

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

**Date:** March 11, 2013  
**Location:** Conference Room 2050  
**Time:** 3:30 p.m.

**Faculty present:** Dr. Ellis, Dr. Willis, Dr. Wright, Dr. Mat Som, Dr. Thomerson, Dr. Whisler, Dr. Martinez, Dr. Seiler, Shawn Folberg (GA) and Wendy Miller (ACED Secretary).

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

Dr. Martinez brought the meeting to order at 4:10 p.m.

**II. Announcements - Everyone**

- a. Dr. Martinez announced that Dr. Whisler was recommended for tenure.
- b. Dr. Backes and Dr. Prater published separate articles in *Techniques Magazine*.
- c. Dr. Mat Som published an article in *Scopus Index*.
- d. Dr. Wright accepted the fulltime BAS/WED tenure-track faculty position.
- e. Kristy Singletary (GA) was accepted to present at the Graduate Research Symposium.
- f. Rebecca Rusk, an OAT/OBC student, was accepted to present at the Undergraduate Research Symposium.
- g. Senior Secretary, Wendy Miller, celebrated her First Anniversary at VSU.
- h. ACED's proposals were approved by the VSU Academic Committee for our OAT-OBC and BAS-OBC programs.
- i. Faculty members were reminded that if they were traveling or plan to travel in April, May, or June 2013k, each must submit a Request for Authority to Travel by the end of March so the funds can be approved and encumbered.
- j. Dr. Martinez shared with the faculty that there is a new funding formula for faculty salary during summer semester. The salary will be based on enrollment and the instructor's salary.
- k. Wendy will begin scheduling appointments the first week of April for Dr. Martinez to meet with each faculty to discuss annual evaluations.
- l. ACED is purchasing a full page ad to be published in the GACTE program.
- m. Welcome back to Shawn. His surgery was successful and he is glad to be back.

**III. Consideration of February 18, 2013, Faculty Meeting Minutes**

After a short review of the minutes, the following change was noted: page 2, section VIII, to add *ACED* after South to the title. A motion was made by Dr. Willis and seconded by Dr. Ellis to approve the February minutes. The motion was passed. After corrections have been made, the minutes will be posted on the ACED website.

**IV. Update of ACED OAT & BAS Proposals – Dr. Martinez, Dr. Whisler, & Dr. Mat Som**

As mentioned in the above announcements, our proposals was accepted.

**V. Spring 2013 Enrollment and Major Data – Dr. Martinez**

a. ACED has the largest total of enrollment since the last nine years. A handout and slideshow were presented by Dr. Martinez showing the increase in the various majors.

Highlights included:

- An increase of around 50 since last spring of our undergraduate majors.
- We are gaining a little more than the same amount we are losing each semester.
- OAT-OBC is growing, WED showed a sharp decline, and BAS has healthy gains.
- Efforts on the Master's Degree are paying off. A total of 66 last year have increased to 100 this year.
- The number of doctoral student has increased to 29 students.

b. Dr. Whisler mentioned that the VSU Academic Committee approved an request by the College of Business to lower the admission undergraduate GPA to 2.5 which could affect the number of OAT students in the future.

**VI. Faculty Exchange Program with University of Malaysia – Dr. Mat Som**

Dr. Mat Som suggested that Dr. Wright be considered for the fall 2013 or spring 2014 exchange. Dr. Martinez reminded faculty that anyone who is interested should let him know.

**VII. Doctoral Interviews – Dr. Martinez**

A discussion was held to take a different approach to the interviewing process. A new set of applicants are coming in April, therefore a decision needed to be made whether or not faculty wanted to leave the interviews open to whoever was available to participate, or appoint a committee or group of faculty who would conduct the interviews and then make recommendations. A motion was made by Dr. Ellis and seconded by Dr. Whisler to develop a rotation of 3 faculty members plus Dr. Martinez for each round of interviews. The motion passed.

**VIII. Doctoral Comprehensive Examinations – Dr. Martinez**

Four students were qualified to take their Comprehensive Exams in May, so the evaluation of the exams would occur in June. Faculty consensus was to move forward.

**IX. Update on Gulf South Conference – Dr. Martinez**

Dr. Ellis and Dr. Willis will arrange for their students to introduce the speakers at each session and handle the evaluations. Dr. Backes will make arrangements with Parking and Transportation so attendees will not be ticketed. A keynote speaker and a luncheon MC are needed. Recommendations for a keynote luncheon speaker were requested and Dr. Backes agreed to be luncheon Master of Ceremonies. Dr. Thomerson will design the conference program while Dr. Prater will handle the door prizes. Wendy, Dr. Martinez and the Graduate Assistants will work on all other assignments. A reminder that proposals are needed by March 15, 2013 was mentioned.

**X. Outstanding Student Awards – Dr. Martinez**

A handout was distributed with the students who were selected. Dr. Martinez has e-mailed the students so they are aware and will hopefully be present at the COE Honors Night on April 16, 2013 with the ceremony beginning at 6:00 p.m. Dr. Martinez has asked faculty to please attend if they have a student being honored.

**XI. Update of Marketing Visits for Masters BEIT Option – Dr. Prater**

A visit was scheduled for March but was rescheduled for April due to Dr. Prater being ill. Other visits are being planned. Dr. Prater invited other faculty members to join her if they were able to do so.

**XII. Graduate School Update – Dr. McClung**

No report at this time.

**XIII. Committee Meeting Update – ACED Faculty**

No report at this time.

**XIV. Presidential Inauguration**

E-mails have been sent describing the events that will take place the week of April 1 through the 5<sup>th</sup>. All faculty members were encouraged to make plans to attend as many events as possible.

**XV. Other Business**

Jeanevra and Shawn have been working on a new design for the ACED brochure. A draft of the brochure was distributed for faculty review. A few suggestions were made to scale in the red box on the inside and to place borders around each major. A request was made to please provide any other suggestions directly to Shawn.

**XVI. Adjournment**

With no further business the meeting was adjourned at 5:40 p.m. The next scheduled meeting is set for April 8, 2013.

Respectfully submitted by Wendy Miller, ACED Senior Secretary