

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

Members present: Dr. McElvey, Dr. Thomerson, Ms. Ellis, Dr. Backes, Dr. Mat Som, Dr. Cox, Dr. Anderson, Ms. Prater, Dr. Hudson, Dr. Willis, and Dr. Martinez. Guests: Drs. Gunter, Lee, and Gerber. Absent: Dr. Moore, Dr. Golden, and Dr. McClung.

The meeting was called to order at 3:25 p.m.

Announcements:

- Ms. Jeter announced Drs. Hudson, Thomerson, and Willis would represent the department at Honors Day on March 29 and at the COE Honors Awards night on April 18, and Ms. Prater will attend Visitation Day on March 25.
- Dr. Willis requested that ACED 2000 be added to the Administrative Services advising check sheet as a course that must be taken as a prerequisite to other courses, but is not part of the total program hours. A notation that the course can be exempted will also be added.

The department minutes of February 8, 2006, were offered for consideration. The minutes showed Dr. Moore present when he was actually out sick that day. Dr. Hudson moved to accept the minutes, and Dr. Thomerson seconded the motion. A vote was taken, and the minutes were accepted.

Dr. Martinez welcomed Drs. Gunter, Lee, and Gerber to the meeting. Dr. Gunter spoke on the scheduled visit from PSC and NCATE in October, 2006. He distributed a handout on the Conceptual Framework discussing its history. Dr. Lee reported that the Conceptual Framework includes a vision, guiding principles, and standards. Dr. Gunter praised the faculty on the choice of the technology driven assessment system. LiveText is the right choice given what can be done with it in the future. He responded to questions from the faculty concerning the standards and stressed the importance of working together to prepare for and successfully pass the accreditation visit.

Standing Committee Reports

- a. Faculty Research & Development – Dr. Hudson – no report. Dr. Martinez asked if there were any suggestions for a guest speaker to come to the April meeting. It was agreed that Dr. Waggener would be invited to attend.
- b. Gulf South Adult and Career Education Conference Planning – Ms. Prater reported that the annual conference held on March 3 was a successful event. Dr. Martinez complimented everyone on its success and felt that the luncheon was excellent highlighted by James Woodard, State Director of Career, Technical and Agricultural Education, as the guest speaker. Several of the guests in attendance at the luncheon were President Zaccari, Vice President Levy, Dean

Gunter, and Associate Dean Gerber, many of the conference presenters, and most of the conference participants. There was a brief discussion on the marketing of next year's conference, and Dr. Martinez suggested the possible future transition to a two-day conference.

- c. Personnel Committee – Dr. Willis – no report.
- d. Program Planning – Dr. Mat Som reported he is conducting a pre-alpha study and plans to look at a different model. Dr. McElvey announced the committee considered merging the Business Education and Adult and Career Education master's degree programs, but they feel the two programs should not be merged without the addition of a new faculty position. The committee was charged with developing a model of the current programs to present at the next meeting.
- e. Public Relations and Social Events – Dr. Anderson reported that several of the department program brochures are being revised to be reprinted. The Proceedings for the 2006 Gulf South Adult and Career Education Conference are to be on the website by March 22. Plans are being made for the departmental Spring social.
- f. Student Affairs – Dr. Willis presented the ACED Diversity Plan with suggested planned activities for the committee including: 1) review and update the schedule and procedures for announcing, interviewing, awarding of departmental scholarships and awards; 2) develop strategies for recruitment of new faculty and students in all degree programs; 3) determine additional activities to enhance retention of current ACED faculty and students in all degree programs; 4) promote activities and opportunities for collaboration and mentoring among students in all degree programs; and 5) consider other activities as suggested by the departmental faculty. Dr. Martinez charged the committee to develop a diversity profile.
- g. Technology and Facilities – Dr. Moore – no report.

College/University Committee Members Reports

- Dr. Hudson and Dr. Mat Som have been appointed to the COE Research Development Committee
- Dr. Mat Som reported from the Diversity Council. A new Diversity Plan for the University has been approved by Dr. Zaccari, and it is the goal of this Committee to suggest the best method of implementing the plan. The Council is developing a webpage to highlight activities within each College for Diversity Week.
- Dr. Thomerson reported from the COE Technology Committee. Joe Newton is drafting a memorandum of understanding.

Dr. Martinez asked for a vote on the proposed ACED Diversity Plan. Dr. Backes suggested the word "honor" be removed from the third line. A discussion followed, and the change was made. Dr. Anderson moved to accept the Diversity Plan with the

suggested change. Dr. Thomerson seconded the motion. Ms. Prater asked that the word diversity be lowercase on line 14. The ACED Departmental Diversity Plan passed with a unanimous vote.

Dr. Martinez distributed a draft agenda for the ACED Advisory Committee Meeting to be held on March 22. All department faculty members are invited to lunch and encouraged to remain for the meeting. Faculty members were asked to share any comments or suggestions for the committee. Dr. Martinez felt this is the first step in moving toward the Advisory Committee being an integral part of the department.

Dr. Mat Som shared his current research efforts with the department. He is researching safety issues in classrooms and how teachers perceive safety issues in classrooms. He also is interested in researching graduates of our master's programs and tracking the success and performance of the graduates. He would welcome collaboration with another colleague on either project. Dr. Martinez mentioned that funds were available from the Dean toward research projects.

Dr. Martinez had shared with the department faculty the PowerPoint handout from his presentation at the Gulf South Adult and Career Education Conference on March 3. He would be interested in collaborating on his research.

Dr. Martinez recently attended a meeting in Ohio of the University Council for Workforce and Human Resource Education as the VSU representative. He reported on information from the member institutions and announced that VSU will host the annual meeting of the UCWHRE in July at St. Simons. He hopes there will be good attendance and encouraged the faculty to make plans to attend if possible to expand their network and meet faculty from other universities. Dr. Martinez reported that he has three copies of "Leadership in Career and Technical Education: Beginning the 21st Century," 2005, edited by Gregson and Allen and published by UCWHRE to share with anyone who is interested.

Ms. Ellis announced that Cynthia Greene, State Supervisor for Business Education, spoke to her methods class recently. There has been a change in names at the State Department from Business and Information Technology to Business and Computer Science. Dr. Backes reported a name change for T&I at the high school level to Architecture, Communications, and Logistics.

Dr. Backes announced that the T,T&I faculty will be assisting with the Southeastern T&I Education Conference (STIEC) to be held May 10-12 in Wilmington, NC. Dr. Arnold Murdock is the chair of the event hosted by the University of North Carolina at Wilmington.

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Dr. Willis asked if faculty would have input in the assessment used for merit pay for next year. Dr. Martinez answered that faculty input would be welcome.

Dr. Martinez moved to adjourn the meeting. Dr. Cox seconded the motion. The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Pat Jeter

Pat Jeter, Secretary