

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

Date: September 8, 2009

Location: Room 2050 - Dean's Conference Room

Time: 3:35 pm

Faculty present: Dr. Martinez, Dr. Whisler, Dr. Polkinghorne, Dr. Mat Som, Dr. Backes, Dr. Thomerson, Dr. Willis, Dr. Ellis, Dr. Seiler, Dr. Ott, Dr. Hudson, Dr. McClung, Dr. Prater, Mrs. Pickles, Ms. Lesane, Ms. Sullivan and Ms. Rich

I. Call to Order/Welcome

The meeting was brought to order by Dr. Martinez at 3:35 p.m. welcoming faculty, staff and guests. Dr. Martinez introduced the new department graduate assistants, Ms. Julie Rich and Ms. Beth Sullivan and also the newest member of the ACED faculty, Mrs. Karen Pickles. Guests Ms. Dawn Cadogan (Library), Alicia Roberson (Student Success Center), and Karen Shepard (Registrar Office) were also introduced.

II. Announcements:

- 1) **E-Time Registration:** Faculty must register for E-time (ADP) as soon as possible. All faculty members will record her/his own sick leave time for each month. If no time has been taken during the month, faculty will do nothing. Sick leave accrual hours will automatically be added. E-time replaces the Monthly Leave and Absence Report. If help is needed in registering, please let Ms. Lesane know and she will provide assistance.
- 2) **Scheduling of Events:** All VSU facilities, with a few exceptions, will now be scheduled through Event Services. A new scheduling calendar has been added to the website and is now operational. Check the website for dates and times of training classes. Graduate assistants and Ms. Lesane will also assist faculty in scheduling events.
- 3) **Personal Web Pages:** Per the VSU legal counsel all personal web pages can no longer be linked to VSU homepages. The department will begin removing any personal web links next week.
- 4) **Library Request:** Dr. Willis requested from faculty to have information for books, videos, DVDs, etc. sent to her as soon as possible to expedite ordering once she receives the department library allocation. Ms. Cadogan will forward a list of the departmental serials to Dr. Willis so the entire faculty can review.

III. Consideration April 15, 2009 Faculty & Staff Minutes – Dr. Martinez

After a short review of the minutes, there were no additions or corrections made. A motion was made by Dr. Prater to accept the minutes and the motion was seconded by Dr. Whisler and unanimously accepted by faculty. Minutes will be filed and uploaded to the department website.

IV. Odum Library Update: Ms. Cadogan (Library Liaison)

Handouts were provided and a short update on the events taking place in the library was shared by Ms. Cadogan:

1. **Scheduling Classroom:** Classroom 2170 will not be scheduled by Event Services but will continue to be scheduled through Emily Rodgers, Instruction Librarian.

2. **Renovations:** Renovations are currently taking place on the second floor of the north side of the library and could be completed by the end of the semester. All services located on the second floor have now been relocated to the first floor with no interruption in service.
3. **Electronic Collections:** Printed collections are becoming more expensive to print therefore the library is moving toward subscribing to electronic collections which will save money.
4. **New Catalog:** A new library catalog, "Vufind", is currently being beta testing. Students and faculty are being asked to use the new catalog; however the old version of the catalog is still available to use.

V. DegreeWorks Orientation – Alicia Roberson

A brief DegreeWorks orientation was held for faculty explaining and showing how the program works. Fall 2009 is the first semester DegreeWorks is being implemented and tested. The program can be located in Banner, once logged in, under the faculty and advisor page.

DegreeWorks offers:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

Mrs. Roberson encouraged faculty to log into DegreeWorks and see what the program has to offer and how it can assist them in advising their students. She also noted that this program begins with the 2005-2006 catalogs with student's information being merged into Banner from 1998 forward.

VI. Online OAT Project Update – Dr. Whisler

Dr. Whisler shared highlights of the OAT project:

1. **Approval of Strategic Focus 2010 Proposal:** Dr. Martinez received official approval of our Strategic Focus 2010 Proposal for the development of an online bachelor completion program in Office Administration & Technology in a memo from President Schloss dated August 12, 2009.
2. **Award Amount/New Faculty:** The award totals \$90,000 a year, which includes salary and benefits for a faculty position (Karen Pickles) to provide release time for OAT faculty working on the project.
3. **Release Time:** During the first weeks of class in August, OAT faculty began weekly meetings. At the first meeting, teaching loads were redistributed allowing for release time for the following faculty members to begin (1) developing online courses, (2) assisting with the redesign of the curriculum, and (3) working on the program's startup.

Fall 09	Spring 09
ACED 3000-Vesta	ACED 3400-David
ACED 3100-David	ACED 3610-Vesta
ACED 3700-J.D	ACED 4050-Frederick
ACED 4070-Mary	ACED 4160-Cindy

4. Three Major Considerations:

- a. *Admission Criteria:* Years of verifiable related work experience and basic computer skills verified through SORT (Student Online Readiness Tool).

b. *Prerequisites*: Core and Area F Completed (through eCore, transfer courses, etc.)

c. *Curriculum*: Convert existing courses to online delivery; develop several new OAT courses; decided on other ACED courses to include; review guided and student electives

5. **Approval Time**: Currently, focusing mostly on curriculum issues so that we can have approvals in time to begin the program Fall 2010.

6. **Graduate Assistants Positions**: Two graduate assistants positions are funded through the project to work with faculty for development of courses and research. Dr. Martinez has forwarded the GA job descriptions to the Graduate School and the positions should be posted this week and filled as soon as possible.

VII. **Special Funding Opportunities (Handout) – Dr. Martinez**

Special funding are pools of money at the University that need to be allocated. They are new budget pools that have been established by the University to fulfill regularly occurring needs that go beyond units' normal operating budgets but which are not part of the strategic initiative process. They will be overseen by advisory committees which will meet and work according to a shared governance model. They will make recommendation to the budget manager of these pools for allocation for the available funds. Each group will provide documentation to the Planning and Budget Committee by October 1st.

The following categories were highlighted:

1. **Faculty Scholarly Travel** – This category guarantees each faculty member \$750 for the academic calendar year. Any funds that are left over or not used will be made available to faculty again. This will give a faculty member a second chance to get additional funds and will be based on first-come-first served.

2. **Reassigned Time for Research**: This category is a brand new pool of money and will be released in the Spring (\$300,000). Faculty will be able to write a proposal for a one-course release in exchange for scholarly activity. Reassigned time is offered for academic activities leading to the publication of referred articles, juried/professionally displayed products, and books. The scholarly products should be available and/or documented within a year of the assigned time. This program is not designed for reassignment for administrative, teaching or service activities. These are the only guidelines they have been given so far but more specific guidelines will be forthcoming. The Application for Reassigned Time for Scholarship, Research, and Creative Activities is found at the end of the handout.

3. **Instructional Setting Renovation**: This category of \$500,000 will be available in the Spring. Funds will be used for the classroom, whether it's furniture or equipment or other needs. Dr. Martinez asked faculty to provide him with ideas before the deadline so he can forward them to the Dean.

VIII. **NTI Update - Dr. Backes**

Dr. Backes presented an update on the New Teacher Institute:

1. NTI has twenty-five new participants this Fall;
2. Twenty-four participants are teaching in public schools;
3. Generates \$1,750.00 per participant in grant money;
4. There are seventeen undergraduate and eight graduate students;
5. Total of \$42,000 in grant support and 225 credit hours for Fall;
6. Purchased cameras and headset for participants use; and
7. Added Wimba Live Classroom as a support.

IX. Graduate Program Update – Dr. Mat Som

1. **Admission Process** - Dr. Mat Som met with Dr. Hull, Interim Dean, Graduate School, and discussed the possibility of having bi-annual admissions for the ACED doctoral program, using either the probationary status or regular status. He noted that after examining different models from various universities he discovered that it was not a good idea and it would be better to have full admission status for bi-annual admissions. He proposed the full admission status to Dr. Hull and she was in agreement because VSU has no restrictions. He stated that the reason he was addressing this issue was because he had received numerous telephone calls from potential students that were interested in starting the doctoral program but because of Fall admission only the program was losing these potential students. He felt that the department needs to be more flexible in its admission policy so the numbers can grow. After discussion on the admission process, a motion was made by Dr. Ott to make an exception to policy and move forward but Dr. Martinez expressed that a proposal would first have to go through the Advisory Committee. So he suggested that a proposal be written which could then be forward to the Advisory Committee for their feedback.
2. **Course Rotation** – Faculty should be receiving the course rotation (up to 2014) schedule for the doctoral program by email in the very near future from Dr. Mat Som. Graduate faculty, who are interested in teaching any of the courses, should let him know as soon as possible.
3. **Unified Masters Study** – After Dr. Mat Som’s study on the Unified Masters Program he noted areas of concern:
 - a. Advertising and recruitment still needs work.
 - b. Faculty is not heavily involved in the program. He noted that only two BE faculty are involved serving WED & CTE programs. He would like to see more faculty involved since it was the agreement and it would also make the program more balanced.
4. **Online Courses** - Dr. Mat Som is concerned that many students are more interested in taking online classes instead of face-to-face courses. He felt that if this trend continued it would affect the WED program course offerings. He is at a loss on how to fix this and would like input from the faculty.
5. **Capstone** – The procedures for the capstone were not approved at the last meeting. Dr. Mat Som stated that he had sent out an email after the last meeting for feedback but he received no responses. Dr. Martinez suggested that he gather together the faculty that was put on the committee to assist him with the capstone procedure and go from there.
6. **Curriculum & Educational Leadership Proposal** – Dr. Mat Som shared with faculty that Curriculum & Educational Leadership has proposed to change the interdisciplinary study area from three mandatory courses (one from each program) to there being only two mandatory courses and the third course being an elective. Justification for the proposal was that it would allow for students who lacked foundation courses in the area of specialization to have one more class. Dr. Mat Som was not pleased with this proposal and did not agree with the committee and communicated to them that he wanted to table this item until such time as he could share this information with ACED department faculty. After much discussion, faculty decided that it appeared that the proposal would be harmful and will not benefit all three doctoral areas in involved. The basic philosophy behind the degree configuration was being compromised. A motion was made by Dr. Thomerson to oppose the proposal to change the current three required courses in the doctoral program now two courses being required and one course being an elective. The motion was seconded by Dr. Mat Som and was unanimously passed. Dr. Ellis wanted to know what would happen after faculty opposed it. Dr. Martinez explained that it had to go through COE Executive Committee and they will take stand on it.

7. **Master's Course (RSCH 7100)** - Dr. Mat Som strongly believes that after discussing with many students, that the research course, RSCH 7100, should be taught by the ACED department. He noted that it seems that the research department has given this course to adjuncts not located here at VSU and the quality of this class has declined within the last three years. His conversations with students revealed that they feel they have learned more in ACED 7990 and 7620 rather than in RSCH 7100. Dr. Martinez requested this item be left on the agenda for further discussion with the Research department.

There were items left on the agenda but with no time left Dr. Martinez asked those left to share agenda items if they had information that was pressing to share. With no response the meeting adjourned at 6:00pm

Respectfully submitted,

Pamela Lesane

Sr. Secretary