

**Joint Meeting of the New Jersey Commission on Environmental Education
And Interagency Work Group - AGENDA
Wednesday, October 22, 2003
NJDEP Headquarters, Trenton
9:00 a.m. – 12:00 noon, Public Hearing Room**

8:30 a.m.	COFFEE AND TEA	
9:00	Opening Remarks <ul style="list-style-type: none">• Welcome and opening remarks from chair• Review of agenda and request for new business items• Review/acceptance of September meeting notes• Updates: Recognition ceremony, appointments, annual report and meeting schedule	Joni Elliott/ Tanya Oznowich
9:30	Priority Tasks and Budget for 2003-04 <ul style="list-style-type: none">• Discuss activities and potential funding needs (two lists)• Review discussion from September meeting• Put discussion on hold until after committee and survey presentations	Joni/Tanya
9:45	Environmental Education Network Committee <ul style="list-style-type: none">• What is needed to be done in 2003-04?• Who should do what? Estimated timeframes for each?• What costs are related to this work, if any?	Marc Rogoff
10:00	Earth Day Committee <ul style="list-style-type: none">• Environmental Primer - est. costs and needs• Earth Day – New Jersey Website – update (no costs)• Earth Day Legislative Forum – to do? Estimated costs and needs? Establishment of theme programs around the state (no costs)	Fletcher Harper
10:20	BREAK	
10:35	Plan of Action Committee (to Include Survey Work) <ul style="list-style-type: none">• Revisions process 03-04 – estimated costs and needs• Discussion regarding NSF feedback and how to pursue	Dale Rosselet
10:55	Committee Membership for 2003-04 <ul style="list-style-type: none">• Distribute list and ask for volunteers for each committee• Committees will gather at end to set up meeting dates	Joni Elliott
11:05	A Needs Assessment Survey for New Jersey Teachers Guest Speaker: Dr. Nick Smith-Sebasto, Montclair State University <ul style="list-style-type: none">• Group discussion about the purpose, contents and use of this tool• Final decisions about if/how to pursue, and potential next steps	Joni/Tanya
11:25	Revisit: Priority Tasks and Budget for 2003-04 <ul style="list-style-type: none">• Finalize expenditures for 2003-04	Joni/Tanya
11:45	New business items	Joni/Tanya
11:50 a.m.	Wrap up, closing remarks and departure <ul style="list-style-type: none">• Committee groups will meet briefly to establish meeting dates And “next steps” for each committee	Joni Elliott

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Wednesday, October 22, 2003

NJCEE Members: Erin Dougherty, Marie Downes, Joni Elliott, Anne Galli, Fletcher Harper, John Kirk, John Lisko, Kathy McGlaufflin, Tanya Oznowich, Leslie Parness, Dale Rosselet, Jim Shissias
IWG Members: Elizabeth Faircloth
Guests/Speakers: Nick Smith-Sebasto

Opening Remarks

- Reviewed agenda – no new business items were added
- Informal acceptance of September meeting notes with no corrections or additions
- Winter/spring meeting schedule (2003-04) was distributed
- Update on appointments was provided (teacher appointed by Governor's Appointments staff; existing resumes were submitted and three more were still being obtained)
- Recognition of Robert DeCicco's service on the commission will be recognized at the November commission meeting; informal vote to approve that a plaque be made for him

Expenditures/Budget for 2003-04 – Group Consensus

- Reviewed expenditure list at beginning of meeting that Tanya distributed and discussed the need to finalize this list towards the end of the meeting
- **\$600** will be spent in calendar year 2003 to pay Starfyre, Inc., for hosting the EE directory in 2003 (Earth Day Education account, to be spent in January, 04). Half to full year payment for this service in 2004 will come from the trust fund. The service will be discontinued if ANJEE determines not to assist with the development and maintenance of this service
- Between **\$3,100 - \$3,500** was approved to spend for printing and mailing out bulk copies of the *Environmental Primer* (Earth Day Education account, to be spent by April, 04)
- Funds for 01-02 and 03 annual report printings was approved (as per the list) - **\$2,000.00**
- Annual contribution of **\$1,000** from NJCEE to ANJEE for publications was OK'd
- Costs for parking passes, plaques and food (joint meeting) was OK'd for 03-04 **\$1,100.00**
- Group agreed to pay **\$100** to sponsor the ANJEE conference – Tanya will do paperwork

New Jersey Environmental Education Network Committee and Tasks

- This is still a priority task of the commission and work group and committee interests will remain intact in 2003-04
- The commission and work group's website has been removed from the directory design and has been approved by the group – it is now maintained by DEP staff as part of **SEEDS**
- In Spring, 2003, the commission agreed to continue to pay Starfyre, Inc., (\$600 per year) to host the EE directory that has been established. The commission must work with ANJEE to determine if ANJEE can assume responsibility for the EE directory; the hosting cost for 2003-04 will remain an expenditure. The commission will pay for calendar year 2003 and will pay for ½ of 2004 (Tanya will notify Starfyre, Inc., of this decision) but will work with ANJEE to determine the future of the directory. If a plan for the directory cannot be established than the commission will discontinue payment to host the site as of July 1, 2004

Earth Day Committee and Tasks

- The committee's project for 2004 is the *Environmental Primer* publication. The group agreed to spend \$3,000.00 for printing the document and to pay for bulk mailing costs (est. \$500). The DEP staff will handle the editing, design, printing and mailing of the document.

It should be made available to the public by January, 2004 and as a response to requests for bulk materials for Earth Day events; also available at ANJEE conference, if possible

- Group consensus to print #10,000 copies of the primer at an estimate of \$3,095.00
- Marc to send the draft to the committee members – Leslie, Erin and Fletcher
- The DEP staff will continue to maintain the NJ Earth Day website that is part of **SEEDS**
- The commission and work group agreed to postpone the Earth Day (Legislative) Forum in 2004 and consider holding it in 2005. They also agreed to not pursue thematic programming statewide this year, in order to support Earth Day and EE promotions.
- The commission and work group, along with the value of EE, will be promoted as part of the ***Environmental Primer***. The purpose of the primer is to provide the public with a common understanding of priority environmental terms and topics that are being used by state government and the media
- The primer will be available online and people can download/print it; the term list will also be continued online – the primer will just bring people to the site to access it

Plan of Action Revisions Committee and Tasks

- Must develop a process and plan for revising the Plan of Action – no budget has yet been determined/it was learned that the National Science Foundation will not provide funds for planning or organizational processes
- It was agreed that the teacher's survey should be aligned with, and supportive of, the school-based recommendations for the revised Plan of Action
- This committee will oversee survey activities for teachers and other audiences
- Should be 1 or more questions about the POA on the teacher survey regarding their awareness and potential use of it
- Questions should also reflect basic tenets of EE
- Other audiences to be surveyed in the future include env. commissions, students, etc.

The New Jersey Teachers Survey – Group Discussion and Decisions

Concerns with doing a teacher survey

- Not sure of goals or destination – rushing too quickly
- How will this information be used? What do we need to know?
- What will be accomplished by doing it? The commission needs some short-term accomplishments; the commission also does not have the resources – the survey will require time, effort and funds
- Sampling size of 500 should be larger, possibly 1,000. A sampling of 500 for NJ teachers will draw a poor response. The survey tool examples are too long and people will quit before submitting it – teachers won't take the time to complete and submit it

Mixed input and questions

- Are we ready to do a survey? The activity should be a springboard to what the group wants to do next. Linking it with the revised POA would be wise... we must live with the results
- Survey was done in Wisconsin and Illinois (the survey instrument is just an example of what could be done in NJ – we don't need to use this specific tool); Illinois findings helped the state to get Eisenhower funds for PD for EE; doesn't know if/how Wisconsin used results
- **What are the costs** – budget must be fine-tuned; costs would be for envelopes, copying, return envelope, postage and a free incentive – we are estimating about \$1.00 per questionnaire – if we do #1,000 the actual cost for supplies will be \$1,000.00

Positives about doing a teacher survey

- A foundation of solid findings would provide support for the school-based revised recommendations in the Plan of Action and will provide leverage when we seek funding in the future to carry out the new recommendations
- A teacher survey will provide a snapshot of how EE is perceived and being carried out in NJ
- Nick is confident (93 – 95%, 5% margin of error) of the findings with a random sample of 500 teachers and sample size can be increased if necessary
- We should try – the atmosphere in NJ schools is challenging now and time is tight – getting responses will be difficult – increase sample size to 750 or 1,000
- Suggestion to work this through professional groups in different subject areas – sample won't be random but it provides a means of distribution if labels can't be obtained through NJDOE or NJEA (i.e., NJSTA, NJSSC, etc.); concern that only people with EE interests or commitment will respond through professional groups (DOE might not provide labels/NJEA may have concern with privacy interests)
- The school-based POA recommendations can be separated from the non-formal audience recommendations – the revised POA can be tackled in sections or segments
- Once school recommendations are complete the research data and rec's can be used to lobby legislative reps for funding; since it hasn't been much this would be groundbreaking
- Suggestion to do same survey with ANJEE-member/teachers to compare results
- It would be better to get a low turnout or response from a random, unbiased sample than a high turnout from a biased sample – expect low response and be happy with higher one
- It will be up to the POA revisions committee to help ensure that the questions asked in the survey are linked with the recommendations in the revised POA – the new rec's must be based on facts – even if we each do this work professionally we work with people who want or practice EE – not many of us have quantifiable contact with educators NOT doing EE
- Good survey results give high-ranking officials “fuel” for their decisions, especially if they involve provisions for funding

Next Steps for Survey Implementation

- There was group consensus to develop and conduct the survey; Kathy M. had skeptical reservations about the process and it being fruitful and productive
- Nick offered to facilitate a future meeting with commission and work group members to personalize the survey instrument (NJ-ize it, in order to meet our needs); the goal is to gather ideas about what the survey should include then prioritize or rank everyone's input – the process takes 2 – 3 hours; Fletcher agreed to assist Nick in developing the process; group agreed to have this take place at the November commission/work group meeting
- Tanya asked if meeting location could be changed from DEP/Trenton to (perhaps) new NJAS center in Plainsboro; the commission had lost the PHR for the Nov. meeting and the new room was too small/confining for this process – group agreed to relocate the meeting
- Nick and Jim will explore other funding opportunities such as the EE Fund available through the Env. Lobby and the Fund for New Jersey; Tanya and Leslie will do follow-up
- Elizabeth and Tanya offered to bring other rep's into the process – group decided against this and wanted to limit input to members of the commission and work group
- **Timeframe** – results are estimated to be ready 6 – 9 months from the mailing time; development and finalization of the survey tool must also be included
- Tanya will draft cover letter that will be signed by DEP commissioner and possibly DOE commissioner; it will explain the purpose of the survey and how the results will be used

Committee membership list for 2003-04 was circulated