

Faculty Meeting Minutes
Department of Adult and Career Education
“Positively Impacting Learning Through Evidenced-Based Practice”
September 8, 2005

Members present: Dr. Anderson, Mrs. Griffin, Dr. Cox, Dr. Golden, Dr. McClung, Dr. Mat Som, Dr. Willis, Mrs. Prater, Dr. Hudson, Dr. Thomerson, Dr. McElvey, Dr. Moore, Mrs. Ellis, and Dr. Martinez. Guests: Christopher Meshanko, graduate assistant, and Dr. Julie Lee.
Absent: Dr. Backes was in Mississippi assisting with hurricane relief.

The meeting was called to order by Dr. Martinez at 3:17 pm

The department meeting began by Mrs. Prater with a presentation of a VSU shirt as a welcome gift to Dr. Martinez from the ACED faculty and staff.

Dr. Martinez expressed his personal appreciation and thanked everyone for the gift. He then spoke of visiting with Dr. Kenny Ott on Labor Day weekend as he was home for the weekend. His work with the Army Reserve is all being done stateside, and his plan is to return to VSU next summer.

Dr. Martinez introduced Christopher Meshanko, our newest graduate assistant. Chris graduated Cum Laude with a B.S. in Psychology and is working on a Master’s degree in School Counseling. He has been working on an E-Newsletter for the department and has helped Dr. McElvey and Dr. Thomerson learn Microsoft Producer. Dr. Thomerson was very impressed with Chris and bragged on his technology skills. Chris has also been working with Dr. Cox on NCATE materials.

Amanda Little, our other graduate assistant, was unable to attend the meeting, but will be available to assist the faculty with any scholarship and teaching projects. She is currently working on identifying ACED faculty and staff with pictures on a bulletin board and updating a recruitment pamphlet for our military off campus sites. The faculty have been given the work schedules for both Amanda and Chris.

Chris is primarily assigned to assist the Business Education faculty, and Amanda will assist the TT&I faculty. Dr. Martinez asked that each program consider their needs for graduate assistant assistance and coordinate through Ms. Jeter.

Dr. Martinez shared some ACED data through a PowerPoint presentation he had gathered on enrollment breakdowns within the departmental programs. He asked the faculty to reflect on how this data might inform us of our future directions and a discussion followed. The data was from the institutional database, and it was noted that as a department we may want to begin to keep our own data on enrollment. This data is important as evidence to support changes in program areas. Two conclusions were that the graduate programs need to be increased in size and the possibility of combining the Business Education and Adult and Career Education master’s degree programs should be explored.

The selection of an ACED Representative to the Field Experience Committee was next on the agenda. Dr. McClung nominated Mrs. Iris Ellis, with a second from Mrs. Prater. Mrs. Ellis indicated that she would serve if nominated, and a vote was taken. Mrs. Ellis was elected to serve on the Field Experience Committee by a unanimous vote.

Dr. Julie Lee, Assessment Coordinator, joined the meeting to speak on the upcoming NCATE/PSC Program Reports and Assessment Data to be entered in Live Text and to answer questions. The assessment reports identifying assessments and rubrics are due on October 2, but the standards for Technical, Trade and Industrial Education were still not available from the PSC. Dr. Lee provided a sample of a program report and discussed the completion of the form. There was also a discussion on assessing content knowledge. Dr. Lee is available upon request for further assistance on the reports.

Dr. Martinez asked the faculty to consider his proposed restructuring of departmental committees. Dr. Willis moved to adopt the committees as proposed. Dr. Hudson seconded the motion. Dr. Martinez explained that the ACED Advisory Committee is not part of the list, but still exists. It is considered an external committee that includes a few of the department members. Advisory committees are important and useful tools for a department to have. Dr. McClung called for the question and a vote was taken. The vote was unanimous to adopt the committees as listed. The following is a list of the adopted committees with the members listed who volunteered at the meeting.

1. Executive Committee—Martinez, Backes, and McElvey
2. Personnel Committee—Cox, McClung, Willis
3. Program Planning Committee—(To be determined)
4. Faculty Research & Development Committee—Mat Som, Hudson
5. Student Affairs Committee—Willis, Hudson, Ellis, Griffin, McClung
6. Public Relations & Social Events Committee—Anderson, Ellis, Prater, Martinez
7. Gulf South Adult and Career Education Conference Planning Committee—Anderson, Prater, McClung, Backes, Ellis, McElvey, Golden
8. Technology and Facilities Committee—Cox, Mat Som, Thomerson, Golden

Dr. Martinez will be making some appointments to committees, and once the committees meet for the first time a chair will be decided. Dr. Martinez said that he would share some ideas for the committees to work on.

Mrs. Prater reported on the Gulf South Adult and Career Education Conference which will be held on Friday, March 3, 2006. She plans to meet soon with the committee members to review the timeline and discuss the room reservation, exhibitors, and updating the webpage. She asked that the plan to expand the conference to a two-day event with a research component be postponed to March, 2007. The consensus from the faculty was to work on increasing attendance for 2006 and move the expansion to a two-day event to the future.

Dr. Martinez distributed a handout on the definition of “evidence-based practice” saying that this was a beginning point for discussion for the establishment of an approved definition.

Announcements:

The department has received three used laptops from the Dean’s Office due to the replacement of new laptops on the wireless mobile carts. The laptops are currently being checked by the technicians. Any interested faculty should let Ms. Jeter know if they wish to have one of the laptops assigned to them.

The subject of travel was discussed with the hope that the State mileage rate would be increased due to the current cost of gasoline. It is unknown whether there will be an increase in the budget to handle an increase in the rate. Dr. Willis suggested that the difference between 28 cents and 43 cents (federal) can be claimed on one’s income tax.

Dr. Martinez announced that the departmental action plan has been submitted and is being evaluated by the Dean and thanked everyone for their review and input.

There will be a seminar on diversity at the University level during Spring semester—Developing integrated vision within the academy (DIVA). There will be more information on this announced soon.

Mrs. Prater announced that the deadline to submit to the GBEA Journal is October 1, 2005. Dr. Martinez said this deadline and others would be posted on the new bulletin board in the department office.

Dr. McClung reported that the deadline for graduate faculty applications is October 21, 2005.

There being no further business, the meeting adjourned at 5:25 p.m.

Respectfully submitted,

Pat Jeter

Pat Jeter, Secretary