

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

*virtual

Meetings/Conventions/Conferences Attended(20)

- *Transportation of Ag Products and Possible New Course Meeting with Mike Massie
- Regional Office of Education Leadership Meeting and Professional Development, Champaign
- ISBE FCAE Expansion of Grants Dinner Meeting with Jane Quinlan, Champaign
- *State Staff Meeting
- *Jr. MANRRS Advisor Meeting
- *EFE System Director State Leadership Meeting and FCAE Report
- *Ag/Food Alliance Workgroup Meeting
- *Preparing Chicagoland's Next Workforce: Career in the Trades Webinar
- Illinois Leadership Council for Agricultural Education (ILCAE) Annual Meeting and Awards Luncheon, Bloomington
- St. Louis AgriBusiness Club Meeting and Professional Development, St. Louis, MO
- *IAVAT Professional Development Committee Meeting
- St. Louis Regional Chamber of Commerce Membership Meeting, St. Louis, MO
- *IAVAT Curriculum(Ag Biology Course) Meeting
- State Staff Meeting and Christmas Luncheon with FFA State Officers and Parents, Springfield
- *2020 AFNR Annual Report Planning Meeting(2)
- *AET/ILAgEd.org Website Meeting with Tyler Wieghat(2)
- *AET/ILAgEd.org Website Meeting with Roger Hanagriff
- *AET/ILAgEd.org Website Meeting with Roger Hanagriff, Luke Allen, Clay Ewell

Miles Traveled - Auto(1016)

Other Activities(17)

- Tour of Benson Hill Facilities, St. Louis, MO
- Updated 20-21 Agriculture College Program and Professional Summary Report
- Prepared Agenda for State Staff Meeting
- Prepared and Summarized Data for the State Ag Ed Report and Reviewed the Report for Printing
- Reviewed Twenty Agribusiness Curriculum Videos
- Downloaded and Uploaded Agribusiness Videos to the ILAGEd.org Website
- Purchased and Prepared Staff Christmas Gifts and Cards
- Organized and Went Through Files in O'Fallon Office
- Prepared Evaluations for Luke Allen, Jennifer Waters, Megan Coy
- 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