

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

Date: January 10, 2011

Location: Dean's Conference Room

Time: 3:15p.m.

Faculty present: Dr. Martinez, Dr. Prater, Dr. Whisler, Dr. Polkinghorne, Dr. Backes, Dr. Thomerson, Dr. Ott, Dr. McClung, Dr. Hudson, Dr. Ellis, Dr. Willis, Dr. Mat Som, Dr. Seiler, David Ross and Ms. Lesane

Faculty absent: Dr. Hudson, Dr. McClung

I. Call to Order/Welcome

Meeting brought to order by Dr. Martinez at 3:25 p.m.

II. Announcements

- a. **Course syllabi:** Course syllabi are needed for this semester; email Pam electronic copies.
- b. **Office hours:** Faculty must complete 10 hours spread out over the week. If absent during these hours, please notify Pam or Dr. Martinez Office. Hours must be posted on faculty door this week, as well as emailed to Pam.
- c. **Advising files:** All inactive and graduated student advising folders should be given to Pam for updating the department database.
- d. **Business cards:** If business cards are needed please get with Pam ASAP, purchase request will be submitted this week.
- e. **WED Student Honored:** Darrell Casey, Kings Bay, a Masters WED student, was honored by President Schloss at the graduation hooding. Mr. Casey's success testimony was shared by the President.
- f. **Open Forums:** COE will have "Open Forums" for the NCATE Accreditation options. Dates will be announced next week and all faculty are asked to attend a meeting. It has been reported to Dean Lee that the department opted for continuous improvement option rather than transformative.
- g. **MAT Approved for Doctoral Applications:** The MAT, an alternative test for application to the doctoral program, was approved by the Academic Committee last semester. The MAT is also an alternative to the GRE. The target score on the MAT is 400. This change should be in the Fall catalog and students can apply now for the next intake in April.
- h. **SACS Faculty Credentials Update:** Faculty should enter credentials via the SACS credentials portal -- an updated VITA and course syllabus/syllabi should be uploaded as soon as possible. Any problems or questions, contact Jane Kinney.
- i. **COE Deans Search:** Dr. Willis and Pam have been asked by the Provost to sit on the COE search committee for the new dean. Dr. Willis will represent faculty and Pam staff.

III. Consideration of November 8, 2010 Minutes – Dr. Martinez

1. Dr. Martinez submitted corrections -- they have already been made, and
2. Correction by Dr. Backes: - change Career and Technical Education to Secondary Career-Technical Education in section I/II.d.

There were no other corrections and a motion was made by Dr. Willis to approve the minutes; seconded by Dr. Ellis and unanimously accepted with corrections. Minutes will be filed and uploaded to the department website.

IV. COE Draft Promotion & Tenure Policy – Dr. Backes

An explanation of how the entire process worked and the purpose of the promotion and tenure policy was shared by Dr. Backes. He then opened up discussion to faculty to make their suggestions, comments and recommendations. The following suggestions were made:

- To add a section that describes the review process.
- To add the specification of the level of publication (regional, state, national or international) for “referred” journals.
- That there is an external reviewer for scholarship only when going from associate professor to full professor.

V. ACED Masters Revisions – Dr. Martinez

At the November faculty meeting a vote was taken on what courses would comprise the masters core -- ACED 7620, ACED 7640, ACED 7990, RSCH 7100 and PSYC 7010 or PSYC 7040. The next step is for faculty to come forward, with modifications to their areas of emphasis totaling 21 credit hours. By the next faculty meeting programs areas should meet and have their courses selected.

VI. BE Revisions – Dr. Prater (handout)

Major concerns for revising the BE program were:

- 1) low numbers
- 2) some courses were outdated and needed updating

New revisions:

- A new degree with three tracks under the umbrella of Business Education and Technology Training:
 - 1) *Business Teacher Education* (grades 6-12)
 - 2) *Business Technology Training* (train for industry or technical colleges)
 - 3) *OAT* (will be changed to a BSEd degree)
- Added new methods course which will fall under the BE as well as Business Technology Training track.
- Added Workplace Computerized Bookkeeping for OAT

Faculty have been asked to review the proposed revisions (handout) and in the February meeting a determination will be made for consensus and move forward.

VII. PBL Update – Dr. Polkinghorne

- Planning for the charter ceremony is a going well
- Funds available: now have 29 paid members
- Status document for spring semester which will be posted in the display cabinet by the computer labs. Dates and times will be posted.
- Story on PBL will be published on the department website -- graduate assistant will contact Dr. Polkinghorne for information.

VIII. Gulf South Conference Planning

No luncheon speaker has yet been selected. Faculty provided names of those who they thought could be considered. Dr. Martinez will make contact with these people.

Conference assigned duties:

- a. Dr. Thomerson – program
- b. Dr. Prater – door prizes
- c. Dr. Backes - parking
- d. Selection Panel for Presentations: Drs. Martinez, Backes, Thomerson, Ott, Willis, and Seiler
- e. Master of Ceremonies: Dr. Ott
- f. Dr. Ellis - Method Students
- g. Dr. Martinez, Pam, Julie and Meg – other logistics

IX. Committee Meeting Updates

Dr. Backes - Conceptual Framework Committee –

- Dr. Backes to chair the committee.
- Committee will be making revisions/reaffirming the conceptual framework for COE.

X. Other Business

- New Faculty Line – Department has submitted the position management forms (PMF) for new faculty line for OAT and also submitted a PMF for turning Karen Pickle's line into a tenured line position.
- Work in Computer Labs - Still working on updates
- ITI Meeting – Mentioned at the last staff meeting. Dr. Martinez will follow up on this for Dr. Thomerson.
- ACTE Region Two Conference – Nashville, SC. To be held at the end of September
- ACTR Conference – St. Louis in 2011. Dr. Martinez will send out information for the call for proposals and other information via email.

With no more business, the meeting adjourned at 5:04 p.m.

Respectfully submitted,

Pamela Lesane

Sr. Secretary