

Faculty Meeting Minutes
Department of Adult and Career Education
"Positively Impacting Learning Through Evidenced-Based Practices"
April 12, 2007

Members present: Dr. Backes, Mrs. Prater, Dr. McClung, Dr. Anderson, Dr. Ott, Dr. Willis, Dr. Hudson, Mrs. Ellis, Dr. McElvey, Dr. Mat Som, Dr. Thomerson, Dr. Whisler, Dr. Cox, and Dr. Martinez. Absent: Dr. Moore.

Dr. Martinez called the meeting to order at 3:35 p.m.

Announcements:

- COE Honors Night will be Tuesday, April 17, at 5:30 p.m. in the Magnolia Room of the University Center. Thanks to Dr. Willis for serving this year as the Chair of the departmental committee and to the other members. We are pleased to be able to honor all our departmental winners:
Jay Pickern, National Business Education Association Award of Merit;
Mike Stewart, Outstanding Business Education Student Teacher of the Year;
Billy Cady, Technical, Trade and Industrial Education Student of the Year;
Rex DeVane, BAS Technical Studies Student of the Year;
Debbie Seko, Administrative Services Student of the Year;
Mary Anderson, Adult and Career Education Masters Student of the Year;
Jamie Foster, Business Education Masters Student of the Year;
Iris Ellis, Adult and Career Education Doctoral Student of the Year;
Jay Pickern, Top ACED Undergraduate Student of the Year; and
Nicollette Schmauch, Top ACED Graduate Student of the Year.
- Dr. Martinez announced that Dean Gunter has five 20" and ten 24" computer monitors available for faculty members. Any interested faculty should email Dr. Martinez with an explanation of how the larger monitor would improve their teaching and/or research.
- Dr. Martinez announced that the Student Affairs Office is conducting a fundraising campaign aimed at alumni. Over 5000 flyers are being mailed requesting donations to the Dewar College of Education to be used for computer upgrades, Ipods for classroom use, travel funds for faculty to attend conferences to increase faculty effectiveness, and/or a Smartboard for a classroom.
- Dr. Martinez reported that a procedural change in submitting curriculum changes has been proposed to avoid the massive amount of changes proposed at one time. The months of January or February are to be recommended for the Dewar College of Education actions. The aim would be to process all curriculum changes at this time.
- The date of September 7, 2007 has been set as a deadline for all undergraduate education students to purchase LiveText for Fall Semester. A proposal has been made to require all undergraduate students to purchase LiveText regardless of their program as data is needed from all students. A graduate level 5999 course has been proposed to track graduate students to buy and use LiveText. If

approved, the change would be reflected in our programs. Direct any comments concerning these proposals to Dr. Martinez.

- Dr. Martinez thanked everyone who has contributed to the departmental E-newsletter. Dr. Ott has agreed to work with the graduate assistants to get the spring newsletter online, and it should be available in a few weeks.
- Dr. Backes announced that Ryan Flowers will defend his dissertation on Wednesday, April 25, at 9 a.m. in EC 235. Everyone is welcome to attend.
- Dr. Mat Som announced that he took part in a live conference with a non-profit organization in Malaysia using a webcam. He spoke on Human Performance Evaluation, and said it was a wonderful experience. He hopes to continue to use this technology and improve on his technique.

The departmental minutes of February 8, 2007, were offered for consideration. There were no corrections or additions. Dr. Backes moved to accept the minutes as presented. Dr. Hudson seconded the motion, and the vote was unanimous to accept the February minutes.

Dr. Mat Som reported on the Unified Master's Program. After examining the issues, he felt it important that he collect data and develop a conceptual framework that he then presented in the final report. Dr. Mat Som explained the facts in a Powerpoint demonstration. He suggested the TTI program follow the BE model by having major courses with two specialized areas. The proposed unified master's program includes a COE core of 6 hours, an ACED degree core of 9 hours, and a specialized area of 21 hours. Suggested areas of specialization included: Business Education and Information Technology, Technical, Trade and Industrial Education, and Workforce Education. After concluding his report Dr. Mat Som announced he would step down as chair of the Program Planning Committee.

Dr. Martinez reported a funding opportunity from the Board of Regents in the form of a Request for Proposals (RFP) for a 100% delivery of an on-line master's degree. The university that is awarded the RFP would obtain the franchise and have exclusive rights in Georgia with no other university being able to offer that particular Masters degree as an on-line master's degree. The RFP is expected to be due in early June. Dr. Martinez asked the faculty to discuss this proposal and vote today to unify the master's and prepare an RFP to go online with the program. A discussion followed. Dr. Whisler said that she is excited about the proposal and the chance to carry our program statewide and would be willing to help write the proposal. Dr. Cox stressed that the program must continue to meet PSC standards and that LiveText would have to be included. Both of the ACED degrees are high critical areas and could be marketed as meeting certification standards. After more discussion it was felt that more information should be

examined once the RFP is received and then meet again to decide on both the unified master's program and the RFP opportunity.

Dr. Martinez reported on the results of the Gulf South Adult and Career Education Conference held in March. There were 140 attendees with 127 registrations. The total registration fees minus the expenses resulted in a balance of \$1,386.50. The balance of the conference account is currently \$3,375.88.

Dr. Martinez announced that all VSU websites are converting to a new design using "Contribute" software with the deadline for conversion of June 30, 2007. IT Webservices is offering their assistance and will be offering training on the Contribute software. A "publisher and writer" for the department will need to be identified to regularly review website for accuracy and currency and revise content.

Dr. Martinez spoke on enrollment and retention. The VSU enrollment goal is to increase the number of transfer students especially from two-year colleges. All academic departments are asked to develop an intervention plan by mid Fall, 2007, that includes at least three components: 1) an early alert that will provide feedback to advisors about student performance in the first three weeks; 2) strategies to assist their freshman majors who have poor midterm grades; and 3) strategies to assist those who are placed on academic probation at the end of their first semester.

Academic departments will develop and post on their website a two-year rotation of required courses in the major by the end of Fall, 2007. All faculty will be offered advisor training and 75% of the faculty will complete training by the end of Fall, 2007. Departments will designate a core of transfer advisors to advise transfer students. Departments will implement a comprehensive annual faculty/staff evaluation process by Fall, 2007, that includes evaluation of academic advising by supervisors and advisees.

Dr. Martinez announced that VSU plans to develop and implement an Action Plan by 2007-08 that includes the use of multiple strategies such as more on-line hybrid and evening programs. The Plan will outline how to make five undergraduate programs available within five years for completion entirely at night or on weekends.

Dr. Martinez reported on the SACS Review and institutional effectiveness. The institution: identifies expected outcomes for its educational programs (including student learning outcomes for educational program) and its administrative and educational support services; assesses whether it achieves these outcomes; and provides evidence of improvement based on analysis of those results. There is a need to review the degree outcomes in the catalog and decide if we wish to modify them or not. Then data would need to be gathered beginning ASAP. Prior to the end of the semester Dr. Martinez would like recommendations from the program degree faculty regarding the

appropriateness of these outcomes. He will meet with the advisers of the various degree programs. He asked that they check the catalog for the outcomes listed for their program and assess whether they are appropriate, and if so, what data will need to be gathered to prove that the students are achieving the degree outcomes.

There being no other business, the meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Pat Jeter

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