

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

Date: April 3, 2008

Location: College of Education, Dean’s Conference Room 235

Time: 3:40pm

Faculty present: Dr. Martinez, Dr. Backes, Dr. Prater, Dr. McClung, Dr. Ott, Dr. Willis, Dr. Ellis, Dr. Willis, Dr Cox and Ms. Lesane

Faculty absent: Dr. Thomerson, Dr. Anderson, Dr. Whisler, Dr. Hudson, Dr. Mat Som

I. CALL TO ORDER:

Dr. Martinez called the meeting to order at 3:40pm by welcoming the faculty and staff.

II. ANNOUNCEMENTS:

1. **KEYS FOR FILING CABINET:** Ms. Lesane noted that she had dropped the ball on getting keys for filing cabinets but that she should be picking this task back up and would be contacting each faculty. She noted that Mike, from Key Control, told with her that if the file cabinet didn’t have a VSU engraved plate with numbers it may be impossible to get a key for the cabinet but that he would look into it.
2. **INACTIVE FILES** – It was requested of faculty to give their inactive files to Ms. Lesane so they could be filed in the central file room (208).
3. **MINIMUM WAGE** – Starting July 24th minimum wage for our student workers will be going up from \$5.85 to \$6.55.
4. **MILEAGE REIMBURSEMENT:** Beginning April 1st the mileage reimbursement has gone to 50.5. Any travel prior to April 1 will be reimbursed at 48.5. The reimbursement form on Financial Services website (form that automatically calculates amounts) will be updated by their office to reflect the new mileage rate.
5. **CONGRATULATIONS TO CINDY PRATER:** Congratulations was offered by Dr. Martinez, on behalf of the department, to Dr. Cindy Prater for successfully defending her dissertation and being named the newest doctor in the department.
6. **NAME CHANGE OF ADMINISTRATIVE SERVICES PROGRAM:** It was shared by Dr. Martinez that at the last VSU Academic Committee Meeting, the department’s proposal to change the name of the Administrative Services degree was accepted. In Fall 2008, beginning with the fall catalog, the degree title will be Office Administration and Technology. Dr. Willis stated that students were very excited with the name change and wanted to know if they could start using it immediately.

III. CONSIDERATION OF FEB 7, 2008 FACULTY MEETING MINUTES:

Dr. Martinez commented that faculty had been emailed minutes from last meeting and asked if there were any additions or corrections after review. Ms. Lesane shared that if any faculty would like to go back and listen to the minutes of the last meeting the tape was available. There were no additions or corrections to the minutes -- Dr. Backes made a motion to accept the minutes and it was seconded by Dr. Ellis. Faculty voted and the minutes were unanimously accepted asked to be recorded.

IV. FACULTY SEARCHES

Each faculty was given an information sheet on faculty searches by Dr. Martinez. He stated that he had secured four of the five interviews. Interviews will begin Tuesday, April 8th beginning with Karen Pickles, one of the finalists for the ADS/OAT position. He asked faculty to try to attend the interviews, especially if they were not a member of the search committee. He stated that the presentations were also important and hoped all could attend. The following week interviews would commence with Karen Pickles on Tuesday, Kelly Shumack on Friday and the following Thursday, John Boatwright and Friday David Seiler. He's working with Rose McCall, from New York, to try and set up a day for her to come. Once interviews are confirmed, he will email faculty. Dr. Willis mentioned that Dr. Martinez had the files for each candidate if they wanted to familiarize themselves with each candidate. It was noted by Dr. Martinez that they would have lunch on the day of the interview and that on some days they would have breakfast depending on who would be coming in the night before. Once itineraries are finalized faculty would be emailed the information.

It was also shared that the Dean has made it very clear that he is hopeful that the department would come to terms with two people because forecasts for next year's budgets were are not good. A danger exists that if no one is hired in those faculty lines that they may be gone. The two positions are for BE and OAT – one position is a replacement for Randy McElvey and the other is a replacement for Patty Anderson. If the department can't come to a decision on two candidates, the Dean has given Dr. Martinez verbal assurance that Kristy McIntosh could continue as a full-time temp while holding that one line.

V. OUTCOME OF GULF SOUTH CONFERENCE:

The department had an excellent conference this year with a total of 162 participants which included: paying participants, faculty, staff, NTI students, methods and BE student teachers. Four exhibitors were also included in that number. All in all it was a good number, which was up from last year. The total amount of money brought in was \$5650 and with the expenses paid the department still and little under \$2000 left to spend for next year's conference. Keeping demographics in mind, forty counties from Georgia were represented and two counties in Florida. With the weather being so stormy, it was wonderful to see so many of the participants brave their way out and take part in the conference.

Suggestions for next year's conference were solicited from faculty. Dr. Ellis suggested that 1) the breakfast table have a tablecloth, 2) there should be a fruit tray on the table with fruit cut up in manageable pieces and 3) speaker gifts be wrapped or put in gift bags. Dr. Cox suggested 4) that plastic flatware and plastic cups should not be used for the luncheon but silverware instead. Dr. Prater recommended that 5) the exhibitors be placed outside in the hall so participants could register, get food, and be able to sit and enjoy their breakfasts and socialize. Dr. Backes' thoughts were 6) that late afternoon sessions may not be a good idea because participants just don't stay late especially when they are at a conference. Dr. Ellis and Prater were in agreement with him. Dr. Martinez shared that a previous suggestion from last year suggested having all computer sessions in the afternoon so that people would stay. Dr. Prater again shared that high school teachers don't go to conferences and stay late. They think of this as a day off, do some fun things and leave for home early since some of them drive a couple of hours just to get

home. Dr. Ellis also shared 7) that it is a good idea to have someone in the main office to take phones just in case participants can't find their way.

Dr. Martinez explained the logistics of putting on the conference – all the changes of where funds should go and how much could be spent on food and where that money had to come from. This year the registration had to show the amount it would cost for lunch on the registration form. This was done because money received from the conference is seen as funds that actually belong to the state. Since registration funds (state money) can't be used to purchase food the department was made to open an account at the Bursary to deposit registration funds. Financial services then totaled up the amount of money that was for food and then transferred that amount to the Foundation to pay for breakfast and lunch.

Dr. Martinez also shared that one of vendors who came to the conference donated the department tote bags and pens because his box didn't make it in time for the conference. There are two boxes of conference totes and approximately twelve bundles of pens to take and give away. Dr. Cox suggested that we put some pens be put in the jars in the labs.

Dr. Martinez complimented Dr. Willis on being the host for the luncheon --she did an outstanding job!

A date for next year's conference was discussed so that the Magnolia room could be reserved. Dr. Backes wanted to know if we would stick with the same date. Dr. Prater explained that when it was changed to March, the committee decided to make it standard the first Friday in March so that high schools would automatically know but that it didn't have to continue to be that way.

Buses were a great idea for luncheon and Dr. Martinez asked Dr. Backes to send a thank you email.

Dr. Martinez informed the faculty that the department was charged for the use of the rooms, which was a total of \$360 to Event Services. Dr. Ellis noted that if no registration fee is charged the rooms can be used for free.

VI. FIELD EXPERIENCES COMMITTEE REPORT:

Dr. Ellis shared an update from the field experience committee. They are currently working on three things but the first issue was given when PSC and NCATE reviewed the graduate programs. One issue was for not having some process in place for handling the field experience requirement of students who were already teaching. Therefore, this process is to go on syllabi in courses that have field experiences. However, if not all student instructors were able to secure a placement, then the Office of Student Teaching and Certification will, so this clears the ping that was received from NCATE and that PSC.

She noted that April 15, 2008 is scheduled for the Celebration of Students. It will be held in the Magnolia Room at the University Center. Refreshments will begin at 5:00pm and program will begin at 6:00pm Top NBEA Winners: Lindsey Hiers and Betia Bentley.

VII. CONTINUE WORKING ON CORE COURSES:

Dr. Martinez wanted to encourage faculty to continue working on the core classes. He knew that some groups were beginning to meet and that email exchanges were taking place with others. He is hopeful that by midsummer this will be taken care of since the classes start up in the Fall.

VIII. CAPSTONE EXPERIENCE:

Dr. Martinez commented that at the end of last meeting faculty had discussed having a greater definition for what a portfolio and a comprehensive exam were. He brought this up because the topic was left open from the last meeting. He didn't know if anybody has done any work on this or not but asked if they did that they could bring it to the table. It was mentioned by Drs. Ott and McClung that Dr. Mat Som was working on definitions. Because this topic was not crucial to make a final decision at this time it was again tabled.

IX. STATUS OF PUBLIC RELATIONS MATERIAL FOR NEW MASTERS:

A draft of a new brochure was submitted to the creative department and we are awaiting a proof. It's a tri-fold which opens up with the three emphases explained on the inside. The outside has department contact information and the objective of the master's degree with a description of what the degree is designed to do. Two thousand have been ordered and should be received in the next couple of weeks, so we can then begin to get them out into various venues in the private sector. This is especially good for BE since they are online. Dr. Martinez says that he will ask faculty for ideas of where and to whom they should be sent.

In terms for getting the permission for going one hundred percent online with the BE Information Tech concentration, a letter has been created requesting permission from the University System, not the Board of Regents. Dr. Julie Lee discovered what was needed to be included in the letter, and worked with Drs. Willis, Thomerson, and Martinez to accomplish this task. Dr. Lee feels that it is pretty much a done deal and that it won't be a problem at all.

Dr. Martinez feels that in next year the faculty should consider discussing whether or not the department would consider turning that portion of the degree over to franchise. He has been approached by Dean Gunter to see if the department would be interested in applying this year for the franchise since BE would be going one hundred percent online. He shared with Dr. Gunter that he didn't think the department was ready for that since they had talked about it last year and the idea was rejected. It would be more beneficial for the department to get the program off the ground and see what it would be like before considering a franchise. It could be that money is the motivating factor since franchise degrees are making money which is something the faculty should consider.

XII. FACULTY MERIT RECOMMENDATIONS:

Dr. Martinez received, along with everybody else, recommendations on merit for the next year. The money that was given was 2%. He explained what this meant-- they took everybody's salary, they then took 2% and put it all together and said that his was the money pool to give merit. After that a break down is given which tells how much money that can be given for performance. If you are satisfactory it is 1.8% raise, if excellent then it was up to 2.6% and then

if somebody was superman or superwoman it says above 2.6% (no ceiling). He clarified exactly what this meant. He used the following example. Let's say he wanted to give Dr. Willis a 2.5% then he would have to take away .5% from other people to give her that .5%. He feels like it was punishing to reward and he didn't like that at all, especially when talking about only 2%. He stated that it was made very clear to the Deans and department heads that they must make a difference, no across the board amount was to be given. After thinking about this for a while he approached the Dean and explained why he didn't like it and that he wanted to give all faculty a 2% even if it was unacceptable. He then turned over his recommendation with a 2% raise across the board for everybody. Whether or not his recommendation will be accepted he doesn't know.

XIII. SPRING FACULTY SOCIAL:

Dr. Martinez offered his home for a faculty social near the end of the semester. He was hoping it could be done right before final exams. He will check with Dr. Thomerson and let everybody know.

XV. OTHER BUSINESS:

1. **NTI** – Dr. Backes has seventeen students already committed for next year.
2. **WEBCT** – Drs. Willis and Thomerson both have been meeting with Dr. Anderson for the past couple of weeks learning WebCT and the two graduate courses for the spring. They will share information with other faculty.
3. **RETIREMENT BRICKS**– Retirement bricks for Drs. Anderson and McElvey have already been purchased and the brick for Dr. McGahee will be taken care by the Dean's office.

ADJOURNMENT:

With no more business, the meeting was adjourned at 4:47pm.

Respectfully submitted,

Pam Lesane
Sr. Secretary