

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

Date: September 12, 2011

Location: Dean's Conference Room

Time: 9:42 a.m.

Faculty present: Dr. Martinez, Dr. Prater, Dr. Whisler, Dr. Seiler, Dr. Thomerson, Dr. Ott, Dr. Willis; Dr. McClung, Dr. Ellis, Dr. Mat Som, and Dr. Backes,

Faculty Absent: Dr. Hudson

I. Call to Order/Welcome

Dr. Martinez called the meeting to order at 9:42 a.m.

II. Announcements

- a. Dr. Willis announced South East Elementary School was having its Kick-Off Luncheon on Friday and noon. All are invited as part of the “Community Partners” program.
- b. Dr. Willis announced a spreadsheet would be sent to faculty to submit titles of books and other educational materials to be bought for placement in the library from our Library Funds that total \$8,174.36 Ordering multiple copies is allowable
- c.

III. Consideration of April 4, 2011 Minutes

After review of minutes, a motion was made by Dr. Backes to approve the minutes; it was then seconded by Dr. Ellis. Dr. Backes commented that he was listed as being absent for the meeting, but was in attendance. Dr. Martinez will make the correction. With no more additions or corrections the motion was unanimously approved as corrected by faculty and will be filed and uploaded to department website.

IV. Personnel Update

- Dr. Martinez announced that 17 applications were been received for the Senior Secretary Position. He anticipated that group would be reduced to 5-8 top applicants and the first interviews would take place this week. Faculty will be invited to participate in the interviews as schedule allows.
- The Graduate Assistants and Lab Assistants are working our office front desk and the expectation is for them to wear business casual attire.
- There is still no word on the status of Dr. Hudson.
- The Dental Hygiene program has been moved to the College of Nursing. All student folders were sent to Alicia Roberson who will become the DH advisor.
- With this move of DH advisees, a process to level OAT advising loads will begin. Dr. Seiler, Dr. Ellis and Dr. Prater will take on OAT advisees to reduce the advising loads of Dr. Willis, Dr. Thomerson and Dr. Whisler.
- Two sections of ACED 2400 are now being taught in Lab 1136 with 38-40 students by Chuck Martin and Sheila Hall. Their feedback on the challenges and needs

associated with teaching such a large class will be solicited to facilitate future classes of that size.

V. Dental Hygiene Program Update

As previously mentioned the program has been moved to the College of Nursing. Requests for Catalog Modifications will be submitted to move the degree descriptions from ACED to the College of Nursing.

VI. SACS Institutional Effectiveness Reports

Dr. Martinez referred to an information sheet about the 2010-11 Institutional Effectiveness Reports and 2011-2011 Plans. Lead Professors of each degree program will lead the development of these reports and plans. Dr. Martinez will email last year's reports and plans so to have for reference in developing the current reports and plans. All program reports and plans need to be submitted no later than October 10th or 11th so as to allow for a review prior to Dr. Martinez's presentation at the COE Executive Committee Retreat on October 13-14th.

VII. NCATE Decision

Based on feedback from faculty in all departments, the College has identified Standard Six – Unit Governance and Resources as the standard to meet at the “target” level. Planning is underway to prepare for the reaccreditation review.

VIII. Draft of Student Misconduct Policy

Dr. Martinez reviewed the information sheet on a proposed procedure to report incidents of student misconduct including Academic Integrity violations via a website. The suggestion was made that the form to be downloaded be a “Word” file so that faculty could complete and submit the form more easily. Dr. Martinez will submit this suggestion to Academic Affairs.

IX. Graduate School Policies Update

- a. Dr. McClung reviewed the Graduate School “Deficiency Point” policy that issues one point for a course grade of “C” and two points for a grade of “D” or “F”. If a student accumulates a total of 3 deficiency points, he/she is then dismissed. However, individual programs do have the right to set their own thresholds such as a total of 4 points to be dismissed. The question was raised what point threshold is desired for ACED graduate programs. After a short discussion the faculty supported the Graduate School policy of dismissal at 3 points.
- b. The Graduate School is forming a committee to invite guest speakers to campus. Dr. McClung asked faculty to email him with ideas for possible speakers.
- c. A proposal for a doctoral program in Speech and Language Pathology has been supported by the Executive Graduate Committee. The proposal will now move forward to Academic Committee for consideration
- d. A new GRE scoring system is coming soon. Information will be shared when received

X. Department Leadership

Dr. Martinez reviewed the diagrams of the department leadership model as first adopted in 2007 and the current model that includes changes of personnel and the addition of the OAT-OBC program. Dr. Martinez reviewed the leadership of each program to confirm acceptance of the "Lead Professor" position for this current year:

- BE/BEX – Dr. Prater;
- WED-CTE – Dr. Backes,
- WED – T&D – Dr. Ott,
- BAS – Dr. Mat Som,
- OAT-OBC – Dr. Whisler,
- OAT – Dr. Willis,
- MED-CTE – Dr. Backes,
- MED-WED – Dr. Mat Som,
- MED-BEIT- Dr. Thomerson,
- EDD – Dr. Martinez

Dr. Martinez expressed his thanks to the faculty members who have taken the Lead Professor leadership roles. He also expressed his desire for another faculty member to become the Lead Professor for the doctoral program. Having both Department Head and Lead Professor duties is not congruent with the shared governance model of the department.

Dr. Mat Som announced his plans to return to Malaysia in 2013.

XI. Committee Meeting Updates

Dr. Willis announced that she has accepted an invitation from Dean Hull to serve on the COE Tenure and Promotion Committee. She expressed a concern that she would have to be replaced on the ACED Personnel Committee since a member of the COE committee cannot serve on the department committee. However, since there will be no personnel actions this year, then the ACED Personnel Committee will have any reviews and the need to immediately replace Dr. Willis is not present. The ACED Personnel Committee will meet with Dr. Martinez to begin drafting a department promotion and tenure policy document that mirrors the COE and VSU policy documents.

XII. Other Business

Dr. Willis asked if the department could purchase data cables for IPAD devices that faculty had received. Dr. Martinez thought such purchases could be made and requested the ordering information to be submitted.

XIII. Adjournment

With no more business, the meeting adjourned at 11:40 a.m.

Respectfully submitted,

Reynaldo L. Martinez Jr.

Department Head & Meeting Recorder