

Faculty Meeting Minutes
Department of Adult and Career Education
"Positively Impacting Learning Through Evidenced-Based Practices"
September 5, 2006

Members present: Drs. Martinez, McClung, Hudson, Mat Som, Whisler, McElvey, Ott, Cox, Anderson, Thomerson, Backes, Willis, Ms. Prater and Ms. Ellis. Absent: Dr. Moore. Guests: Christy Coons Yates, Kimberly Tanner, Sandi Boyce, Mary Anderson, and Chris Meshanko.

Dr. Martinez called the meeting to order at 3:25 p.m. in the new Dewar College of Education Conference Room. The room is now available to departments for meetings.

Dr. Martinez announced that the ACTE Conference will be in Atlanta Nov. 30-Dec. 2, and the registration deadline is Oct. 30. He encouraged all who could to attend, and reminded them that Dr. Backes has offered to pay for the registration fee for all who wish to attend from our department.

Dr. Ott announced that he and Dee appreciated the gift and flowers from the department for the birth of their first child, Kenneth Dean Ott, II. Mother and baby are doing well.

Dr. Martinez welcomed Dr. Christy Coons Yates and Ms. Kimberly Tanner as guests.

The departmental minutes of April 12, 2006, were offered for consideration. Dr. Hudson moved to accept the minutes as presented, and Dr. Anderson seconded the motion. The minutes were approved with a unanimous vote.

Dr. Martinez asked that all departmental committees meet before October 3, 2006 and be prepared to give a report at the next department meeting.

Dr. Christy Coons Yates from the Office of Strategic Planning and Organizational Development gave a brief overview of the strategic planning process. She showed the website on the Smart TV screen and spoke of the five VSU goals and objectives. Faculty were asked to play the role of VSU ambassadors being always aware of financial opportunities. Christy demonstrated the strategic planning database and offered advice and assistance to the department members. After a question and answer period, Dr. Martinez thanked her for her presentation and willingness to meet with the department.

Dr. Martinez introduced Sandi Boyce, a new graduate assistant, who is shared between ACED and the Department of Middle Grades and Secondary Education. Sandi is from the Student Success Center and will be assisting faculty with advising needs. Ms. Kimberly Tanner, Director of the Access Office for Students with Disabilities, spoke next. She distributed several handouts and materials that explained the services offered by her office. Also on staff are Christia T. Williams, Coordinator of Deaf and

Hard of Hearing Services, Erin P. Salmon, Staff Interpreter, and an office secretary. Kimberly spoke on the importance of students registering with her office, but noted that it was voluntary. She advised faculty to include a statement in their course syllabus that informs students of the Access Office and its location. After a question and answer period, Dr. Martinez thanked Kimberly for her presentation and willingness to meet with the department. Dr. Martinez presented Dr. Coons Yates and Ms Tanner with complementary ACED pens as a gesture of thanks for speaking to the ACED faculty.

Dr. Cox reported that a lot of data has been collected through assessments, and it is important to look at this data for indicators of needed changes in our curriculum. It was suggested that data be presented and analyzed twice a year at program meetings.

Mary Anderson, graduate assistant, presented the new portable Velcro ACED display board and distributed a handout that showed the elements she had created and will create for different layouts. The display with case is available for use at conferences and recruiting trips. Mary asked faculty to let her know of ideas for new layouts.

Chris Meshanko, graduate assistant, demonstrated the counter on the ACED website and showed graphs of the recent visitors to the site and their geographic locations. The counter had logged recent hits from other states as well as from other countries. Chris spoke on different ideas for using the website to market our programs and how he could provide data for program and marketing changes. He will summarize the data and provide it to the program coordinators.

Dr. Martinez announced that the visitation schedule for the October NCATE/PSC visit has not been made available as yet. It will be shared with faculty as soon as it is available. It is very important that all faculty plan to be available on these dates for possible meetings.

Dr. Thomerson distributed copies and presented his recent research on Computer-Assisted Instruction (CAI) vs. Traditional Instruction in an Advanced-Level Computer Course. He said that most students surveyed liked the combination of traditional and CAI video instruction. Dr. Martinez thanked Dr. Thomerson for sharing his research.

Dr. McClung moved for adjournment. Ms. Prater seconded the motion, and it passed. The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Pat Jeter

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