

Faculty Meeting Minutes  
Department of Adult and Career Education  
*"Positively Impacting Learning Through Evidenced-Based Practices"*

**Date:** September 6, 2007

**Location:** College of Education, Dean's Conference Room

**Called to Order:** 3:35pm by Dr. Martinez

**Members present:** Dr. Martinez, Dr. Backes, Mrs. Prater, Dr. McClung, Dr. Anderson, Dr. Ott, Dr. Willis, Dr. Hudson, Mrs. Ellis, Dr. Mat Som, Dr. Thomerson, Dr. Whisler, Dr. Cox, Mrs. Kristy McIntosh, Mr. David Ross and Ms. Pam Lesane

## **I. CALL TO ORDER**

After the meeting was called to order, Dr. Martinez welcomed the faculty to the first staff meeting of the Fall 2007 semester. His first order of business was to introduce the newest members working in the ACED department: 1) David Ross, the new Director of the VSU Office at Moody AFB, taking Royce Oliver's position. Mr. Ross is also in the doctoral program and part of the current cohort; 2) Marquita Campbell, the department's new Student Success Counselor who will be working with faculty to identify students which are active, inactive and those that are in scholastic trouble. She is located in Room 208; and 3) Kristy McIntosh, full-time temporary instructor who is teaching ACED 2400. Her office is Room 285.

## **II. ANNOUNCEMENTS**

- **EXTRA TRAVEL FUNDS:** Dr. Martinez announced that there is extra money this year for travel. He has worked it out where each faculty member can get an extra \$100 bringing their total travel funds to \$400 per faculty member. He also stated that it may be possible for him to get his hands on other resources if a faculty member exceeds their \$400.
- **START OF TELECONFERENCE COURSES:** Dr. Martinez sends out a thank you" to Drs. Backes and Mat Som for being the first to begin teleconferencing courses for the department. The department will begin teleconferencing two courses this semester: Dr. Backes' doctoral class begins Friday, September 7, 2007 and will be originating out of the library. He will be teleconferencing to two sites: ABAC in Tifton and the Camden Center at Kingsland. Dr. Mat Som's masters level course will begin Monday, September 10, 2007, teleconferencing to three sites: Darton College in Albany, ABAC and Moody AFB.
- **RECOGNITION FOR SCHOLASTIC ACHIEVEMENT:** Congratulations and a round applause goes to Drs. Ott and Thomerson for their authorship of "Developing Asynchronous Learning Using Microsoft Producer" an article published in the International Journal of Learning #12 of 2007.

To continue to recognize the achievements of faculty, Dr. Martinez has requested that the faculty please forward him a copy of their articles when accepted or published in any kind of publication or professional journal because the department needs to keep track of these accomplishments. The same thing goes for professional presentations –please provide information if accepted for a presentation or recent past presentations. He will send out a reminder email to get help gather that information from faculty.

- **CAMPUS VIOLENCE WORKSHOPS:** These workshops are being held for faculty and staff. All faculty members and staff are encouraged to attend one of the three workshops to be held in the months of September, October, or November. The flyer for faculty will be posted in the main office.
- **OFFICE CHANGES, MOVES AND PHONES NUMBERS:** Ms. Lesane reported on the following: **New Offices** - Dr. Thomerson -287, Mrs. McIntosh – 286, Grad Assistant/Supply – 285, Student Success Counselor, Marquita Campbell- 208; **Telephone Numbers:** Dr. Thomerson’s – no change, Kristy McIntosh – 333-5454, Ashley/Julia – 249-2778 and Marquita Campbell – 333-5453.
- **RELOCATION OF SUPPLIES:** Ms. Lesane announced that all of the supplies that were located in room 115 have now been relocated to room 244 (left closet) and room 285. Faculty keys should open the storage closet in room 244 and Dr. Martinez has requested from the Dean to put a new lock on 285 so that faculty can access that room. Also, supplies will still be kept in the front office, so if a particular item is required please let Pam or one of the grad assistants know. Also, the storage closets in room 244 have been designated for different items. Left closet – all supplies, middle closet – all electronics items, and the right closet has all books from room 115. If books are taken from this closet please ensure they are put back on the right side to keep them from getting mixed up with the books Mrs. Ellis has for her classes on the left.

III. **CONSIDERATION OF APRIL 26, 2007 MEETING MINUTES** - Faculty was sent a copy of these minutes and was asked to review for any additions or corrections. There was no discussion on the minutes -- no additions or corrections were made. Dr. Backes moved to accept the minutes and seconded by Dr. Willis. Motion passed and the minutes were accepted.

#### IV. **UNIFIED MASTERS DEGREE PROGRAM (attached)**

**A. Agreement of Degree Components:** The latest rendition of the model of courses was sent to faculty by Dr. Martinez. For the sake of review it was reviewed together.

\*\* A change from the last rendition -- previously entitled “**SPECIALIZATION**” is now “**AREAS OF EMPHASIS**”. Dr. Martinez received faculty feedback stating “specialization” may not be the best terminology but perhaps “*area of emphasis*” or “*area of concentration*” would better be suited. It was changed to reflect the faculty’s request. Dr. Martinez also stated that the courses listed in each area of emphasis are the same courses that were decided upon at the end of the retreat in August.

\*\*\***Electives:** At the very bottom of the page instead of listing all the courses or some of the courses as electives, which could be taken under Workforce Ed & Development or Career & Technical Education, a generic statement could be applied.

#### **DECISION ON THE MODEL:**

A motion was made by Dr. Backes to accept the courses as printed and seconded by Dr. Anderson. The acceptance of the motion would allow the department to move forward to generate all the forms that will be needed to create this degree path. The floor was opened for discussion.

**FLOOR DISCUSSION:** Dr. Ott wanted to make sure everybody understood that courses were still going to be offered at Kings Bay and Albany for the Career and Technical Education option and his concern was that all the courses in the core will be offered online. He felt that if students have a choice there would be a potential for CTE and Workforce Education and Development students to basically take the whole program online the way it is setup now with teleconferencing, with the exclusion of three courses. He feels this could jeopardize off campus classes because there would be no face-to-face classes. Faculty members shared their thoughts on his statement which led to an exhaustive discussion. Business Education faculty felt that it was a possibility that it could go the other way because there is no way to predict what will happen. It was stated “we won’t know until we try”. Dr. Martinez stated that we won’t offer face-to-face and online courses in the same semester, one semester would be online and one semester face-to-face so as to avoid the competition, but that students will have a choice. He believes that the key is in the schedule of the offerings of classes. If there is enough distance between them students will take them – perhaps a two-year rotation.

Various opinions were voiced regarding the issue raised by Dr. Ott. Dr. Martinez summarized what he thought the faculty felt. He stated that as a group they were in essence okay with the degree structure, but where there was a concern was in the offerings, in terms of how often and when courses will be offered online and face-to-face. He believed that if we are careful we can offer both in which we will still have students for all of them (his opinion). The issue is that if the department is not careful with the sequence of offerings and offer too many online courses at once it will hurt the face-to-face enrollment (he agrees with that). Knowing that is the issue, all effort to ensure that the offerings are not so frequent online that they will hurt the face-to-face courses. He stated as the program develops enrollments will grow and the department will have courses for students that they will choose if the department is careful with the course offerings. He also acknowledged that there is a possibility of the one program gaining more rapidly than another -- any possibility is possible. But he felt the faculty is a group of smart, intelligent people who will make the right decisions to ensure the programs continue. He felt that no one was in disagreement with what had been said-- that both online and face-to-face programs are wanted. And as the department head and as faculty members we will strive for that goal and do what is needed to make sure it happens. If in the implementation of the degree something happens, where it appears to move away from those goals, then adjustments can be made. He stated that nothing is written in stone and changes can be made as the program evolves. What he asked the faculty to do was have faith and trust in each other to believe that as a group they will not hurt anybody or hurt any program, because there is no disagreement -- no disagreement that they want face-to-face classes, no disagreement they want online classes. He asked faculty for a vote of confidence and faith in each other that what they devised would be given a chance to work. He let them know that if they disagreed and didn’t think it was the right thing to do that was fine.

Dr. Cox stated that her understanding was that they were voting on the elements--that the curriculum meets the needs of the students. Dr. Martinez stated that was the vote. Dr. Ott stated that if that was what they were voting on then he was okay with it. Before the vote was taken, the reminder of the change to the COE Core changing PSYC 7010 to read PSYC 7010 or PSYC 7040 was noted by Dr. Backes. The faculty was in agreement on adding this change. Dr. Martinez stated that he noted it on his copy.

**VOTE ON CONSENSUS MODEL: (On curriculum only)**

YES =10, NO =0, ABSTENTIONS = 2

Dr. Martinez acknowledged that the concerns about making sure the face-to-face programs will not be hurt is well noted and will be taken into consideration to the full extent when the program is implemented.

**b. CAPSTONE COMMITTEE:** At the end of the retreat, faculty decided they were not in favor of having a comprehensive examination and were in favor of an alternative capstone experience. The consensus was that faculty from both TT&I and Business Ed. should meet to see what this capstone experience could be like: Examples like creative components, field-based internships, portfolio experiences, research projects, or other alternatives as well were sited at the retreat. Volunteers were asked to serve on the committee to examine what kinds of possibilities there would be and then bring them back to a faculty meeting where they could all decide what those might be. *Committee Volunteers: Drs. Thomerson, Mat Som and Hudson.*

**c. Review of Timeline (Attached)**

It was noted by Dr. Mat Som that the review of the actual forms are the only reason we need to go to program planning. Dr. Martinez made it known that all the forms must be completed by September 24<sup>th</sup> – that’s when the ACED Advisory Committee has to give their recommendation on courses that are going to be modified or new courses. An electronic version of the forms, those across all programs, will be emailed to Drs. Thomerson and Backes by Dr. Martinez. Course description changes for current courses and then new courses, that are going to be developed, must go with the main form that Dr. Martinez will complete on the degree modification.

There was a brief review of rest of the projected timeline sheet:

**October 4**

Teacher Ed Council Consideration

**October 14**

COE Executive Committee Consideration

**October 29**

Graduate Executive Committee Consideration

**November ?**

VSU Academic Committee Consideration

**SCHEDULE OF ASSESSMENTS:** This task must be completed in conjunction with the work that’s being done for PAAR (Preparations Annual Approval Review) – a report that has to be done. We had for the advanced programs in Business Education and also in Technical Trade and Industrial Education, a schedule of when assessments are supposed to be done that match the various standards which either happens in courses or independent of courses. For example: dispositions surveys – when is the disposition survey going to be given, or impact on learning - when is that experience going to happen or clinical experience- when is that experience going to happen? There is a form that lists when these things will occur in the master’s degree and when that data will be reported into Livetext. This form has been given to Drs. Backes and Willis. Those must be planned as part of our master’s degree-- they must be embedded in the masters program in Career and Technical and the Business Education strand as well. Dr. Backes commented that he felt all required data collection should be part of the ACED course courses. A committee was formed to look at when things will occur within the program. *Committee members: Drs. Martinez, Backes, Willis, Cox, and Ott.*

**V. DEPARTMENTAL FACULTY SERVICE STRUCTURE**

### **Proposed Organizational Chart (attached)**

Dr. Martinez stated that this chart was distributed at the retreat and the faculty was asked to consider it. The question was posed whether or not the faculty wanted to consider adopting the proposed structure or keep the current committee structure. The floor was open for discussion.

**FLOOR DISCUSSION:** Dr. McClung opened up the discussion stating that he was not in favor of the proposed structure. He would rather keep what the department has now because the faculty chairs the committees and that gives clout in representation. With the new format he felt faculty representation is lost. A question was raised concerning the composition of the Program and Planning Committee. Dr. Martinez explained that when he first arrived in the department he was given a list of Degree Coordinators: Dr. McClung-Doctoral, Dr. Backes- T &I Masters (Original), Dr. McElvey-Business Ed, then for the undergraduate and associate degrees he had: Dr. Willis-ADS, Dr. Mat Som-BAS, and Dr. Ott-Dental Hygiene.

Dr. Martinez shared his thinking behind the organizational structure. He stated that the base idea was that the faculty has an obligation to do service for the department and he was thinking of the best ways the faculty could do this. And secondly, he knew the committee structure the department had been working under for the last two years had not operated well. He thought perhaps a different structure would allow the department to: 1) perform services for the department everyone is obliged to do; and 2) operate more independently within those functions. Using those two pieces as his original thoughts, he then considered that perhaps full-fledged committees were not needed from each of the areas; perhaps an individual faculty member could take the lead in one of these areas and go ahead and be responsible for taking care of business. This would mean there would be no need to have a committee as such; no need to call people together for a meeting to come up with ideas. That person alone would handle that area or could approach a colleague to assist her or him--that would be reported as faculty service. The faculty member who serves in these areas will not be appointed but asked to volunteer. There was a great deal discussion from the floor but the faculty was not able to agree on the proposed organizational structure.

After the discussion had quieted, Dr. Martinez reiterated that the department has gone through reorganization once, and it's been two years since that reorganization, and in his estimate and sitting from his chair he felt it had not worked very well. He also stated that this is just an idea; he was searching for better ways of doing things. If the faculty wanted to keep the current committee structure he will email everybody and ask them to get on committees and at staff meetings he will have each committee report what they have been doing. He feels that if the department does this however; we'll be going back to struggling to get people together, to have meetings and to get an agenda. There was no clear decision made on whether the department should keep the current organizational chart or change to the proposed one. The discussion will be continued at a future departmental meeting. Dr. Martinez did say he would provide more explanation to his proposed structure.

### **VI. ACED ACTION PLAN\_(attached)**

The ACED Action Plan was prepared by Dr. Martinez and will be submitted online Friday, September 7, 2007.

### **VII. REVIEW FACULTY EVALUATION RUBRICS (attached)**

Dr. Willis requested a copy of the Faculty Rubrics be included staff meeting agenda. This rubric was accepted at the end of the Spring 2006 semester. Dr. Willis wanted the faculty to review it and see if there would be any suggestions for change and bring them back to the next faculty meeting for discussion.

### **VIII. ADJOURNMENT**

There being no other business, a motion made by Dr. Backes to adjourned and seconded by Dr. Anderson. The meeting adjourned at 5:20p.m.

Respectfully submitted,

Pamela Lesane  
Sr. Secretary, ACED