

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

Date: November 5, 2008

Location: Dean's Conference Room, Room 235

Time: 10:00am

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

Faculty absent: Dr. Willis, Dr. McClung

I. Call to Order

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

II. Announcements – Dr. Martinez, Ms. Lesane & Faculty

1. Application for Degree Form – Ms. Lesane requested that faculty give her a copy of the form before it is sent to the Registrar's office or when the yellow copy comes back; otherwise she has no way of knowing which students are graduating. This will allow the database to be kept up to date and current.
2. Old telephone books – there is a box in the main office under the front table for old telephone books to be recycled.
3. BE faculty – if you are scheduled to teach a class in one of our labs and you have canceled the class, please notify Pam so that she and the graduate assistants can monitor the room during that scheduled time.
4. Name change for ADS - Board of Regents has approved the proposal to change the name of Administrative Services to Office Administration and Technology. It will become effective in the next catalog. Students have stated that they like this title more than Administrative Services.
5. Dr. Mat Som is currently working with Valdosta Technical College to finalize the joint AAS degree agreement,

III. Consideration of Oct 1, 2008 Minutes: There were typographical and grammatical corrections made to the minutes as Dr. Martinez and other faculty submitted their corrections. Dr. Prater made the motion to accept the minutes as corrected, it was seconded by Dr. Whisler and voted on by faculty and unanimously passed. Corrections are to be made and posted to the ACED website by Pam. A request was made that minutes be sent out for review before department meetings in the future.

IV. Special Guest: Dr. Gunter

Dr. Gunter was scheduled to attend the meeting, but could not attend due to other obligations.

V. Travel Reporting – Ms. Lesane

1. Online request for travel -- Faculty was asked to give Pam a copy of their online request for travel when they are attending a conference or meeting where departmental funds will be used so that she can keep the budget current and up to date. She also asked faculty to notify her when they would be out of the office so it could be annotated on the monthly organizer located on the wall.

2. Registration funds -- If using departmental conference registration funds that have been approved by Dr. Martinez the faculty was asked to please let Pam know so that she can also keep up with the funds in the registration budget line. If registration payment by the P-card (credit card) was approved by Dr. Martinez and was used, or will be used, do not include this amount on the Request for Authorization to Travel because it will be encumbered from departmental funds twice. The registration fund code that was emailed out by Pam should be used instead of using the travel fund code. Dr. Mat Som wanted to know if there was a limit was for the registration fee and Dr. Martinez remarked that he had not set a limit yet but that he would be going on a case-by-case basis.

VI. Undergraduate & Graduate Department Exit Survey Questions – Dr. Martinez (Handout)

Dr. Martinez stated that the department was asked to develop a set of questions for the senior exit and the graduate exit surveys. These surveys are given to students upon their completion of their programs. Dr. Martinez and the ACED Executive Committee developed the topics and specific questions for the survey. These questions had to be submitted last week so time did not permit everyone to get involved; but in the end the ACED Executive Committee developed a good set of questions. The questions have been submitted and Dr. Martinez has received confirmation that they will be added to the surveys. He let faculty know that if they had suggestions for other questions or wanted to modify any of the existing questions to let him know and he will see if he can get the change or modification included for future surveys. The department should be receiving all data for the entire survey which would include our departmental questions. This report should be received every semester so the department should have data after each semester. It was also noted that the new survey is a lot shorter so faculty should encourage students to complete the survey.

VII. SACS Program Report Reflections – Dr. Martinez and Faculty

Dr. Martinez thanked all the faculty who were involved in the SACS reporting: Dr. Prater – Business Ed, Dr. Mat Som – BAS, AAS Cooperative Program, Dr. Backes – TTI Secondary Program, Dr. Willis – ADS Program, Dr. McClung – Post Secondary TTI Program and Dr. Ott – Dental Hygiene Program. He stated that he did receive the data on time and had an opportunity to go through and do some editing. The edited version will then returned so that each person can have a copy. Pam will also have the master copy. Faculty was also asked to send data to Pam so the department can have a backup and repository. Upon reflection, what this process has done is to go back and look at those outcomes and assessments and really reflect on if they are appropriate for the programs. He also noted that when the faculty gets together for program meetings that they should discuss the outcomes and assessments asking the questions: 1) are these the most appropriate; and 2) should we add something that is not there or take something away that is not really that important since times and needs may have changed. If there are any agreed upon modifications they can be submitted at the beginning of next semester. With discussion and change this makes our programs better and stronger and more relevant for the students. Dr. Martinez will be collecting data from the adjunct faculty.

VIII. New “Incomplete” Form - Dr. Martinez (Handout)

Dr. Martinez discussed the new form that will be used for giving an “Incomplete” grade to a student. Provost Levy stated that these incompletes are to be done because of: 1) serious health issue; or 2) major personal issues where the student has to withdraw from all classes he/she is taking. Dr. Martinez stated that this form should not be used for students who are not doing well in the course. If a student comes to a faculty member and ask to receive an incomplete but they are failing the class, this should not be the sole reason for awarding an incomplete. An incomplete should be given to students, who are in good standing, but there are circumstances that are

beyond their control that prohibit them from not finishing an assignment or taking the final exam. These are students who need a little extra time to complete the class. Dr. Martinez also stated that it is up to the discretion of the faculty member to make this determination. He also noted that he does not want faculty to be cold-hearted and not without sympathy or empathy for students but that there is a place for that and it should be done on a case-by-case basis. He went on further to say that when faculty are faced with this decision they must realize that this form must be completed and sent into the Registrar, reminding them to keep a copy in the student's advising folder, if the student is your advisee, or in their course files so if needed they have documentation. He noted that this form will be added to the tray of forms in the main office.

IX. Proposed EDUC 5999- Implications for Masters Degree – Dr. Martinez (handout)

This proposal came to the Executive Committee for COE about establishing the same kind of acceptance requirements that are held for undergraduate initial teacher certification students, as for our advanced graduate teacher education students in programs such as BE, HSTE and TTI. The proposal is to add EDUC 5999 - Professional Orientation as a requirement for all entering advanced teacher education students. Dr. Martinez reviewed the handout with faculty pointing out important information on the proposal. For the program in BE, which will be 100% on line, and having students who are far away, Dr. Julie Reffel has stated that there will be online orientation, so students will not have to travel to Valdosta to take this orientation, but students who live a reasonable distance will be expected to attend this orientation which could possibly be on Saturdays and at different times during the semester. With this, the department will be asked to say that this is a prerequisite to enter a particular class. There was extensive discussion among the faculty on the particulars and there was some concern about having a particular course that should be taken before this course could be taken. It was suggested by Dr. Prater that every new master's student should be required to enroll in the class the same semester they enroll in the masters as a co-requisite and continue taking it until they successfully pass it. A time limit for successfully passing the course was also discussed and it was unanimously decided to give students nine semester hours to pass EDUC 5999. Dr. Martinez also shared that 5999 still must be taken even if a student graduated from VSU and all had already taken the LiveText training. He went on to state that it was needed because the data will still need to be collected even if they have did LiveText training in 2999. Dr. Backes suggested that an ACED 5999 be approved so that we can teach the section if we choose. Without objection, Dr. Martinez said he would pursue the establishment of our own ACED 5999 course with the EDUC 5999. Dr. Cox suggested Dr. Martinez speak with Dr. Lee to ensure that the department is on the right course in their thinking.

X. Capstone for Advanced Teacher Masters Students – Dr. Backes

Dr. Backes stated that he and Dr. Prater are not at a point to give the department a full proposal for the faculty vote on but, wanted to share what they had developed. He reiterated what was discussed at the last meeting - -Two-part capstone experience which would be only for secondary certification candidates (not post secondary non certification students). The two components would be: 1) Research component related to identifying current issues and doing a research paper. Dr. Prater has worked primarily on this element; and 2) Teaching component that is tied to the impact on student learning assessments. Dr. Backes showed the specifics on how both components would be set up in LiveText and that students would still be able to get assessments and run all the data reports. He also shared that he currently had two students who were doing their comprehensive exams this semester using a scaled-down version (not the full version) so that faculty would be able to see how it works and see what kind of information is captured.

Dr. Thomerson wanted to know when the student would start the capstone. Dr. Backes stated that this was something that the department would have to discuss and decide. While working

on the computer in the LiveText program, Dr. Backes explained and reviewed each area that the student would see. His computer demonstration was in depth letting faculty see each component. He also stated that Dr. Prater would be creating a very similar document as the one he had shared. Dr. Prater handed out an information sheet on her portion of the capstone and asked faculty to review it, mark it up with comments and put it back into her box.

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

Dr. Prater explained that she understood that departments would not be filling any faculty positions when a faculty member left. She further understood that the departments would not be losing the position but that it would not be filled until there was more money.

She also stated that there was a presentation on the SAVE program of which the dean sent an email to the faculty proclaiming his support. Senate members had concerns and wanted more information. SAVE is where the student could elect to pay an additional fee when they pay their tuition which would go to the “going green” initiative on campus.

XII. SP. '09 Professional Development Tech “Brown Bag Lunches” – Dr. Martinez

Next spring the ACED Executive Committee will attempt to sponsor a monthly brown bag lunch, featuring one of our own to do a professional development topic on some form of technology and/or pedagogy.

XIII. Advisory Committee Meeting Planning – Dr. Martinez

Dr. Martinez stated that he was working on having an Advisory Committee meeting before the end of the semester. He will first survey committee members to see when they would like to meet and based on that information a meeting will be scheduled. He noted that he would be sending information to the faculty.

XIV. Department Website Updates – Dr. Martinez

Featuring the updates and changes that Lindsey and Mary had made on the website, Dr. Martinez showed faculty some of the changes and new links that had recently been added. He specifically liked a link for students called the “Vocational Educational Center”. This site is great for finding an abundance of information and encouraged faculty should share this expanded feature with their students.

XV. CommuniCoach – Dr. Martinez

Dean Gunter asked Dr. Martinez to share information about CommuniCoach. It is a fairly new tool that he has considered purchasing for the college which will be available for all programs to have access to use it. This program can be used to record and view student performance (i.e. teach a lesson; work with students, have some kind of counseling for counseling sessions). The student can record themselves and submit the video. There is also a built-in evaluation rubric that can be used to evaluate the student's performance and add comments. The comments and ratings can then be sent to the students. The Dean wants faculty's thoughts on this program. To work with it up close go to the following website -- www.isoprime.com/communicoach.

XVI. Other Committee Updates – ACED Faculty

- Holiday Bash – Dr. Whisler volunteered to host at her home.

- Dr. Mat Som wanted to know who would be getting the new computers. Dr. Martinez explained that he incorporated all the department's wishes in a list and sent it to the Dean.

With no more business, the meeting was adjourned at 12:00 noon

Respectfully submitted,

Pam Lesane
Sr. Secretary