

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

Date: March 7, 2011

Location: Dean’s Conference Room

Time: 3:15p.m.

Faculty present: Dr. Martinez, Dr. Backes, Mrs. Pickles, Dr. Ott, Dr. Ellis, Dr. Mat Som, Dr. Seiler, Dr. Prater, Dr. Polkinghorne, Dr. Thomerson, Ms. Lesane

Faculty absent: Dr. McClung, Dr. Willis, Dr. Whisler, Dr. Hudson

I. Call to Order/Welcome/Announcements

Dr. Martinez brought the meeting to order at 4:08 p.m.

Announcements

- a. Dean Lee has requested from faculty recommendations of individuals that could help promote the college through announcements or advertisements:
 - Recommendations for a business leader who has a passion, mission, and belief in the importance of teaching. These are individuals in the community who are supportive of our programs.
 - Recommendations of students who are success stories – these students are our graduates. Could be undergraduate or graduate students.Recommendations are due to Dean Lee tomorrow, March 8th. Dr. Martinez requested that the distributed form be completed and returned to him.
- b. Advising has begun – Faculty were asked to place an advising sheet on office doors.
- c. Textbook adoptions are due March 15th for summer & fall courses.
- d. Dr. Polkinghorne announced that he will not be returning as a faculty member for the fall semester. He has taken a position at another institution.
- e. Dr. Mat Som reported that two students (Kings Bay & Albany) will be admitted into the graduate program.
- f. Doorstop on classroom door EC 2106 needs to be reinstalled because it was installed too high and will not keep the door open. Pam will complete a work order to get repaired.

II. Consideration of January 10, 2011 Minutes – Dr. Martinez

After a short review of the minutes, a motion was made by Dr. Backes to approve and seconded by Dr. Prater. Upon faculty vote, the minutes were unanimously accepted and will be filed and uploaded to department website.

Consideration of February 7, 2011 Minutes – Dr. Martinez

After a short review of the minutes, a correction to section II./h - New NTI Contract for 2012 was made by Dr. Backes. *It was amended to read: “The new NTI contract has been received for school year 2012 with a maximum award of \$52,500”.* A motion to approve the minutes with corrections was made by Dr. Backes; it was then seconded by Dr. Prater and unanimously accepted by faculty and will be filed and uploaded to department website.

III. Business Education Degree Program Revisions – Dr. Prater & Faculty

Nothing to report --still underway

IV. ACED Masters Revisions

Nothing to report for WED/CTE or /BE – in progress for each program.

V. NCATE Decision: Continuous Improvement or Transformative Initiative

Confirmation from each department is requested from Dean Lee on which option the department wants to pursue for the NCATE accreditation visit in 2014.

Faculty vote - continuous improvement = 7 / transformative. = 1

For faculty not present Dr. Martinez will ask them to send their preference to him by email and then report back to the Dean in the next Executive Committee meeting.

VI. Graduate School Policies & Possibilities

- a. **Academic Dismissal Policy** - Last month at the Graduate Executive Committee meeting a policy was brought forward by Interim Dean Hull on establishing a new policy of academic dismissal based on deficiency points for all graduate programs. The new policy establishes dismissal when a student earns 3 or more deficiency points. A grade of “C” will earn one deficiency point. Grades of “D, F or WF or U” will earn 2 deficiency points.
- b. **Adoption of “Deficiency Points?”** The department has no policy on deficiency points at this time but Dr. Martinez shared with faculty what other department’s policies were and their motivation for using them. After some discussion, a consensus was reached to be supportive of this policy as long as the Graduate School would keep track of student performance and report to the department and advisors when students earn deficiency points. Dr. Martinez explained that Teresa Williams of the Graduate School does keep track of deficiency points and sends letters to students and advisors.
- c. **GRE Issue:** Dr. Martinez reviewed the issue of the appropriateness of using the GRE as a reliable predictor of success in graduate programs. The Graduate School has proposed that if an individual has an overall undergraduate GPA of 3.0 or higher, the requirement to take the GRE could be waived. For those applying students who have an overall GPA lower than a 3.0, they would still be required to take the GRE or MAT and could be admitted if their scores meet or exceed the target scores. The consensus of the faculty was positive toward adoption of such a policy. Dr. Martinez’ will keep the faculty updated on this issue.

VII. Gulf South Conference Update

There were approximately 96 participants in total who attended the conference. This included all paying participants (included NTI), faculty, staff, graduate assistants, student teachers, presenters and BE method students. Out of the 96 participants 40 were actually paying participants. The department brought in enough funds to pay all expenses. (Approx: \$2700). Dr. Martinez remarked that the comments from the attendees were very positive about the presentations. Even though the attendance was down from previous years, Dr. Martinez commented that the conference is the only one of its kind in our region and serves as a valuable experience for educators in our field. Drs. Backes, Ellis, Seiler, Ott, Prater, Thomerson, Graduate Assistants Julie and Meg, and Senior Secretary Pam Lesane were all recognized for their contributions to the planning and running of the conference.

VIII. Committee Meeting Updates

Promotion and Tenure Committee: Dr. Backes stated that he will take back faculty concerns regarding the new promotion and tenure document (from last meeting) to the committee. A handout was distributed detailing the items that were suggested by the faculty. With some discussion items, 2, 3 and 5 were amended.

1. Consider adding an “overview” of the promotion and tenure process to the beginning of the document.
2. The department felt that listing attendance at a conference and doing a presentation at the conference should be listed in both respective areas. One is a professional presentation/ scholarly activity in which you disseminate knowledge through presenting. The other is a professional development activity because you are gaining knowledge through learning. The two are not necessarily combined as some presenters only present and do not participate in other sessions or activities.
3. Consider using an external review of scholarly activity by someone outside of the university for applications for promotion from associate professor to full professor.
4. Ensure that publications appearing in “refereed” state or regional publications are given full consideration as long as in fact they follow the proper refereed process.
5. Consider establishing an alternative designation for publications appearing in major practitioner journals such as *The Kappan*, *Techniques*, and *Educational Leadership*.

IX. Other Business

Faculty Travel - Dean Lee is requesting that each faculty member who will be travelling during for the months of April, May and June to teach classes and/or supervise students submit an Authority to Travel Request before March 31st. These requests include teaching off-campus in Maymester and/or in June. If faculty members do not submit a request prior to the deadline of March 31st, reimbursement for expenses may be jeopardized. Dr. Martinez will send a reminder email to this effect.

With no more business, the meeting adjourned at 5:12 p.m.

Respectfully submitted,

Pamela Lesane

Senior Secretary