

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

**Date:** March 5, 2012

**Location:** Dean's Conference Room

**Time:** 9:05 a.m.

**Faculty present:** Dr. Martinez, Dr. Ellis, Dr. Mat Som, Dr. Seiler, Dr. Prater, Dr. McClung, Dr. Willis, Dr. Hudson, Dr. Whisler, Dr. Thomerson, Wendy Miller, and TaMesha Shelton

**Faculty absent:** Dr. Backes and Dr. Ott (both are away at conferences)

**I. Call to Order/Welcome/Announcements**

Dr. Martinez brought the meeting to order at 9:10 a.m.

**II. Announcements**

- a. Dr. Martinez announced that Wendy Miller had been hired as the new Senior Secretary replacing Amanda Stripling. TaMesha Shelton is the new GA assistant replacing Kristy Singletary.

**II. Consideration of February 6, 2012 Minutes – Dr. Martinez**

After a short review of the minutes, a correction on page 1 to section II, the first bullet, the word *hope* was changed to *hoped* for past tense. Also in part II, the last bullet, a period (.) needs to follow the word retirement and the next sentence was amended to read as “*Dr. Martinez had been asked to co-chair on that search committee for the Department Head for Early Childhood and Special Education*”. Page 2, Section V, letter c was amended to read “*...graduate student enrollment has declined.*” Page 2, Section VIII, letter b was amended to read “*...Graduate School Dean wants a decision...*” and the bullet of that same section, 2<sup>nd</sup> sentence to read “*The motion passed unanimously with no abstentions.*” The Minutes were then passed with the above corrections and additions.

**III. Gulf South ACED Conference**

- a. Dr. Martinez reported the conference was a success based on comments made by the participants including praise for our guest speaker Maj. Norene Olsen. The adjustment of the conference schedule to conclude with the luncheon was also regarded as a positive element of the conference. Several complimentary e-mails have been received.
- b. Suggestions were made for future conferences to include:
- A “Theme” to possibly be considered;
  - For on-line students to participate so a face-to-face contact is made;
  - A sausage or ham mini biscuit, fruit, or bite size quiches served in place of a sweet at breakfast;
  - An earlier Call for Proposals be in October or November;
  - Add the benefit of the conference to the invitations;
  - An optional after lunch session, on-line component, or field trip to satisfy PLU's who want 8 hours;

- Expanding our reach of invitations to include Florida; and
- An adjusted schedule of workshops so participants could attend the workshops at different times.

#### IV. **ACED Outstanding Students**

- a. Dr. Martinez thanked the faculty for their participation in the selection of the Outstanding Student in each of the ACED degree programs. A sheet that identified each winner was included in the materials for the meeting. Dr. Martinez encouraged faculty to attend the awards ceremony as students very much appreciate having the faculty present to share this important moment. The COE award ceremony was discussed but no date had been set as of yet.

#### V. **Updates**

- a. Masters Degree revisions have been approved by the COE Executive Committee.
- b. Dr. Hudson reported that the process to possibly hire a person to begin building online courses for the proposed online BAS-OBC program could occur as early as the Summer 2012. Dr. Diane Wright would be a good candidate to help with this since she has expertise in building courses and teaching online. Governor Deal has begun the Georgia College Completion Program and this program could put us right in line with that initiative. Dr. Whisler was recognized for her tremendous help in this matter.
- c. Summer and Fall schedules are done and faculty members were asked to please double check to make sure day and location of classes are correct.

#### VI. **Committee Reports**

- a. **Grad. Executive Committee** - Dr. Martinez requested faculty members who participated in the development of the proposed Masters Degree modifications to support Dr. McClung and answer questions about courses during the March 29<sup>th</sup> meeting in Room 3007 of the Psychology Building.
- b. **Distance Learning Committee** - Dr. Whisler and Dr. Prater stated they have been unable to find other schools that are teaching an online course similar to ACED 2400. Classes that have been found are more of concept classes and do not include "hands on" applications. There was an interest in sharing course materials so not to build courses from the ground up.
- c. **COE Technology Committee** - Dr. Whisler advised that faculty can now order apps for Ipads through IT. In the fall there will be management software to help faculty get apps. Dr. Martinez mentioned that he was going to forward an e-mail to everyone from Dean Hull that requested a list of all apps and ones that were desired for those faculty members who have COE Ipads. Dr. Whisler announced the purchase of 50 Ipads and 3 carts that are available for classes.
- d. **Faculty Affairs Committee** - Dr. Whisler mentioned an award for part time instructors was being considered. Another issue being discussed was the possibility of faculty on 10 month contracts to have a payout over a 12 month time frame similar to public schools practice.
- e. **Scholarships & Honors Committee** – Dr. Ellis reported that the ceremony will be held on April 17<sup>th</sup>. The committee members are asking that the undergraduate students not be told of the exact award they are receiving. Dr. Martinez reported that all ACED award winners have been told of their award as agreed to some years ago to promote attendance of the students and their families.

- f. **Institutional Planning** – Dr. Seiler discussed the coming of “Digital Measures” in which faculty will be able to upload and find various information and data required for future faculty evaluations and perhaps for use with other reports.
- g. **COE Promotion & Tenure Committee** – Dr. Willis discussed some important issues that the committee had encountered in this year’s reviews. She stated the numbers in your P and T must add up and the committee will be looking at the dates. Publications must have evidence showing actual printing or Acceptance Letters. Faculty must show evidence of being an active member of committees and show evidence of impact on advising and student learning. Dr. Martinez added that he will be starting the process with faculty to develop a department promotion and tenure policy.
- h. **Field Experience Committee** – Dr. Ellis reported that the first meeting was held in which there were four in-field teachers present. The committee is trying to develop mechanisms to get the students cleared earlier and make sure they are prepared with background checks so they may be present in schools longer.

**VII. Open Forum**

- a. Dr. Martinez mentioned that he and Mrs. Miller were going to determine how much of our departmental budget would be open for purchasing instructional or research materials and/or equipment. He asked faculty to be thinking of such items and submit them with purchase information after requests are announced before the end of the month. Dr. Prater mentioned that Graphic Pen Tablets could be useful for classroom instruction, and Dr. Whisler suggested purchasing new classroom posters/pictures.
- b. Special needs equipment was mentioned by Dr. Willis advising that more and more students are in need of such technology.
- c. Several mentioned the policy for retiring and Dr. Martinez clarified that a faculty member should submit a Letter of Resignation at least 6 months in advance, if not earlier, prior to their departure to allow for the department to have an opportunity to conduct a search for a new faculty member.

With no more business, the meeting adjourned at 11:05 a.m.

Respectfully submitted,  
**Wendy Miller**  
Senior Secretary