

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

**Date:** September 3, 2008

**Location:** Dean's Conference Room, Rm 235

**Time:** 10:00am

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

**Faculty absent:** Dr. Ott, Dr. McClung

**I. Call to Order**

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

**II. Introductions & Announcements**

1. Introductions of the department's two new graduate assistants, Ms. Lindsey Heirs and Ms. Mary Hilgeman was made by Dr. Martinez. The grad assistants shared with the faculty and staff a little bit about themselves and their background. After their introductions, faculty and staff introduced themselves so that the grad assistants could become familiar with names and faces.
2. Dr. Martinez shared information on Dr. Ott's medical procedure. He stated that after speaking with Dr. Ott, he was fine and doing well after his ordeal. He further stated that he would be back to work the next week or that they may see him around sometime later in the week.
3. Faculty was asked to complete their faculty credentials page for SACS accreditation by the end of the week, if possible. Dr. Martinez remarked that it didn't take a long time to do but to speed things up before they went to the website, it would be good idea to convert their vita and syllabi into pdf files first and this would cause the process to go a little faster. The upload of the vita, if revised and the syllabus would have to be uploaded every semester for the next year or two until SACS comes and goes. He also stated that for those teaching on the weekends could upload their files when they start their class -- it's really determined by when the class begins as to when you upload your syllabi.
4. Dr. Martinez noted that he would be talking with faculty about the collection of data for the assessments that are listed in the catalog about each of the degree programs. In the catalog, it has assessments and outcomes for every degree program. Last year, he started talking to individual faculty about it and now data will need to be collected beginning this semester, and if there is data from previous semesters it should be gathered as well. Data will need to be gathered for all degree programs -- all four undergraduate programs, masters and doctoral programs and also the associate program as well. Faculty was asked to refresh their memory by looking at the catalog. He also stated that he would be setting up appointment with those of the different degree programs so they could nail down a procedure to collect and report that data beginning this semester. For those faculty in teacher education, BE, TTI, and HSTE programs -- that data is pretty much the same data as in Live Text. He doesn't think there is anything more but he wants to make sure because all the outcomes are the same across the board ...that decision was made last year. Nevertheless, for the BAS, OAT, masters, and other programs, there are some different assessments and outcomes that the department will need to ensure can be documented in terms of in the performance of the students.
5. Ms. Lesane let the faculty know that supplies had been ordered and they should be able to find what they're looking for in the supply closet now. If specific items were requested and

they were not received in the amounts requested it was because of budget cuts. Dr. Martinez would speak to that a little later in the meeting.

Dr. Backes shared that IT has copies of MS Office available for \$6.00 if anyone was interested.

### **III. Consideration of April 8, 2008 Minutes:**

There were no additions or corrections to the minutes. A motion was made by Dr. Prater to approve and it was seconded by Dr. Whisler. All were in favor and minutes were approved. Dr. Martinez also reminded Ms. Lesane that the last minutes needed to be uploaded to the website because we were a little bit behind.

### **IV. Fall 08 Enrollment Data – Dr. Martinez**

Dr. Martinez gave an update on the data he shared at the retreat on enrollment. He noted that the department trend has reversed itself, and this semester all ACED classes had a total of 889 enrollments, which is an upturn for both the graduate and undergraduate sides. This semester there are 794 undergraduates compared to 737 from last spring and 730 from last fall, so over a period of one year, the department has increased a little over 60 enrollments and is approaching numbers that the department had in earlier in 06. When looking at graduate enrollments, they have increased from 68 in the spring to 95 which is exactly the same number as last Fall 07. Dr. Martinez stated that this is somewhat expected, generally speaking, in higher education fall enrollments are higher than spring enrollments and usually you will see a slight dip. He further stated that the trend is good and the department is back up to close to 100 in graduate programs and almost 800 in undergraduates program which reflects where the department has been.

### **V. Center for Economics Education –Drs Prater and Whisler**

Drs. Prater and Whisler are co-directors for the Center for Economics Education which is under the umbrella of the Georgia Council for Economics Education. It's a nonprofit organization and is funded by donations from private industry. Their main purpose is to train educators to effectively teach economics and they do this by providing workshops and other resources such as books, video tapes but workshops are the big thing. They will provide three workshops here at VSU this Fall. They have a newsletter created by Dr. Whisler. They meet with the Georgia Council several times a year. Room 208 has been designated as the Center for Economics Education. The first workshop is slated for Oct 29-30. Dr. Martinez wanted Drs. Whisler and Prater to talk about the Center because he wanted faculty to know that Center was located in our department and what it did but also he wanted to thank them both for doing such a good work. Their work not only makes them visible but the department as well which is a positive thing.

### **VI. Graduate Program Updates – Dr. Mat Som & Thomerson**

Last week Drs. Mat Som and Thomerson meet and decided on their duties and responsibilities but there are still have a few things they need to work out such as a proposal for a new doctoral course that was requested by Dr. McClung. Dr. Mat Som stated that for the next few months he will be talking with faculty to see what that new doctoral class should be. He also wants to start discussing the issue of capstone again, since the last time it was discussed was in April of this year. He stated that hopefully by end of Fall the faculty will be ready to approve the general

understanding and the definition of comps since they had not previously come to an understanding. He is again hopeful that all of this will be done by the end of year.

In addition, he and Dr. Thomerson spoke of some procedures like advising and others may change. Also, for SACS purposes Dr. Mat Som feels that a drawer in the file room needs to be set aside to keep information for graduate courses that will be turned into him at the end of the semester. He plans on converting everything (assignments, grade, syllabus etc.) into a pdf and file that information in the dedicated drawer in the file room.

Drs. Backes spoke about the report for the capstone requirements. He wanted clarification because he was under the impression from a previous meetings that because of the unique requirements of the secondary TI&I and the secondary BE assessment programs that they needed to get representatives of those programs together, he and Dr. Prater, to sit down together and actually look at the capstone requirement because it has to be specifically geared toward the needs of the program and the assessment program. He has been kicking some ideas around because he feels they don't have until the end of the Fall semester to make a decision. Dr. Martinez encouraged Drs. Backes and Prater to try and move that process along quickly. Dr. Backes stated that he and Dr. Prater will sit down soon and that he would spearhead it.

#### **VII. Faculty Development Funds – Dr. Martinez**

Dr. Martinez brought an issue back from the Executive Committee meeting for the faculty to decide upon. He stated that for the last several years the Dean has offered faculty development funds to faculty by taking the pot of money and dividing it by the number of faculty in the college and coming up with an amount that each faculty member would receive, which came out to be approximately \$110 per faculty member. This money could be used for travel or other expenses. The Dean has asked each department head to speak about this issue and see if they are in favor of continuing that approach to the money or if there is another approach that might be considered. Dr. Martinez stated that the another approach was that instead of allocating \$110 per faculty member, that the money would be used as more of an incentive and reward for scholarly production. In other words, the suggestion was \$500 could be awarded to individual faculty member if published in a nationally known peer refereed journal in the semester. Once a faculty member has sent in a manuscript and that manuscript has been accepted for publication then notification is sent to the Dean's office and that faculty member will get \$500 to be used for professional purposes.

Dr. Martinez informed faculty that there would only be is fifteen \$500 awards that can be made per semester. The Dean wanted to know which approach ACED faculty favored. Dr. Prater made a motion to consider the vote on the two approaches and after the vote the faculty was found in favor of keeping the first approach of giving each faculty \$110. The vote was unanimous.

#### **VIII. Budget Reduction – Dr. Martinez**

Dr. Martinez shared that the department did get a hit of a \$2000 reduction but he has not seen that reduction in the budget yet. He said that if the department did get the reduction in travel funds, he would prepare a budget amendment to replenish the money out of the maintenance and operations line. He said, that if he has to do that he will ask faculty to be frugal with departmental supplies. He also stated that he won't short change the labs on paper and supplies, in fact he has made an agreement with IT that if we begin to run low on paper they will help out.

Although this issue has nothing to do with the budget reduction, Dr. Willis brought up the library allocation. She stated the she has not received the allocation yet for this semester but

communication with Jack Fisher is that the department needs to go ahead and get the requested materials in. So, she has asked faculty to place their orders by submitting the title of item, ISBN # and the publisher to her. She also stated that they no longer use the paper library card but that everything is computerized, so all they need to for her is to write down the pertinent information and put it in her box or make a copy from a book and put in her box so that she can get these items input into the system. She has asked that everyone get involved in this process because she had reverted to combing magazines, books just to order things for the department. Dr. Martinez wanted to know if this applied to the Kings Bay library and she stated that it was for all libraries where the department teaches class. When items are ordered she would just need to input what library the copies are to be mailed to.

#### **IX. COE Field Experience Committee Update – Dr. Ellis**

1. Last year spring the college started collecting a fee from student teachers. Students are paying for 12 hours tuition but are still being assessed another \$100 through their student account for student teaching. Therefore, it is their responsibility as a committee to decide on how they will spend that \$100. In a semester they have approximately \$20,000 - \$22,000 they are trying to spend and they have to decide how to spend that money since it has to be spent impacting those students who are paying the \$100. In Spring 08 they brought all the mentors in for a training session for clinical supervision. This Fall, on September 19th, they will be having a speaker at the Rainwater Conference Center speaking to all the student teachers, which will be a half day, and then they will switch to training rooms on classroom management. They are also getting Harry Wong, who wrote the book "The First Days of School" to visit. He is scheduled to visit in Spring 09, April 6-7 and the committee will try to get people in the community involved. This Fall, students teachers received a copy of his book.
2. The committee has put on the back burner their participation with some of the Partner I schools, which are comprised of five local schools. The committee is in the midst of making a decision on which school(s) they plan to work with and also the logistics of the liaison that will be working with them. Dr. Ellis stated that the liaison will be there to supervise the student teachers and help solve problems for student achievement and improve connection between VSU and the public schools. She also noted that after much thought the committee decided that instead of trying to work in all five schools that they will only have a presence in two of them, those two schools being SL Mason and Valdosta Early College Academy. They feel that can do a better job and do it right with the two schools rather than five.
3. The committee wants to improve their induction process where they are still servicing teachers--to retrain new teachers, and keep the ones that may be going out the back door because of the problems that Georgia has.
4. The committee feels that the variety in the dress codes and things that are required by the different departments in the COE ought to be standard across all majors. They will be looking into what can be done to help facilitate this effort.

Dr. Ellis stated that if anybody has any ideas for the committee to contact her.

#### **X. Advising Transitions – Ms. Lesane**

Ms. Lesane is currently in the process of updating the department database by getting student files from faculty and inputting data. Students have been reassigned according to the new advising load which means a little bit of work to ensure the database is current and up to date. She has currently finished with AAS program and is moving on to the BAS program. She will ask faculty for student folders and move through the process. She stated that the process is not a

fast one, this will take some time because she is having to go through the files, check them against Banner, email the students, and then change advisors in GUI Banner. Dr. Martinez also encouraged faculty who are handing off their student files to do their best to help explain the nuances of the files and have them up to date. He also stated that by the end of the semester we should have the transition made.

He also suggested to Frederick and David that they have Drs. Ott or Prater with them when they do their first counseling session or maybe the first couple of times. Dr. Willis reiterated what Dr. Cox has said at the retreat, and that was to have all course substitutions done before handing off student files.

Dr. Martinez spoke about how hard substitutions are getting. In addition, he knows with transfer or students who are changing majors, the department wants to give them as much credit as possible but faculty need to be careful. The university is getting picky on the general education kinds of required courses and substituting for them. He wanted faculty to think about substitutions when they are substituting courses for our own courses. If it's appropriate he feels that's alright, but to consider that will be one less person in our enrollments. He stated that we don't want to advise students out of our classes when appropriate. Dr. Ellis stated that we should not substitute ACED 2400 unless the course has been taken within the last three years.

Dr. Willis brought up professionalism regarding dress for BE/OAT. Dr. Backes suggested the way to handle this would be to build this into the outcomes and objectives of the course.

## **XI. Other Business**

1. Chuck Hudson, the registrar, is retiring and Stanley Jones will be the interim registrar. In addition, Jim Black has announced that he is leaving the position of VP for Financial Affairs, effective October.
2. Dr. Martinez and Dr. Ellis have been discussing the possibility of providing keyboarding skills for the Valdosta Early College Academy. In a conversation with Brian Gerber, Dr. Ellis shared with him that she feels that the students could benefit by taking beginning keyboarding skills with the department faculty acting as volunteer instructors. Dr. Gerber thought this was a good idea, so he has set aside days and time for this class. These sixth graders (36 students – 2 classes of 18 students) will have class on Monday through Thursday from 1:30 – 2:30 for 45 minutes for a period of six weeks. Dr. Willis and Lindsey Heirs have volunteered to teach. Dr. Martinez stated that it is an excellent potential for research. Dr. Ellis stated that she could use this experience to let the method students observe faculty teaching and later on let them teach. Dr. Martinez says that he will funnel anybody interested to her and that once she gets the people or staff together to make this happen they can speak with Dr. Gerber since there are logistics that need to be addressed.
3. The Executive Committee has addressed the issue of students bringing their children to class. There were inquiries made to see whether the university had policies to deal with this and they found that there was not a set policy, but that faculty could make their own policy and that it needs to be in the syllabus. Dr. Martinez stated that we don't want to be insensitive, but on occasion it may be fine for a student to bring a child to class, but that would be the exception not the rule. If a student keeps bringing his/her child over and over again that it may pose a problem, especially if the child is disruptive and causes some distractions in the class. Dr. Prater stated that the Undergraduate Policy Committee is in the process of researching and developing a policy to address this issue. In their research and questioning, Dr. Levy has sent an email out that stated, in no uncertain terms, that student's children should not be brought to class, and the classroom is for the student.

4. Dr. Martinez plans on changing the opening page of the department website, so he is asking faculty to contact him if they had any ideas. Lindsey and Mary will work on changing the website to get it updated. Dr. Willis' thought that a group picture in our new department shirts would be a great idea and Dr. Prater's idea was an introduction to the department's new faculty members.

With no more business, the meeting was adjourned at 11:47am

Respectfully submitted,

Pam Lesane  
Sr. Secretary