Guides and Sheets in July.

- December - January - 4-H Review Committee meets monthly.
- Agricultural Communications informs 4-H Extension Specialist (curriculum) of publications' needs through short order forms (monthly).

December

- Agricultural Communications staff conducts inventory of 4-H publications
- 4-H Extension specialist (curriculum) receives inventory lists from Agricultural Communications staff and sends appropriate information to the 4-H Extension Specialist (liaison).
- Assistant Director, 4-H, receives report of Council's transactions and sends response to Council chairman
- Assistant Director, 4-H, submits Council's report to Extension Administration.

January

- 4-H Extension specialist (curriculum) updates instructional materials in 4-H and Youth Development library.
- 4-H Extension specialist (liaison) communicates the present situation and trends to appropriate Extension subject matter specialists.
- Extension specialist submits "request for publication form" (blue) to specialist in charge for signature who forwards them to 4-H editor.
- 4-H editor estimates expenditure for publications and submits form to Assistant Director for approval.

February

- 4-H liaison, subject matter specialists prepare reports for appropriate 4-H Curriculum Development committees.
- 4-H curriculum committee members are notified of progress
- Assistant Director, 4-H, returns blue forms to 4-H Extension specialist (curriculum) for bookkeeping.
- Process of reviewing existing publications begin.
- Process of developing new publications begin.

March

- Agricultural Communications staff submits project usage projections (based on previous 3 year's usage) to 4-H Extension specialist (curriculum)
- Agricultural Communications staff inventories 4-H publications.

March - July

- Process for publication development monitored by 4-H liaison and subject matter specialists.

April

- 4-H Extension specialist (curriculum) submits curriculum budget to Assistant Director, 4-H.
- Curriculum Development Council meets at North Carolina A & T.

May

- 4-H Extension specialist (curriculum) submits 4-H Project Selection Guide and Project Selection Sheet to printer.

June

- Project Selection Guide and Project Selection Sheets printed.

July

- 4-H agents order 4-H Project Selection Guides and sheets.

August

- Assistant Director, 4-H, appoints 4-H Curriculum Development Council and 4-H Curriculum Development Committees.
- 4-H Curriculum committee members and council are notified of annual meeting dates.
- Subject matter specialists submit information for North Carolina 4-H Awards Handbook and Curriculum Guide.
- 4-H agents submit publications order form and approximate date of pick up or desired mailing date to Agricultural Communications staff.

September

- Agricultural Communications begins filling county orders
- 4-H liaison, subject matter specialists and Curriculum Committee chairmen review reports for respective committees.
- Subject matter specialists send to Curriculum Committee chairmen copy of proposals and materials to be evaluated at annual meeting of committees.

October

- Curriculum committees meet at Betsy-Jeff Penn.
 - ° Prioritize existing instructional materials
 - ° Evaluate and make recommendations for new literature and video proposals.
- Subject matter specialists meet with Curriculum Development Committee
- Liaisons meet with appropriate committees.
- Liaisons, subject matter specialists and 4-H curriculum specialists meet to discuss committee action and prepare for council meeting.
- Extension agents, 4-H pick up publications orders.

November

- Curriculum Development Council meets at NCSU.
- Prioritized list of instructional materials forwarded to 4-H review committee and Assistant Director.
- 4-H review committee acts upon prioritized list, forwards results to respective liaisons.
- Subject matter specialists continue to work on publications being revised or on new publications.
- Extension agents 4-H pick up orders.
- Agricultural Communications staff mails to counties all orders not picked up by November 20.

VOLUNTEER COMPETENCY TRAINING SURVEY

Please complete and return to: Dalton Proctor/Thearon McKinney, Box 5157, NCSU, Raleigh, NC 27650. Rank within groups and then list top five under paragraph J.

a. Animal Sciences (two sub-committees designated)

| | |
|---|----------------------------------|
| <input type="checkbox"/> Dog | <input type="checkbox"/> Beef |
| <input type="checkbox"/> Horse | <input type="checkbox"/> Dairy |
| <input type="checkbox"/> Veterinary Science | <input type="checkbox"/> Poultry |
| <input type="checkbox"/> Small Animals | <input type="checkbox"/> Sheep |
| | <input type="checkbox"/> Swine |

b. Plants and Soils

Crop Science
 Horticultural Science
 Pesticides
 Plants and Soils
 Plant Pathology

c. Environmental and Natural Resources

Forestry (including camp)
 Environmental Awareness
 Meteorology
 Wildlife (including camp)
 Entomology

d. Home and Family Resources (two sub-committees designated)

| | |
|---|---|
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Consumer Education |
| <input type="checkbox"/> Personal Appearance | <input type="checkbox"/> Family Resource Management |
| <input type="checkbox"/> Breads | <input type="checkbox"/> Home Environment |
| <input type="checkbox"/> Food Conservation and Safety | <input type="checkbox"/> Human Development (child care) |
| <input type="checkbox"/> Foods & Nutrition (including camp) | <input type="checkbox"/> Youth Looks at Aging |
| <input type="checkbox"/> Food Preservation | <input type="checkbox"/> Energy |

e. Leadership, Citizenship, Career Education and Community Development

Achievement
 Career Exploration
 Citizenship
 Community Resource Development
 Community Service
 Economics
 Leadership
 Self-Determined Projects

f. Communications, Arts and Leisure Education (two sub-committees designated)

- Archery
- Crafts
- Communications
- Leisure Education
- Photography
- Public Speaking
- Woodworking

g. Mechanical Science, Energy and Safety

- Aerospace
- Automotive
- Bicycle Care and Safety
- Electric Energy
- Farm Safety
- Fire Safety
- Home Safety
- Petroleum Power (Small Engines and Tractor)

h. Demonstrations

- Livestock Judging
- Dairy Judging
- Horse Judging
- NJHA and Judging

i. List other areas

-
-
-
-

j. Rank the top five project/activities you feel training would be beneficial to your county program.

-
-
-
-
-

k. Should we plan the training during the week or on a weekend?

- Weekends only
- Week days and Weekends
- Week days only

Comments (What would be most convenient for the volunteers you plan to involve?)

1. Name the Program!!! We need one that's catchy and can be used over the long term. What can we call it? If your suggestion is chosen you win a "Yankee Dime" from Dalton Proctor.

Name Suggestions: _____

4-H CURRICULUM DEVELOPMENT COUNCIL MEETING
May 25-26, 1983

May 25

- 11:00 AM - Introductions
Building the Agenda
Review of Curriculum Committee Minutes
- 12:00 - Lunch
- 1:00 PM - Exploring 4-H (Georgia) Carolyn Langley
Poultry John DeWeese
Turkey BBQ John DeWeese
Project Selection Sheet and Guide Sharon Runion
Demonstrations Dalton Proctor
Demonstration attendance at Congress Dalton Proctor
Cumulative Record Judging Dalton Proctor
- Junior, state
- Send all
Crafts Notebook Sandy Dellinger
- Issues, policy
- Curriculum timetable
- Volunteer Staff Development
- Criteria for dropping 4-H program

May 26

- 8:30 AM - New Programs
- Food Science Lynn Turner
- Crops and Soils Fred Bayley and Jaynee Medicott
- Computers (Future in 4-H)
- Cloverbuds, Partners in Learning
- Exploring 4-H subject matter (7 committees)
Through video or Exploring Manual

4-H Curriculum meeting

C/
see notes
& file

1. Crops + Soils ---

- Survey - types of soil + water material available
- Jayme - getting things together.

