

**Faculty Meeting Minutes**  
**Department of Adult and Career Education**  
*“Positively Impacting Learning Through Evidenced-Based Practices”*

**Date:** October 4, 2007

**Location:** College of Education, Dean’s Conference Room

**Time:** 3:35pm

**Faculty present:** Dr. Martinez, Dr. Backes, Mrs. Prater, Dr. McClung, Dr. Anderson, Dr. Willis, Dr. Hudson, Mrs. Ellis, Dr. Mat Som, Dr. Thomerson, Dr. Whisler, Dr. Cox, Mrs. Kristy McIntosh and Ms. Lesane

**Faculty absent:** Dr. Ott

**I. CALL TO ORDER:** The meeting was called to order at 3:35pm by Dr. Martinez.

**II. VSU ANNUAL GIVING – LYNNE CAPECE:**

At the beginning of the meeting, time was given to Lynne Capece, Director of Annual Giving and Advancement Research, for a short presentation on the two annual giving campaigns that are currently running concurrently -- United Way and the VSU Campaign (What’s Happening at VSU is Happening Because of You). Each faculty and staff member received an annual giving packet and Ms. Capece reviewed the contents and explained what was needed in order to make a contribution. She mentioned that faculty must remember to put their VSU identification number on the donation forms they return back otherwise they will be returned. The campaigns end November 22, 2007. If anyone had additional questions on the preparation of the forms or need additional information they should contact Ms. Capece or Dr. Ott, our department representative.

**III. ANNOUNCEMENTS:**

- a. Ricoh Printers:** Installation of the Ricoh printers in our four labs has been completed. These printers employ the card system technology that keeps count of the number of copies a student uses. Per the IT department, each student will be given a numbers of copies to be used within a semester or school year. If that student goes over that quota then they will have to pay for those additional copies. The concept behind the printers is that when each student prints a document they will be required to swipe their student ID card at the card swipe located on the printer itself. Once swiped that student’s document is released for printing and it will be counted against that student’s printing quota. The swipe feature is not yet operational in our labs at this time but will be in the near future. Once activated these printers also become copiers and scanners as well. The business education faculty is currently working with the IT department to work out how this system will work in terms how it will affect student printing during class time.
- b. Office Calendars** – Office calendars for the faculty have been put on order.

**IV. CONSIDERATION OF SEPTEMBER 7, 2007 FACULTY MEETING MINUTES:**

The minutes from the last faculty meeting were emailed to faculty by Ms. Lesane. They were asked to review for corrections or additions. Dr. Martinez asked if there were any additions or corrections to the minutes. A motion was made by Dr. Hudson to accept the minutes and was seconded by Dr. Anderson. A vote was taken; the minutes were passed and asked to be filed. (*copy attached*)

**V. RECOGNITIONS:**

**a. ACTE/NCLA “Best Practices In Postsecondary Partnerships.”**

At the ACTE/NCLA conference where Drs. Martinez and Ott were co-presenters, the department was recognized in a way that Dr. Martinez had not anticipated. We were awarded a national award from ACTE and NCLA (National Council of Local Administrators). The award was for “BEST PRACTICES IN POSTSECONDARY PARTNERSHIPS.” Awarded for the best in the in the United States. Dr. Martinez explained that this award is based on the partnerships the University, College and our department has with the technical colleges from the Applied Associate degrees into the Bachelor of Applied Science degree. Recognition was given to Dr. Mat Som and Mrs. Ellis because they are the major advisors of those degrees and Dr. Mat Som has been the coordinator for many years – this award is recognizing their work. The plaque was presented to the department and passed around for faculty to admire. Dr. Martinez stated that the plaque has been presented to Dean Gunter and the Dean asked him to write up an information piece which was then sent to Dr. Levy and Dr. Zaccari. Letters of commendation from both Dr. Levy and Dr. Zaccari were received and read to the faculty by Dr. Martinez (*copies attached*).

**b. GERA Presentations:**

Many of the department faculty members have been accepted to present at the (GERA) Georgia Education Research Association Conference later this month. Dr. Martinez recognized the following faculty for their presentations:

- Drs. Mat Som and McClung – Making a presentation entitled “Interdependence Learning for Workforce Education Programs.”
- Dr. Cox working alongside Mark Fenster and Diane Judd will be making a presentation entitled the “Relationship between Teacher Candidate Performance and Their Student Academic Learning” and
- Dr. Thomerson and Mrs. Prater also making a presentation entitled “Various School Characteristics which Influence the End of Course Test Scores”.

**VI. UPDATE ON UNIFIED MASTERS DEGREE APPROVAL PROCESS (*copy attached*)**

Dr. Martinez distributed a copy of draft document that detailed the modified Masters degree. He used this document as the cover sheet for all the documents that have been submitted (the change of the curriculum documents, the course modifications documents, and new course proposals) at the COE Teacher Education Council on October 2, 2007. This was an explanation sheet showing everything that was being done. Dr. Martinez stated that it worked well; the members of the Teacher Ed Council seemed to follow along well as they reviewed the material.

An email was sent out by Dr. Martinez letting the faculty know that it passed unanimously at the Teacher Ed Council -- so the first step in the approval process has been made. The next step will be in two weeks when the document will come before the COE Executive Committee for approval. Next Thursday, October 11, 2007, Dr. Gerber will give our packets to the members of Executive Committee and then the following week there will be a vote. It is anticipated that the department will receive good feedback and may be provided with suggestions for improvement and hopefully anticipate a positive endorsement. Then shortly afterward the proposal goes the Graduate Academic Committee from the Graduate School. Dr. Martinez didn't know the exact dates yet, but will notify faculty when he get the dates. He stated he wanted anybody and everybody to come to the meeting when being considered by the Graduate Academic Committee since they will have the opportunity to speak on behalf of the program. After that meeting, the proposal goes to the VSU Academic Committee meeting in November. The date for that meeting is not yet known but Dr. Martinez will inform faculty when the date has been set. He also encouraged faculty to attend this meeting as well. It's at this point in time is when the department is hoping to receive the approval -- and then can move forward with the rest of the plans to implement the degree in the Fall of 2008.

It was noted by Dr. Anderson that there was about two inches of packets that have been submitted for all COE (changes, revisions, programs) at the meeting. It was a lot of information for the committee to have to digest --she thinks the cover sheet used by Dr. Martinez was very helpful. Instead of having the committee members go page by page, he went over what the changes were the whys and the background which seemed to help tremendously. Dr. Anderson wanted to know why we had to wait until November to be heard. Dr. Martinez explained that this was something that the Academic Committee decided on last year (Dr. Mat Som & Ms. Ellis sat on this committee) to designate certain months to hear different colleges -- November is the month for the College of Education.

To ensure that forms are correct, Dr. Martinez stated that he intends to review the forms one more time before the next meeting.

**VII. GRANTS AND CONTRACTS WORKSHOP (*PowerPoint presentation attached*):**

After recently attending the Grants and Contracts meeting, Dr. Hudson shared with the faculty how the Research software that VSU has purchased can facilitate the faculty find money they need for their research projects. He noted that this workshop helped to identify the server and the use of the server that VSU has purchased. These search engines will basically search for what a faculty member is are looking for in grants --anything you can think about. The websites are [www.grants.government](http://www.grants.government) and [www.infoed.org](http://www.infoed.org). The search engine that VSU has purchased has two search modes one is SPIN, another one is GENIUS/SMARTS. You will have to log in, create a password for both search modes. Dr. Hudson stated that the beauty about this search engine is that whatever the subject area a faculty member is interested in, the search engine will search for current information and start sending it to your email. You can have abstract information sent to your email or you can have all the research found sent to your email -- the choice is yours. He also said that "there are more grants out there than stars in the heavens," so be very careful in choosing your search words because it will send you a lot of material. Dr. Hudson feels this workshop

would be very helpful if a faculty member is interested in finding money for a research project or whatever they are interested in. If faculty members would like additional information they can contact Barbara H. Gray, Director of Grants, and Contracts. The next workshops are scheduled for Oct 12 @ 2:00 Odum 1480 and Oct 17, @ 2:00 Odum 1604.

#### VIII. ACED INITIATIVES –2007-08

Dr. Martinez has requested money to do four things:

- a. **Marketing Campaign for Unified Masters:** To conduct a marketing campaign for the Unified Masters degree after it is approved. He has requested \$5000 for a professional marketing campaign to be done in Spring to recruit students for the Masters degree beginning the following Fall. He will include avenues such as billboards, radio spots, newspaper articles and other media.
- b. **Travel Funds to Complete Articulation Agreements with 2-yr Institutions:** These articulation efforts were started last year with the two-year colleges –we need funding to help complete those agreements.
- c. **New Position in TTI/HSTE:** Adding the Health Science Technology Education emphasis, this position has been asked to be funded again.
- d. **Funds to Update & Print Degree Information Cards:** We have four cards that need to be updated -- TT&I, Business Education, Doctoral and Masters once the Unified Master is approved.

To understand how this process works, Dr. Martinez explained: Once the projects are identified from our ACED Action Plan, he sends his request to the Dean, who receives requests from all departments within the COE. The Dean reviews all initiatives and then ranks them. After his review and ranking he then sends them to be reviewed by Dr. Levy. Dr. Levy reviews and makes his recommendations to the Budget Committee and the Budget Committee is the body who makes the final decision for funding.

As the discussion of the initiatives ended the faculty engaged in discussion on varied topics:

- **NAME OF MASTERS PROGRAM:** Dr. Willis wanted to know about the name “Unified Masters” degree because she wasn’t sure what the department was actually naming it. Dr. Martinez explained that the term “Unified Masters” was only being used within the department but the name of the degree is “Masters of Education in Adult and Career Education.”
- **PROPOSAL FOR ONLINE ENDORSEMENT FOR GRADUATE PROGRAMS:** Dr. Anderson stated that at the Tuesday meeting there was discussion regarding a proposal for an online endorsement for graduate programs. She stated that those courses sounded good and could be possibly used as an elective or substituted in if some of these classes don’t fit into a student’s time period. Dr. Martinez further explained that the state of Georgia has decided to offer an online endorsement at the graduate level for teachers who are interested in earning that credential. The endorsement is nine credit hours with three classes.
- **QUESTION ON MASTERS CORE COURSES:** After reviewing at the draft of the Masters degree, Dr. Hudson wanted to know if the courses listed in the areas of concentration were permanent courses or will other courses be rotated in and out of the core. It was

explained by Dr. Martinez that these are the courses that have been proposed at the moment, by the faculty in each of those areas, as being the courses that students will be required to take. He further stated that these courses can be changed in the future but these are the ones that the department is pushing forward. Dr. Hudson also wanted to know how much flexibility we have in changing these courses if we want to change them one or two years down the road. Dr. Martinez noted that the department has complete flexibility to make changes to the curriculum and program.

- **QUESTION ON ACED 7510:** Dr. Mat Som made inquiry about ACED 7510 asking whether or not this a new course designation because we originally had ACED 8310. Dr. Martinez explained that this course was moved from the 8000 level because the 8000 level is a “specialist” level course. At the 8000 level it was named “Communication Theory.” It has now been moved to be more appropriate at the 7000 level. The course has been modified to include learning the APA style, electronic communications, multi-cultural communications, and others. Dr. Martinez didn’t know when the last time the class was taught.
- **NAME OF MASTERS PROGRAM/DEVELOPMENT OF ONLINE CURRICULUM WITH BE FACULTY:** Dr. Willis posed a question regarding the new courses in the core. Dr. Martinez stated that there was one course that wasn’t listed but had been submitted by Dr. Backes -- Classroom and Laboratory Management. The name was changed and renumbered to make it match closely to ACED 7710. Dr. Backes remarked that it could be used as an elective or a substitution in the Career and Technical Education concentration as needed. Dr. Willis also wanted to know if the department was on target to get everything approved. The answer was yes by the November meeting. Her next comment was mainly addressed to the Business Education faculty in terms of when they needed to meet so they could start getting the online curriculum developed and see which courses they would want first. Dr. Backes acknowledged that this is important but because this is a unified program no one area can work independently of another because they have to work together to decide where the assessments will be done. He proposed that every attempt be made to build the assessments into the core. Doing it this way will work for everybody making things easier. Working together is crucial – curriculum allows for assessments. Dr. Backes says he knows there is an assessment committee in place but he feels that until the Masters degree is approved there is no need for the committee to meet.

In response Drs. Willis and Backes’ statements, Dr. Martinez acknowledged that we certainly need to anticipate what comes next while waiting on the approval of the degree. One area previously looked at in an earlier rendition of the Unified Masters degree was the possibility of different faculty teaching those core courses. The next step in that process is to identify those faculty members and once that has happened and it’s known for sure who will be teaching those classes a committee possibly made up of himself, Dr. Backes, Dr. Willis, and Dr. Cox can get together. They can discuss Livetext certification kinds of requirements, what is needed for the advanced programs and know how these fits in these classes. Once they have met and discussed these type issues they will come back and share with the entire faculty so they will understand

what the requirements in those classes will be and whether or not they will be taught online or face-to-face.

- **BUILDING ASSESSMENTS INTO THE CORE/REQUIRING LIVETEXT AS REQUIREMENT:** Dr. Backes commented to those who were previously concerned about online classes versus face-to-face classes that he felt that online components could seriously compete with the face-to-face. He believes that if the assessments are built into the core and LiveText is made a requirement to take an on-line core course that this will discourage people from jumping into an online class for convenience. He believes that LiveText is a great tool. He uses it for submissions and assessments and it works well. Dr. Martinez suggested that Dr. Backes share with faculty how he uses LiveText --maybe at the November meeting.
- **OFFERING 5999 COURSE:** Dr. Anderson says, at the Tuesday meeting, they also talked about a 5999 course being required of graduate programs making this a key place for anyone who enters the program. They will go through a structured process and have to purchase LiveText first and then get orientation and training on how to use it. It would be for teacher education programs.
- **QUESTION ON HOW WEBCT/LIVETEXT AND PLAGIARISM SOFTWARE CAN WORK TOGETHER:** Dr. Mat Som wanted to know how incorporate WebCT Vista with LiveText in light of the plagiarism software. He stated that the plagiarism software will only work with WebCT. He wanted to understand that if we are going to use LiveText how would he go about using the plagiarism software. It was discussed that the two can't interact with one another. They are different in terms of what they store and how information is delivered. Drs. Anderson and Cox stated that this sounds like standalone software and if using the plagiarism software then the students must be notified ahead of time. Dr. Martinez confirmed that VSU legal counsel has said that we must inform students ahead of time if plagiarism software is being used and if a student objects, then the teacher must offer the student another alternative to look at his/her paper.
- **QUESTION ON COMPREHENSIVE EXAMS:** Dr. Thomerson wanted to know how the department was going to handle the comprehensive exams since we are at the approval process with the Masters. Dr. Martinez explained that nobody approves how the department conducts COMPS. However; the department needs to make a decision before the catalog degree information goes to print. Dr. Martinez wants the Capstone Committee which was formed last month to set up a meeting to discuss some preliminary thoughts so that they can share with faculty in November. The Capstone Committee which is made up of Drs. Mat Som, Hudson, and Thomerson. Dr. Mat Som was nominated and accepted the position to chair the committee.
- **LIST FOR ACED 3000:** Dr. Cox asked the BE faculty to keep a list of students that will need to take 3000. Dr. Willis stated that she had already sent out an email to that effect.
- **ANNOTATION OF BANNER COURSES:** Dr. Willis says since some of the departments classes are Hybrid and On-line the Registrar's office states that it must be annotated as such in Banner.

**IX. ELECTION FOR PERSONNEL COMMITTEE MEMBER**

Dr. Martinez explained that there was a need to elect another member to be on the Personnel Committee since Dr. McElvey retired. The current members are Dr. Willis, Dr McClung, and Dr. McElvey (retired). The person elected will have to start fresh – starting a 3-year term. Dr. Martinez commented that to be on the committee one must be a tenured faculty member and he also stated that since Dr. Cox was the last faculty member to come off the committee and thus she has been left off the ballot. Those eligible to be elected are: Drs. Hudson, Ott, Backes, Mat Som and Thomerson. Dr. Ott is absent today, so if elected it will be without his knowledge. Faculty received election ballots and Ms. Lesane counted each ballot and returned the outcome to Dr. Martinez.

**X. DIGITAL LEARNERS:**

Dr. Whisler presented a short video entitled “Digital Learners.” This video shared how students are using different technology to learn, from the computer to the iPod –as technology increases and students are gaining knowledge on how it’s used, teachers in the classrooms can take that same technology one step further and use it to make learning a more enjoyable and exciting learning experience.

**XI. OTHER BUSINESS**

- **Campus Violence Workshop:** Dr. Willis shared information she received during a recent Campus Violence Workshop. A few of the topic discussed were: location of your desk in relation to the door, your tone of speech with speaking with a student , letting Campus Security know you are working late and calling them if leaving late so they can send someone to walk you to your car. Another workshop is scheduled for the month of November.
- **RESULT OF THE PERSONNEL COMMITTEE VOTE:** At this time Dr. Ott had received the most votes but an opportunity for him to vote would be forthcoming. Final results would be emailed after his vote.

**I. ADJOURNMENT**

There being no other business the meeting adjourned at 5:04p.m.

Respectfully submitted,

Pamela Lesane  
Sr. Secretary

Attachments: Staff Meeting Agenda, Oct 4, 2007  
Letters of Commendation (emails): Drs. Levy & Zaccari  
Draft of Master of Education in ACED  
Grants & Contracts PowerPoint Presentation  
Quick Reference Card for SPIN & GENIUS/SMART