

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

**Date:** October 6, 2009

**Location:** Room 2050 - Dean's Conference Room

**Time:** 3:30 p.m.

**Faculty present:** Dr. Martinez, Dr. McClung, Dr. Ellis, Mrs. Pickles, Dr. Polkinghorne, Dr. Backes, Dr. Prater, Dr. Whisler, Dr. Willis, Dr. Seiler, Dr. Thomerson, Dr. Ott, and Beth Sullivan.

**Staff absent:** Dr. Hudson and Ms. Lesane

**I. Call to Order/Welcome**

Dr. Martinez brought the meeting to order at 3:30 p.m. welcoming faculty and staff.

**II. Announcements:**

1). Update- Pam is out for medical issues for a few days, hopefully she will be back Thursday.

2) Mailers for posters are in. Eight posters (2 of each) will fit into each tube. The estimated cost of \$200 has been determined to mail 300 tubes. Dr. Martinez asked faculty members to drop by and take posters for the graduate students in their classes to take to their places of work as well. Dr. Backes suggested running radio spots as advertisement (ex: Lagrange College.)

3) Dr. Mary Willis announced that she had requested to send OAT students a notice on the COE student listserv but had been denied. She was told that we need to create our own OAT listserv. She was going to work with Pam to be able to pull a list of all majors to create that listserv.

**III. Consideration September, 2009 Faculty & Staff Minutes – Dr. Martinez**

Grammatical and technical changes are discussed regarding the previous month's minutes. After a review of the minutes, a motion was made by Dr. Polkinghorne to approve the minutes "as corrected"; which was then seconded by Dr. Prater and unanimously accepted by faculty. Minutes will be filed and uploaded to departmental website.

**IV. Online OAT Program update- Dr. Whisler**

Focusing right now on analyzing curriculum, making sure all skills are covered, and working on standards for the courses. Two or three new courses are being added and other courses are being updated. Dr. Whisler commented that we are getting ready to begin interviews for new OAT graduate assistants. Dr. Mat Som proposed getting input from the advisory committee. They are the experts in the field or other experts in the community. Dr. Martinez agreed that seeking input and support from the Committee is a required step in the approval process. Approvals need to be sent in by February so we are pushing for time. Need to get those in before deadline gets here.

**V. Lab Renovation- Dr. Martinez**

- a. Dr. Martinez has submitted in a request for new furniture for the downstairs “open” computer lab. Adjustable computer tables were found totaling \$6,000. Hopefully this request will be funded to renovate the downstairs lab in the Spring semester.
- b. Dr. Martinez requested faculty to suggest additions and/or modifications for the upstairs teaching computer classrooms/labs and submit them to Dr. Prater. List any renovations, equipment, etc. that is needed in these rooms.
- c. Dr. Ellis suggested rearranging room 2112. Dr. Prater and Dr. Polkinghorne agreed, also mentioning room 2142. Dr. Martinez reported that 2142 is on the list for renovations and upgrades. Hopefully the work will be done prior to the summer semester.

**VI. IT Issues- Dr. Prater**

Dr. Prater discussed calling help desk with technical issues. The problem was brought up of no one being at the help desk at night. Dr. Martinez will report this incident to the Dean.

**VII. Parking Services- Dr. Willis**

Dr. Willis has had several bad experiences in the parking lot with cars driving too fast and trash in parking lots. Other parking lot issues such as inconsistent stop signs and people driving with no lights on were discussed.

**VIII. Specialized Funding – Dr. Martinez**

Dr. Martinez announced that he received one Request for Release Time for Research from our department. Dr. Whisler has been approved for a one course release for next semester to conduct research. We need to decide which course to plan for someone else to step in. Overall, nine requests were approved in the COE.

**IX. Summer Funding- Dr. Whisler**

Dr. Whisler brought up summer funding in order to help her advisees. Dr. Martinez said that summer funding was never guaranteed, but there is no indication that there will be a problem. Enrollment should not be down over summer.

**X. Doctoral Course- Dr. Mat Som**

Dr. Mat Som distributed a survey to all faculty members regarding interest in teaching doctoral courses, to be returned the next day. The rotation of courses was discussed. Also, questions arose regarding RSCH 7100. Dr. Martinez commented that Dr. Leech has said that this course is a service course and if modifications need to be made, he would be very open to such modifications to meet the needs of the students and programs. Dr. Polkinghorne, Dr. Willis, and Dr. McClung volunteered to help Dr. Mat Som with the research for this course.

**XI. Doctoral Committee- Dr. Mat Som**

The seven year rule is changing to five years which means students have five years to complete their dissertation after they have completed their courses and passed their comprehensive examination. Dr. Mat Som presented the proposal to add a second date to consider admissions to the ACED doctoral program. Dr. Martinez verified that the ACED Advisory Committee has voted via email to endorse this additional admissions date. Dr. Mat

Som made a motion to establish biannual admissions to the ACED doctoral program. Dr. Polkinghorne seconded the motion. The motion passed with one abstention.

**XII. Business Education – Update – Dr. Prater**

Dr. Thomerson discussed the capstone experience needed for BE Masters students. He and Dr. Backes and Dr. Prater were to meet to review the requirements and notify students who would engage in the capstone next semester. No update was given on the Business Education program redesign.

**XIII. Phi Beta Lambda – Dr. Polkinghorne**

Dr. Polkinghorne updated the faculty and staff on his work to establish a PBL chapter. He now has expressions of interest from 58 potential student members and is very happy about this number. He also reported communicating with local high schools, and they have been very excited and supportive.

**XIV. COE Promotion & Tenure Committee – Dr. Backes**

Dr. Backes said he has been serving as the ACED faculty representative on the ad hoc COE Promotion and Tenure (P&T) Committee. He mentioned that there will likely be a COE Committee and a University P&T committee in the future that will part of the process. The COE committee will be putting together guidelines for faculty to know what's expected from them. They are looking at all the different areas that are required, but trying to make the teaching component equally weighted with the other components. Letters of recommendation from students and colleagues will be looked at as well.

**XV. Faculty Senate**

Everyone was asked to please respond to the email that was sent and to vote on the issue of consolidating the Budget and Planning Committee and the University Council.

**XVI. Professional Development Brown Bags**

Dr. Martinez will be sending out an email to everyone to see who is interested in presenting a brown bag professional development in the future.

With no further business, the meeting was adjourned.

Respectfully submitted,

*Beth Sullivan*

Graduate Assistant