

Faculty Meeting Minutes
Department of Adult and Career Education
"Positively Impacting Learning Through Evidenced-Based Practices"
February 8, 2006

Members present: Dr. McElvey, Dr. Thomerson, Dr. McClung, Ms. Ellis, Dr. Anderson, Dr. Cox, Dr. Backes, Dr. Golden, Dr. Mat Som, Ms. Prater, Dr. Hudson, Dr. Moore, and Dr. Martinez. Guest: Chris Meshanko. Dr. Willis was absent due to a GACE meeting in Atlanta.

Announcements:

- Ms. Jeter announced the course evaluation packets are ready for the first set of weekend classes that will end on Feb. 18. Faculty were asked to encourage students to complete course evaluations as they give them out at the end of their courses.
- Dr. Martinez shared good news from Kenny and Dee Ott that they are expecting a baby. Additional news from Dr. Ott was that he has received a promotion to Lt. Colonel. He plans to rejoin the Department in June and is eager to return to VSU.
- Dr. Martinez recognized two recipients of the "I Caught You Caring" program. Cindy Prater and Pat Jeter both received pins and recognition for a job well done.
- Dr. Martinez announced that the outstanding students for departmental awards have been selected to be recognized at the COE Honors Awards Night, and one student has been selected from the top four undergraduate students to be recognized as the ACED Outstanding Student at Honors Day. Dr. Martinez asked the Student Affairs Committee to review and set a standard procedure for the selection of departmental honor recipients.
- Dr. Martinez announced that the February, 2006, issue of TECHNIQUES, published "The Effect of Tech Prep on Students' Speed Toward Graduation" by Dr. Jewell Sweat and Dr. Mark Fenster. Dr. Sweat is a Spring, 2003, graduate of the ACED doctoral cohort number II.

The department minutes of January 11, 2006, were distributed for consideration. A correction was made by Dr. Martinez on page 1 to remove the word "Doctoral" before the word "development" in section d. A second correction suggested by Dr. Moore from page 2, section g, was to correct the spelling of the word "Linux" and to change "Microsoft" XP to "Windows" XP. Dr. Backes moved to accept the minutes with these corrections, and Dr. McElvey seconded the motion. Ms. Ellis amended the corrections to remove the name of Ms. Griffin from the list of members present. The minutes were approved with the suggested corrections.

Standing Committee Reports:

- a. Faculty Research & Development – Dr. Hudson reported the committee discussed the possibility of a future faculty development activity and also having a guest speaker at a future department meeting. It was suggested having someone from another department or someone from the Grants and Contracts office to speak for 10-15 minutes. The committee also discussed the need for a diversity plan and feel

that this topic would be best served by the Student Affairs Committee. The committee suggests that 10 minutes be scheduled at each department meeting for the sharing of research among faculty members to promote collaboration. Dr. Martinez will add this as an agenda item to the next meeting. A short discussion was held on the use of the VSU logo on clothing. Dr. Hudson was asked to verify the use of the VSU logo with ACED name used on his shirt. He will share his findings with the department.

- b. Gulf South Adult & Career Education Conference Planning – Ms. Prater reported the committee met earlier today and progress is being made for the March 3 conference. Room 255 has been reserved for registration and refreshments. The exhibitors will set up in the hallway outside of 255.
- c. Personnel Committee – No report. Dr. Martinez said he has had no response as yet from our request for a new position.
- d. Program Planning – No report.
- e. Public Relations & Social Events – Dr. Anderson announced that a host is needed for the Spring Social. Dr. Martinez announced that a new brochure promoting the off-campus T&I program has been recently distributed to the Moody, Albany, and Kings Bay sites. The general departmental brochure will be updated next.
- f. Student Affairs – No report.
- g. Technology & Facilities – No report.

College/University/State Committee Reports

- Dr. McClung reported from Faculty Development that additional funds are available. The issue of dual or co-presenters is being reviewed. From the Graduate Faculty Committee he reported that the changing categories of graduate faculty are under review.
- Dr. Hudson reported the second round of questions has been reviewed by the GACE Committee in Atlanta, and the replacement test for the Praxis II is due to be in use by November, 2006. Ms. Ellis announced that her methods class has been selected by GACE to do a field test of the new test. The students will receive a \$25 coupon toward the cost of the test they will be required to take.
- Dr. Mat Som reported from the Diversity Council that an action plan has been submitted to Dr. Zaccari for approval. The new concept of diversity impacts the plans within the various Colleges and Departments.

Chris Meshanko, ACED graduate assistant, demonstrated the new look of the ACED website explaining about the standard format and updates. The departmental E-newsletter is new, and there is a new video clip. Chris is available to assist faculty with development of individual websites following the standard format which would have links from the ACED

website. Faculty websites can include a professional page, course schedule, syllabi, assignments, lecture notes, current research, vita, and links to other sites.

Ms. Prater is responsible for the ACED website for the department and requested giving this responsibility to Chris while he is our graduate assistant. Dr. Martinez responded by authorizing Chris to be the point person for web additions, creations, etc. Chris would get approval from Dr. Martinez or Ms. Prater for all additions. He encouraged all faculty to send him stories and information for the E-newsletter. Dr. Martinez asked everyone to promote our E-newsletter and website to others especially while out in the field visiting other schools.

Dr. Martinez gave an update on the Spring enrollment with a PowerPoint presentation and discussed the importance of student recruitment and retention.

A discussion was held on the proposal to move the ACED 2400 course from Area F to Area D. Dr. Thomerson had researched other schools and found that most do have a technology course in Area D.

Dr. Martinez distributed the third draft of the ACED Mission Statement. *The Mission of the Department of Adult and Career Education is to facilitate high quality learning and professional development.* After a short discussion, Dr. Cox moved to accept the statement as written. Ms. Ellis seconded the motion, and a vote was taken. The new Mission Statement was approved.

Dr. Martinez announced that the Advisory Committee will meet on Wednesday, March 22, at 11:30 a.m. in Room 255. There will be a catered lunch followed by a working meeting.

Dr. McClung announced that the deadline for the next doctoral cohort has been extended to March 1. He has been recruiting for the next campus and Kings Bay cohorts. The Kings Bay application deadline has also been extended. The folder of current applicants is available in the office for review. A brief discussion was held on the issue of the MAT being accepted for the doctoral program.

Dr. Martinez announced that he would finish with faculty evaluations and have a copy in the mailboxes by Friday. Faculty were asked to set an appointment to meet with him for review during next week.

Dr. McClung moved for adjournment. Dr. Martinez seconded the motion, and it was passed with a unanimous vote. The meeting adjourned at 5:14 p.m.

Respectfully submitted,

Pat Jeter

Pat Jeter, Secretary