

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

Date: February 4, 2009

Location: Dean’s Conference Room, Room 235

Time: 10:00am

Faculty present: Dr. Martinez, Dr. Ellis, Dr. Mat Som, Dr. Whisler, Mr. Polkinghorne, Dr. Seiler, Dr. Ott, Dr. Backes, Dr. Thomerson, Dr. Cox, Dr. Hudson, Dr. Willis, Dr. McClung, Ms. Hiers, Ms. Hilgeman, and Ms. Lesane

Faculty absent:

I. Call to Order

Dr. Martinez called the meeting to order at 10:10 a.m. welcoming faculty and staff.

II. Announcements – Dr. Martinez, Ms. Lesane & Faculty

1. Ms. Lesane requested that faculty give her a copy of their approved request to travel and expense statement form. This will assist in making it easier to reconcile the departmental travel budget.
2. Dr. Willis shared information on the Second Harvest – Amazing Duck Race. She has signed the department up as an independent group, setting a goal of adopting 100 ducks. There will be a website (VSU ACE Ducks) where donation can be made. Each duck is \$5.00 with money going to the Second Harvest Food Bank.
3. Dr. Mat Som recently attended training on Respondus. It is a Windows application that enhances the functions and features of WebCT’s quiz, survey, and self-test tools. It also allows the instructor to author quizzes offline, import existing questions from a word processing file, and publish the quizzes directly to your WebCT course. The application can also score the exam and return it back to the student in record time and can also be used to manage and print multiple versions of your test for face-to-face classes.
4. Dr. Martinez shared that one of the department’s adjuncts, Ms. Kristy McIntosh, was recently hospitalized but is now at home and recovering well. The department will be sending flowers and a get-well card. If faculty would like to donate money for flowers, please give donations to Dr. Martinez. Due to Kristy’s illness, Ms. Jamie Foster has agreed to take over her class.
5. Dr. Martinez made known that based on information shared at a recent Department Heads Council meeting there is a possibility that the university may still suffer another budget cut prior to the end of this semester. The amount of state revenues for the coming months will determine if such action may occur.
6. Faculty was reminded that Feb.13, 2009 is the deadline for Gulf South Conference call for proposals. He also noted that he had sent out a call for submissions to members of the University Council in our region and he thinks that we could possibly get proposals from doctoral students from Auburn and Oklahoma State.
7. Dr. Backes mentioned that he has received the contract for next year’s NTI from the CTAE Resource Network and there were no budget cuts. He also stated that new model for NTI was working well.

III. Consideration of Nov 5, 2008 Minutes

Additions and corrections of the minutes were given to Ms. Lesane prior to the meeting. Faculty suggested the minutes be more abbreviated with less detail and to have minutes emailed to them before the meeting. With no additional additions or corrections Dr. Prater moved to accept the minutes with changes and the motion was seconded by Dr. Ellis. Minutes were approved with unanimous vote. Final minutes will be corrected and disseminated via email to faculty and uploaded to the departmental website.

IV. Gulf South Conference – Dr. Martinez, Ms Hiers, Hilgeman & Lesane

Dr. Martinez reviewed the conference website that had been updated by Ms. Lesane and the graduate assistants and he also noted that dissemination of the conference details has been good. In a discussion of the schedule of events, Dr. Martinez noted that he had made an executive decision and switched the morning and afternoon schedule to offer a workshop in the afternoon hoping to get more people to stay for the entire day. With a few faculty being concerned with this change it was adjusted with the following: Session C would last from 1:30 pm – 3:00pm (concurrent sessions) including both presentations and workshops, and the conference would end with evaluations and door prizes from 3:10 pm - 3:30 pm. Graduate assistants and Ms. Lesane also shared with faculty the progress they were making with preparations for the conference. Graduate assistants made note to have a table cloth for the breakfast table and to have china at the luncheon instead of plasticware.

V. Capstone for Advanced Teacher Masters Students (Handout) – Drs. Backes & Prater

Drs. Backes and Prater presented information on the capstone for advanced teacher masters students for faculty approval. Dr. Backes began by sharing information from a handout that he provided by highlighting some important key points. As a point of information Dr. Martinez mentioned that Dr. Julie Reffel was submitting an ACED 5999, which would need to be offered each fall and spring semesters. Dr. Martinez requested that Ms. Lesane make a note to add ACED 5999 to the fall schedule. With discussion on the document, several suggested changes to the capstone document were discussed with changes being made and disseminated by Dr. Backes with a new revision date. Motion was made by Dr. Thomerson to approve the capstone document with changes as suggested and a motion was seconded by Dr. Willis. The document was approved with unanimous vote by faculty.

VI. Capstone for WED Masters Students (Handouts) – Dr. Mat Som

Dr. Mat Som shared a modified version of the capstone for WED masters students based on student interviews and his review of comprehensive exam and creative component policy from thirty-five universities. He noted that he was not seeking approval on the modified version but that the handouts would give faculty some ideas to think about and at the next meeting have a more detailed discussion. He requested that if faculty members have ideas, comments and/or suggestions on these documents to please speak with him or email him before the next meeting. Dr. Prater moved to table the discussion to review handouts until the next month and was seconded by Dr. Willis. Discussion will occur at the next meeting.

VII. SACS Program Reporting Updates & Planning – Dr. Martinez

Dr. Martinez reminded faculty (especially lead professors in degree programs) that new reports for all degree programs, including graduate programs, will need to be written for the school year, (08/09) which is coming up at the end of the spring semester.

VIII. New “Incomplete” Process (email handout) – Dr. Martinez

Dr. Martinez reviewed and highlighted parts of the email regarding incomplete grades. He noted that faculty should be proactive with students, noting that if a student's needs are justified to receive an incomplete grade the process needs to start at least two or three weeks before the end of the semester. Faculty was informed that the "incomplete form" needs to go to the Registrar's office before grades are due because they would not be able to mark incomplete in the instructor menu in Banner since that option has been removed. All questions should be addressed to the Registrar's office.

IX. Department Initiatives Update – Dr. Martinez

Dr. Martinez stated that he was able to get \$3000 for the three initiatives that were put forward this year.

- 1. Update of information cards** – To include: Dental Hygiene changes, name change of ADS to OAT, change for modified doctoral course, and the general ACED pamphlet to reflect the aforementioned changes. Revisions have been sent to Publication and Design and the proofs should be returned to the department very soon. 1000 copies of each of the cards have been ordered.
- 2. Mileage** – Funds will be used to go to 2-year schools to promote ACED programs. Faculty will be contacted by Dr. Martinez about taking on this task. He hopes that this effort will forge better relationship and working matriculation between associate degree students and students wanting to finish their bachelor degree program at VSU through one of the four bachelor programs (OAT, BAS, TTI, & BE).
- 3. Publicity for Masters Degree programs** – Dr. Martinez would like to get some large posters made to send to schools and businesses that describe the Masters degree. Dr. Mat Som suggested that faculty business cards be used as a promotion tool by printing degree program information on the back since cards are often shared. Dr. Martinez stated that it could be possible next time business cards are printed.

X. New "SOI" Project (handout) – Dr. Martinez

At the COE Executive Committee Meeting it was mentioned that the university wants to conduct a pilot effort for online student evaluations through Banner. Beginning this semester students will be asked to go to Banner to complete their Student Opinion of Instruction (SOI). Dr. Martinez noted that one thing that is being discussed is that before students will be able to receive their grade they must go to the evaluation page and check off whether or not they will fill out the evaluation. By having students do this, it is hoped that a higher percentage of students will complete the evaluation. One of the advantages of using Banner for the SOI is that faculty can have different types of reports generated for them. More information will be forthcoming on the SOI during the semester.

XI. Faculty Senate – Drs. Prater Whisler, Mat Som

There was no news from the Faculty Senate. Next meeting is scheduled from February 19, 2009.

XII. Sp. '09 Professional Development Tech "Brown Bag Lunches" – Dr. Martinez

Dr. Martinez will send out an email to see what areas the faculty would be interested and then try to plan a lunch before the end of the semester.

XIII. Other Committee Updates – ACED Faculty

Dr. Willis sent out an email regarding providing your list for library purchases. Deadline is Feb. 16, 2009.

XIV. Other Business

- Dr. Prater stated the Georgia Council on Economic Education is doing very well and their workshops are growing.
- Dr. Ellis reminded faculty not to forget to share with classes that scholarship applications are online. If a student has a GPA that is above 3.5, he/she would be a good candidate for a scholarship.
- The department still needs a luncheon keynote speaker for the Gulf South Conference. Dr. Martinez took the following suggestions: Amy Carter, Sarah Heath, Cindy Greene, Mathew Gamble, Gary Step, and Burn Ballard.
- A modification has been submitted for the doctoral course ACED 9410 "Students with Special Needs in ACED". The new title has been changed to "Diverse Populations in ACED". It was passed in Executive Committee and now goes to Graduate Council before going to Academic Committee.
- Dr. Hudson stated that he will announce the Gulf South Conference on his radio show.

With no more business, the meeting was adjourned at 12:15 pm

Respectfully submitted,

Pam Lesane
Sr. Secretary