

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

Date: January 14, 2013
Location: Conference Room 2050
Time: 3:00 p.m.

Faculty present: Dr. Ellis, Dr. Prater, Dr. Thomerson, Dr. Willis, Dr. Wright, Dr. Seiler, Dr. Backes, Dr. Mat Som, Dr. McClung, Dr. Whisler, Dr. Ott, Shawn Folberg (GA), Jeanevra Pearson (GA), and Wendy Miller (ACED Secretary).

I. Call to Order/Welcome/Introductions

Dr. Backes brought the meeting to order at 3:05 p.m.

II. Update on Dr. Martinez – Dr. Backes

Dr. Martinez has a follow-up visit with his doctor on January 15. If all goes well, he plans to return to work on January 22.

III. Announcements – Dr. Backes

- a. Dr. Backes mentioned to all faculty members to be sure to give Wendy the folders for the recent graduates. Wendy will update the ACED database and file the folders for future reference, if needed.
- b. Wendy reported the Graduate Assistants office hours for Spring 2013. Faculty members are encouraged to use the Graduate Assistants on any research projects and grading with which they may need assistance. Wendy also reported that Shawn will be absent for a few weeks due to hip surgery.
- c. ACED Faculty anticipates the Summer and Fall 2013 Schedules should be returned soon. At the time they were turned in, they were fairly rough so when they are returned we will distribute them for proofing.
- d. Dr. Sheffler recently sent a Dewar COE Meeting Documentation Form out by email. This form must be filled out for all meetings that take place; the person holding the meeting must provide a completed form to Wendy.
- e. Proof Rolls are due anytime between now and January 18 by 9:00a.m.
- f. Dr. Backes would like everyone to be aware of a recent office theft that happened. A credit card along with identification was stolen last week which resulted in over \$1,000.00 being charged on the card before it was reported stolen.

IV. Consideration of November 12, 2012 Faculty Meeting Minutes

After a short review of the minutes, a correction on page 1, section IV, in the first and last sentence was noted: the number 6 needs to be spelled out “six.” A motion was made by Dr. Prater and seconded by Dr. Ellis to approve the November meeting minutes. The motion passed. After corrections have been made, the minutes will be posted on the ACED website.

V. Reports from Search Committees

- a. Dr. McClung reported that the WED Committee has met three times and phone interviews are set for next Thursday.
- b. Dr. Thomerson reported that the OAT Committee has met four times, and the number of applicant’s was narrowed down to three people.

Those three people were interviewed by phone for over 30 minutes each then the number of applicants was narrowed down to two. The OAT Search Committee has permission to setup tentative interviews on the third and fourth week of January.

VI. Graduate School Grant for M.Ed. in BEIT – Dr. Prater

The Department is receiving \$750 for travel recruitment to market the BEIT Option to our Master's Degree. Dr. Prater, Dr. Whisler, Dr. Ellis, and Dr. Thomerson will be alternating visits to technical colleges throughout this state. Dr. Prater is meeting with creative design to finalize a poster that they will be handing out during their visits. Ads will also be posted in professional journals to promote this program.

VII. Undergraduate OAT and WED

- a. **OAT** - Dr. Whisler stated that students in the BAT program at technical colleges will be able to transfer into the OAT-OBC online program from Wiregrass Georgia Technical College. On December 7, 2012, an e-mail was sent to all OAT faculty from Dr. Whisler with an attached draft of a proposed articulation agreement between VSU and Wiregrass.
- b. **TS** – Dr. Mat Som reported a possible name change from Technical Studies to Workplace Performance and Development. A revised program of study was distributed and after a long discussion, it was determined that some guided electives have prerequisites that need to be met. A motion was made by Dr. Ellis to table the plan of study. Dr. Willis seconded the motion, and the motion passed.

VIII. Faculty Evaluations for 2012

- a. Last year's template can be used again this year. The template was e-mailed to everyone by Dr. Backes.
- b. Evaluations are due to Dr. Martinez by February 1, 2013, or earlier. Reminder, the evaluations run from January 2012 to January 2013.

IX. ACED Gulf South Conference

- a. March 15 is the tentative date set for the ACED GSC. This date will provide more time to prepare for the conference and will not conflict with the HOSA state conference.
- b. Be on the lookout for call for proposals.

X. GRE Discussion

Dr. Backes distributed a handout and GRE scores were discussed. Dr. Backes noted that more and more universities are dropping their requirements for the GRE tests as part of the degree admission requirements. Page 9 of the GRE handout states that a GRE score should not be the only factor used to admit or deny admission, and an overall five year average should be considered. Jeanevra mentioned that the GRE is very expensive but a waiver can be filled out to help with the expense.

XI. Graduate School Update – Dr. McClung

No Report at this time.

XII. Committee Meeting Updates- ACED Faculty

Dr. Backes spoke on COE Conceptual Framework. As of right now, it is not being redone and mostly deals with grades K-12.

XIII. Other Business

- a. Dr. Prater was contacted by the magazine "Techniques", and they would like her to do an article for their March issue on a recent presentation she made. Dr. Backes and Corey Nawolski may also have some articles in the March issue as well.
- b. Dr. Willis reminded all OAT Faculty members to send her information on any new advisees.

XIV. Adjournment

Meeting was adjourned at 4:30pm

Respectfully submitted by Wendy Miller, ACED Senior Secretary