

United States Power Squadrons  
Open Educational Department Meeting  
Friday, 5 September 2008

The Meeting was opened at 1400 by R/C Robert J Sweet, SN, Assistant National Educational Officer, with 84 persons in attendance. A complete list of attendees is on file. He indicated that he was going to preside over the meeting while V/C Richard E. Kyle, SN, National Educational Officer, was in other meetings regarding insurance coverage for USPS educators. R/C Sweet introduced Joe Gatfield, National Training Officer for the Canadian Power and Sail Squadron.

R/C Sweet gave an overview of the Educational Department and the work that it has been doing for several years to bring course material up-to-date and be competitive with the current market. Although there has been a decline in attendance for the Public Boating and Member Courses, Seminars have been the 'Rising Star'.

- Eight of ten courses have been totally rewritten in the last four years. Cruise Planning and Instructor Development have yet to be done. Marine Electronics will be divided into three unique and totally separate courses.
- The grade of Senior Navigator will be achieved by completing the five Advanced Grade Courses and any six Elective Courses, out of however many we have available at the time.
- We now have 12 seminars and have completed one of four levels of the Boat Operator Certification (BOC) program.
- Expectations are that by next year we will have revised all of the courses, be up to 18 seminars, and have at least two levels of BOC.
- USPS materials have been tested outside the organization and the feedback on the material is extraordinary. (The International Boating and Water Safety Summit, National Safe Boating Council, The Coast Guard Auxiliary, The Coast Guard, and Boating Law Administrators consider USPS as having the best material for boating education, by a large margin.) Seminars have been presented at three Trawler Fests and there is a plan to attend the upcoming Trawler Fest (by R/C Sweet) at Solomons, Maryland, with support of District 5.
- Under development is a relationship with a major boat manufacturer to incorporate our ABC course material as part of the purchase of a boat. Persons would receive the self-study book and would be provided with information regarding classroom courses that are offered and the opportunity to participate for an additional fee.
- USPS has a new Yacht Policy that provides insurance coverage for on the water training. It also provides Media Liability and Professional Liability.
- USPS is shifting to offer more support to instructors and will be providing a venue for instructors to maintain contact to discuss concerns and to share experiences.

- Two Train the Trainer seminars will be offered in Anaheim – one on How to Sell Public Boating Courses and the other on How to Teach Seminars. We will be doing more instructor training in the future.
- The new ABC course material will be used for all courses – online, as well as in the classroom, and will be ready soon. Proofs are going to the NASBLA meeting that starts Sunday. USPS has used a professional design and layout, attempting to get the look of a retail commercial book. The new material will replace everything that we have previously used (Boat Smart, Chart Smart, the Squadron Boating Course, and ABC) and will be available 1 November. We will have one book that does everything; 8 Hour, 12 Hour, Internet, Classroom, and Home Study. The material will come with CD, with the animated courseware, and we are also hoping to include the Maptech Chart Training CD.
- The Seminar format has been a major success and is making up for the decline in member courses. Seminars have been a good format. They are unique and we are the only ones that have them, so no competition. Seminar target market is two parts, the public who are mostly experienced boaters and those who may never have taken a boating course. This is a good way to get them to join and get them on board. We will teach them the rest. As to member retention, people who do not come to meetings or other courses do come to seminars. Seminars are easy to deliver and a great format. Current seminars include: GPS; VHF/DSC Marine Radio; Onboard Weather Forecasting; Charts; Sail Trim; and Paddle Smart. New seminars include: Marine Knots, Bends and Hitches; Anchoring; Marine Radar; Trailing; Hurricanes and Boats.
- Pending – a 3-part seminar; approximately 6 to 8 hours of classroom and we are looking at how we can couple this with on the water training – Advanced Power Boat Handling. The first part is Close Quarter Maneuvering, part two is How Your Boat Handles at Sea, and the third part is Operating at Sea.
- The next new project is Partner in Command that replaces the Skipper Saver Program. We changed the mindset with a softer approach for spouses and crew. It identifies the minimum that you need to know to handle the boat if you are alone.
- The guide for Knots, Bends, and Hitches for Mainers was written by John Bennett and illustrated by Irene Rodriguez. The seminar material includes a die cut knot board and line. People can tie the knots and take it home with them.
- Rules of the Road is in the works and will be tested at the Trawler Fest in the Solomons, Maryland based on the One Minute Guide to Nautical Rules of the Road, written by Charlie Wing.
- Marine Compasses is almost done, it will be a prerequisite for the next level of BOC. It is in final editing.
- We would also like to do a seminar on Coast Guard License Preparation. Charlie Wing has a book on How to get a Coast Guard License, 3<sup>rd</sup> Edition. It has a self-prompting CD included.
- Instructors may be reluctant to give seminars because they may not be subject matter experts or the seminar format is different from how they are used to teaching. However, seminars can be rewarding because they are brief and are a gap filler.
- USPS has taken a clear and commanding lead in boating education, we are ahead of the power curve in terms of generating material but we are not ahead of the curve in delivering it. That is our mission now.

R/C Eugene E. Molteni, SN, Chairman, Basic Public Education Committee, introduced his Staff Commanders – Pablo Prieto, SN, and John Sherrick, JN. R/C Molteni reported that Currents has a good description of the ABC material. DEOs have a description of the material; a teaching plan and a layout of the course. He requested that the DEOs distribute this to the SEOs. There will be a new Certificate and Wallet Card. Many states have new requirements regarding information required on the Wallet Card (e.g., age, sex, height, weight, eye color, hair color). There is now a requirement that students cannot be given the same test if they fail the first test. The alternate tests will have at least 25% of the questions different. USPS has submitted the exams to NASBLA. Squadrons can use any of the three exams; Form A, USPS 1, or USPS 2. There was also a discussion of what level of Flash Player is to be used when using the CD for this course. There are instructions in the book as to how to set up your player.

R/C Robert E. Brandenstein, SN, Chairman, Marine Environment Committee, discussed the current movement of Tropical Storm Hanna and the areas that are being affected. He also discussed the upcoming Tropical Storm, Ike. He indicated that this is related to Chapter 7 in the new Weather book on Tropical Storms. The new Weather Course has been delayed to do more work on the graphics. The new galley proof of the Student Manual is ready and it is expected that materials will be available in Raleigh by 1 November. You can continue to use the Weather 101 and Weather 102 materials until they are gone. The Instructor CD contains all slides that are in the Student Manual and other slides that have been accumulated but did not make the book (total of about 500 slides are on the Instructor CD). The committee is working on the Trailing and Onboard Weather Forecasting seminars. They are also working on a new seminar – Boating on Rivers, Locks, and Lakes. Hopefully it will be completed by year end. Cruise Planning is scheduled for a re-write for 2009.

R/C J. Christopher Brown, SN, Chairman, Instructor Development Committee discussed the primary duties of the ID Committee: Instructor Certification; Chapman Award; Teaching Aids; and advising other committees on PowerPoint. He indicated that he will forward to the DEOs a list of the instructors and when they expire in their district. This is done on a case-by-case request. He discussed the difference between the Instructor Development Course and Instructor Certification. Certification expires in four years.

R/C Brown introduced Stf/C Ann Scotten, SN, who is working on redoing the Instructor Certification Course. He indicated that his other Staff Commanders were unable to be present because of their schedule. USPS is working with CPS on rewriting the Instructor Development Course. It is expected to be completed in early 2009. You can continue to teach with current material.

For the Chapman Award, R/C Brown stated that DEOs are to submit packets by 1 September. The packets are given to a committee of 10 judges. New packets for 2009 should be available at headquarters in March 2009. There is little change in the process.

R/C Brown explained that the Teaching Aids competition will be new in 2010. There will not be a Teaching Aids competition at the Annual Meeting in Anaheim, CA, in 2009. There will be a booth to show previous examples of winners, how to build and modernize teaching aids, and how to improve teaching aids overall. The District winners for 2008 and 2009 will be reviewed in 2010 in Florida. The committee is investigating possibility of giving a prize for Teaching Aids award winners.

R/C Richard C. Pfenniger, SN, Chairman, Publication Support Committee, indicated that his committee is the publisher of course materials. He requested assistance on his committee in the areas of formatting, editing, graphic artists, and PowerPoint.

R/C John (Jack) W. Fletcher, SN, Chairman, Curriculum Development & Coordination Committee, introduced Stf/C Herman Green, AP. R/C Fletcher discussed the Boat Operator Certification (BOC) program. He discussed the committee's review of material to make sure that course editions do not overlap; that the materials are current; and that the information makes sense to present. The committee also maintains the exam questions and follows the guidelines to maintain all the homework questions. He indicated that the BOC kit is in stock at headquarters. The manual for BOC is on the website and can be downloaded. The booklet in the kit has all information for the First Level (Inland Navigator). The kit also has the passport that is a score card that can be carried and used as a record of what has been accomplished toward BOC. The reward is a Certificate of Completion and a Wallet Card. The goal is to have this recognized as an international credential. We have 165 people as Local Certifiers. Twenty people are trained as on-the-water certifiers and are considered Master Certifiers. The future goal is to have one Local Certifier at every District and hopefully in every Squadron.

R/C Gene A. Danko, SN, Chairman, Electro-Mechanical Systems Committee, discussed the status of his courses. The Engine Maintenance Course was completely redone in 2007. Marine Electronics is being completely redone. However, the existing courses ME101, ME102, and ME103 are still valid and available. If you are using the old series, you must complete all three to get credit for ME. R/C Danko explained that the first course that was rewritten is 'Marine Electrical Systems' and the beta version of the material is on the shelf at headquarters. The next course in the series is with the editors and formatters, 'Marine Communications Systems'. The ME103 replacement is on navigation. The material is currently being written. He anticipates that the material will be available in 2009. R/C Danko discussed various seminars and indicated that they have been doing quite well. The MMSI Web site is active. R/C Danko provided an update on Rescue 21.

R/C Wilbur G. Hugli, SN, Chairman, Boat Handling Committee, introduced his Staff Commanders, Larry Rathbun, JN, and John Bennett, SN. R/C Hugli discussed a number of seminars and the Seamanship course. He explained that there are some technical errors in Charlie Wing's 'The One Minute Guide to the Nautical Rules of the Road'. McGraw-Hill will correct the errors when they reprint. The errors have been put on the USPS Web site and were sent out on the DEO/SEO list. P/V/C Spencer P. Anderson, SN, has worked with the Canadian Power and Sail Squadron to put out a new Sail Course. R/C Hugli spoke of the status of taking on-line courses. He currently has three seminars on-line and will have two more seminars on-line shortly, through the University of West Florida. He would like to put more of the non-advanced grade courses on-line in the future.

R/C Sweet introduced two past NEOs – P/V/C Spencer P. Anderson, SN, and P/V/C Robert P. David, SN. He indicated that both have continued to work with the Educational Department.

R/C Kenneth N. Beckman, SN, Chairman, Offshore Navigation Committee, provided a brief history the rewrite of the JN and N courses. He also recognized his committee members, including P/R/C N. Ann Fields, SN, who has been the driving force behind the new Navigation course.

R/C Nancy Reeder, SN, Chairman, Educational Department Operations Committee, discussed the role of her committee in assisting the other department committees with ordering of course materials. Stf/C Tom Brincka, SN, is the Webmaster for the Educational Department Web site. The committee also maintains the exam question database. R/C Reeder requested that members in attendance sign in for the meeting.

Cdr Paul Flagg, SN, presented an overview of the structure of on-the-water training. Highlights included:

- 1) Class size limited by the size of the vessel used.

- 2) Need for a lesson plan, students have the opportunity to observe and demonstrate skills. Sample lesson plans on Web site. Plan for two hours on the water for four students.
- 3) Need to schedule based on class expectations and availability of the boat and boat owner.
- 4) Marketing, selling on the water courses is a lot more fund. Need to price with a margin of being competitive.
- 5) Need to synchronize the lesson plan and materials. Have a checklist of topics.
- 6) Liability of training s covered by the new USPS insurance policy.

R/C Sweet made closing remarks and adjourned the meeting.

Respectfully submitted by:

Lt Janet Curle, SN