

ACED Faculty & Staff Minutes

Department of Adult and Career Education

"Positively Impacting Learning Through Evidence-Based Practices"

Date: October 11, 2010

Location: Room 2050- Dean's Conference Room

Time: 10:00 am

Faculty Present: Dr. Martinez, Dr. Polkinghorne, Dr. Willis, Dr. Ellis, Dr. Seiler, Dr. Ott, Dr. Prater, Mrs. Pickles, Dr. Whisler, Meg O'Neal. Guests: Dr. Julie Reffel, Mr. David Ross

Faculty Absent: Dr. Hudson, Dr. Mat Som, Dr. Thomerson

I. Call to Order/Welcome: Dr. Martinez

- The meeting was brought to order by Dr. Martinez at 10:00 a.m. Welcoming faculty and staff.

II. Announcements: Dr. Martinez, Faculty

a. SACS Reports

- It was announced that everyone had turned in the initial reports to Dr. Martinez. The reports received will be reviewed between now and Wednesday, October 13, 2010.
- Dr. Martinez also stated he would make any changes necessary and set up a meeting to discuss modifications as needed with Lead Professors.
- The Program Plans for next year were also announced to be due by Friday, October 15, 2010.

b. Provost/VPAA Search

- Dr. Martinez reported that the airport interviews were held, and there would be a committee meeting on Friday, October 15, 2010 to determine the finalists to be invited for on-campus interviews. He anticipated that 3 or 4 finalists will be identified and campus interviews will likely be held in the middle of November.

c. VSU Promotion & Tenure Draft Policy

- Public Forums were held to discuss the new policy. The process is now going to the Faculty Affairs Committee who will put all feedback and comments together, give report to the Faculty Senate, and then have open debate. It is not sure if results will be available this month or in November. Dr. Whisler reported that there were parts of the policy

document that needed to be worked on so she was not sure when the committee would be bringing proposed policy to the meeting.

- Dr. Martinez encouraged the faculty to attend some of the Senate meetings. Dr. Backes stated that the COE Promote Tenure Committee met last week and discussed the draft recommended last year. It then went to the COE Executive Committee, which modified some of the formatting, but added no substantial changes. The document has been returned for committee review and reconsideration. Faculty members should be seeing it soon. Dr. Martinez stated that our departmental document would need to be developed along the same lines, after the college and university documents are approved.

d. Review of Doctoral Applications

- Dr. Martinez sent out emails containing documents of the newest applicants, and wanted everyone to review the 2 PDF Files and Word Documents of evaluation forms that were sent. All faculty members were asked to submit evaluations by Friday October 15th to determine if applicants are good, and if we want to bring them in for interviews.

III. Consideration of September 13, 2010 Faculty Meeting Minutes

- A short review of the minutes occurred. A motion was made by Dr. Backes to accept the minutes; the minutes were seconded by Dr. Willis and unanimously accepted by faculty. Minutes will be filed and uploaded to the department website.

IV. NCATE Choice - Dr. Julie Reffel discussed the return of NCATE. She stated that our NCATE reaccreditation was gained in 2006, and will return in the Fall of 2013. She announced there were some options to consider in preparation for the Fall 2013 review. The two options to be considered were 1) the Continuous Improvement Option (CI) and 2) the Transformation Initiative (TI). The CI option would require VSU to turn in program reports sent for national review, nationally recognized reports, reports from previous NCATE visits, 3rd party testimonies, reports sent to NCATE every year, and anything else that may be relevant. The COE would need to identify one of the NCATE Standards to meet at the "Target" level. The report for this model will need to be ready to submit one year prior to the Fall 2013 visit. This information will be sent to the off-site committee who would review the information and send feedback six months prior to the on-site committee's visit. The on-site committee will be smaller, stay for a shorter amount of time, and will only focus on the report of the off-site committee. The TI option can be compared to the QEP project previously done by SACS. This option requires the COE engage an initiative to impact p-12

learning with public school partners related to one of the NCATE Standards. The topic of this project must be decided on and relevant to the entire College of Education. For this option, the proposal will need to be submitted much sooner, 18 months ahead of time, so by January or March of 2012. Dr. Martinez will need to report back with a decision on which option the department would like to pursue.

V. OAT-OBC Program Update-

- Dr. Whisler had no new report to give, because they are still waiting on the Board of Regents approval.
- There are currently around 15 inquiries about the program, 4 who are currently enrolled in the OAT program with intention to become part of the OAT-OBC program, but none have all requirements met at this time. She stated that they may hear something on October 15, 2010.

VI. ACED Masters Restructure-

- Dr. Martinez presented a document with examples of different models to discuss. These options included: 1) 18 Core Class Credits and 18 Area of Emphasis Credits; 2) 15 Core Credits and 21 Area Credits; and 3) 12 Core Credits and 24 Area Credits. Dr. McClung mentioned that he would be in favor of eliminating some of the classes currently being offered. There was a discussion about all of the Core classes exclusively being offered online. Dr. Martinez reported that at the present time, there are no problems with face-to-face Core classes making enrollment minimums, but he could see it being a problem in the future. This was a way to be proactive so classes would have a better chance of making. Dr. Whisler stated she did not believe students should be restricted to online classes. Dr. McClung and Dr. Ott expressed they presently had students who wanted more face-to-face interactions and classes. Dr. Willis requested offering both online courses and face-to-face courses during registration, and moving the students if one of the classes did not make. Dr. Backes supported this idea, and Dr. Martinez thought it could be a possibility. However, Dr. Martinez did express concerns about finding faculty to teach classes that may end up not making. **Dr. Prater proposed a model of 15 hours of degree core, and 21 hours of specific area emphasis.** A motion was made to accept by Dr. Willis. Dr. McClung seconded this motion. Dr. Whisler added that if common courses were being decided upon in the different programs, they should be moved to core area. The motion was approved with only one dissenting vote.

VII. West Indies Certification Training-

- Mrs. Pickles explained that Power Point Microsoft certification exam taken by the faculty would be back in 30 days, and anyone interested in taking the Word Expert and Excel Expert exams should notify her.
- She also shared that she traveled and met with 6 professors at the University of West Indies, and was happy to report that they all passed 6 exams in 4 days.

VIII. Albany Advertising Update-

- Mr. David Ross presented ideas and information about newspaper advertising the department is interested in purchasing to promote the undergraduate TT&I program in the Albany area. The lowest cost is the 2X5 ad, and there is a \$1500 minimum. He also stated he plans on stepping up marketing at Kings Bay. Any ideas about the ad should be brought to Mr. Ross

IX. Committee Updates

- Dr. Prater stated there was new Concern Forms listed on the College of Education website, and expressed the importance of using these forms when having difficulties with a student.

X. Other Business

- Our proposed Major name change from Technical, Trade and Industrial Education to Workforce Education and Development with the change of Option names from Secondary to Secondary Career-Technical Education and Post-Secondary to Workforce Training and Development was approved by the COE Executive Committee and will be sent to the VSU Academic Committee for approval next month.

XI. Adjournment: Meeting adjourned at 11:48 am

Respectfully submitted,

Meg O'Neal

ACED Graduate Assistant