

**Faculty Meeting Minutes**  
**Department of Adult and Career Education**  
*“Positively Impacting Learning Through Evidenced-Based Practices”*

**Date:** November 1, 2007

**Location:** College of Education, Dean’s Conference Room

**Time:** 3:30pm

**Faculty present:** Dr. Martinez, Dr. Backes, Mrs. Prater, Dr. McClung, Dr. Anderson, Dr. Willis, Dr. Hudson, Dr. Thomerson, Dr. Whisler, Dr. Cox, Dr. Ott and Ms Lesane

**Faculty absent:** Ms. Ellis, Dr. Mat Som, Mrs. McIntosh

**I. CALL TO ORDER:** The meeting was called to order at 3:30pm by Dr. Martinez.

**II. ANNOUNCEMENTS:**

**1. VSU ANNUAL GIVING:** Dr. Ott, Annual Giving department representative, encouraged the faculty to give to the VSU Annual Giving campaign. Donation deadline is November 22, 2007. He made note that some faculty and staff have already given but that we wanted the department to do a bit better. He further went on to state that the ACED Foundation Account is listed as one of the accounts for contributions. Dr. Martinez expressed that any funds we receive in this account is used by the department to buy food for our annual faculty retreat, and Advisory Committee Meetings

**2. WHO’S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGE:** Dr. Martinez received a memo for Who’s Who among Students in American Universities and Colleges. The deadline for nominations is Nov. 30, 2007. All faculty received a copy of the nomination form. They were asked to consider juniors, seniors, and graduate students in ACED programs who are excellent students and deserve special recognition. The nomination will be based on: 1) scholastic and academic achievement; 2) participation and leadership in academic and extracurricular activities; and 3) citizenship and service to VSU. Any questions should be addressed to the Dean of Students at the University Union.

**3. EMAIL FROM DEAN GUNTER: NEED MINI STORIES FOR UPCOMING TEACHER PREPARATION REPORT:** The email from Dean Gunter was summarized by Dr. Martinez, stating that the Deans of the Education Colleges in the State of Georgia are putting together a report for the Board of Regents. One section of the report will highlight success stories of students and ACED has been asked to assist in the providing these stories.

The kinds of students they are looking to highlight are:

- a) two-year college student who has entered or plans to enter a preparation program;
- b) traditional student who wants to work in a critical needs area;

- c) paraprofessional – preferably a program completer;
- d) recent college graduate who decided to become a teacher – preferable a current teacher
- e) military career changer who is now teaching;
- f) career changer from another field who is now teaching, preferably in a shortage field or area;
- g) teacher (or current student) in an advanced degree program;
- h) teacher who received or is enrolled in an endorsement program;
- i) beginning teacher who believes that your program prepared him/her to help students succeed.

Dr. Martinez requested from faculty that if they knew of any of our students who fit the nomination criteria, to please submit the information to the Dean as soon as possible.

**4. FALL ACED ADVISORY COMMITTEE MEETING:** The meeting is scheduled for Tuesday, November 13, 2007 from 10:00am to 2:30pm in Room 258. Faculty are asked to attend whenever they can throughout the day and to have lunch with the attendees around 12:00 noon. Dr. Martinez informed faculty that he would be sending the committee members updates on all the different curriculum and program changes to the undergraduate and graduate degrees. He noted that it bringing this information to the committee for their consideration and input is essential to the improvement process. He stated that this step is a very important piece of puzzle because everybody from the Dean to Dr. Levy and Dr. Zaccari want input from our stakeholders. The majority of the members will be attending --17 members in all. For those members who are unable to attend they will be contacted via email and requested to respond if they have any input. Faculty was asked to start thinking about what they wanted to bring to the committee and to contact Dr. Martinez if there is a topic they would like to have put on the agenda.

**5. E-NEWSLETTER:** Ashley and Julia will start collecting stories to update the ACED e-newsletter and faculty is asked to start thinking about what they would like to contribute. The graduate assistants will start making a list of stories, recent presentations, articles, things that are going to happen, things done over the semester that deserve sharing, accomplishments of our students and good public relations pieces. Anything good that has happened within the department will be highlighted in the next issue. The goal is to have a new version of the e-newsletter up in the first part of the spring semester.

**6. ADVERTISEMENT FOR TWO FACULTY POSITIONS:** Dr. Martinez reported that the department has advertised in the *Chronicle of Higher Education* for the two faculty positions in Business Education, and Administrative Services. Advertising on the NBEA and ACTE websites is something he would like to do. He also stated that the department should target other universities and other places to send job announcements. Faculty was asked to contact Dr. Martinez if they knew of places to post these jobs, and he will then mail them the job announcements.

**III. RECOGNITION OF OCTOBER 27, 2007 FACULTY MEETING MINUTES:**

The minutes from the last faculty meeting were emailed by Ms. Lesane. Faculty was asked to review the minutes. Dr. Martinez asked if there were any additions or corrections to the minutes -- none were sited. A motion was made by Dr. Backes to accept the minutes and was seconded by Dr. Anderson. A vote was taken and the minutes were accepted and asked to be filed.

**IV. RECOGNITIONS:**

**a) Cindy Prater** – Presented “Creating a Simple Webpage Using FrontPage 2003” at the Southern Business Education Association in Little, Rock, AR, October 24-27, 2007. She stated that she had approximately 15 people in attendance which was a good number since her presentation was scheduled at the lunch break.

**b) Dr. McClung** – Will be presenting “Increase Your Enrollment by Using Innovative Delivery of Classes” at the ACTE Annual Conference in Las Vegas, December 12-15, 2007. Drs. Mat Som and Ott were scheduled to co-present but both were unable to attend.

**c) Dr. Martinez** – Will be presenting “Evolving Values and Principals of Career and Technical Education” at the ACTE Annual Conference in Las Vegas, December 12-15, 2007.

**d) Dr. Hudson** – Will be presenting two research papers on “Contextual Teaching and Learning” and “Contributions of Technical Educators in the Field” at the Hawaii International Conference in January , 2008.

**V. UPDATE ON MODIFIED MASTER DEGREE PROPOSAL:**

Dr. Martinez declared that the department has passed the approvals within the college: Teacher Education Council and the Executive Committee. The next two dates for approvals: Monday, November 8, 2007 - the Graduate Academic Committee meeting at 2:00pm in room 326 Bailey Science Center and the VSU Academic Committee meeting on November 12, 2007. Faculty is welcome to attend. It was noted by Dr. Martinez that the department has good representation for both meetings.

Dr. Cox brought up the fact that there might be some issues brought up at the VSU Academic Committee with the computer programming classes. Dr. Martinez stated that he would call the Computer Science Department Head and address any concerns before the meeting. Ms. Prater stated that she would like for Dr. Martinez to emphasize to the CS department head, that the ACED course is not just about learning the language but about teaching programming.

**VI. UPDATE ON CAPSTONE COMMITTEE:**

An update from the Capstone Committee was not available. It was noted by Dr. Hudson that the committee meeting was rescheduled because of a scheduling conflict.

Dr. Martinez stated that several people have been commenting on the capstone experience and from his observation it appears that many of the faculty favors options. He said, giving students options is a good basis to start from and if faculty could agree on what those options could be and how they should be handled that would be key. Ms. Prater stated that she thought everybody was feeling good about a portfolio or e-portfolio. Dr. McClung disagreed with the e-portfolio option. Dr. Martinez made a statement that each concentration does not necessarily have to have the same options. The options can or may not have to be the same across the board for all concentrations.

Dr. Backes made a comment that he would like to see the committee and the department stick with the spirit of unification, with all concentrations doing the same thing. Not BE doing one thing and Workforce Education and Development doing something different. He stated that at least in the beginning the department should try and stick with spirit of unification. He is in favor of options but would first look to see what options could be put together that could be applicable for every concentration and every student. He suggested that different options for each concentration should only be used as the last straw.

Dr. Thomerson stated that once the Capstone Committee meets they will bring back suggestions, maybe three, for the faculty to consider and vote upon. Dr. Hudson said that this would only be a foundation to begin with and then it will be up to the faculty on where they want to go from there.

At the conclusion of the discussion, Dr. Martinez posed the question whether or not the faculty should try to make a decision on the capstone experience by email or have a special meeting. Faculty could not come up with a clear answer to his question. After the Capstone Committee meets, options will be distributed to the faculty. Dr. Anderson wanted to know when a decision had to be made and Dr. Martinez remarked that it would be nice to have this decided by the end of the semester. It will affect the paperwork that must be completed by the graduate college and the spring recruiting campaign. He stated the sooner the decisions are made the better, especially for planning purposes.

**VII. RECOMMENDATIONS FOR "STUDENT CONCERN FORM":**

Dr. Martinez acknowledged Ms. Prater as being a member of the committee that deals with the "Concern Form". However, she stated that she was new to the committee and did not know much about this form. She noted that the form was brought to the committee's attention by the Dean and was asked to review it. The committee looked at it and made changes to the existing one and now it is up to the departments to review it. Dr. Martinez said he thought the main issue with the form was the consequences which are listed on the last page. To him it seemed like the verbiage is directed to teacher education programs (see third paragraph under consequences on page 3); however, he stated that

ACED have other programs like ADS and BAS that are not teacher education. He feels that to make this more applicable across all programs and not just teacher education, this statement should probably read "...dismissed from their program of study" rather than "...dismissed from the Teacher Education program."

There was much discussion on the Concern Form and especially the consequences. Varying thoughts and ideas were voiced on how to use the form, or should the form be used or could other avenues be more effective than this form. Many of the faculty did agree with Dr. Martinez that the verbiage is not clear and could be better stated. Dr. Cox noted that many departments have been using this form for a very long time and it works for them, but for some reason ACED has never employed the use of this form. Dr. Willis' thought was that perhaps this form could be used as a supporting document to any documentation that the professor might already use in situations like this.

In Dr. Martinez' opinion, in this day of having to document things there needed to be a mechanism in place that would allow professors and students, in the event of a problem, to have due process. This process would include discussion with the professor, department head, and the dean. If the problem reached the final stage and the concern could not be resolved with the student and the behavior continued, then the student would not be wanted in the program.

Ms. Prater stated that she will take back all comments that have been made at this meeting to the committee for consideration.

#### **VIII. RECOMMENDATIONS FOR TEACHER EDUCATION "OUTCOMES AND ASSESSMENTS"**

Dr. Martinez stated that the distributed lists of catalog "outcomes and assessments" would apply for every initial and advanced teacher education program in the college. For ACED this meant Business Education and the Technical & Industrial Education portion of the undergraduate and graduate programs.

After much discussion on outcomes and assessments, many of the faculty were of the same mind -- that it would be easier to go with the same outcome and assessments because the same standards must be met for PSAT and NCATE. Dr. Martinez put the question to the faculty on whether or not they wanted these outcomes and assessments to be used for our programs or should the department come up with their own. It was a unanimous decision made by faculty that they were in full support of the outcomes and assessments being proposed for initial and advanced teacher education programs. Motion to support was made by Dr. Thomerson and seconded by Dr. Anderson and after being put to a vote it passed unanimously.

#### **IX. LIVETEXT DEMONSTRATION:**

A demonstration of LiveText was given by Dr. Backes. He is currently using LiveText for one of his courses and thinks it a great tool at the faculty's disposal. He stated that it is more than an assessment tool or a repository for holding data. His demonstration showed

that LiveText can be used for more than what it was bought to do. He stated that it can be used by any type of course: weekend, one-night a week, online, or face-to-face. It allowed for quick submission and retrieval of information from students as well as sending or receiving feedback. Dr. Backes showed examples of how he used the features of LiveText for his classes and intern observations. He mentioned that one beauty of LiveText was once the submit button was clicked, faculty had the data instantly. He stated that faculty must first learn the functions to use it, but once that was accomplished, it was a very handy tool.

**X. OTHER BUSINESS**

A statement was made by Dr. Ott with full agreement of faculty that Pam was doing an excellent job and she was much appreciated.

**XI. ADJOURNMENT:**

The meeting was adjourned at 5:00pm by Dr. Martinez.

Respectfully submitted,

Pamela Lesane  
Sr. Secretary