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To: Dr. L. Butler
From: I. Kumabe
Date: June 28, 1973

Curriculum Center

Monthly Report

The production of textbooks at the Curriculum Center appears to be progressing satisfactorily. Some of the immediate problems confronting the advisors have been resolved. Precise work-schedules for the typist, Mrs. Thanony, and the artist, Mr. Baccam, were set up and given to them after consulting with each advisor. Also, needed supplies were ordered for the Center. The science and the mathematics office was substantially enlarged to accommodate the increase in personnel to help Dr. Allen with his textbook production, and to help the advisors and the curriculum typist, capable student typists were obtained to do textbook typing as their on-the-job training summer work.

Summary: Progress of textbook production during June.

1. Lao literature

- a. Mahosot
- b. Sio Savat
- c. Art of Friendship

Minor corrections were still being made during June. They should be ready for printing very soon.

2. Science and Mathematics

- a. Mathematics 10 - Textbook was delivered to the Hawaii team office on June 22 for printing.
- b. Chemistry, Vol. I, 5th year - Corrections are being made. It should be ready for printing soon.
- c. Chemistry, Vol. II, 5th year - Translation of the book is now nearly completed.
- d. Science Dictionary - Satisfactory progress is being made. It is a Lao to English, English to Lao dictionary.

3. Industrial Arts

- a. Electricity - Corrections of the textbook are still being made by Mr. Crisfield and the industrial arts teacher.
- b. Metal and Electricity word list - To date, about 400 words are completed.

4. Business Education

- a. Business Mathematics - Final typing completed. It is being checked for errors and corrections made.
- b. Secretarial Handbook - Three-fourths of the text is now translated. It should be ready for typing soon.

- c. Office Practice - Three chapters (about 10 pages) are now written in English and typed and ready for translation into Lao. The book will contain about 14 chapters.

5. Home Economics

- a. Home Economics 10 - The book needs final proof-reading before being typed into Lao.
- b. 7th grade text is being revised. Typing to be done in August.

6. Agriculture

- a. John Deere Tractor Manual - final corrections are being made.
- b. Poultry Production - Plan to be ready for printing by July 20.
- c. Buffalo Production - Stencil cut; being proof-read.
- d. Principles of Field Crop Production and Mangosteen Production - Ready to be mimeographed.
- e. Conservation of Natural Resources - Needs revision. At present it is being revised.
- f. Economic Entomology - Stencil cut; being proof-read.
- g. Fish and Shrimp Production - Stencil being cut.

Work accomplished by the curriculum center typist and artist.

Typist (Mrs. Thanonsy)

- a. Made corrections of text "Friendship" in Lao literature.
- b. Made corrections in text "Chemistry, Vol. I, in Science and Math.
- c. Did stencil typing for Agriculture text "Farm Mechanics".

Artist/Illustrator (Mr. Baccam)

- a. Textbook covers and title pages - 3 Lao Literature books.
- b. Textbook cover and title page - Mathematics 10.
- c. Illustrations for Chemistry, Vol. I.
- d. Textbook cover and title page for Chemistry, Vol. I.
- e. Miscellaneous printing in Lao for Agriculture.

On-The-Job training for student typists during the summer at the Center

Students hired to type textbooks are doing a very commendable job in typing and proof-reading. There are at present 5 student typists from the 4th and 5th year classes at Fa Ngum Vientiane.

Five student teachers in science and mathematics from Dong Dok are doing very well in translation of materials for Dr. Allen.

Problems

Most of the immediate problems of the Center have been resolved through the cooperation of everyone here.

Others:

Rates for typing difficult work. It was suggested that rates per page of 50 kip be increased to 75-80 kip when typing tabulated material or other difficult work. It will take approximately 1 1/2 times to 2 times longer to type a tabulated material as to type an average page of "straight" typing. Moreover, most people do not like to type numbers and tabulation.

Another problem to be resolved is: When should a student worker be paid?

Suggestions

1. Plans for all workshop be submitted to the SEA as early as possible. The SEA and the school director would like to know more about the workshop to inform the participants ahead of time, and to make all necessary arrangements.
2. Discussion and thorough evaluation on
 - a. Philosophy of the Fa Ngum project.
 - b. Aims and objectives.
 - c. Present educational activities (practical) in relation to course instruction.
 - d. Activities of each advisor (in reasonable detail)
 - e. Textbook production
 1. Present textbook production system and methods.
 2. Textbook quality of books produced and to be produced.
 3. Rate of textbook production (how fast should they be produced?)
 4. Textbook in relation to
 - a. Course involved.
 - b. Completeness of book.
 - c. Usefulness of book for the course and student in the future.
 - d. Procedures and instructions for practical applications
3. Lao-American relationship: report and communication.
4. Follow-up evaluation of the total activities of
 - a. each advisor
 - b. each department
 - c. each school
 - d. textbooks
 - e. Lao-American relationship
 - f. Others

To implement the above

- a. Form a committee of 1 Lao, 1 advisor, chief of party. The Lao and advisor be selected by the advisors.
- b. Committee to study each area mentioned above, evaluate, and make recommendations.
- c. Evaluation to take place semi-annually by observation, visitation, interview, discussions, and questionnaire.
- d. Evaluation to begin any time before the end of June and January of each year. Report to be out by the end of July and February.
- e. Discussions and suggestions to follow report as soon as possible.