

Faculty Meeting Minutes  
Department of Adult and Career Education  
“Positively Impacting Learning Through Evidenced-Based Practices”  
October 13, 2005

Members Present: Dr. Anderson, Mrs. Prater, Dr. Backes, Mrs. Ellis, Dr. Moore, Dr. McElvey, Dr. Golden, Dr. Willis, Dr. Cox, Dr. Thomerson, and Dr. Martinez. Members Absent: Dr. McClung was on a Graduate School recruiting trip, Dr. Mat Som was attending a Diversity Workshop, Mrs. Griffin was visiting with a son who was in town, and Dr. Hudson was out ill. Dr. Ott is still on military leave.

Dr. Martinez called the meeting to order at 3:25 p.m. with the following announcements:

- We have received an invitation from Middle Georgia Technical College in Warner Robins to have a recruiting table at their Career Fair on Tuesday, October 18. Mrs. Prater volunteered to attend representing the department and recruit for our degree programs.
- Dr. Martinez gave the Dean a list of recent accomplishments made by departmental faculty and distributed copies at the meeting.

There were two corrections noted in the minutes of September 8, 2005. Ms. Jeter announced that the mantra in the title should read “Practices” instead of “Practice” and the deadline to submit to the GBEA Journal is December 1 instead of October 1. With the notation of the two corrections Dr. Moore moved to approve the minutes. Mrs. Prater seconded the motion, and the minutes were approved with a unanimous vote.

Standing Committee Reports:

- a. Faculty Research & Development: Dr. Thomerson reported that the committee has not yet met.
- b. Gulf South Adult & Career Education Conference Planning: Mrs. Prater reported that the conference is on track for this time of year.
- c. Personnel Committee: Dr. Willis reported that the committee has not yet met, however, she has sent out information by email concerning promotion and tenure procedures. Dr. Martinez plans to have some departmental guidelines developed this year.
- d. Program Planning: Dr. Willis reported that the committee has met, and Dr. Mat Som was elected to remain as chair of the committee. It was decided that all proposals or recommendations will be voted on by committee members, but that the committee will not set policy. The committee felt that all program changes should be recommended to the department head for discussion and voted on by all faculty at department meetings. Some of the items to be reviewed by the committee are the program of studies, the Master’s degree, and the Administrative Services program.
- e. Public Relations and Social Events: Dr. Anderson reported that the committee has met, and she was selected to be the chair. Mrs. Prater will be responsible for the departmental webpage. Dr. Martinez will be responsible for departmental brochures and newsletter. He encouraged all faculty to send him items for the new E-Newsletter and announced that one off-campus recruitment brochure has already been revised and is being printed for

- distribution. Mrs. Ellis will be in charge of social events and said that the committee has decided to have three departmental social functions during the year. This year the Fall Retreat served as the first one, another one will be near the end of November, and the third would be near the end of Spring Semester. Mrs. Ellis asked for anyone willing to volunteer their home for the November social to please get in touch with her. Dr. Anderson asked that all committee chairs send minutes of their meetings to Ms. Jeter to keep on file.
- f. Student Affairs: This committee has not yet met.
  - g. Technology and Facilities: Dr. Moore was selected to be chair, and he gave a brief report from the committee meeting. A short discussion was held on Blackboard's course management system and the merge between WebCT and Blackboard. Also there will be exploration of the use of "Open Office" for the ACED 2400 class.

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

- Mrs. Ellis reported from Academic Committee on the change in the doctoral residency requirement. The requirement has changed from 9 to 6 semester hours for two consecutive semesters and can be done at any time during the completion of the coursework. This will be effective with the next cohort to begin Fall, 2006.
- Dr. Anderson reported that the COE Teacher Education Council has not met.
- Mrs. Ellis reported from the COE Field Placement Committee. Dr. Brenda Dixie as chair has asked each department to complete a matrix of all classes that contain a field experience component. It was found that a lot of variety is done in the different departments. Mrs. Ellis has asked Mrs. Marie Weeks from Lowndes High School to be the Field Representative for ACED. Mrs. Weeks has 25 years of teaching experience and has agreed to be the representative.
- Dr. Martinez reported from the Department Head's Council meeting on the discussion of investigating the move to a research intensive Carnegie classification. He has been named to chair a committee with three other members to gather information and research the possibility of VSU moving to a research intensive Carnegie classification.

Dr. Martinez commended the faculty on the good job they are doing creating assessment instruments and rubrics in preparation for the 2006 NCATE visit. He cautioned them to also be gathering data from current classes for program reports which will be due at the end of the semester. Dr. Cox reported that data is not ready to be put into LiveText yet, but data can still be given to her to be put into Excel in preparation for entry into LiveText. She said that the templates are to be available on Monday for entering faculty vita into LiveText.

Dr. Martinez distributed copies and discussed the COE Concern Form as well as the Recommendation from the COE Appeals Committee. After some discussion, the faculty felt that under "Consequences" the word "will" should be replaced with "may." Also of concern was the possibility of abuse of power of a faculty member in dismissing a student with three concern forms and the legal concerns involved.

Mrs. Prater reported on the updating of the ACED website and the change of the logo. A discussion was held on having consistency with the website and the faculty links. Mark Swift has been revising the COE website and is available for assistance with the department site. The decision was made to leave the choice to individual faculty regarding the placement of a personal photo on their webpage.

Departmental Diversity Plan Planning--Dr. Martinez asked whether the department has a diversity plan. Dr. Willis said there is a plan, and she and Dr. Anderson will check on it. The Faculty Research and Development Committee and the Student Affairs Committee were assigned to work together on an updated ACED diversity plan to be presented to the department by the end of the semester.

Dr. Martinez shared the list of duties of the ACED coordinators with the faculty. At the moment it is an evolving list of guidelines and Dr. Backes and Dr. McElvey are doing an excellent job in their areas. In the future there may be some changes, and some faculty may be called to serve with the coordinators in various duties.

Dr. Martinez asked for feedback on an idea to bring in various school leaders from technical colleges and high schools as well as community leaders for a meeting sponsored by our department with the purpose of introducing him as the new department head and reaching out and having an exchange of dialogue. The faculty felt this was a good idea and there was some discussion on whether to combine the meeting with the Annual Gulf South Adult and Career Education Conference in March. Other formats and locations were also discussed. Dr. Martinez will consider the suggestions mentioned and will refine and structure a meeting and present it at the next department meeting when a target date will be set.

Dr. Martinez reported that each department has been asked to review the COE Mission Statement and asked for feedback to be sent to him as he will need to respond to the Dean in early November.

As there was no further business, Dr. Moore moved to adjourn the meeting. Dr. Thomerson seconded the motion, and it was passed with a unanimous vote. The meeting adjourned at 5:06 p.m.

Respectfully submitted,

*Pat Jeter*

Pat Jeter, Secretary