



# United States Power Squadrons

## Educational Department

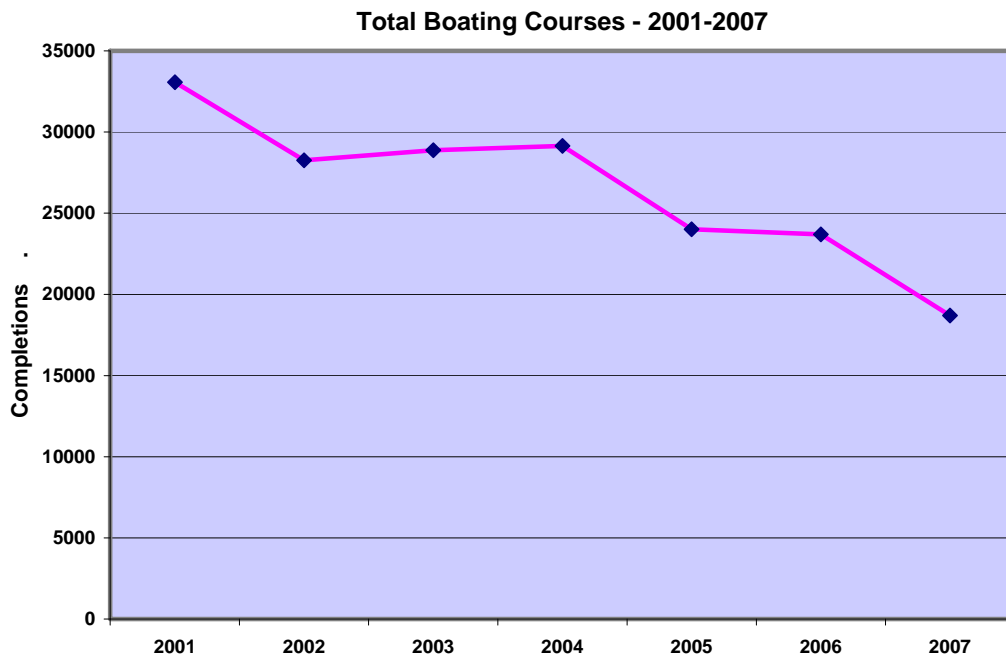
Date: September 6, 2007

Subject: Consolidated Educational Department Report

We completed the 2006-2007 Educational Year in June with some very good news and some concerns. First the concerns:

### BASIC BOATING COURSES

We have three NASBLA-approved courses which we offer to the general public. Historically, these have been the primary route for new members joining USPS. These courses also have represented the largest sales component for the department which contributes to the development of programs and the operation of USPS.



We had a decline of 5,048 course completions from the 2005-2006 Ed Year. This corresponds almost directly to a reduction in course sessions offered. The average number of students per session dropped only slightly. It is clear that we need to rethink our model for offering classes, both as responsible stewards of boating safety and for the health of USPS.

We face competition from other boating organizations as well as commercial course providers and it is essential that we offer more sessions. Feedback tends to support that those squadrons offering regular boating course sessions, for example monthly, have continued to train a considerable number of boaters as well as being generally healthy squadrons. While, those squadrons offering few public boating classes have tended to show declining membership and

erosion of their internal programs. Boaters are seeking quality material, which we have, but they also want convenient schedules and locations.

We decided to reduce the number of course products we offer and did not reprint Boat Smart. Since April 2007, we have been shipping the Squadron Boating Course manuals with PowerPoint in two formats: one for an eight-hour program similar to Boat Smart, and a second for the full 12-hour Squadron Boating Course.

Next year, a single upgraded manual will be released for both short and full courses. The intent is to provide a graphics-intensive, modern look and include reading material that goes beyond the requirements and what is presented in class. In that way, we hope to stimulate interest in further learning. America's Boating Course will continue as a separate program.

Our objective is to reverse the downward trend in public boating courses. We have no intent of retreating from one of our core charter missions. Nonetheless, we are looking at other ways to reach the public.

#### USPS UNIVERSITY SEMINAR SERIES

Here's the good news. We introduced this new series of seminars last fall. The intent was to provide targeted, short programs for both members and the public on topics of high interest. Our approach is to offer the latest information on boating gear and techniques that would appeal to experienced boaters, and some new ones. The very good news is the success of these seminars with over 7,000 delivered in about 9 months. This opens a new avenue to attract members and a way to more than offset lagging sales of boating courses.

At the Annual Meeting in Jacksonville, a waiver was approved allowing squadrons to accept members who had not completed a basic boating course. We now can use the seminars as a direct avenue to recruit seasoned boaters into our ranks.

We now have six seminar topics available: How to Use a Chart; Using GPS; Using VHF & VHF/DSC Marine Radio; On Board Weather Forecasting; Boat Handling Under Power; and Sail Trim. A number of additional titles are about to be released within the next month including: Using Marine Radar; Paddle Smart™; and Anchoring. A host of other topics are in the works and we are soliciting feedback and assistance with other new titles.

#### UPDATED COURSES

Early this calendar year, we issued major updates to three courses: Seamanship; JN; and Engine Maintenance. Seamanship and JN went through extensive beta programs late last year with excellent feedback. These new courses represent a major breakthrough in content and course structure. All are selling at a rate over three-times greater than recent years.

The new JN, in just 10 weeks covers offshore navigation using celestial sights of the sun as the backup to electronics. Seamanship includes substantial coverage of boat handling and navigation rules and its content now represents a significant step beyond basic boating. Engine Maintenance covers modern engines and diagnostic troubleshooting with of new electronically controlled engines.

The Navigation course companion to JN is in development with a beta early next year. Weather has been rewritten and is about to enter beta review. Updates for Sail and Instructor Development are also in the works and will be beta tested next year.

### BOAT OPERATOR CERTIFICATION

A major initiative under USPS University is BOC which will issue certificates of boating competency that will be widely recognized. We began this effort with planning and have spent considerable effort to brief what we are doing to the Coast Guard and the boating community. Feedback has been excellent. Basically, we are offering a recreational boating credential heretofore largely unavailable short of a professional Coast Guard license.

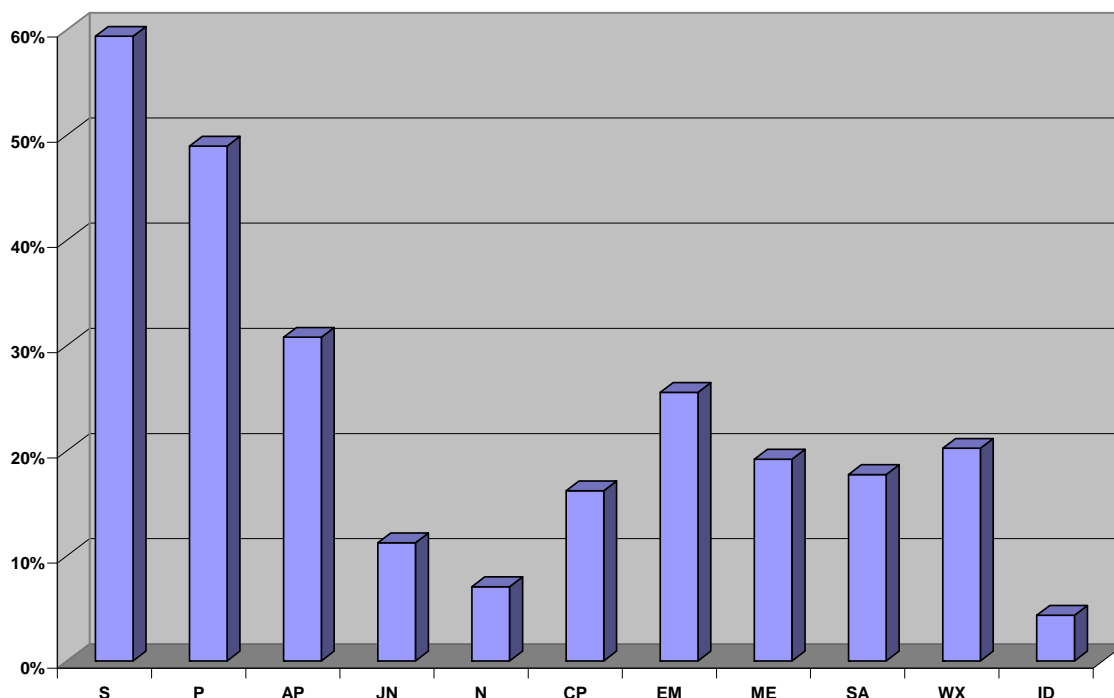
These certifications require completion of a set of USPS courses and seminars for each of the four levels, and demonstration of skills appropriate to each level. The Inland Navigator Certificate requires demonstration of on-the-water powerboat handling skills. We have adapted the U.S. Sailing Safe Powerboat program to our needs and as part of our partnership with them, U.S. Sailing has trained a number of our instructors.

The rollout of BOC is awaiting implementation of new insurance coverage that will backup our instructors while on the water. This should be available within a few months. Inland certification will be released first, followed shortly by Coastal Certification. Advanced Coastal and Offshore certifications will come next year and into 2009.

### COURSE COMPLETIONS

We have plenty of opportunity to train our membership.

Percentage of Members with Grade/Course



As shown in the chart, only 59% of our members have completed the Seamanship course. This compares with 49% for Piloting, 31% for Advanced Piloting, 11% for JN, and 7% for Navigation. Engine Maintenance is our top elective, but even that has only 26% of our members having completed this course. Our objective is to make all of our courses more up-to-date and accessible via better materials and more focused delivery.

## INSTRUCTOR DEVELOPMENT

With an expanding base of programs, it is essential that we have top quality instructor materials. We have transitioned heavily to PowerPoint as the primary presentation tool for our courses. Improved graphics and animations are the hallmark of many of these instructor programs. At the same time, the instructor manual is an essential tool to allow us to rapidly roll out new material and to add new instructors. A notable example is our new JN course. The PowerPoint is clearly one of the best that we have ever released as is the instructor manual. These are key steps toward making our advanced programs more accessible to the membership.

Today, we have over 5,000 certified instructors to support our public boating classes. Many of those certified at the beginning are falling due for the fourth year recertification. These seminars are readily available

## FINANCIAL CONTRIBUTION

Our educational programs also represent a major element of operating margin to support program development and operations. The two major USPS revenue components are dues and education. Of the two, educational programs last year produced 30% of the USPS gross revenue after cost of materials. This year, we expect that to rise to 34% and with the addition of more public programs in the seminar series, the educational component is expected to rise to 40% or more.

These operating revenues help to keep dues down while providing needed services for our members. Anecdotal data from squadrons indicate that many squadrons are also supporting much of their operating costs via the educational programs. It is with that in mind that the department seeks to expand the product line to increase offerings.

Individual committee summary reports follow.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. Sweet", written in a cursive style.

R/C Robert J. Sweet, SN  
Assistant National Educational Officer

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

<u>Committee:</u>	Basic Public Education Committee (BPECom)
Courses:	The Squadron Boating Course, Boat Smart, America's Boating Course
Seminars:	Chart Smart, Boating Safety For Kids, How To Read a Chart Seminar, Paddle Smart
Guides:	Jet Smart
<u>Current Status:</u>	<b>Squadron Boating Course</b> (2004 Edition)(2007 Supplement) – new items in an Instructor Kit include a completely revised Instructor Manual and an updated PowerPoint CD. Squadrons should order the Kit prior to teaching their next Boating Course. The Kit includes an 8-hr and 12-hr course format. The 8-hr course format is the replacement for <i>Boat Smart</i> . All reports are now “paperless”.

### **No more paper submissions to Headquarters for our Public Boating Courses!**

There are two reports that you must submit electronically for each public boating class:

- **ED-26** – Examination Sheet – provides information on each student. The ED-26 sheet is used in class but the equivalent student information is now submitted electronically. No more mailings of paper boating course exams to Headquarters, please! *Don't forget to allow your potential students to pre-register on-line for your Boating courses. Pre-registering by the student will simplify the electronic reporting of ED-26 data.*
- **ED-27** – Boating Class Summary – this report provides the statistics for the overall course. ED-27 reports have been submitted electronically on-line at the USPS Ed Dept web site for some time. This notice is just a reminder.

Note: even though you must now submit the ED-26 student data electronically, you must still submit the ED-27 Class Summary Report (also submitted electronically). They contain separate and unique statistics which are essential. See your DEO if not clear how to submit these reports on-line.

**Boat Smart** (2006 Edition) – has not been reprinted. Squadrons may use any remaining local inventory.

**America's Boating Course** (2005 Edition) – continues with no changes. *America's Boating Course* will continue to be published, and copies are available.

**Boating Safety Kids Video** - the video tape supply has been exhausted. The DVD version of the same material remains available.

**How To Read a Chart Seminar** – this seminar was new in the Fall 2006; it is available for ordering. The material is a 2-hr public seminar on the basics of interpreting a nautical chart and understanding its many symbols.

The scope of the seminar is directed at new boaters, including sail and power and paddlers. The material covers the colors and symbols used on charts, as well as the compass rose and how to use it. The overall presentation includes 49 slides. Seminars are expected to be about 90 minutes in length, plus time for group interaction and questions. A summary of the topics includes:

- Source of charts
- Features above and below the water
- Chart scales
- Aids to navigation
- Latitude and longitude introduction
- Safe route planning

Come to the Norfolk EXPO and see this seminar being demonstrated.

**Jet Smart Video & Manual** - the current inventory is being reduced. Copies of the video tape only remain available as replacements for Squadrons. No further public orders are being accepted.

**In Development:**

**Paddle Smart** – a seminar has been developed by an ad-hoc team of experts. The material covers both canoes and kayaks. Two student kit versions are planned: one for kayaks and a separate one for canoes. The seminar is expected to be available in late summer or early fall, 2007.

The scope of the seminar is directed at new paddlers, or those about to purchase a paddle craft. There is no on-the-water instruction provided; this is left to organizations such as ACA, local clubs, and others. The overall presentation includes approximately 80 slides, so it may be a little longer than other seminars. You do not have to be a paddling expert to present this seminar. There are several “slide sequences” showing boarding, re-boarding, and rescue techniques. The “sequences” are fun to present and to discuss. Extensive instructor notes are included in the seminar material – again giving non-paddling instructors the background to introduce the topics. A summary of the topics includes:

- Paddle craft language – kayak and canoe terms
- Selecting a paddle craft
- Necessary and optional equipment
- Basic strokes
- River boating and safety considerations
- Additional topics that paddlers should be aware of such as hypothermia, nav. rules, charts, medical

emergencies, weather tips, electronics for paddling, and environment issues.

Come to the Norfolk EXPO and see this seminar being demonstrated.

**Squadron Boating Course** - (2007/2008 Edition) - the development of the next generation of public boating is under way. The development effort will be proceeding during the remainder of '07. The new course will consist of one student manual that may be taught in either an 8-hour or a 12-hour format. Availability of the new course with its new graphics and PowerPoint animation is targeted for late fall of '07 or spring of '08, pending usage of the current inventories.

**Digital Charting Seminar** - The development of *Using Digital Charts* is on hold pending resources. Target availability - spring of '08.

**Barriers/Concerns:**

**Squadron Boating Course** (2007/2008 Edition) aka Boating '07 – graphics will be a driving factor to finish this course. Also, layout, editing, and PowerPoint support. Additional graphics will be required from the recent S, P and AP course upgrades. A consolidated database of graphics and/or a CD would be most helpful.

**2007 Governing Board Meeting – Consolidated Educational Department Report  
Committee Reports**

<b><u>Committee:</u></b>	Boat Handling (BHCom)
<b>Courses:</b>	Seamanship, Sail
<b>Seminars:</b>	Boat Handling Under Power; Sail Trim; Knots, Bends & Hitches; Anchoring, Hurricanes and Boats; Crew Overboard; Emergencies on Board; Heavy Weather Sailing; Partner in Command
<b>Guides:</b>	Introduction to Sail; Knots, Bends, & Hitches for Mariners; Partner in Command (replacement for Skipper Saver)
<b><u>Current Status:</u></b>	<b><u>Seamanship</u></b> (2007 Edition) – released Feb 07, approaching second printing, minor errata will be incorporated. This newly rewritten course goes well beyond its predecessor in areas of boating handling and navigation rules providing a practical background for all boaters. Course includes the USPS Guide, “One Minute Guide to the Nautical Rules of the Road” written by Charlie Wing in addition to the student manual. The instructor PowerPoint includes animations supporting docking, departing, and anchoring.

**Sail** – updated course in development, expected beta mid-2008. This new course will merge the two modules from the current excellent version and update material and graphics.

**Boat Handling Under Power Seminar** – released, Jul 07. Two-hour seminar illustrates boat handling in and around harbors and docks, and also trim underway. Includes USPS Captain's Quick Guide.

**Sail Trim Seminar** – released Jul 07. This two-hour seminar covers the essentials of sails, rigging, and trimming sails under various conditions. Includes USPS Captain's Quick Guide written by North Sails.

**Knots, Bends, & Hitches Seminar** – finalized, knot board kits in production, guides in inventory, student notes, instructor notes, and PowerPoint being completed. This seminar uses the USPS Guide, "Knots, Bends, and Hitches for Mariners" and shows boaters how to tie a set of essential knots. The student kit includes a die-cut knot board and two lengths of line to permit students to practice knots in class. Expected release Oct 07.

**Anchoring Seminar** – in final production, expected release Oct 2007. This seminar includes a USPS Captain's Guide on Anchoring.

**Emergencies on Board Seminar** – in process, Captain's Guides in stock, target release Feb 08.

**Heavy Weather Sailing Seminar** – draft complete, PowerPoint in review, Captain's Quick Guides in stock, target, Feb 08.

**Partner in Command Guide & Seminar** – This multi-session seminar is intended to replace "Skipper Saver." The draft PowerPoint reviewed, name selected, finalizing script, target release Mar 08.

**Future Development:**

**Seminars** – a number of seminars have been assigned with targeted 2008 release: Boating Security; Crew Overboard; Hurricanes and Boats; Navigating Rivers, Dams, & Locks; Canadian Regulations; European Regulations; Mexican Regulations

**Barriers/Concerns:**

Graphics, Animation, Formatting, Layout, Editing support; PowerPoint support

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

<u>Committee:</u>	Inland and Coastal Navigation (ICNCom)
<u>Courses:</u>	Piloting, Advanced Piloting
<u>Guides:</u>	Plotting and Labeling Standards, Mariners Compass, Predicted Log Contests
<u>Current Status:</u>	<p><b><u>Piloting</u></b> (2006 Edition) – Course is in third printing with minor updates and corrections in each printing. Course exam was initially computer graded but is now all manually graded and reviewed which has generally resulted in quicker processing. Course demand following the introductory surge has diminished slightly.</p> <p><b><u>Advanced Piloting</u></b> – This course is in the first update of the initial 2005 version. The exam is also manually evaluated. As with Piloting the demand for the course following the introductory period has diminished somewhat.</p> <p><b><u>Predicted Log Contests</u></b> – The updated version of this Guide presently is in the process of final editing and formatting.</p> <p><b><u>Mariners Compass</u></b> – This Guide has been drafted and has had initial editing. A final review of content is underway in anticipation of final formatting.</p> <p><b><u>Plotting and Labeling Standards</u></b> – An update of this Guide to incorporate updated requirements as contained in the latest USPS courses is underway. Initial data collection and drafting of updated text and graphics is underway.</p>
<u>Barriers/Concerns:</u>	Efforts are ongoing to insure that the excellent Power Point instructor graphics are able to be used and modified for individual squadron and instructor desires by the widest possible range of computers and software. Quality graphics for existing and future publications have also been a challenge. Student performance with the current courses have generally been excellent but from time to time exams are received from students that are very obviously not qualified in this material. We look to the DEO's/SEO's to exercise better control over the qualifications of the students for which exams are ordered.

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

Committee: Offshore Navigation

Courses: Junior Navigation and Navigation

Guides: Navigational Astronomy, Calculators for Navigation, Sight Reduction Methods.

News Highlights: **Junior Navigation (JN07)** - JN07 beta testing completed. As of 1 July, 135 students in 32 squadrons had successfully completed the JN07 beta exam and Sight Folder, with an average grade of 88% on the open book exam.

JN 07 - began shipping to squadrons early April 07. In the first 4 months of shipments, over 380 Student Kits and 180 Instructor Kits have shipped to squadrons.

JN07 IM contains homework solutions and Quiz answers. Now, PowerPoint presentations have been created for both the homework solutions and quiz answers. These files can be downloaded from the JN webpage, and they will be contained on all future releases of the JN07 Instructor CD.

The previous JN course, *JN99*, is no longer available. If squadrons have old inventory of this course, or have students that have completed part of the course, be advised that the **TEST ELEMENTS FOR JN99 WILL BE AVAILABLE UNTIL 31 OCT 2008**. After that time, credit for completing any part of the course, without completing all three test elements, will be lost.

Note: The test elements of *JN99* and *JN07* are NOT interchangeable – ie, a student cannot submit the Sight Folder for *JN07* to fulfill the requirements of the *JN99* course.

Coming Attractions: **The Navigation Course** - is being revised to be the full companion to *JN07*. The celestial portion of *Nav08* will cover sights on stars, planets, and the moon; sight planning; NASR sight reduction; emergency navigation, and other topics. We are working on including a CD with software useful in offshore voyage planning and execution.

A complete Sight Folder will be submitted to Hq. for grading. The preliminary *Nav 08* Sight Folder requirements were distributed to all JN07 beta instructors.

We anticipate releasing the *beta* version of the *Nav08* course in early 2008, after the Annual Meeting.

Comments from the beta testing will be incorporated into the course. Final release of the Nav 08 course is tentatively planned for Sept 08, depending on the length of beta testing.

Statistics:

<b>JN99 Examination Results</b>			2007 vs. 2006 (1 July to 30 June)			
	Total Exams	Average Grade	Number Passing	Percentage Passing	Average Passing Gr	No. Perfect Scores
<b>Closed Bk.</b>						
2007	-	-%	-	-%	-%	-
2006	159	82%	118	74.3%	88.5%	4
<b>Open Bk.</b>						
2007	-	-%	-	-%	-%	-
2006	180	76.2%	101	56.1%	87.7%	1
<b>Sight Fold.</b>						
2007	-	--	-	-%	--	--
2006	116	--	92	79.3%	--	--

<b>JN07 Beta Examination Results</b>			2007 (1 Oct 06 to 30 June 07)			
	Total Exams	Average Grade	Number Passing	Percentage Passing	Average Passing Gr	No. Perfect Scores
<b>Open Bk.</b>						
2007	135	88.1%	132	97%	92%	N/A
<b>Sight Fold.</b>						
2007	135	--	135	N/A	--	N/A

<b>N Examination Results</b>			2007 vs. 2006 (1 July to 30 June)			
	Total Exams	Average Grade	Number Passing	Percentage Passing	Average Passing Gr	No. Perfect Scores
<b>Closed Bk.</b>						
2007	78	79.5%	59	74.9%	89.4%	4
2006	78	76.6%	49	64.9%	81.5%	5
<b>Open Bk.</b>						
2007	74	87.8%	59	79.7%	90.5%	0
2006	63	70.6%	45	68.2%	80.3%	4
<b>Sight Fold.</b>						
2007	43	--	34	79.1%	--	9
2006	65	--	55	84.6%	--	13

Award of Grade	<u>2007</u>	<u>2006</u>
JN (JN99 course)		73
JN (JN07 beta)	132	N/A
N	33	53

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

<u>Committee:</u>	Electro-Mechanical Systems
Courses:	Engine Maintenance, Marine Electronics
Seminars:	Using GPS; Using VHF & VHF/DSC Marine Radio; Marine Radar
Guides:	Marine Amateur Radio; Boatowner's Guide to GMDSS & Marine Radio ; Boatowner's Guide to Marine Electronics

### Current Status of Courses:

**Engine Maintenance:** The new Engine Maintenance course became available immediately after the Annual Meeting and the response by our members has been extremely good. This new course is in one volume with ten chapters that emphasizes what the student can do to keep their marine engines in good operating condition as well as presenting the overall picture of how marine engines operate. It covers inboard engines, both gasoline and diesel, and outboard engines; as well as the associated systems and accessories. It comes with a new Instructor Manual and Power Point slides to assist the Instructor in presenting the course. Our initial printing of the Student Manual was completely sold out in May and the Instructor Manual sold out in June. Both have since been reprinted. As with any new material there are the possibilities of some errors in the printing, and an Errata Sheet for the Instructor Manual is now posted on the EMSCOM web page on the Educational Department web site. These corrections will be incorporated in the next printing of the Instructor Manual. Exams for this new material are just beginning to take place and it is too early to compile statistics; however, initial reports from SEOs indicate good results on the exams so far. Critiques for this new course and the exams are encouraged and welcomed.

The old Engine Maintenance course 101 and 102 is not longer available; however, exams taken for this material will be honored until end of February 2008.

**Marine Electronics:** The current Marine Electronic course will be replaced by three new courses in keeping with the USPS University concept where students can have a choice of elective subject matter to complete their certification toward a full certificate. The three new courses will be Marine Electrical Systems, Marine Communications Systems, and Marine Electronic Navigation Systems. Students may take and successfully pass any two of these courses, depending upon their interest, to receive credit for completion of Marine Electronics. The first of these three new courses, Marine Electrical Systems is in the editing and formatting stage and will

be available in October/November 2007. The other two courses will become available in early 2008.

The Marine Electrical Systems course is in seven chapters that start with an explanation of what is electricity; followed by discussions on boat electrical wiring, DC and AC electrical systems, galvanic and stray current corrosion, Lightning Protection, and ends with trouble shooting boat electrical problems.

The course includes detailed instructions on how to use a multimeter, how to solder and crimp electrical wiring circuits, and how to read electrical wiring diagrams. There will be Instructor Manuals for all of these courses along with Power Point presentations to help the instructor to teach the course.

### Current Status of Seminars:

**Using GPS:** This seminar has been very popular with our members with over 2,000 copies shipped in 2007 so far. This seminar is designed to give the student a basic understanding of how GPS works, how to operate the GPS receiver, and how to use it for waypoint navigation. It is presented in over 45 Power Point animated slides. The follow-on to this seminar will be a seminar that deals with advanced GPS navigation that will include advanced techniques such as routes, proximity waypoints, and integrating the GPS with electronic charts, chartplotters and computers. This seminar will assume that the student has a working knowledge of the basic GPS receiver, and will be available in early 2008.

**Using VHF and VHF/DSC Marine Radio:** This has been another very popular seminar with our members with over 1500 copies shipped in 2007. It contains detailed information on the VHF marine radio and how to properly use it in distress and safety situations as well as how to use it to communicate with other boaters and land bases. There is also detailed information on the digital selective calling features of the new VHF marine radios. This seminar comes with a CD that can be used on the personal computer to simulate all the features of the VHF/DSC marine radio. This CD was a joint project with USPS and the Canadian Power Squadrons.

**Basic Radar Seminar:** This is a new seminar that will be available this winter. This seminar will give the recreational boater the information needed to successfully operate a marine radar designed for the pleasure boat. It deals with interpretation of the radar screen, overlaying the radar picture on a chartplotter, using the radar for collision avoidance, and how to navigate with radar. The Power Point presentation contains actual pictures taken of a radar screen on-board a recreational sailing vessel on the Chesapeake Bay that shows how-to

examples of using the radar for navigating in bad weather, collision avoidance, and navigating channel and harbor entrances.

**Diesel Engine Maintenance and Repair:** This is another new seminar that will be available in early 2008. It will cover diesel engine principles of operation; basic trouble shooting techniques; maintenance and repair of the cooling system, the exhaust system, fuel system, fuel injection systems, governors, and auxiliary systems. This 2 hour seminar will also include Nigel Calder's Quick Guide for Diesel Engine Care and Repair.

### Current Status of USPS Guides

**Marine Amateur Radio:** This Guide provides all the information needed to select, install, and operate an inexpensive and completely reliable Ham radio system on any boat, power or sail. This well-illustrated Guide explains how to use your radio for voice or Morse code communications and how to check and send e-mail by HF radio, how to link up with onshore signal repeaters to extend your range, and even make telephone calls. Published by McGraw-Hill International Marine for USPS, it has received wide distribution through commercial book stores as well as USPS.

**Boatowners' Guide to GMDSS and Marine Radio:** This Guide clearly and concisely explains how GMDSS, the maritime equivalent of 911, works and describes the enormous advantages of digital VHF radio for ordinary communications with fellow boaters. It is the only authoritative guide available today on the GMDSS relationship to the recreational boater and shows the reader how to send an emergency message using DSC, and how to make routine and group calls using the digital capabilities available with DSC. Published by McGraw-Hill International Marine for USPS it also has received wide distribution through commercial and marine book stores as well as USPS. It comes with a Simulator Program on CD-ROM that can be used to practice on a PC all the functions of a Class-D marine VHF radio.

**Boatowners' Guide to Marine Electronics:** This Guide is currently under development and will be published by McGraw-Hill International Marine when completed. It will be a comprehensive reference guide to all marine electronic systems, and will be used in the new Marine Electronic courses as the reference much like Weekend Navigator is used for the Piloting and Advanced Piloting courses. It will contain 20 chapters that discuss in detail each of the electronic tools used today in the marine environment. Each of the chapters will be presented in an easy to follow format so that the reader can easily find any specific item or detail needed on any of the subjects presented. This Guide will be available in mid 2008.

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

<u>Committee:</u>	Marine Environment
<u>Courses/Seminars/Guides</u>	<b>Cruise Planning</b> Cruise Planning Course Locking-Through Seminar Trailing Seminar <b>Oceanography</b> Guide to the Mariner's Environment <b>Weather</b> Weather 101/102 Course Regional Weather Guides Onboard Weather Forecasting Seminar
<u>News Highlights:</u>	Onboard Weather Forecasting Seminar available now. We are into our second 1000-copy print run. The price of the kit has been reduced as the Cloud Chart and the CPS "Fundamentals of Weather" have been dropped from the seminar kit.
<u>Coming Attractions:</u>	Next editions of classroom courses will be released when current inventory is exhausted. Next edition of Weather Course-(e)1Q08 Next edition of Cruise Planning-(e)4Q08 Trailing Seminar-4Q07 Guide to the Mariner's Environment-1Q08
<u>Course/Seminar Activities:</u>	<b><u>Cruise Planning Course</u></b> Storyboard continues to be in development. Going forward, the course will emphasize topics related to coastal and inland cruising.  <b><u>Cruise Planning-Trailing Seminar</u></b> Our Trailing seminar has been on hold, pending resolution of technical issues relating to the embedding of video graphics within the Power Point presentation. Getting past these issues will allow us to release the seminar for general use.  <b><u>Weather Course</u></b> Our next edition of Weather is ready for Beta test. We will work with a small number of Squadrons who are willing to teach the course and give regular feedback on suggestions for improvement. Weather will revert to being a single course with the next release. The chapter on Forecasting will include our traditional three-day paper chart analysis, followed by a section geared toward using Internet-based weather forecasting tools.

Requests:

**Regional Weather Guides**—we continue to need your local marine weather knowledge for the Southeast, for Florida, and for Gulf Coast regional Weather Guides. Contact R/C Bob Brandenstein at [robert.brandenstein@verizon.net](mailto:robert.brandenstein@verizon.net) . No need to write. We will interview.

**Cruise Planning**—Next edition-We welcome your suggestions as to the form and content of the next edition of Cruise Planning. Suggestions from experienced Cruisers and Live-aboards are especially welcome. Contact St/C Garry Schroeder at [arch300@aol.com](mailto:arch300@aol.com) with your suggestions.

**Cruise Planning-Trailing Seminar--**  
Graphics help—We currently have a Power Point presentation on Trailing with a series of still jpgs embedded in the presentation. We also have a narrated USCG-produced DVD on Trailing which we have segmented, and which we would like to merge into our Trailing presentation. The presenter should be able to move easily from PPT still photographic illustrations to DVD segments and back again. If you have the knowledge, we need your technical talents to make this work seamlessly, in as wide a variety of system environments as possible.

**2007 Governing Board Meeting – Consolidated Educational Department Report  
Committee Reports**

<u>Committee:</u>	Instructor Development
Courses:	Instructor Development Instructor Recertification
Other Duties:	Instructor Certification Instructors Manuals PowerPoint Review & Release Teaching Aids Chapman Award
<u>Instructor Development:</u>	Work has begun on a rewrite of both the ID Course and the Recertification Seminar. Most of the focus will be to add new techniques and procedures and to improve the information on the use of PowerPoint. Contact has been made with Carolyn Reed of the Canadian Power Squadron regarding a collaboration in the rewrite the ID . CPS has been using the

USPS ID Manual with some additional material produced in Canada to make it consistent with Canadian requirements and needs.

The Instructor Development course material continues to be offered free of charge to members courtesy of a grant from the Education Fund. The free course material includes the Student manual, Instructor manual and a CD containing PowerPoint slides. Materials for Recertification include an Instructor Manual and a CD containing PowerPoint Slides.

01 76 107 ID Student Manual  
01 76 108 ID Instructor Manual  
03 76 101 ID Recertification Instructor Kit

Instructor Certification:

The USPS Instructor Certification Policy statement and forms are posted on the IDCom web site [www.usps.org/national/eddept](http://www.usps.org/national/eddept) - click on the link to IDCOM. The forms may be filled out on-line and printed for SEO and DEO signatures and submittal to headquarters.

Instructor Manuals:

In conjunction with the Offshore Navigation, Boating, and the Electro-Mechanical Systems, committees, the Instructor Development committee has completed new Instructor manuals for the new JN 2007, Engine Maintenance, and an update of the Squadron Boating course.

Seminars:

In conjunction with the Boat Handling committee, the Instructor Development committee as produced the IM, Student Notes, and CD packaging for two seminars release in the summer 2007: Sail Trim and Boat Handling Under Power.ID Course

Teaching Aids:

The teaching aids manual is currently being rewritten and should be completed in time for presentation at the 2008 Annual Meeting.

Traditional teaching aids should be brought to the annual meeting for registration. Electronic teaching aids are to be submitted on or before December 1, 2007 to allow time for judging.

Chapman Award:

National judging for the annual Chapman Award has just started.

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

Committee: Curriculum Development and Coordination

Duties: Review course and seminar development for content and flow, coordinate content between committees and users.

Develop and manage Boat Operator Certification

Course/Seminars:

CDC Com reviewed the following:

- The new Weather course, with special attention to the homework questions.
- The syllabus for the new N course.
- The Seamanship Exam
- The JN Exam
- Several seminars

In the case of the Seamanship exam, many of the questions were written by committee members.

Boat Operator Cert:

The biggest single effort was on Boat Operator Certification (BOC). With the help of Past NEO Spencer Anderson, P/R/C Pat Governale, the NEO and AsstNEO, we wrote a manual for Boat Operator Certification and a seminar to train certifiers. We divided the districts into 8 geographic regions and identified regional Chairmen of Certifiers to lead the BOC effort in each region. We also appointed one or two assistant regional certifiers and one or two lead advanced certifiers for each district. The latter are trained to teach the US Sailing on-the-water program *Safe Powerboat Handling*.

We ran 3 training seminars for the above certifiers, the last being at the Governing Board. By the Norfolk Governing Board, nearly all the above will have completed the USPS Certifier's training seminar.

Pat Governale and P/C/C Lance Jensen developed a BOC web site for the national USPS web site. The web site includes the complete manual, the Certifier's Training Seminar (and related files for the Certifier's Seminar), a general presentation on BOC, and the forms and checklists. (Some of these files are quite large and so you need a high speed Internet connection to download them.) Any member interested in learning more about BOC should go to that web site at this URL:  
<http://www.usps.org/national/eddept/boc/main.htm>.

Our next goal is to train at least one certifier in each squadron. If you do not have a certifier's seminar scheduled in your district, contact your regional certifier or assistant regional certifier. They are listed in the table below.

Region (districts)	Regional Certifiers	Asst Reg. Certifiers
Caribbean (33)	Alejandro Virella (avirela@hotmail.com)	Tom McCoy (therealthing@islands.vi)
Mid Atlantic (2, 5, 6, 7, 11)	Wayne Spraggins (wspraggins@aol.com )	Douglas Sewell (sewell3@juno.com) Edward Kurzenberger (sunbirdek@aol.com)
Mid South (15, 17, 21, 31)	Tom Unger (Briarfield-Farm@msn.com)	Glenn Cowham (gcowham@charter.net)
Midwest (9, 10, 20, 24, 29, 30)	Robert Runner (runner520@sbcglobal.net)	Michael Mastal (mastal@comcast.net) Sam Richey (srichey8@aol.com)
Northeast (1, 3, 4, 12, 14, 18, 19)	Chris Windeler (cwindeler@embarqmail.com )	Ronald Adams (radamz@juno.com) Harold Oslick (Hoslick@verizon.net)
Northwest (16, 32)	L. D. Brown (ldandtrudy@att.net)	Steve Erickson (steve-erickson@msn.com )
Southeast (8, 22, 23, 26, 27)	Jan Lane (artandjan@comcast.net )	Dick Pfenniger (rcp37@juno.com) Ray Fedele (rfedele@guthrieadv.com )
SW & Pac Islands (13, 25, 28)	Darrell Sausser (sailords@earthlink.net )	Jerry Ervin (jarelo@aol.com)

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

Committee: Publication Support

Committee Status: Since the Annual Meeting we have added 2 new members but due to members passing the over the bar we have lost 2 members.

We need more Formatters and Graphics artists. We have ordered from TechSoup 3 Adobe in design programs and when they arrive we will start training more formatters.

At present we have 2 Editors working on projects but we have 3 waiting for work. We have 1 Graphic artist working but we have 2 waiting for work. Our Formatter is working over time.

Future Plans: During Leadership at the Annual Meeting It was stated that this committee was to act as Publisher. That means that all our work should go thru this committee. This has yet to happen.

## 2007 Governing Board Meeting – Consolidated Educational Department Report Committee Reports

<u>Committee:</u>	Education Department Operations
<u>Duties:</u>	Managing Ed Dept budgets, inventories, and expenses Tracking trends to support forecasting Managing Exam Gen – system that builds exams for courses on demand Processing material requests from Committees to HQ Formatting and distributing Boating Course Statistics reports Managing the Ed Dept web site Recording and distribution of minutes from Ed Dept meetings
<u>Results:</u>	Course utilization statistics and trends are being developed to improve budget and inventory planning and tracking. Historical data is being collected and analyzed to develop trends. Financial analyses are in process to track margin contributions from Ed Dept products toward USPS financial stability.