

Faculty Meeting Minutes
Department of Adult and Career Education
"Positively Impacting Learning Through Evidenced-Based Practices"
April 12, 2006

Members present: Dr. Mat Som, Dr. Golden, Dr. Backes, Ms. Ellis, Ms. Prater, Dr. Anderson, Dr. McClung, Dr. Thomerson, Dr. McElvey, Dr. Cox, and Dr. Martinez. Absent: Drs. Moore, Hudson, and Willis.

Dr. Martinez called the meeting to order at 3:25 p.m. and reported that he had talked to Kenny Ott who is doing well and is expecting to return to teaching in August. He will not be teaching in July as planned.

The departmental minutes of March 8, 2006, were offered for consideration. Dr. Anderson moved to accept the minutes as presented, and Dr. McClung seconded the motion. The minutes were approved with a unanimous vote.

Standing committee reports:

- a. Faculty Research and Development—Dr. Thomerson reported for Dr. Hudson. The committee is charged with defining “evidenced-based practices.” Dr. Martinez reported that Carolyn Williams is the new Interim Acting Chair for the Grants and Contracts Office following the retirement of Dr. Watson. Dr. Waggener is the Chair of the IRB Committee and may be asked to speak to the department at a future meeting.
- b. Gulf South Adult and Career Education Conference—Ms. Prater reported on the success of this year’s conference and the committee has already met to discuss improvements for next year. The Magnolia Room at the UC has been reserved for next year. She reported that the conference costs were more than the amount raised this year, but there was enough money in the account to cover the loss. The vendor fees were reduced this year to attract more vendors. On-line registration was added this year and proved to be successful. Ms. Prater resigned as director to focus attention to her dissertation. Dr. Martinez complimented the committee members for a successful conference and asked for anyone interested in being director for next year to meet with him later.
- c. Personnel Committee—Dr. McClung reported for Dr. Willis. Dr. Cox is rotating off of the committee and needs to be replaced. She asked that her name not be considered as she has served for many years. Dr. Anderson also asked not to be considered as she has served a total of 15 years on the committee. The ballot will include the following tenured faculty: Drs. McElvey, Thomerson, Backes, and Mat Som. Drs. McClung and Willis are currently on the committee. The person selected will serve a three-year membership. Ballots will be available for tenured faculty to vote next week.
- d. Program Planning—Dr. Mat Som had no report.

- e. Public Relations and Social Events--Dr. Anderson reported that the Spring Social is scheduled for April 22 at the home of Rey and Minnie Martinez. Ms. Ellis will send out directions to their home by email.
- f. Student Affairs Committee--No report.
- g. Technology and Facilities Committee--No report.

Ms. Ellis reported from the COE Scholarship Committee. The COE Honors Night was a successful event and appreciated by the honorees. Numerous parents of the honorees were in attendance, and the department was well represented. Dr. Martinez presented plaques and recognized eight outstanding departmental students. Dr. Martinez will request copies of the pictures taken of departmental honorees and have them placed on our website.

Dr. Martinez reported on the ACED Advisory Committee meeting of March 22. The minutes were reviewed and discussed. Dr. McElvey asked about the recommendation of an analysis of the delivery of the BE program and whether non-traditional students are being afforded opportunities to complete the coursework. Dr. Martinez stated that exploring other methods of delivery whether it be weekends, nights, or other means might increase enrollment in the program particularly with non-traditional students. Dr. Martinez suggested a future meeting be held with ACED faculty and representatives of the State Department to discuss curriculum and other issues. Dr. Backes stated that representation from our Department on a committee at the State level would be advantageous. Chris Meshanko is going to add a link to the website for the Advisory Committee and will post the minutes as well as links to the websites of the members. Dr. Anderson suggested posting minutes from past years and will provide them to Chris.

Dr. McClung reported on the doctoral cohort application process. There have been four students accepted at this point for the Fall Semester cohort. There will be more candidates interviewed on May 2, and Dr. McClung encouraged faculty to attend the interviews. He suggested that someone else take over as the doctoral coordinator for next year, and he would serve as their mentor. He plans to retire after next year.

Dr. McElvey reported that the BE faculty met on April 11, and he asked about the status of the requested BE position. Dr. Martinez responded that the request was being considered, and we should have a response in the next week or so.

Dr. Martinez announced that this year he made recommendations to the Dean for merit pay based on faculty evaluations, and a written justification was required for any raises over 4%. He distributed a copy of the faculty performance standards he had reviewed with each faculty member during his/her evaluation meeting and reviewed the basis for the faculty merit pay rubric in the areas of teaching, service, and scholarship. Dr. Martinez pointed out that consideration will be given to grants, special service, awards and recognition, etc. A discussion followed with faculty expressing their opinions. Some faculty expressed that they were glad to have written standards and know for the future what was expected of them. Dr. Martinez encouraged feedback and said that five percent was the highest possible merit raise for this year.

Dr. Golden thanked everyone for their help and support during the past year and said how he had enjoyed his year teaching Adult and Career Education classes. In retirement he plans to stay busy and will be doing some consulting work and is running for the School Board of Brooks County.

Dr. McElvey reported on the progress with the PSC report. A faculty survey on Live Text was distributed, and faculty members were asked to complete it and return it to Dr. Martinez. Dr. McElvey encouraged faculty to review the PSC reports before the October PSC visit.

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

Respectfully submitted,

Pat Jeter

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