

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

Date: April 8, 2013
Location: Conference Room 2050
Time: 3:00 p.m.

Faculty present: Dr. Ott, Dr. Wright, Dr. Backes, Dr. Willis, Dr. Prater, Dr. Whisler, Dr. Ellis, Dr. McClung, Dr. Thomerson, and Wendy Miller

I. Call to Order/Welcome/Introductions – Dr. Martinez

Dr. Martinez brought the meeting to order at 3:07 P.M.

II. Announcements - Everyone

- a. Dr. Martinez announced that Carolyn Cox’s mother passed away.
- b. Dr. Seiler’s wife will be induced early (Wednesday). His father is still in ICU in New Hampshire.
- c. Kristy Singletary will present at Graduate Research Symposium at the end of the month.
- d. Honors Night will recognize students from ACED at the end of the week.
- e. Graduate assistants will work on exemption exams.
 - a. Dr. Seiler left exam information with Wendy.
 - b. Wendy will pass the information to graduate assistants.
- f. Summer registration is low in some classes. Online classes will be opened on the 10th (Summer registration) through 16th (Fall registration)
- g. VSU has made a change in the TAP program for VSU employees taking classes; for online class, TAP will only cover amounts equivalent to on-campus tuition. All students enrolled in online ACED classes receiving TAP benefits will have to pay the difference.
- h. A 2% budget cutback is expected in Fall 2013.

III. Consideration of March 11, 2013, Faculty Meeting Minutes

After a short review of the minutes, the following change was noted: Remove k, from behind 2013, in section II, letter i; remove *sharp* from Section V, third bullet; add an s to student in Section V, fifth bullet; use a hyphen in Section II, letter D, with “full time”; Section VII, 2nd sentence, change “are” to “that is.” Dr. Whisler moved to accept the consideration of minutes; Dr. Ellis seconded. All attending approved motion to accept consideration with aye.

IV. Update on OAT Faculty Position – Dr. Martinez

Dr. Banerjee has accepted the position in OAT. She has contacted Dr. Thomerson and Dr. Martinez about materials and classes.

V. Update on ACED OAT-OBC Curriculum Actions and WED Enrollment – Dr. Martinez

- a. Contact Registrar about faxing change-of-major forms to update categorization of students in ACED.
- b. See new handout, page 3, for updates on WED. This presentation brings up the number of majors by reconciling our departmental numbers with the Registrar’s enrollment numbers. All numbers for enrollment should be reviewed and updated. Coordinating and communicating about enrollments between our main campus and satellite locations need to be improved.

VI. Update on Gulf South Conference – Dr. Martinez

Currently, 37 registration fees have been paid. Two weeks are left before the registration deadline arrives. The deadline for early registration is Friday, April 12th. Today, we posted the program on the ACED website through Cascade. The room assignments and sessions need to be planned. Presentation topics and presenters are diverse. President McKinney will be our Keynote Speaker. The program will have an all-new design this year for the 20th anniversary of the conference. The break-even number, from last year’s conference, was around 50

paying, registered presenters. Dr. Backes was able to pay for NTI participants through an NTI grant. Faculty is still soliciting undergraduate students to help with conference. Dr. Prater asked for donations (or leads on donations) for door-prizes for the conference luncheon.

VII. Faculty Handbook Reorganization – Dr. Ellis

The committee is not revising the handbook; they are trying to make it more accessible and focus on areas that have been identified as unclear. The committee will submit updates to Dr. Gravetts for approval. A Faculty Senate subcommittee has been assigned to update the handbook.

VIII. Master and Doctoral Interviews – Dr. Martinez

A random selection process was used to select an interview committee for reviewing master and doctoral applications. Three M.Ed. program applications, and five Ed.D. applications were submitted and should be reviewed by faculty. Dr. Martinez made a rotation for faculty to attend the interviews. Faculty need to review the applications and give the committee feedback by Friday, April 12. Doctoral interviews need to be concluded within three weeks.

IX. Doctoral Comprehensive Examinations – Dr. Martinez

Four students will be taking their exams. Dr. McClung will submit previous exam questions to Dr. Martinez, and Dr. Martinez will contact new faculty about exam contributions and work with all faculty to update exam questions.

X. Update on Marketing Visits for M.Ed. – Dr. Prater

- Close to signing agreements with Albany Tech. and Savannah Tech.
- Future visits: Moultrie Tech., Lanier Tech., Chattahoochee Tech., GA Piedmont Tech., Tifton campus of Moultrie Tech., Southern Crescent Tech.
- Posters will be posted in all Georgia Department of Labor Department offices; Dr. Prater will take posters to colleges during visits and mailing posters to other colleges by July 1. Businesses, private sector operations, and alumni should be targeted as well.

XI. Update on CAPE (NCATE) Visit – Dr. Martinez

Our institutional report is due March 2014. The visit will be the Fall 2014. This impacts our teacher education programs.

XII. Graduate School Update – Dr. McClung

April 19th is the deadline for graduates. Monica Sparks has successfully defended her dissertation and should walk at graduation at the end of the semester.

XIII. COE and VSU Committee Meeting Update – Dr. McClung

XIV. Other Business

Desire2Learn: How much D2L training should you have? A D2L workshop for faculty was suggested.

XV. Adjournment

With no further business the meeting was adjourned at 4:10 p.m. The next scheduled meeting is set for September 4, 2013 at 3:30 p.m.