

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

Date: April 9, 2012

Location: Conference Room 2050

Time: 9:10 a.m.

Faculty present: Dr. Martinez, Dr. Backes, Dr. Ott, Dr. Seiler, Dr. Prater, Dr. McClung, Dr. Willis, Dr. Hudson, Dr. Whisler, Dr. Thomerson, Dr. Lee, Dean Hull, Dr. Minor, Mr. David Ross, and Ms. Wendy Miller.

Faculty absent: Dr. Ellis, and Dr. Mat Som

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;

- We have received seven Doctoral Applications. Faculty members will receive each applicant's packet by e-mail for evaluate evaluation.
- Doctoral students Jason Goodner and Lynn Barber are both scheduled for dissertation defenses this month. Jason will defend on April 10 and Lynn is scheduled on April 24, 2012.
- Honors night will be held on April 17 where awards will be presented for Outstanding ACED students. All faculty members were encouraged to attend.
- Dr. Martinez will be attending and presenting at the AERA Conference in Vancouver, B. C., and will be out of the office between April 12 -17, 2012.

III. Consideration of March 5, 2012 Minutes – Dr. Martinez

After a short review of the minutes, a correction on page 2, section VI, letter b, the third sentence was amended to read “. . . *there was an interest in sharing course materials so not to build courses from the ground up*”. Page 2, section VI, letter c, the last sentence was amended to read “. . . 50 iPads and 3 carts that are available for classes”. Page 3 , Section VI, letter g, the second sentence was amended to read “. . .the numbers in your P and T must add up. . .” A motion was made by Dr. Hudson and seconded by Dr. Prater to approve the March Minutes.

IV. Discussion with Dean Hull

Dr. Hull discussed issues that were facing the college and the department. She stressed the following points:

- The department needs to “re carve” a niche for the programs;
- Modifications need to happen quickly;

- Given economic conditions, there will be no small programs;
- Positive impact on student learning must be included in teaching evaluations as demonstrated through “effect size” calculations;
- A coordination of office hours should occur to insure that faculty members are present to meet the needs of students throughout the work week;
- Small enrolled classes will not be seen well by the university, faculty must consider ways to enlarge the number of students per section;
- Modification to the computer labs to increase seating capacity; and
- Movement to offer more programs online.

After this discussion, Dr. Martinez encouraged the faculty to meet as programs and develop action plans. He would then share these strategies with Dean Hull to demonstrate our responsiveness to address the aforementioned issues.

V. Masters Revisions Update

Dr. Martinez announced that the VSU Academic Committee was going to consider the proposal for modifications to the ACED Masters degree at 2:30 p.m. this afternoon. Faculty members who are the Lead Professors of programs were encouraged to attend to answer questions from the committee as needed. He also mentioned that he and Dr. Jane Kinney have made some wording changes to some of the course descriptions for the sake of greater word economy. There have been “substantive” changes to courses.

VI. BAS Strategic Focus Initiative Update

Dr. Martinez reported that the VSU Planning and Budget Committee will be voting on the Strategic Initiative 2013 proposals on Friday, April 2. There are a good number of “Continuing” proposals to be funded and “New” proposals being considered. Dr. Hudson expressed optimism that our proposal to seek funding support for taking the BAS online as a Bachelors completion program would be successful.

VII. Doctoral Student Applications

Doctoral applications for the following students have been received:

Mark Farthing	Shawn Folberg	Steve Holland	Collette Keeton
Richard Knepp	Cheryl Lucas	Charlie McAdoo	

Dr. Martinez will send the evaluation forms and packets via e-mail with instructions for their return. Based on the evaluation results and recommendations, interviews will be arranged towards the end of the month.

VIII. Graduate School Update

Dr. McClung announced that there was nothing new to report

IX. Gulf South Conference Report

Wendy Miller reported that after all expenses had been paid, a profit of \$1552.92 was realized. Dr. Martinez commented that this occurred primarily because we did not have to purchase new conference bags since we had plenty left over from last year’s conference.

X. Committee Meeting Updates

There were no updates

XI. Other Business

There was no other business

Xii. Adjournment

With no further business, the meeting was adjourned at 11:27 a.m.

Respectfully submitted,

Wendy Miller
ACED Senior Secretary