

LDE/CDE Operations

General Operations

- a. Regional Quotas not filled at the regional level will remain empty and not be filled by another region.
- b. As stated in the individual rules, only one chapter representative per LDE may compete in a state event.
- c. All work on scansheet will be performed by students. No “bubbling” will be performed by another person before students are handed their scansheet at the state event, and all work done on the scansheet will be theirs alone. (Unified participants may require accommodations for completing scansheets)
 - i. If a scansheet is damaged, the answers may be entered electronically into the Judging Card Program by two people and will not be re-bubbled onto a scansheet.
 - ii. If students poorly erase, bubble two bubbles in a row or a column, or make another mistake that doesn't allow the scanner to provide a definitive answer, the tabulations team cannot make a decision for a student, and the scanned decision stands.

Advisor Responsibilities and Duties

- a. Regional CDE/LDE Committee Rep
 - i. Attend all CDE Committee meetings and report all updates and proposed changes to the region's teachers.
 1. Update all teachers in the region about the following
 - a. Develop a regional process to review changes to CDEs and LDEs within each region.
 - b. Quota Sheet
 - c. Regional Materials Request Opportunities
 2. Preparing for State FFA Convention
 - a. Assign one FFA advisor to each CDE on the Regional Rep sheet by September 30, and email the CDE Coordinator if they changed from the year before, so they can be updated on the website.
 3. Chair CDE Rule Review Committees
 - a. Provide leadership, support, and final reporting to the CDE Coordinator with final documentation in a Google Doc.
- b. CDE/LDE Chairperson

- i. Review all testing materials with other advisors for accuracy of answers and make necessary corrections
 1. Contest chairs will decide if a question will be omitted or thrown out. This will be documented on the tabulations sheet and check-out sheet.
- ii. Assign instructors to all necessary positions to ensure the event runs smoothly.
 1. Examples include group leaders, runners, and timers.
- iii. Enforce the agreed-upon standards regarding student and advisor behavior before, during, and after all state CDEs/LDEs.
- iv. Communicate with all advisors for opportunities to walk through the CDE after it is complete (if available)
- v. Oversee the CDE/LDE while in progress.
- vi. Be available before, during, and following the CDE/LDE to answer questions, resolve rule interpretation, manage tabulations, and certify results.
- vii. In the event of an unbreakable tie under the JudgingCard scoring system and the rules, the contest chair will decide how to break the tie by using another area of the event.
- viii. All sheets of paper will be collected and brought to tabulations, and will be left at tabulations.
- ix. Scoring/Tabulation
 1. Keep all testing supplies and deliver them to the tabulation location with the scansheets to scan.
 2. Check in with the tabulation leader, who will provide all record-keeping sheets.
 3. Calculate official placings for all classes/tests
 4. Prepare scoring/answer sheets and give them to the tabulations team.
 5. Identify tiebreaker classes as stated in the rules.
 6. Complete the scoring and tabulation as assisted by tabulation coordinators
 7. Arrange tabulation sheets in ascending order of team numbers for scanning. Check for zeros and double-check individual and team scores. Complete the result sheet summary for non-computer tabulations and turn it in to the CDE Coordinator.
 8. ***E-Rubrics will be used for the following CDEs and LDEs
 - a. CDEs - Market Plan, Food Science

- b. LDEs - Ag Issues, Creed, Employment, Extemp Speaking, Prepared Public Speaking
 - 9. Provide rankings for all teams and individuals, and for the top ten teams and top ten individuals, and submit the results to the CDE Coordinator.
 - a. NOTE: For CDE/LDEs being tabulated by computer, trained individuals will assist in running the program.
 - 10. All placing cards and tests will be delivered to the FFA CDE Coordinator upon tabulation completion.
 - x. Any complaints of rule violations or other grievances on the conduct of any state CDE/LDE must be in writing and given to the CDE Coordinator before the close of the State FFA Convention.
 - xi. Submit the final audit of the CDE/LDE upon certification at Tabulations. Including but not limited to - adjustments to content (revised or thrown-out questions), changes in procedure, or any other anomaly encountered during the event.
 - xii. Group leaders
 - 1. Guide the contestants to their next site during the CDE/LDE.
 - 2. Make sure the contestants are given the full-time allotment at each site.
 - 3. Monitor the students to:
 - a. Limit talking among the contestants
 - b. Observe the group for cheating, disruptions, and altering or handling of materials.
 - c. Refer to the CDE/LDE Agriculture teacher chairperson for appropriate action.
 - d. If instructions are needed for a particular class, make sure the class leader or you are consistent and give them before judging begins.
 - xiii. Timers
 - a. Allowing the contestants the full-time allotment for each class/exam.
 - b. Follow the CDE/LDE instructions for proper timing methods if so stated.
- c. Additional Information:
- i. No team arriving late for a State CDE/LDE will be given special consideration (e.g., a team arriving after an event is started does not need to be allowed to go back to make up that part of the contest)

State Staff, Faculty/Industry Rep, and University Student Responsibilities

1. **Executive Director**: The executive director is the general chairperson of the State FFA Convention. Responsibilities include:
 - a. Work with the FFA CDE Coordinator to communicate with CDE Co-chairs and appoint individual CDE/LDE chairpersons by February 1.
 - b. Work with the Leadership Development Coordinator and the State FFA Officers to develop convention programs and resources, and to update them on the state website.
 - c. Email all information and update the website regarding convention activities to chapter advisors.
 - d. Assist with room scheduling and transportation for each CDE/LDE.

2. **CDE Coordinator**: The CDE Coordinator shall plan and conduct all contests at the State FFA events. Duties include:
 - a. Work with Industry/University Co-chair to secure faculty co-chairs for each CDE/LDE (if appropriate).
 - b. Work with Regional MAAE CDE Representatives to secure CDE Teacher Chairs for each CDE.
 - c. Supervise the CDE/LDE section of the FFA Website, including registration.
 - d. Work with facility staff and other personnel at the University of Minnesota, Minnesota State Fair, Pipefitters, etc to obtain rooms and transportation needed for CDE/LDEs.
 - e. Supervise and assist FFA CDE Interns in organizing student chairpersons and committee activities; order scansheets, printed forms, cards, envelopes, e-certificate facilitation, and awards for the CDE/LDE.
 - f. Post updated quota sheets, CDE/LDE certification, and information sheets to the website.
 - g. Secure all needed materials for State CDE/LDEs.

3. **Faculty/Industry Representative & CDE/LDEs Chairpersons**: The CDE/LDE faculty chairpersons are University of Minnesota Department staff members or industry representatives appointed by the Executive Director and CDE Coordinator. Their responsibilities include:
 - a. Communicate with Co-chairs
 - b. Coordinate with the faculty general chairperson and student CDE/LDE chairperson on facility scheduling and requirements for registration materials.

- c. Send instructions and assignments to all faculty, agriculture teachers, and student chairpersons.
 - d. Prepare or arrange for all contest materials, specimens, livestock, etc.; prepare written tests consistent with the State FFA CDE/LDE Handbook; judge or arrange for official judges and prepare "Official Key." Copies of all written tests and keys will be submitted to the FFA CDE Coordinator for distribution to all chapters.
 - e. The FFA CDE Coordinator, along with CDE Co-chairs, will select and notify judges for Agricultural Issues, Agribusiness Sales, Conduct of Chapter Meetings, Creed Speaking, Employment Skills, Extemporaneous Speaking, Market Plan, Parliamentary Procedure, Prepared Public Speaking, and Talent.
 - f. Assist in coordinating registration and general operation of the CDE/LDE. Arrange for a tabulation area near the CDE/LDE site.
 - g. The FFA CDE Coordinator should be contacted regarding requirements for additional tables, equipment, transportation, printing, etc.
 - h. Make any recommendations for changes and/or improvements in the CDE/LDE to the MAAE CDE Committee through the teacher chair.
4. **U of M Ag Ed Student Interns.** These chairpersons are appointed by the CDE Coordinator and Student CDE Interns. Their responsibilities include:
- a. Commit to attending all convention activities related to CDEs/LDEs at the State FFA events.
 - b. Identify one student to chair each CDE/LDE for the State FFA events and document individual information of the CDE/LDE student chair for the CDE Coordinator.
 - c. Attend and assist in presenting the virtual training for all individual CDE/LDE student chairs by mid-March.
 - d. Assemble all CDE/LDE scansheets and contest materials. Communicate with each student chair regarding pick-up and delivery of contest materials.
 - e. CDE Coordinator and Student Interns will connect each individual CDE/LDE student chair with the CDE/LDE Co-chairs via email by April 1. This communication provides each student chair with an opportunity to understand the responsibilities they will have.
 - f. Preparing the materials for CDE/LDE (packet preparation)
 - g. Complete scansheets according to registration data and place into the CDE/LDE labeled scansheet box with ten extra scansheets for each

contest. Check total team allocations for the state CDE/LDE & prepare five extra sets of your CDE/LDE materials.

- h. Assemble registration materials, CDE/LDE materials, and a complete set of scansheets,

5. Tabulations Team

- a. The CDE Coordinator will hire two tabulation managers for the Minnesota FFA Association.
 - i. Assist in the preparation of Judging Card and FFA advisor information necessary for tabulating LDEs and CDEs.
 - ii. Assist in setting up Judging Card for LDEs and CDEs.
 - iii. Develop a system for CDE Chairs to tabulate results.
 - iv. Review all results and assist with final reporting.
 - v. Have availability following the state LDE and CDE events for clarification and questions.
 - vi. All scansheets will be disposed of one week after the event.