

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

Date: September 13, 2010

Location: Dean's Conference Room, Room 2050

Time: 9:30 a.m.

Faculty present: Dr. Martinez, Dr. Whisler, Dr. Prater, Dr. Mat Som, Dr. Thomerson, Dr. Seiler, Dr. Ott, Dr. Polkinghorne, Dr. Willis, Dr. McClung, Dr. Ellis, Dr. Backes, Mrs. Pickles, Ms. Lesane, Ms. Smith

Faculty absent: Dr. Hudson (on medical leave)

I/II. Call to Order & Announcements

Announcements:

- *SACS reports*
 - Due by Oct 15, 2010.
 - Form for SACS report has changed slightly from the last submissions.
 - A VSU SACS portal has been established for the SACs reports – reports will no longer be submitted via electronic or hard copy to Kristina.
 - Dr. Martinez will be asking faculty for data based on the outcomes and assessments in the catalog for each of the degree programs: Mat Som – Joint degree & AAS; Seiler- Dental Hygiene; Martinez & Hudson – BAS; Willis – OAT; Backes – Secondary TTI; Ott – Postsecondary TTI; Prater – Business Education; Backes – Masters, CTE; Martinez & Mat Som – Masters, WED; Willis & Thomerson – Masters, Business Ed/IT and Martinez & Mat Som – Doctoral reports
 - If there are adjustments that need to be made to the outcomes or assessments in the catalog this is a good time to make modifications for next year.
- *Provost VPAA Search*
 - There were fifty-four applicants that applied for the position.
 - Applicants have been narrowed down to the top 10 and are being contacted to set up interviews, which will take place at the Atlanta airport in the month October.
 - After airport interviews, committee subgroup will bring back a report to the main group who will then, after discussion, make a decision on the top three candidates who will then be brought to campus for interviews.
- *Promotion & Tenure Draft Policy*
 - Promotion & Tenure Policy draft has been released by the university committee.
 - ACED faculty should have received a copy of policy via email from Dr. Martinez.
 - Policy is attempting to be a process that can be followed university wide.
 - Policy is asking for specific unit (departmental) statements on what is regarded to be the criteria that faculty should be aiming for promotion and tenure at the various levels. Dr. Martinez' plan for the department is that he would like to ask for an ad hoc committee of faculty that can come together, with him, to draft a document that takes into account these criteria.
 - Timetable was missing from documents that were sent to faculty via email by Dr. Martinez. He will ensure faculty receives a copy.
- *Review of Doctoral Applications*
 - The graduate school has one application ready and there may be a couple more in the process for department review next month.
 - Deadline for fall admission is Oct 1st

- *Room Renovations Update*
 - Renovations in computer lab EC 2112 are completed.
 - Work in EC 2142 should be completed this week – physical plant working on putting up the electric screen.
 - Renovations for EC 2106 have been put on hold but it was noted that the teaching station (podium) will be replaced. It was suggested that an electrical outlet in the front of the classroom be removed or repositioned because it poses a safety hazard. Dr. Martinez has spoken with IT about this issues, but will contact the physical plant to put in a work order.
 - New computer lab furniture: Chairs, desks and whiteboards for all computer labs has been requested by Dr. Martinez from the facilities committee. The request is currently being considered and a decision should be made this semester. New office chairs for faculty have also been requested
 - A new headphone policy has been established in the open lab because of numerous headphones missing. Students must check out headphones from lab assistants using their VSU ID card.
- *GBEA Journal Call for Manuscripts*
 - Call for manuscripts were sent by Dr. Polkinghorne to Dr. Martinez, who in turn disseminated it via email to the faculty and to the University Council.
 - Deadline for submissions is Nov 1, 2010.
- *Graduate Assistants*
 - Megan Smith, graduate assistant, introduced her and shared a little about herself – she started working as a graduate assistant in the department, summer 2010.
 - Dr. Martinez made mention that the graduate school will ask all graduate assistants to make a semester report, beginning this semester, on their work in the various departments where they are assigned. He noted that it's very important that the graduate assistant are assisting faculty in research. If they are not being utilized in research, there may be a possibility that the department can lose the graduate assistant positions.
 - Work load for the graduate assistance must be coordinated through Ms. Lesane.
- *PowerPoint Beta Exam – Mrs. Pickles*
 - Mrs. Pickles will be giving the PowerPoint Beta Exam within the next two weeks. If interested in taking the exam please schedule an appointment with her.
 - If in need of an objective list for the exam, contact Mrs. Pickles and she can provide it via email.
 - Exam will take about 90 minutes.
- *Other Announcements*
 - Dr. Prater will send Allan Devane an email regarding installation of Office 10 in computer labs and on faculty computers.

III. Consideration of April 14, 2010 Faculty Meeting Minutes

After a review of the minutes, a motion was made by Dr. Prater to approve the minutes, seconded by Dr. Whisler and unanimously accepted by faculty. Minutes will be filed and uploaded to departmental website.

IV. Odum Library Update – Ginger Williams

Ginger Williams, the new departmental liaison from the Odum Library (Reference Instruction & Outreach), updated the department on the latest news and happenings at the library.

V. Advising Update – Maggie Roberts

- Because of the new withdrawal policy, Mrs. Roberts explained the importance of knowing the difference between a drop and withdrawal. She noted that a student can drop a course (face-to-face or online) the first week of school but beyond the first week it is considered a withdrawal and will count against the five withdrawals that a student is allotted for undergraduate as well as graduate courses. Faculty should be able to see the numbers of withdrawals on Banner but was cautioned to check to ensure that the number is correct.
- Paperwork issues that arise at Orientation were discussed – some of these issues could pose a problem if not interpreted correctly.
- The differences between USG and non USG schools were explained and how their hours fit into a student's curriculum. It was noted that this is important because some courses may or may not transfer over especially if the institution is a non USG school.
- Any questions on areas A-E, Dr. Sharon Gravett is the point of contact.
- Mention was made that the core curriculum is being changed.
- Course substitutions are put in Degree Works but could possibly be incorrect, so it is wise to double check.
- If faculty has students who are graduating Fall 2010 or Spring 2011 they should have them go on Degree Works and look at their checklist.
- Flips charts and advising manuals prepared by the Advising Center were left for department use. If faculty desires a personal copy of the advising manual they should contact Mrs. Roberts.

One of the main challenges faculty face is becoming knowledgeable about every degree program in the department. To make the advising process for Orientation a little easier, Dr. Martinez has requested from Sherri Hudson to make student folders available to the faculty, working orientation, as far in advance as possible. This would give faculty time to review student information as well as review the student's program of study to know what courses a student should take and to anticipate any advising issues that may be of concern.

VI. OAT-OBC Program Update – Dr. Whisler

- Dr. Whisler was approached by Jerry Merwin, Adult Education, and John Sizemore, eLearning, to find out if ACED would be interested in making the OAT/OBC program part of a proposal for GOML. It is her understanding that OAT/OBC would be one of twenty programs that is part of a proposal that will attract more nontraditional learners. After discussion with others, it was decided the program should take part in this proposal. For further clarification on the GOML proposal, Dr. Martinez went on to explain that VSU is part of a consortium of state universities that have come together to try and create online programs for nontraditional learners. Each university that is part of this consortium will put together a proposal for funding from the BOR to develop and eventually offer these programs to nontraditional learners. Mr. Merwin and Mr. Sizemore have been leading this effort for VSU by visiting departments on campus to see if they would be interested. These programs will be put together for VSU in a proposal to be funded and will come under the GOML umbrella. Under GOML part of the tuition money will come back to the department.
- BOR approval is still pending for the OAT/OBC program - hoping for approval by spring.

VII. ACED Promotional Display Board – Ms. Lesane

- The graduate assistants will be working on updating the departmental display board. It was noted that the department needs a display board that will peak the interest of those who see it. Right now it doesn't do its job. It needs to reflect what the department is all about and not necessarily pictures of faculty.
- The graduate assistants will be contacting each program coordinator for their input and Dr. Martinez will be working with them on the general departmental view.
- It was suggested by Dr. Ellis that perhaps they attend an Orientation session to see what some of the display boards look like before they design it.

VIII. ACED Masters Restructure - Dr. Martinez

Dr. Martinez would like the individual programs (WED, BEIT, CTE) to think about how they propose to change from five classes in the core to four, and then add one more course in the area of emphasis to make it fifteen. He noted that the area of emphasis is completely up to the program area but the core is where faculty ideas and proposals are needed. To accomplish this, Dr. Martinez would like for faculty to set up program meetings, and then present their ideas or proposals at a staff meetings for further discussion. These meetings should take place between now and the October faculty meeting. Preliminary discussion of the core (12 credits) will be put on the staff meeting agenda for the month October. The goal is to shoot for a decision on the core by the end of the semester so that preparation of paperwork can begin and the approval of all the forms can go through in the Spring.

IX. Faculty Senate Update – Drs. Whisler & Mat Som

Next meeting is set for Wednesday, September 15, 2010. New promotion and tenure policy is on the agenda to be discussed.

X. Other Committee updates – ACED Faculty

None

XI. Other Business

- Dr. Willis commented on the idea of coming up with a new name for the department. She thinks the name change should be more reflective of what department is all about and what we do. Faculty was in agreement with her suggestion because they feel the current name does not reflect the department adequately. Dr. Martinez noted that he will keep this subject at the fore front and would like to open a dialogue with faculty on this important a.
- List Serve was discussed as a means to disseminate information quickly to students. Dr. Willis suggested that a list serve be set up for the different programs. Dr. Prater will contact Andy Fore to set up list serve for BE/BEX.
- FBLA/PBL – Dr. Polkinghorne
 - Events: Attended The Happening, first fall general meeting and social event at the Student Union
 - Charter Ceremony (Tentative date): October 8, 2010. Dr. Polkinghorne will confirm date and let faculty know.
 - Dues paid members: fifteen – at least one member from all the different colleges on the campus.
 - Currently creating web site.
 - Will be contacting selected professors to speak with their classes about FBLA/PBL

XII. Adjournment

With no further business, the meeting adjourned at 11:47a.m.

Respectfully submitted,

Pamela Lesane
Sr. Secretary