

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

Date: October 1, 2008

Location: Dean’s Conference Room, Room 235

Time: 10:00am

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

Faculty absent: Dr. Hudson, Dr. Mat Som

I. Call to Order

Dr. Martinez called the meeting to order at 10:15 a.m. welcoming faculty and staff.

II. Photo Op – Grad Assistants: Faculty and staff took a new picture to add to the department’s website homepage.

III. Announcements & Recognitions

1. Website Update: Mary and Lindsey will be updating the website during these next couple of weeks. If you are responsible for keeping any portion of the website current, they will be visiting you to get up-to-date information to replace old or outdated information.
2. In-progress grades are due Friday, by 9:00am, please email Pam when you have completed task.
3. Textbook adoption confirmations are due on Oct 15, 2008; please email Pam a copy of the adoption so you can be marked off the completed list.
4. Desk calendars have arrived for those who made an order, please drop the office, and pick yours up if you requested one.
5. Advising – all advisees’ information has been input in the departmental database according to the list that was confirmed by the advisor. Students have been contacted via email with contact information for their advisor.
6. Recycling - BE faculty was asked to help assist by having students, in their classes, put paper in the recycle box rather than in the trash – Ms. Lesane has noticed more paper going in the trash lately than the recycle box. Dr. Willis stated that she would like the clean white sheets to be put in a box, under the tables, so she can take it to the schools.
7. Dr. Martinez recognized Dr. Ellis for being selected for the GATE Outstanding Dissertation. Her dissertation will be submitted to the University Council competition for the Outstanding Dissertation Award later in November.
8. Drs. Whisler and Hudson will have a paper published in the International Journal of Cybernetics and Informatics.
9. Drs. Ott, Mat Som, and McClung will have a manuscript published in the International Journal of Diversity.
10. Dr. Willis’ presentation on “Understanding At-Risk Youth,” presented at the International Conference in Chicago has been accepted for publication in the International Journal of Learning.
11. Mr. Polkinghorne has received the green light to move forward with his dissertation.
12. Drs. Whisler and Prater shared on their economics meeting in North Georgia.

13. Dr. Martinez shared that at the Department Head's Council meeting, President Schloss and VP Levy discussed the new online financial reimbursement system that will be implemented soon. He asked faculty to ensure they attend training on this new system because the Request for Authority to Travel will be submitted electronically (teaching, conferences, observations, or any kind travel). In addition, reimbursements and Flex accounts will be online as well. It was noted that the new system was not adopted by the University but came from the Georgia system and that the system is not user friendly, so to be trained on how to prepare the online documents are paramount. It was also noted that original receipts for travel will still be required. The system should be coming online around Oct 8th.

IV. Consideration of September 3, 2008 Minutes

There were numerous typographical and grammatical corrections made to the minutes as Dr. Martinez and other faculty submitted their corrections. After the corrections were made, Dr. Willis made a motion to accept the minutes as corrected, it was seconded by Dr. McClung. The minutes will be posted to the website.

V. Library Funds – Dr. Willis

Dr. Willis reported that the department had a budget of \$12,000 for library materials but after funds were taken out for periodicals and the budget reduction there is now \$10,878 remaining. She said that she ordered one or two items, but has enlisted the aid of the faculty to assist her in ordering material. She has asked them submit their orders to her via email and she reiterated that everything is done electronically now instead of using the note card. Dr. Martinez wanted to know if there was a way to find out which periodicals are already being ordered because he wanted to make an order but didn't know if they are already on the list. That list will be provided by Dr. Willis for periodicals. Dr. Willis stated that the department can order anything but software programs, but if it is a book that has CD ROM attached then it can ordered and also multiple copies of materials can also be ordered. Dr. McClung wanted to know where these materials go and Dr. Willis explained that these materials go in our library or any of our satellite libraries (KB, Moody) it's just a matter of letting them know what library they should be sent to. Dr. Willis also stated that the department must spend the funds because if the money is not being spent the allocated amount will be cut. Dr. Cox suggested that the department spend it quickly to keep from getting hit by any other budget cuts.

Dr. Martinez shared a related item that was talked about at his COE Executive Committee meeting and the Department Heads Council meeting. He stated that one of the ways that the University gave back the 5% budget cut was to cut the library budget by \$90,000. When the topic came up at Executive Committee meeting, Dean Gunter asked department heads to ask faculty if they would be willing to give some of the department library money back to the library to try and offset the \$90,000 hit they took. The faculty discussed what this would mean to the library as well as the department. There were some concerns that if the department did donate money back to the library it might come back to haunt them in some fashion. Dr. Ott suggested that since the amount that other departments are donating is unknown that Dr. Martinez wait until he goes to the COE Executive Committee meeting and see what the other departments are giving and we then follow suit. After Dr. Ott's statement, Dr. Prater made a motion "*to give up to \$1000 for a donation to the library*" and the motion was seconded by Dr. Ellis. With no other discussion, the motion was voted upon by faculty and was passed unanimously.

VI. “Going Green” – Dr. Whisler

Dr. Whisler shared her “Going Green” initiative with faculty. She started that in light of the budget cuts and future budget cuts she started thinking about how the department could help. She noted that since she is in tune with Web CT, on-line learning, hybrid courses, and technologically enhanced courses; she thought this would be a good research project for her to work on. She said that she is was thinking about doing a survey on what they are doing along these lines. She stated that she would like to know how often they use WebCT and how much paper they’re using in their classes. She gave out a handout that showed rough estimates for one-semester courses and shared her thoughts as she reviewed it with faculty. She noted that she would have the survey out to the faculty by the end of the semester to see what they are using. She also shared that she trying to go green in her classes but it is harder than what she expected. She said that she will be doing a student survey at the end of semester to get their perceptions.

Dr. Martinez tied “going green” to a topic that was talked about at the Department Heads Council meeting on how the smallest cuts could save money for the university. He stated that in terms of saving money right now, without personnel cuts, the main approach which could save more money for the university is the supersizing of classes – the idea of creating super sections with 150-250 students in one class. If eight super sections could be created across the university next fall the savings, in addition to student enrollment, that this should cover at least the 5-8% percent cut back that could possibly happen without having to pink slip or look at personnel reductions.

The faculty shared ways that could possibly help in saving money and Dr. Martinez stated that President Schloss is open to all ideas and suggestions that can help the university save money and be more cost effective.

VII. SACS Update – Dr. Martinez

Dr. Martinez thanked the faculty for preparing their credential pages. He stated that he is now waiting for the next report to come back to tell him how the department has done. He said that the next step is to begin to create the data plan for collecting data for all degree programs. He will get with faculty individually depending on their program area to discuss where and how data will be collected. He also stated that the department will go back three years initially because data must be presented for 2005-2006, 2006-2007, and 2007-2008 by the end of October. Pam will be setting up a database and he will be working with her and faculty in terms of reporting data for graduates. He noted that this year 2008-2009, the department will again be receiving data, so this will be an ongoing thing. He also said that if for some reason the department doesn’t have data for particular outcomes then we don’t, but that we will starting this year and continue until the SACS accreditation. He stated that the one thing that is most important is not only that we have the data but that the department must ask the question “what did we do with it.” Once we saw the results from the tests or the survey or the various assessments, what did we do to improve our programs based on that data? He noted that the department has made some changes in some programs because of that data, and that is what is needed in the report. For every degree program, we will have outcomes and assessments and a report will be generated for each (2005-2006, 2006-2007, and 2007-2008). It will discuss the data we gathered, how and what changes were made and if changes weren’t made that will be noted – a narrative for each program area will be written. He will keep faculty informed.

VIII. Graduate Program Updates – Dr. Mat Som, Dr. Thomerson

Dr. Thomerson shared that he, Dr. Mat Som and Dr. Martinez met with Dr. Karla Hull, interim dean at the graduate school along with Meg Giddens. They went through the checklist for updating their admission policy for the ACED department as well as the whole university. All the information for admission will now be located in one place for the masters program even though it may be repetitive. He stated that they also went through line-by-line and looked at the masters and doctoral program and updated information where necessary. Dr. Martinez stated that they should be getting new narratives about the descriptions and he will ask faculty for their input.

IX. Children in the Classroom Policy – Dr. Martinez (Handout)

Dr. Martinez provided a handout that was a proposal for a statement on ‘children in the classroom’ that faculty could put in their syllabus. He stated that the statement was not yet formalized and they didn’t need to do anything with it just yet. To go along with the handout, he read a statement from Laverne Gaskins, the university lawyer regarding this topic. Based on Ms. Gaskins’ statement the proposed statement from the two members of the COE Executive Committee was drafted and distributed at the last meeting to share with faculty. They wanted to hear what the faculty had to say and to get recommendations on the wording of a statement that could lead to a policy that would be adopted university wide.

Dr. Prater stated the Undergraduate Policies Committee had looked at it and they had a lot of problems with it. After much discussion, Dr. Martinez summarized what he felt the faculty was conveying. He stated that there needs to be greater definition for the following: 1) what is meant by “without a legitimate interest,” 2) what is meant by “lingering” and 3) is the term classroom expansive enough or does it need to include larger areas. Dr. Martinez will share faculty’s concerns with the COE Executive Committee.

X. Online Teaching Workshop - Dr. Martinez

On Oct 31, 2008, 9:00am – 4:00pm, in Room 244 COE will bring in Dr. Scott Karachas, from Florida Gulf Coast College. He will be doing a workshop to share his techniques for teaching online classes of 150-200 students. There is limited participation because of the size of the computer lab, so each department has been limited in the number of faculty they can send to the workshop. ACED has been given two slots.

XI. COE Field Experience Committee – Dr. Ellis

Dr. Ellis shared on a few of the items from the committee:

1. Workshop at the Rainwater Conference Center – 215 student teachers attended. Dr. Ellis stated that they had a very good turn out.
2. Committee looking forward to Harry Wong coming in the Spring.
3. Committee continuing to work with the Partner I schools.

As a side note, Dr. Ellis noted that she and other are working with the Early College Academy teaching (sixth graders) a keyboarding class on Monday through Thursday (Dr. Willis, Dr. Ellis, and Ms. Heirs).

XII. Masters Capstone Discussion – Drs. Backes and Prater

Dr. Backes and Prater stated that they had two different populations (public schools both in career tech education and business education areas) to work with in trying to come up with a

capstone experience that would work for both. Dr. Martinez noted that he had emailed their descriptions out to faculty.

Dr. Backes started off by stating that this not a proposal but a summary of a discussion that he and Dr. Prater had about 3 weeks ago. It was agreed from the last faculty meeting that they would sit down and start to talk about what the capstone could look like for the secondary, advanced teacher candidates who would graduate from the Masters. He noted that this is not a capstone for every master's student in the department.

He said that the capstone needed to satisfy the capstone concept which meant that the student would need knowledge of the field and knowledge of the area, as well as the effect on student learning assessment. He stated that as he and Dr. Prater sat down and discussed this they were looking for commonalities and what came out of the discussion was what is presented in the summary. What they agreed on was the fact that it had two different primary components 1) a traditional component –knowledge of the field and understanding of the field (CTAE with a focus on a particular area) 2) ability to design, deliver and assess student learning based on being a good teacher and to develop the lessons and be able to teach it. Dr. Backes asked faculty to take a look at the summary sheet that was handed out and he reviewed its contents. He noted that the first part was the *Teaching Project* – student should be able to design, deliver and assess instruction and can run calculations that could be used as part of the assessments. The second part was the *Current Issues Project* – student will do a research project with a summary report where they identify several issues they think are critical to the field of CTAE and then narrow those fields down to one that they think is most critical to their particular area and then expound upon it. Dr. Prater added that they think both projects should be done. When they looked at the courses that were required in the Masters they realized there were two different directions, 1) improving teaching ability 2) research and issues. They thought that if they did the capstone for teaching and one for the research and current issues they would cover all areas of the Masters, noting that the student would be required to do both. She said that the projects wouldn't have to be finished by the end of the student's course term but that the student could take the next term to finish up when they were not taking classes. Dr. Backes interjected that they wanted the advisors and professors to be very confident that the student could deliver instruction, but also make sure that when they were out speaking about and writing about CTAE that they could project themselves as a professionals with a strong knowledge of the field. As faculty began commenting on the details of the summary, he reminded them not to focus on the details of the document but to look at the ideas because these were merely notes. Dr. Martinez shared that he felt that if it were possible he would like for the two projects to be connected in some way. Dr. Thomerson made a motion to have Drs. Backes and Prater bring a formal proposal based on these two items by November but Dr. Backes didn't feel that it took a motion to make this happen. He also said that they were trying to balance between the requirements of accreditation and the college with what they felt the students needed for a capstone. Dr. Martinez stated that this must go into the catalog, but Dr. Backes stated that the capstone experience statement in the catalog does not have to be specific but only say that there is a capstone experience. Dr. Cox suggested that if not in the catalog then it could be specific in the handout they give the student – Dr. Backes agreed. Dr. Martinez stated that this process is a work in progress and that he concurred with Dr. Thomerson with having Drs. Prater and Backes bring back a finalized proposal. Dr. Backes shared that he will field test part one of the project on two students (Health Career Science student and a Technical Trade & Industrial student) for this semester. He will get feedback from the students on how this process worked and will share that information with faculty.

XIII. Other Committee Updates – ACED Faculty

Dr. Willis stated that advising time will be coming up and that a week of advising is not a good idea. She suggested that at least two weeks of advising is needed, especially for those students who are seniors who will need to get their classes. Dr. Martinez stated that the faculty should get proactive in advising, noting that if they have their advisees on an email list they should send out an email to let them know they need to come in early to get advised.

XIV. Other Business

Delta State vs VSU, Thursday night at 8:00pm

ABC Evening News with Charles Gibson, Friday night at 6:30pm in front of West Hall

XV. Adjournment

With no more business, the meeting was adjourned at 12:05pm

Respectfully submitted,

Pam Lesane
Sr. Secretary