

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

Date: July 24, 2014
Location: Education Center, Rm 2130
Time: 9:30 a.m.

Committee Members Present: Dr. Shawn Utley, Dr. Kimberly Tanner, Mrs. Catherine Christie, Mr. Jackie Bennett, Mrs. Lynn Bowen, Mr. Emmett Griswold, Mrs. Lynne Wilson, Mrs. Andrea Schrujier, Mr. Mark Wilson, Dr. Jill Dennis, and Mr. Benjamin Li

Committee Members Absent: Mr. Don Faircloth, Ms. Terry Cooper, and Mrs. Niki Schmauch

ACED/COEHS Present: Dr. Reynaldo Martinez, Dr. Mary Willis, Dr. Iris Ellis, Dr. Vesta Whisler, Dr. Anthony Scheffler, Dr. Don Leech, and Mrs. Wendy Miller

9:35am Call to Order & Welcome – Mrs. Catherine Christie, Chair

I. Introductions of Committee Members & COEHS/ACED Faculty and Staff

Each attendee gave their name, title, and place of employment. See attached list for committee member information.

II. Program Updates:

- a. **Opening Remarks & Academic Updates** – Dr. Martinez expressed his appreciation to the Committee members for their willingness to serve on the Advisory Committee. He then reviewed the folder that was provided to each attendee that included the Meeting Agenda, Degree Program of Studies, List of VSU Pathway Partners, ACED Brochures, Committee Member contact information, and T&I/HSTE Certification Program information.
- b. **Overall Enrollment, Majors and Graduation Data** – Dr. Martinez reported that we have made positive programmatic decisions and the department’s present activities and directions are contributing to VSU’s strategic priorities. Over the last several years, VSU has launched many initiatives and one was the Complete College Georgia program. This program is Georgia’s participation in the federal government’s “Complete College America” program. ACED’s Office Administration and Technology Online Bachelor’s Completion (OAT-OBC) was the first effort to provide a means to attract non-traditional adult students to VSU. Most recently the Bachelor of Applied Science (BAS) in Human Capital Performance (HCP) OBC option was launched as a VSU “Pathways” program. The HCP program establishes articulation agreements with Georgia’s technical colleges and provides a means for their graduates to continue to earn their BAS in HCP and attract more non-traditional adult students to VSU. In order for our department to continue to thrive at VSU our participation in these programs is strategically sound. On a downside, ACED closed the Business Education undergraduate program due to low enrollment and students were unable to pass the GACE certification at the percentages that were necessary. Dr. Ellis completed the last group of student teachers this past semester. Dr. Martinez then presented ACED enrollment, major and graduation data to the Committee. The data charts are attached to these minutes.
- c. **Office Administration & Technology On-Campus & Online** – ACED was the first department at VSU to develop and implement an OBC program in Office Administration and Technology for non-traditional adult learners. The on-campus program averages approximately 133 students while Online option currently has 92 majors, Dr. Willis shared a handout with listed job titles that an OAT graduate could

- pursue. Several committee members expressed positive experiences with OAT graduates.
- d. **BAS in Human Capital Performance on Campus & Online** – This online option provided the opportunity to update the curriculum as two new classes were created that include, a class in “Technology, Work, and Performance”, and “Multicultural Issues at the Workplace”. There are currently 44 students in the on-campus and OBC HCP program. Twenty out of the 44 students are students who have a double major with HCP and the Applied Associates Degree in Dental Hygiene from VSU and Wiregrass. Dr. Martinez referred to the list of technical colleges who have become Pathway Partners and expects students from these colleges to begin to enroll. We anticipate an notable increase by this time next year.
 - e. **Workforce Education and Development – CTE & WTD Options**
This degree program prepares secondary Career & Technical Education (CTE) teachers in the public schools. This option of the WED degree includes students who are full-time CTE teachers in the public schools and enroll in the “New Teachers Institute” (NTI). The NTI is supported by a grant from the CTERN Consortium. After completion of the NTI and several required courses, students earn their initial teacher certification. They are not required to earn the bachelor of education degree. The Workforce Training and Development Option is focused for individuals who work in the private, public, government, and/or nonprofit sectors as trainers, instructors and/or leaders in adult education programs. There are currently 71 majors in this degree program. Dr. Martinez shared that the faculty of the WTD option has been having discussion on whether to take this option online as the HCP and OAT programs have done.
 - f. **Master of Education in ACED** – In the past few years the Master’s program has seen an increase in enrollment and currently has 89 students. ACED has submitted a proposal to the VSU Graduate School to modify the admission criteria to the degree program. We wish to exempt students from taking the GRE or MAT examination if their overall undergraduate GPA is 3.0 or higher. Applicants that have an undergraduate overall GPA below a 3.0 will be required to take the GRE or MAT exams and reach the target scores as required. Dr. Martinez commented that many schools no longer require these tests because of the unreliability that positive test performance predicts successful performance in the Graduate program. However, research does show that a strong undergraduate GPA is a more reliable predictor of success. It is also believed this change will attract more students to the program.
 - g. **Doctor of Education in ACED** – For the past two years in the Fall semester, ACED has hosted a gathering of doctoral students. This effort is made to build connections between the students and the faculty and foster a stronger community of scholars. This event also provides a forum to discuss issues and share experiences between themselves, the COEHS administration and the Graduate School Dean. Recent doctoral graduates have been invited to share their experiences and give advice. Over the past four years this program has experienced steady growth. There are currently 42 doctoral students in the program, and it is anticipated that as many as 6 candidates may complete their dissertations and graduate by the end of the year.

III. ACED Faculty Update:

- a. **Faculty Retirements** – Dr. Cindy Prater (OAT) and Dr. Xavier McClung (WED) retired after Summer 2014 semester. These positions have been temporarily filled by Dr. Karen Pickles (OAT) and Mr. Corey Nawolski (WED) and will begin their contract Fall 2014 semester.
- b. **Accomplishments & Events** – Dr. Vesta Whisler and Dr. Diane Wright were selected to present in San Diego last September at the national NCLA/ACTE Best Practices and Innovations Conference. They have been selected once again to present again this year. Dr. Rey Martinez and Dr. Charles Backes sponsored an exhibit booth recently at the GACTE Conference in Atlanta, Ga. Dr. Mary Willis, our faculty sponsor for Phi Beta Lambda, was proud to announce that PBL received a Certificate of Achievement in 2013.

- c. **Faculty Searches** – The department currently has eight tenured and tenure-track faculty members, three temporary faculty members and one faculty line is unfilled. We will be seeking approval to conduct national searches for the four faculty who have left or retired.

IV. Program Goals & Initiatives:

- a. **Office Administration & Technology Online Bachelor's Completion Program – Dr. Whisler**

Dr. Whisler described the OAT-OBC program. The program started in 2010 with grant funding from a VSU strategic initiative that was available. The program is attracting adult non-traditional students from across the state. The program will be over 100 majors soon.

- b. **Human Capital Performance – Complete College GA “Pathways Program” – Dr. Wright**

Dr. Wright was unable to attend as she and Dr. Backes and Dr. Ott are working at a national training institute held at the University of Michigan. Dr. Martinez remarked on the change of the name of the major from “Technical Studies” to “Human Capital Performance”. The change is much more descriptive of what the degree program provides for its students. Even though this program is designed for students who hold an Applied Associate’s Degree in a technical field, individuals with military training, professional credentials and/or certificates can be credited with up to 36 credit hours in the major.

- c. **Consideration of Embedded Professional Certification(s) -**

Dr. Martinez explained that faculty have a goal to seek to incorporate opportunities for students to earn professional credentials within the various degree programs. An example would MS Certification for the MS Office software programs like “Word”, and OSHA Safety Certification in the HCP program. Various Committee members agreed that such opportunities would be a value-added aspect of the degree programs.

- d. **Alumni Survey** – Dr. Martinez remarked that the University System of Georgia is beginning to ask all institutions to conduct follow-up surveys to document the impact earning a degree has had on graduates. To that end ACED has created a LinkedIn account and has sent e-mail letters to our program graduates with hopes of continuing connections with the department. We have also developed an online survey to gather information from our graduates such as current job position and how the degree has helped them. Dr. Shawn Utley, from Wiregrass Georgia Technical College shared that they use KMS (Knowledge Management System) to keep up with their graduates for five years after their graduation date.

- e. **University of the West Indies Initiative** – ACED is exploring an international initiative with the University of the West Indies in Kingston, Jamiaca. The department would like to host Dr. Halden Morris whose expertise is in Workforce Education as a Brown Visiting Scholar. Dr. Martinez has submitted a proposal to bring him in Spring 2015 to our department. The Brown Scholar program provides housing, a stipend, and other support for visiting professors that come from universities or colleges from other countries. We would like Dr. Morris to work with some of our graduate classes, co-teach, give presentations, visit technical campuses, and conduct research.

V. Current Issues:

- a. **Personnel** – The department need to have four faculty positions filled with tenure-track faculty members
- b. **CTE Undergraduate Option** – The future of the program may depend on whether to continue the NTI program as future funding is uncertain.
- c. **WTD Undergraduate Option** – The decision to adopt an OBC option for the program may be needed as enrollment at two of the three military bases where the option has been offered has either been suspended (Albany) or is very low (Kings Bay).
- d. **“E-major”** - We have been participating in the e-major project with OAT-OBC and the program has not realized the benefits anticipated. The benefit of staying in e-Major is in question with the following concerns:

- 1) We were to be part of a revenue sharing model that would give the department some of the tuition from the courses but we have never received any funds;
- 2) A different schedule of classes has been implemented that do not match the VSU schedule of classes.
- 3) The online platform is not convenient and can be confusing for students. GoView is used with eMajor classes and BlazeView is used for VSU online classes. Students may have to shuttle between online platforms.
- 4) Kings Bay Center Enrollment - Mrs Christi commented that the opportunity to gain Department of Defense authority to offer online degree programs is now available. She expressed a desire to apply for such authority and offer the WED and MED programs under this new option.

VI. Committee Recommendations:

- a. The ACED Advisory Committee recommended the following:
 - 1) After a motion was made by Mrs. Lynn Bowen and seconded by Dr. Jill Dennis, support to conduct national searches to fill the 4 tenure line faculty positions. Dr. Martinez asked the Committee for a letter of support to be submitted to him within six weeks;
 - 2) After motion was made by Dr. Kimberly Tanner and seconded by Mr. Benjamin Li, support to establish the inclusion of professional certificates and credentials as part of the degree programs as a valued-added element;
 - 3) After a motion was made by Dr. Mary Willis and seconded by Mr. Emmett Griswold, support for ACED to pursue an online option for undergraduate degree program in Workforce Education and Development; and
 - 4) After a motion was made by Mrs. Lynne Wilson and seconded by Dr. Mary Willis, to table the a recommendation regarding the future of the CTE option in the WED degree program. More information is needed and the presence of Dr. Backes was suggested.

VII. Adjournment

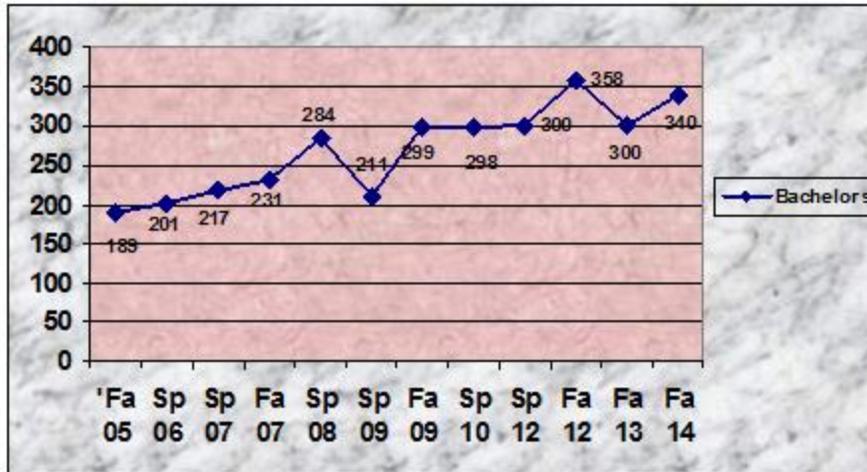
With no further business, the meeting was adjourned at 12:00 p.m.

Respectfully submitted by Wendy Miller, ACED Senior Secretary

ACED Advisory Committee		
Advisory Committee Members	Title/Position	Affiliation
Dr, Shawn Utley Shawn.Utley@wiregrass.edu 229-219-1294	Executive VP for Community & College Relations	Wiregrass Georgia Technical College
Dr, Kimberly Tanner katanner@valdosta.edu 229-245-2498	Director	Valdosta State University Access Office for Students with Disabilities
Mrs. Catherine Christie cchristie@valdosta.edu 918-882-6573	Interim Director	Valdosta State University Center, Kings Bay Naval Submarine Base
Mr. Jackie Bennett Jbennett@tcec.com 850-464-1363	ACED BAS Alumnus	
Mr. Don Faircloth donfaircloth@lowndes.k12.ga.us 229-245-2260	Instructor, Automotive Technology	Lowndes County High School
Ms. Terry E. Cooper, JD, SPHR Terry.cooper@saftbatteries.com 229-245-2858	Human Resources Manager	Saft America Inc.
Mrs. Lynn Bowen Lynn.bowen@wiregrass.edu 229-333-2100 x5185	Dean for Business Education	Wiregrass Georgia Technical College
Mr. Emmett Griswold egriswold@albanytech.edu	Dean of Academic Affairs & Doctoral Student	Albany Technical College

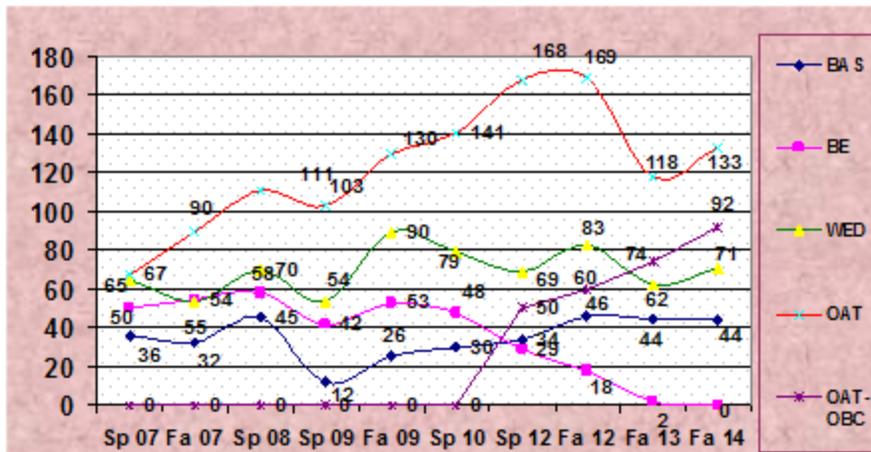
229-430-3396		
<p>Mrs. Lynne Wilson</p> <p>lynnewilson@lowndes.k12.ga.us</p> <p>229-316-1864</p>	<p>Director of Public Relations</p>	<p>Lowndes County Public Schools</p>
<p>Mrs. Andrea Schrujier</p> <p>aschrujier@buildlowndes.com</p> <p>229-259-9972</p>	<p>Executive Director</p>	<p>Valdosta-Lowndes County Industrial Authority</p>
<p>Mr. Mark Wilson</p> <p>mwilson@langdaleindustries.com</p> <p>229-333-2557</p>	<p>Director of Human Resources</p>	<p>Langdale Industries</p>
<p>Mrs. Niki Schmauch</p> <p>nschmauch@ccga.edu</p> <p>918-279-5790</p>	<p>Coordinator of Academic Services</p>	<p>College Of Coastal Georgia</p>
<p>Dr. Jill Dennis</p> <p>jdennis@thomas.edu</p> <p>229-226-1621 x1046</p>	<p>Associate VP of Enrollment Management & Marketing</p>	<p>Thomas University</p>
<p>Mr. Benjamin Li</p> <p>bkli@valdosta.edu</p> <p>333-245-4357</p>	<p>Computer Coordinator, Information Technology</p>	<p>Valdosta State University</p>

Total Bachelors Majors Fa. 05 – Fa. 14

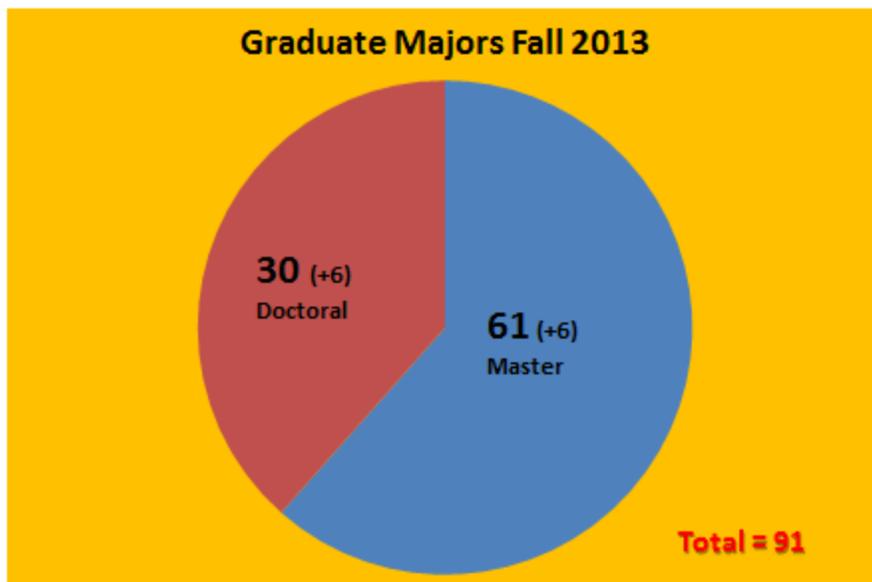
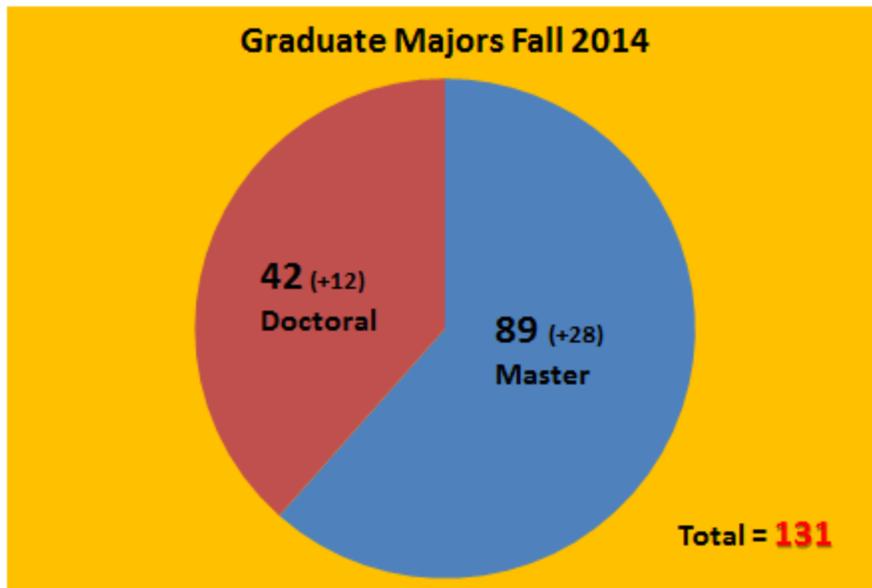


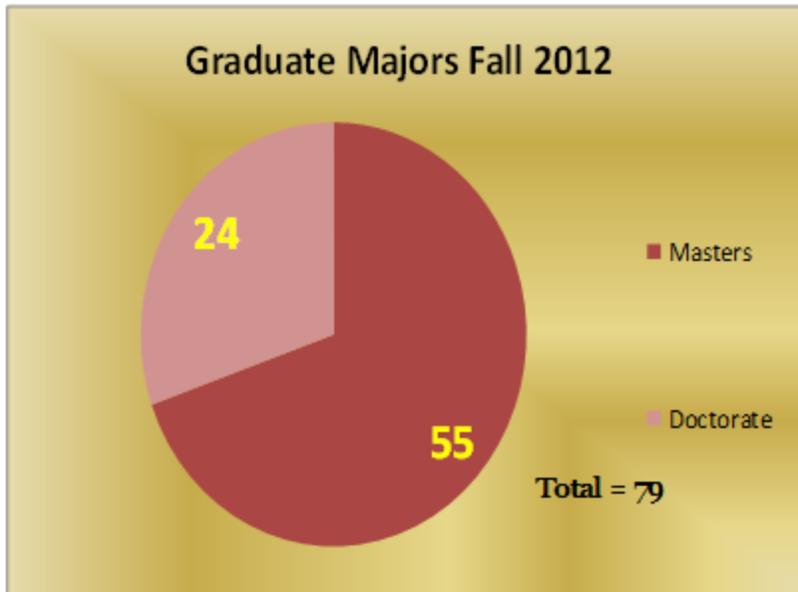
Number of Undergraduate Majors Has Rebounded to Second Highest since 2005

Breakdown of Majors per Bach. Degree 07-14

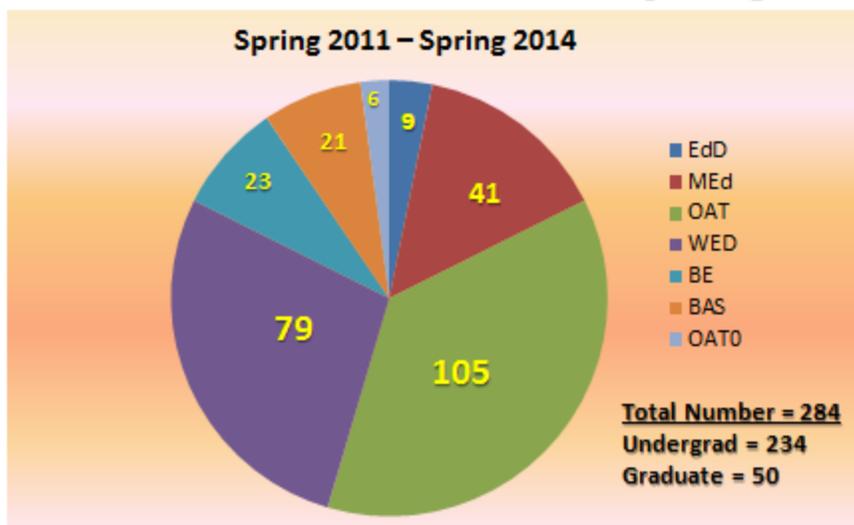


OAT Healthy Increase (+15)
 OAT-OBC Program Steady Growth (+18)
 WED Increase (+9)
 BAS/HCP Holding Steady

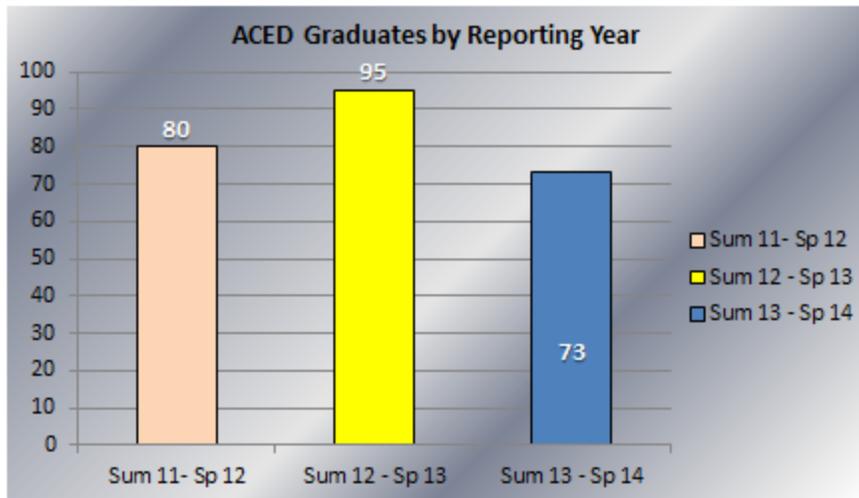




Number of ACED Graduates by Program



Summer 2011-Spring 2014 ACED Graduates



Mean # of Graduates for Last Three Years = 82.6