

**Facilitating Coordination in Agricultural Education - Coordinator**  
**November 2021, Summary of Activities for Dean Dittmar**

\*virtual

**Assistance to Schools (1)** - Carbondale

**Professional Development Events Provided(1)      Participants(45)**

FCAE Report, IACCAI Conference, Ag College Instructors, College of DuPage, Glen Ellyn (45)

**Meetings/Conventions/Conferences Attended(21)**

\*Birddogscareers.com Meeting with Blake Nolan  
\*FFA Board Meeting  
\*State Staff Meeting  
\*Website Maintenance Meeting with Tyler Wiegat(2)  
\*EFE System Director State Leadership Meeting and FCAE Report  
Evaluation Meeting with John Heiser, Glen Ellyn  
Illinois Association of Community College Agriculture Instructors Conference (IACCAI) Conference, Glen Ellyn  
ISBE/FCAE Meeting with Andrew Klein, Springfield  
\*Jr. MANRRS Advisor Meeting  
\*IAVAT Curriculum(Ag Biology Course) Meeting  
\*Ag/Food Alliance Workgroup Meeting  
\*Northern Illinois University Meeting with Amy Buhrow, Education and Science Staff on Ag Ed Degree Program  
\*ICAE Meeting  
St. Louis AgriBusiness Club Meeting and Professional Development, St. Louis, MO  
\*FCAE Staff Meeting  
Administrative Council Meeting, Springfield  
School Board Conference and Display, Chicago (2 days)  
ILCAE Meeting Agenda and Advocacy Award Winner Selection Meeting with Allyn Buhrow, Chicago  
\*2020 AFNR Annual Report Planning Meetings(2)  
\*AFNR Course Matrix Review Meeting with ISBE

**Miles Traveled - Auto(1890)**

**Other Activities(21)**

Judged District 5 FFA Job Interview CDE, Carbondale  
Reviewed 20-21 Agriculture College Program and Professional Summary Report  
Reviewed ISBE Proposal for Expansion Grants  
Prepared Agenda for FCAE Staff Meeting  
Prepared and Summarized Data for the State Ag Ed Report  
Contacted ICAE Members by Phone Regarding FCAE Expansion Grant Proposal  
Completed National Teacher Supply/Demand Survey Study with Illinois Data  
Reviewed Monthly Reports of Cutting Edge Curriculum with the Agribusiness Library Revision  
Contacted Schools on the FY22 Jr. MANRRS Continuation Stipends  
Prepared ILCAE Annual Meeting Agenda and Award Winner Email Message  
Upload Photos to Google Folder for AFNR Report  
Wrote Advancing Ag Programs Essay for AFNR Report  
Ordered ILCAE Annual Meeting Plaques  
Sent Teacher and Individual Informational Requests  
Communicated with ILCAE, IAVAT, CAERT/CEC, FCAE, ICAE Individual Members  
Assisted Susie Scott with Tasks  
Mentored and Assisted Staff with Projects  
Reviewed Staff Monthly Reports and Travel Reports  
Prepared for Presentations and Meetings  
Wrote and Sent Email Messages/Made and Returned Phone Calls and Texts  
Completed Monthly Reports  
Replaced Wheel on Filing Cabinet at ROE Office, Champaign