

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

Date: January 16, 2014
Location: Conference Room 2050
Time: 3:00 p.m.

Faculty present: Dr. Martinez, Dr. Thomerson, Dr. Ott, Dr. Wright, Dr. Backes, Dr. Willis, Dr. Ellis, Dr. Prater, Dr. Whisler, Dr. McClung, Mrs. Amy Williams, Mrs. Alison Downey, and Mrs. Wendy Miller

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

Dr. Martinez brought the meeting to order at 3:10 P.M.

II. Recognitions and Announcements - Everyone

- a. Information required on Digital Measures is due by January 31.
- b. Dr. Martinez introduced Mrs. Alison Downey who is teaching ACED 4820 this semester.
- c. A request was made to post syllabi for all classes by January 20 into Digital Measures. All faculty members were also to send Wendy their syllabi as attachments to e-mail messages.
- d. All faculty members were reminded to send Wendy their Spring 2014 office hours if not already sent.

III. Consideration of October 2, 2013, Faculty Meeting Minutes

The approval of the minutes was postponed until the next faculty meeting on February 13, 2014.

IV. Using Digital Measures for FARP – Dr. Michael Black

Dr. Black distributed useful information and tips regarding inputting information into Digital Measures.

- a. Digital Measures is basically an electronic vita activity system.
- b. Information beginning with 2013 should be entered first, then going back several years.
- c. Deadline for Digital Measures 2013 information is January 31, 2014.
- d. Use all links that apply under the General Information section.
- e. For 2014, enter Instructional, Professional Growth and Productivity, and Service goals and specific actions planned to accomplish each goal.
- f. Be sure to run your report after all information is input.
- g. There is no spellcheck on Digital Measures.
- h. Digital Measures may be accessed by entering your BlazeView password.

V. Update on Faculty Positions & Revenue Sharing – Dr. Martinez

A hiring freeze for Faculty has been placed until the end of January 2014, at which time discussions will be opened back up for further evaluation of positions for possible funding. Problems with financial tracking and complying with the budget cut are the causes of this freeze. Although the University sent back 10 million dollars at the end of the last fiscal year to the state, Dr. Martinez mentioned that the Dean believes the chances still exist to hire some new faculty members. Improper disbursement to departments may have been the reason for the return. It is imperative that we spend the money in our budget each year; and if more is needed, we may be approved for it. The process for hiring three new ACED faculty members will hopefully resume after the evaluation and discussion have been made.

VI. Spring 2014 Enrollment – Dr. Martinez

Enrollment is really good.

- Undergraduate
 - a. On Campus – 12 sections are full; the other 5 sections have high numbers.
 - b. Online – 7 sections with more than 30 students in each section.
 - c. Off Campus – Moody is strong with 22, 20, and 19. Kings Bay sections are seeing low enrollment this term. Albany enrollment is zero.
 - d. Interns - 31 Total (14 OAT, 3 BE, 1 BAS, 13 WED/CTE)
- Graduate
 - a. Online – 25, 17, 15, 15, and 11
- Doctoral
 - a. 16 in Dr. McClung's class
 - b. 11 are taking dissertation credit hours

VII. Discussion of Draft of Faculty Workload Policy – Everyone

A draft made up by Dr. Martinez was handed out to each faculty member for review. Discussion was made with the suggestions to change the expectation of Faculty members to develop and submit at least one manuscript for publication based on original research *or* one proposal for an external grant/contract per year. Dr. Whisler made a motion to accept the modification; Dr. McClung seconded. The motion passed.

VIII. Update on ACED Advisory Committee – Dr. Martinez

A list of recommended new members was passed out. Additions may be made so the list can be submitted next week. A meeting with the new members is planned for April.

IX. ACED Gulf South Conference Planning – Dr. Martinez

Because of when Easter lands this year, a change in when the Conference is to be held had to be made. It was decided it was better to move the Conference after the Easter holiday weekend rather than before it. The conference is scheduled for April 25, 2014. The call for proposals will go out in mid-February.

X. Program “Visioning” – Dr. Martinez

Dr. Martinez requested that Program Meetings be held prior to the next department meeting in February to begin discussions on the future of our programs and department. What do we wish our programs and department to be five years from now? Further discussion will be held at our next faculty meeting.

XI. Graduate School Update – Dr. McClung

No report at this time

XII. COE & VSU Committee Meeting Updates – ACED Faculty

No reports were presented

XIII. Other Business

- Dr. Willis is taking orders for books that department faculty members would like the library to carry for student use. Please submit your request to her by the end of this month. Faculty may also check these books out for use.
- Dr. Ott shared concerns regarding the part-time faculty work load. Discussion on this point will continue in the next meeting.
- Phi Beta Lambda has shirts on sale for \$10.00 each.
- Dr. Martinez urged everyone to take a look at the story on Karen Paulino in The Educator and our newsletter. Karen was presented with the President's Award for Academic Excellence and carried the COEHS banner at graduation.

XIV. Adjournment

With no further business the meeting was adjourned at 5:30p.m.

Respectfully submitted by Wendy Miller, ACED Senior Secretary