

Faculty Meeting Minutes  
Department of Adult and Career Education  
“Positively Impacting Learning Through Evidenced-Based Practices”  
November 10, 2005

Members Present: Dr. Anderson, Mrs. Prater, Dr. Backes, Mrs. Ellis, Dr. McElvey, Dr. McClung, Dr. Mat Som, Dr. Hudson, Mrs. Griffin, Dr. Willis, Dr. Cox, Dr. Thomerson, and Dr. Martinez.  
Guests: Chris Meshanko and Dr. Gunter. Members Absent: Dr. Golden was in Virginia for his son’s wedding, and Dr. Moore was not feeling well. Dr. Ott is on military leave.

Dr. Martinez called the meeting to order at 3:28 p.m. with the following announcements:

- Dr. Martinez shared a copy of a printout of a lighthouse which will be used on posters in the building to advertise the conceptual framework of guiding principles.
- Mrs. Prater reported from the Career Fair she attended at Middle Georgia Tech. She suggested having a representative from Admissions or the Nursing Program to attend in the future as most of the interest was in the Nursing area.

The minutes from the October 13, 2005, meeting were distributed for consideration. Dr. Backes moved to accept the minutes as presented. Dr. Anderson seconded the motion, and the minutes were approved with a unanimous vote.

Chris Meshanko presented the new departmental E-Newsletter. It can be found on the Adult and Career Education webpage at <http://coefaculty.valdosta.edu/aced/> and includes a video clip message from Dr. Martinez. Also included are articles from faculty, links to conferences, emails, calendar, and announcement of events. It will be updated monthly and will be able to showcase the department events as they occur. Chris has done an outstanding job creating the new E-Newsletter. Ms. Prater said that she would meet with the VSU legal counsel and find out what types of student items can be posted on the web. It was noted that the calendar should not show any personal items, but reflect campus events and professional organization meetings. Dr. Backes commended Dr. Thomerson on his years as editor of the department newsletter and Dr. Willis as the first editor.

Birthday cake was enjoyed by all in honor of those celebrating November birthdays: Dr. Mat Som, Ms. Ellis, Dr. Hudson, and Dr. Martinez.

Dr. Gunter spoke on having a social on Dead Day, and it was agreed by all for the department to host a “Multicultural Lunch” for the College of Education on Tuesday, December 6. A committee was appointed to coordinate the foods.

Dr. Gunter explained his ranking of the funding initiatives for the College of Education as well as how the department initiatives were ranked. The focus of the University next year will be on student graduation and retention, and the focus for the College of Education will be on personnel to support programs.

Standing Committee Reports:

- a. Faculty Research & Development: Dr. Hudson reported that the committee met, and he was selected to be chairman. The committee discussed the diversity plan for the Department and proposed that the COE diversity plan be adopted. Feedback on this plan should be directed to Dr. Thomerson. The committee is considering having a workshop with a speaker on grant writing. They also suggested having department members meet on a regular basis to share their ongoing and/or completed research with each other. Dr. Martinez suggested this be a monthly occurrence.
- b. Gulf South Adult & Career Education Conference Planning: Mrs. Prater reported that the new Cypress Room at the UC has been reserved for the March conference. The webpage has been updated. Working with Julie Halter she has established on-line registration for participants and plans to be able to have vendors register on-line as well. Potential presenters had been contacted, but because of the recent server problems they will be contacted again. Dr. Martinez suggested having a keynote presentation on the topic of the use of virtual reality in the classroom. He recommended two guest speakers who could conduct a pre-conference research oriented meeting for the COE faculty and hands-on sessions at the conference. Funding was discussed, and Mrs. Prater said that the committee would explore this further at their next meeting.
- c. Personnel Committee: Dr. Willis reported that the committee met to examine the promotion and/or tenure packets and plan to have feedback to the applicants by Monday. Dr. Martinez plans to have some departmental guidelines developed this year.
- d. Program Planning: No report. Committee will meet in late November.
- e. Public Relations and Social Events: Dr. Anderson spoke on how the recent server problem had affected the Gulf South Conference website and the departmental E-Newsletter. Ms. Ellis announced that the departmental social will be at the home of Dr. Backes on December 1. Dr. Martinez announced that the new brochure for the off-campus TTI program is ready for printing and will be used as a template for updating other brochures. Mrs. Prater is responsible for the departmental webpage and has asked Chris to assist her with updating to the new format.
- f. Student Affairs: No report.
- g. Technology and Facilities: No report.

Dr. Martinez asked for reports from any faculty members serving on College or University Committees.

- Dr. McClung is a member of the Faculty Development and Research Committee and is available to assist anyone who has questions about the procedures in requesting faculty development grants.
- Dr. Thomerson and Dr. Cox reported from the COE Technology Committee and announced that Joe Newton would be present at the next meeting.

Dr. Cox spoke on the new log-in procedures. At a recent meeting it was decided that part of the COE would be used as a pilot study to have this ready for use with all students and faculty beginning

Summer Semester, 2006. Students and faculty will log in to each computer used on campus and will be able to save and access their work from any computer.

Dr. Martinez distributed a list of possible members for the advisory committee and asked for some names for undergraduate representation. With the addition of several names, the list was agreed upon and letters will be sent to the new and returning members seeking their agreement to serve. Plans are to have a meeting during the Spring Semester.

Dr. Martinez referred to the "Mission Statement" document that had been sent to faculty as a means to begin the process of developing one for ACED. After much discussion, it was decided that faculty should email particular elements to be included in the ACED Mission Statement to Dr. Martinez. Then the ACED Executive Committee will synthesize the recommendations and draft a Mission Statement for consideration in early spring. Discussion of the COE Mission Statement was postponed.

Dr. Willis reported on the Library Budget and distributed a handout to show order information. Our liaison, Jack Fisher, has given us software to install on one computer that will allow book orders to be keyed in electronically. The deadline to place orders is March 1, 2006.

Dr. McClung reported that plans are to have two doctoral cohorts begin Fall Semester, 2006. One will be on campus while the other will be at Kings Bay. He has been strongly recruiting for both cohorts, and the numbers look good. The logistics are still being worked out for the Kings Bay cohort. Their classes will take place at Kings Bay with some being on-line, but they will come to campus to meet with faculty during the dissertation phase.

Dr. Martinez asked all faculty to submit to him by email a description of any coursework done on E-Learning which would include anything done on Vista or Blackboard.

Dr. Backes reported the addition of new equipment for the department. Through the NTI grant he has purchased two portable DVD cameras to be used in classrooms for presentations. Ms. Ellis has already used them with her methods class for presentations and remarked on how useful they will be for classroom use.

As there was no further business, Dr. Martinez moved to adjourn the meeting. Ms. Ellis seconded the motion, and it was passed with a unanimous vote. The meeting adjourned at 5:30 p.m.

Respectfully submitted,

*Pat Jeter*

Pat Jeter, Secretary