

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

**Date:** February 6, 2012

**Location:** Dean's Conference Room

**Time:** 9:10 a.m.

**Faculty present:** Dr. Martinez, Dr. Backes, Dr. Ott, Dr. Ellis, Dr. Mat Som, Dr. Seiler, Dr. Prater, Dr. McClung, Dr. Willis, Dr. Hudson, Dr. Whisler, Dr. Thomerson & Mrs. Stripling

**Faculty absent:** None

**I. Call to Order/Welcome/Announcements**

Dr. Martinez brought the meeting to order at 9:10 a.m.

**II. Announcements**

a. Dr. Martinez made the following announcements;

- That Amanda had turned in her notice and that we are now advertising the position and that he had received two applications and hoped to have more by the end of the week.
- That the money for the new health science building was not in the budget.
- That there is no “official” news on the Presidential search but there are rumors that some semi-finalist had been selected and that the committee would begin official interviews in March.
- That Dr. Barbara Stanley had announced her retirement. Dr. Martinez had been asked to co-chair on that search committee for the Department Head for Early Childhood and Special Education .

**III. Consideration of November 7, 2011 Minutes – Dr. Martinez**

After a short review of the minutes, a correction on page 3 to section V, the first sentence in paragraph d was amended to read “. . . *the WED program was discussed and the online delivery option*”. It was amended to read: “*Two more workshops will be scheduled for the spring semester.*” Paragraph f of that same section was amended to read “*Secondary CTE Program*” and the last sentence was stricken by Dr. Backes. Dr. Backes corrected the spelling of “Audrey Pickeren” to “*Audrey Pickren*” and Dr. Prater corrected page 4, Section XII second paragraph to show change the name of *Journal for Computer Teacher Science* to read as “*Journal of Computing and Teacher Education*”, motion was made by Dr. McClung to approve and seconded by Dr. Ellis. Upon faculty vote, the minutes were unanimously accepted and will be filed and uploaded to department website.

**IV. Personnel Update**

- a. Dr. Martinez announced that Kristy Singletary had been hired as a GA and that Jeanevra Pearson would continue as a GA for Spring 2012 Semester.
- b. Dr. Martinez announced that Yiming Jin would begin her graduate assistantship in the Summer 2012.

**V. Enrollment and Majors**

- a. ACED has the largest enrollment in 7 years.
- b. 90/10 ratio of undergraduates to graduates
- c. We are showing healthy trends; however, graduate student enrollment has declined
- d. WED is showing a downward slope
  - Dr. Mat Som suggested we tap our pool of VSU employees as most employees don't even know about the program.
- e. Discussed that we should probably get in touch with our "inactive" students to try to bring them back to the program.

**VI. Masters Revisions**

- a. Faculty reviewed and discussed "Contextual Description of Proposed Changed to the Masters of Education with a Major in Adult and Career Education" and faculty suggestions were discussed.

**VII. BAS Strategic Focus Initiative**

- a. Dr. Hudson announced that he had completed and turned over his request to Michael Black and that he had "strong" feelings it will be approved.
- b. It is anticipated to begin running Summer 2013 (if approved)
- c. 3 courses will have to be added: ACED 4810, 4820 and 4550.
- d. Dr. Hudson is requesting a faculty member, GA, and advertising budget for the program.
- e. The projections look good and he has high hopes that the program will bring in new students.

**VIII. Graduate School Update**

- a. Dr. McClung announced that Elise Martin is still looking for guest speakers to invite so if faculty had any suggestions, please contact Elise.
- b. Dr. McClung announced that the Graduate School Dean wants a decision from every department as to deficiency courses.
  - Dr. Ellis moved that all grades count and Dr. Willis seconded the motion. The motion passed unanimously with no abstentions.

**IX. Gulf South Conference Planning**

- a. Dr. Martinez updated faculty that preparation had begun for the conference and registration forms were available online.
- b. Dr. Martinez stated he had received some proposals and Dr. Willis asked that those proposals be forwarded to the faculty for review.
- c. Dr. Martinez confirmed:
  - That Dr. Ellis' Methods students would assist this year with the conference
  - That Dr. Backes would take care of parking
  - That Dr. Thomerson would work on the programs for the conference
  - That Dr. Prater would work on door prizes
  - That Dr. Hudson would serve as the Master of Ceremonies
- d. Dr. Martinez asked for any suggestions regarding the speaker for the luncheon and the faculty provided several suggestions.

**X. Committee Meeting Updates**

None

**XI. Other Business**

- a. Dr. Willis requested that the VGA adaptors for the faculty's ipads be ordered
- b. Dr. Mat Som thanked Dr. McClung for taking care of his class while he was recuperating from his injuries
- c. Dr. Martinez thanked all faculty for their help in getting the proposals for the changes to the Masters program ready.

With no more business, the meeting adjourned at 11:10 a.m.

Respectfully submitted,  
**Amanda G. Stripling**  
Senior Secretary