

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

**Date:** April 15, 2009

**Location:** Room 2050 - Dean's Conference Room

**Time:** 10:00 a.m.

**Faculty present:** Dr. Martinez, Dr. Whisler, Mr. Polkinghorne, Dr. Mat Som, Dr. Backes, Dr. Thomerson, Dr. Willis, Dr. Ellis, Dr. Seiler, Dr. Ott, Dr. Hudson, Dr. Cox, Dr. McClung, Dr. Prater, Ms. Lesane, Ms. Hiers and Ms. Hilgeman

**I. Call to Order/Welcome**

Dr. Martinez brought the meeting to order at 10:12 a.m. welcoming faculty and staff.

**II. Announcements:**

1). Duck Race: Dr. Willis informed the faculty that the 5<sup>th</sup> Annual Duck Race was going to be taking place at Wild Adventures, on April 23, 2009, and that faculty still had time to make a donation by adopting a duck for \$5 to be a part of the race. She mentioned that once a duck is adopted you should receive a letter with the number of your duck. She also stated that when a duck is adopted it should be under our organizational group called “ACED Ducks”. All donations will benefit the Second Harvest Food Bank.

2) Course Evaluations - Dr. Martinez stressed to faculty that the course evaluations for each class were now on Banner and that students should receive an email giving them this information and instructions on how to complete the evaluation. To encourage the students to complete this task, faculty were asked to have students fill out the evaluation in class ensuring more participation and completion of the evaluation.

3) Electrical Work Open Lab – Computer rooms 120 & 122 will become one large lab in the summer. Electricians will be working during Maymester to complete all electrical work so the lab will be ready by Summer II. The computer lab will now house 40 computers with a work station for the lab monitor.

4) End of Semester Get Together – End of semester get together will take place at Dr. Ellis' home on Monday, May 4, 2009. She will send out an email regarding time and directions to her house. Ms. Lesane will send an email to all adjuncts extending them an invitation.

(5). Ms. Heirs and Ms. Hilgeman will be continuing as graduate assistants for the summer.

**III. Consideration March 4, 2009 Faculty & Staff Minutes – Dr. Martinez**

Ms. Lesane noted that one correction was previously given to her for the March minutes and she had already updated the minutes with this correction. – correction was shared with entire faculty. There were no other corrections or additions to the minutes. A motion was made by Dr. Prater to approve the minutes “with changes”; which was then seconded by Dr. Whisler and unanimously accepted by the faculty. Minutes will be filed and uploaded to departmental website.

#### **IV. ACED Outstanding Student Update – Dr. Martinez**

Dr. Martinez informed faculty that the Outstanding Student Awards Ceremony went very well and that all the department winners were in attendance but one. Faculty and staff attending were Dr. Willis, Dr. McClung and Ms. Lesane, as well as himself. He asked faculty to consider attending next year's ceremony since it is very important to our students, especially if one of those students was from their program. He noted he was still waiting on the pictures that were taken of the winners and when received they would be uploaded to the departmental website with a short bio of each winner. He also stated that the group picture of all winners would be placed on the home page of our website. He made mentioned of the two winners: Melissa Stanley, outstanding undergraduate student and Charlene Watson, outstanding masters' student. He also mentioned that at the annual departmental retreat he plans on having the policy, procedures and criteria for the selection of our outstanding students as an agenda item so that these could be formally adopted. He thanked everyone for the nominations and endorsements of their students.

#### **V. Capstone for WED Masters Students – Dr. Mat Som (handout provided)**

##### ***Policy on the Comprehensive Exam Concept and Procedure***

Dr. Mat Som addressed the questions that Dr. Willis and others had put forward on the comprehensive exam and also discussed the handout - Policy on the Comprehensive Exam Concept and Procedure. During the conversation, there was a great deal of exchange of ideas on items #4 and #6 of the handout but no clear decision on the wording. Suggestions for scoring the exam were explored but there was no real clear decision on what needed to be said or how it needed to be written. There was also no clear resolution on the following:

1. What distinguishes a total rewrite of the exam question versus the student receiving a whole new exam question and what situations required that. (Dr. Martinez)
2. The possibility of having two set of exam questions. (Dr. Backes)
3. Time frame for setting exam time (#4). (Dr. Willis)
4. (#1b) needs to be rewritten -- maybe should be written "... selected by student. The selection must be approved by the advisor and by the selected faculty member" (Dr. Backes)
5. Dr. Prater finds all of #6 confusing – needs to be rewritten for clarity. In the interest of time, Dr. Mat Som, Dr. Willis, and Mr. Polkinghorne will sit down and work on the wording for clarification to revise.

Dr. Mat Som will make the suggested changes from the meeting but also asked faculty to send him their comments or recommendations which will save time. No definite decisions were made on the comprehensive exam procedures – only that continued changes needed to be made. Dr. Mat Som noted that the final version of the packet will be in pdf format and will be placed on the website and any student in the program will get this packet electronically. Packet should be ready fall 2010.

##### ***Policy on the Creative Component – handout***

- Dr. Willis & Backes suggested that the handout should be titled "Procedure for the Creative Component".

- #4 needs to be rewritten – Dr. Mat Som wants the second advisor to be more flexible instead of the department controlling the entire creative component but the principle assessor being from the ACED department.
- #1b - Dr. Willis, looking at this from a student's point of view, wanted to know if the student must present a new project or can they present a project from ACED 7990. Faculty agreed that this would not be acceptable even though 7990 is a good preparation.
- #1a - Dr. Whisler suggest adding the word "original" to read "Includes a complete original paper..."
- Dr. Prater suggests that faculty go back and read over the handouts and provide Dr. Mat Som with the feedback that he asked for a month ago instead of having a lengthy discussion in another meeting.
- Dr. Martinez appointed an ad hoc committee: Drs. Willis and Prater and Mr. Polkinghorne and anybody else to want to work with Dr. Mat Som on making the revisions that has been identified for the creative component and the comprehensive exam. Revisions will then be distributed to the faculty for consideration. However, Dr. Ott noted that he didn't want an ad hoc committee but just get together and get the revision done.

Dr. Mat Som would like for the department to increase the information that is published for the master's and doctoral programs. He would like to modify the website with additional information and also provide other information for our students.

#### **VI. SACS Degree Program Reports – Dr. Martinez**

Dr. Martinez will be sending copies of SACS reports (generated for the last three years) to those faculty who are Lead Professors in the different programs. These reports will refresh our memory on the kinds of data that will need to be gathered. He also noted that the reports will be due very soon, possibly summer, and that the reports for 08-09 (undergraduate and graduate) will need to be generated.

#### **VII. May Advisory Committee Meeting – Dr. Martinez**

An email has been sent out by Dr. Martinez to committee members to survey when the best date and time would be best for the next committee meeting scheduled for next month. He noted that at least 50% of the members had responded but that he was still waiting on others. He stated that the dates could possibly be May 13<sup>th</sup> or May 20<sup>th</sup> but that he would email everyone and let them know of the exact date and time. He stated that faculty, who were working on revisions of programs, changes to programs etc., will need to bring their proposals forward and be ready to show rationale and justification for their proposals to the committee because the committee's feedback and endorsement is needed. He acknowledged that he knew that some faculty may not be available to attend but if that was the case he stated that he would share their proposal with the committee.

#### **VIII. Sp '09 Professional Development Tech "Brown Bag Lunch" – Dr. Whisler**

The department's first professional development brown-bag lunch will take place next Wednesday, April 22, 2009 in the Dean's conference room. The topic will be "Going Green in ACED" and will begin at 11:00a.m. and go for just under an hour. A reminder email for this event will be sent out by Dr. Martinez.

**IX. Department Initiatives Updates – Dr. Martinez (calendar handout)**

Dr. Martinez has met with Publication and Design Services on the four posters for the Masters programs. He noted that one poster will be a general poster that highlights all three concentrations and there will also be one poster for each of the concentrations. The proofs should be ready soon and once received faculty can proof for changes. The posters should be ready for distribution by June.

Dr. Martinez shared the calendar for visiting 2-year institutions to promote ACED programs. These trips would allow dialogue with teachers and the administration. Faculty was asked to let Dr. Martinez know if they would like to go on any of these trips by Friday, April 17<sup>th</sup> by emailing him the date and place. He specifically noted that on his visits, he will be speaking to vice presidents of instruction or teachers who will be available on that date. He made the statement that the department is looking for students to transfer into any ACED program. A question was brought up on whether or not the department would want to establish another teaching site or an online bachelor completion program – he stated that the department needs to keep options open.

**X. Final Gulf South Report – Dr. Martinez**

There were approximately 139 participants for this year's Gulf South Conference, which was excellent considering the cut backs on travel funds in the schools. Onsite registration was good with approximately 10 people signing in. The financial report revealed that the department did not go in the red and still has money in the Foundation account, as well as, the 14000 account to fund next year's conference. Dr. Martinez explained how the registration is divided up for the paying of the catering bill and he shared that the department may need to increase next year's registration cost because of being close to going in the red. He further explained that some of the reason for this was that some participants (faculty, student teachers, guest speakers, and methods students – approximately 50% of the participants) don't pay registration which means more money coming out of the accounts.

**XI. BE Redesign Update – Dr. Prater**

Dr. Prater stated that the BE faculty has a document ready to go to the Advisory Committee. She mentioned that Drs. Thomerson and Ellis carried out the majority of the work on it but that all the BE members approved it. In looking at the redesign, they looked at the GACE II content, the high school curriculum and also did a survey of schools in the service area to see what was actually being taught and made their decisions based on those data.

**XII. Faculty Senate Update – Drs. Whisler, Prater & Mat Som**

Dr. Whisler stated they had received an email from Barney Rickman, asking for volunteers to serve on the budget counsel and she noted that it would great if somebody would volunteer for that.

Dr. Mat Som also noted the President stated that he is working on trying to keep the faculty from having to take furloughs.

**XIII. Other Committee Updates – ACED Faculty**

Dr. Prater mentioned that the Georgia Center for Economic Education held two workshops in Spring for elementary school teachers and the turnout was excellent -- workshops were full with at least 20 participants. She also stated that she wanted to give Ms. Lesane thanks for working with Campus Mail and getting the GBEA journals mailed at bulk rate, something that they have been trying to do for awhile.

Dr. Mat Som mentioned that the department has two potential doctoral candidates that have complete their application packets, another two who are partially completed and another two who have substantial errors/incompletes on their application packet. He has had 19 potential students who have called him who are interested in the program but only six that who applied. He requested that faculty spread the word about the doctoral program because the department is struggling with the numbers and he believes that it could be that potential students don't understand what adult and career education really is -- degree name is unclear. It was brought up by Dr. Willis that it could possibly be time for a name change but it is topic for the future.

With no more business, Dr. Backes made a motion to adjourn, the motion was seconded and the meeting adjourned at 12:05 p.m.

Respectfully submitted,

*Pamela Lesane*

Sr. Secretary