

Faculty Meeting Minutes
Department of Adult and Career Education
"Positively Impacting Learning Through Evidenced-Based Practices"
January 11, 2006

Members present: Ms. Prater, Dr. Backes, Ms. Ellis, Dr. McElvey, Dr. McClung, Dr. Mat Som, Dr. Hudson, Ms. Griffin, Dr. Willis, Dr. Cox, Dr. Thomerson, Dr. Golden, Dr. Moore, and Dr. Martinez. Dr. Anderson was on sick leave, and Dr. Ott is still on military leave.

Dr. Martinez called the meeting to order at 3:23 p.m. Ms. Jeter made the following announcements:

- Office hours for Spring semester and course syllabi were requested.
- Send an email message or a note with the student when requesting an override to be processed by Ms. Jeter.
- New rate for travel reimbursement is 44.5 cents per mile as of 1/1/06.

Dr. Martinez reported that Dr. Ott has been in touch with him and is expecting to be released from his military duty in early June. He is looking forward to returning to the Department and his teaching duties.

Dr. Willis asked for the Business Education faculty to announce to their classes that ADS students should see her for advisement the semester before their practicum begins to make the transition easier.

The department minutes of November 10, 2005, were distributed for consideration. Dr. Backes moved to accept the minutes as presented. Dr. Hudson seconded the motion, and the minutes were approved.

Standing Committee Reports:

- a. Faculty Research & Development – Dr. Hudson reported they will be meeting in the near future.
- b. Gulf South Adult & Career Education Conference Planning – Ms. Prater reported they had met earlier that morning and all plans are on track. The program information will be placed on the website soon.
- c. Personnel Committee – Dr. Willis reported a meeting will not be set until further action is needed.
- d. Program Planning – Dr. Mat Som said they had met with Dr. Martinez who led a discussion of the proposed unified ACED Masters degree. Also Dr. McClung discussed the Doctoral development of the Fall 2006 doctoral cohort(s). Plans were made to survey students regarding the unified Masters degree.

- e. Public Relations & Social Events – Ms. Ellis reported in Dr. Anderson's absence. The Christmas social held at the Backes home was a big success. Thanks were given to Dr. Backes and his wife for hosting the faculty at their home and to Dr. Martinez for the use of his Margarita Machine. The next gathering will be near the end of Spring semester, and a volunteer is needed to provide the place. This social will include all family members. Ms. Ellis received thanks for all her work on arranging the Fall Social.
- f. Student Affairs – Dr. Willis reported the committee met to consider a graduate student appeal for admission to Graduate School and also to draft a departmental Diversity Plan. The Diversity Plan draft was distributed and feedback was asked to be sent to Dr. Willis by Jan. 25.
- g. Technology and Facilities – Dr. Moore reported the dual boot system was installed in the labs to provide students the opportunity to learn the Linux system as well as Microsoft XP. The default is to Microsoft XP. The free software, Open Office, was also loaded in the labs as another learning tool for students. Dr. Martinez asked Dr. Moore to collect data from students regarding their views of the new systems during the semester. Dr. Moore agreed to do so.

Reports from College/University Committees:

- Ms. Ellis reported from the Academic Committee on several curriculum and program changes from other departments that would affect our department. Any new curriculum changes must be addressed at the next meeting in order to be published in the next catalog. Dr. Martinez asked faculty to review the current catalog and advise him of any catalog narrative changes by January 18. Any course changes would go to the Program Planning Committee for review, then to the department meeting for discussion and endorsement before being presented to the COE Executive Committee.
- Dr. Hudson reported he is a member of the Georgia Assessment for Certification in Education (GACE) Project Bias Committee which will be meeting Jan. 27-28 and Feb. 7-8 in Atlanta. The committee will review test questions for the teacher certification testing process which will eventually replace the Praxis II. Ms. Prater and Dr. Willis are also on similar committees.

- Dr. McClung reported from the Faculty Development and Research Committee. There are still funds available for use this semester and proposals should be processed as soon as feasible before the funds run out. He also reported from the Graduate Executive Committee that the application for graduate faculty form is being revised and he would welcome any feedback on this process. A brief discussion resulted on the issue of graduate faculty status.

Dr. Martinez reported that the preliminary enrollment figures as of January 10 were 889 total enrollment for the department. The numbers are good for the classes and there will be a more detailed analysis at the next meeting.

A discussion was held on the first draft version of the ACED Mission Statement. Dr. Martinez will rework the statement with the suggestions given and distribute it by email attachment for review. Reconsideration of the revised Mission Statement will be on the agenda for the next meeting for a possible vote.

Dr. McClung gave an update on the next doctoral cohorts. There are currently ten applications on file at the Graduate School for the VSU cohort to begin in the Fall, 2006. The Kings Bay cohort has been placed on hold while scheduling and other issues are being worked out. Ms. Prater reported that she has applied for temporary graduate status. This status allows teaching on the graduate level, but not advising.

Dr. Martinez gave an update on the ACED Advisory Committee. From the list of proposed new and returning members, all but three have replied that they wish to be on the committee. These three will be contacted again. All members have been mailed a letter of thanks with an ACED calendar. Plans will be made for a meeting to occur this semester. Some issues to go before the committee will be the new mission statement and the new diversity policy. The meeting is being planned as a luncheon followed by a work session.

Ms. Prater reported on the ACED website revisions. Following the COE template, she and Chris Meshanko have updated the ACED website. She asked everyone to review it and let her know of any changes. Dr. Martinez thanked her and said he had reviewed it, and it looked good.

Dr. Martinez announced that the Graduate School is having a Graduate School Fair on Feb. 21 from 10 a.m. to 2 p.m., and the department is invited to send representatives. Drs. Backes and Mat Som volunteered to represent the

department. Dr. Moore suggested having an ACED graduate student at our table as well to promote our programs. Dr. Martinez will reply and reserve a table.

Dr. Martinez shared an email from Dr. Gravett announcing a Community Opportunities Fair on Friday, Jan. 27, from 10-12 noon in the UC. Faculty were asked to email Dr. Gravett of any community groups that should be invited to attend.

Dr. Thomerson was asked to report the findings of the COE Technology Committee. The recommendation of the committee was distributed and read, and a brief discussion of possible changes was held. It was agreed that the faculty would like to see the final agreement between the COE and the IT Department before it is approved.

Dr. Martinez announced that classes at Albany will be hosted by Albany State University this semester. A drop in military enrollment and lack of adequate facilities led to this change. We still have an understanding of agreement with Albany Marine Corps Logistics Base and will still recruit from the base. The facilities at ASU are excellent, and students and instructors were well treated.

Dr. Martinez reminded faculty to submit their evaluation materials to him by Tuesday. Dr. Anderson will be having a medical procedure tomorrow, and our good wishes go to her.

Dr. Moore requested to have departmental meeting agendas before the meeting date for review.

Dr. Backes reported working on the PSC report and the template being incorrect for his area. The server for PSC was down during most of the holidays so it has been hard to get the data entered. Dr. McElvey said he has a meeting scheduled with Dr. Lee tomorrow to discuss the PSC report.

As there was no further business, Dr. McElvey moved to adjourn the meeting. Dr. Thomerson seconded the motion, and it was passed with a unanimous vote. The meeting adjourned at 5 p.m.

Respectfully submitted,

Pat Jeter

Pat Jeter, Secretary