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# The Beginning



Online Reference Manual

<http://www.colorado.gov/cs/Satellite/Agriculture-Main/CDAG/1243429546417>

# Existing Reference Manual

1. Agreements (10/2010)
2. Board Authority (03/2011)
3. Board Meetings (10/2010)
4. Board Member Skills/ Characteristics (10/2010)
5. Colorado Department of Agriculture Responsibilities to Conservation (11/2010)
6. Communications (10/2010)
7. District Visibility - Public Relations (11/2010)
8. Education (11/2010)
9. Employee/ Board Relations (11/2010)
10. Fiduciary Responsibilities (11/2010)
11. Financial (11/2010)
12. Financial Planning (11/2010)
13. Forms & Information (11/2010)
14. General Election Information (11/2010)
15. Information Management (11/2010)
16. Insurance/ Liabilities (11/2010)
17. Mission statement (11/2010)
18. Policy Development and Implementation (11/2010)
19. Partnerships (11/2010)
20. Records Management (11/2010)
21. Strategic Planning - Building a District Identity (11/2010)

NASCA Element	Reference Manual Section	RM Chapter
What is a Conservation District?		2
• Conservation district purpose & function		
• Legal definition in district law	State Statute - Soil Conservation Act	2
• District as government entity	Special Districts and Political Subdivisions of the State	2
• Board member qualifications		
• Overview of board member responsibilities & duties in policy development, planning, governance, district operations, officers & responsibilities, personnel management	Board Responsibilities	10
Fiduciary Responsibilities	11. Financial (11/2010)	11
• Fiduciary duties of district board members		
• Available funding mechanisms	Asset Inventory	11
• Financial policies and procedures	Audits	11
• Budgeting & allocating resources	Bookkeeping/Quick Books	11
• Audit requirements	Budgeting	11
• Importance of financial planning	Cost-share tax forms for landowners	11
• Internal controls	General Fund Budget	11
• (see financial training below)	Grant Budgets (i.e. Matching Grant and DCT Budget)	11
	Grants	11

- } **Partnering with Subject Matter Experts (SMEs)**
- } **Formulating the right learning objective**
- } **Determining the most appropriate media**
- } **Self-paced training modules**
  - ? **Course duration**
  - ? **Assessments**
  - ? **Pre-assessment**
  
- } **E-Learning development tools**
- } **Production of media**
  - ? **Test your download times**
  - ? **Remember your audience**
  - ? **Review the draft module**
  - ? **Module assessment**
  - ? **Testing of Media**
  - ? **Release of media**

## **Where are we today?**

Determining the most appropriate media  
E-Learning development tools

## Past Complexity:

- } Intricate knowledge of specific tools and technologies
  - ? Authorware, Director, Javascript, DHTML

## Current Ease of Creation:

- } Rapid Development Tools (RDTs)
  - ? Captivate, Presenter, and Lectora

## **E- Learning development tools**

Now comes the fun part!

**Layout and usability**

**Editing**

**Rich-media support**

**Rapid Development**

**Testing and Assessment**

**Interactivity**

**Special effects in playing mode**

**Software simulations \***

**Scoring and evaluation**

**Publication options and eLearning standards**



And the winner is...







Thank you!

Questions?