

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

**Date:** October 2, 2013  
**Location:** Conference Room 2050  
**Time:** 3:30 p.m.

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

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

Dr. Martinez brought the meeting to order at 3:45 P.M.

**II. Recognitions and Announcements - Everyone**

- a. Dr. Backes was Georgia’s candidate for the ACED Region II Outstanding Educator Award.
- b. Dr. Wright and Dr. Whisler’s presentation in San Diego went very well. They came back with some great ideas they wish to share.
- c. Thanks were extended to Wendy and the Graduate Assistants for all their hard work with the Homecoming decorations. ACED showed great spirit!
- d. All ACED IEP’s and IER’s have been submitted.
- e. Comprehensive Examinations will be submitted next week. Dr. Wright, Dr. Ellis, Dr. Ott, and Dr. Martinez will evaluate them.
- f. At least six Doctoral Applications will be sent from the Graduate School very soon and will be distributed to everyone to review.
- g. Dr. Martinez submitted the ACED membership to the college committees.
- h. The college will be hosting an Alumni Reception party on Friday afternoon in front of the building and all are invited to attend.
- i. Dr. Sheffler announced we are no longer pursuing NCATE. CAEP will be taking the place of it. A handout was distributed to explain the coming reaccreditation process.

**III. Consideration of September 4, 2013, Faculty Meeting Minutes**

In section VI, the last sentence, a correction needed to be made that Dr. Ott will be serving as Chairperson of the Personnel Committee. Dr. Prater made a motion to accept the Minutes, with corrections; Dr. Ellis seconded. The motion passed.

**IV. Review of 2012-13 Institutional Effectiveness Reports and 2013-14 Institutional Effectiveness Plans – Program Lead Professors**

Data was shown by Dr. Martinez on the projector. Highlights for each major are as follows:

**Undergraduate:**

- a) **BAS:** Seven students were assessed. It was strongly recommended not to use grades as metrics, especially course grades. Assignment grades can be changed into a different scale. One assessment modification was that instead of students doing a Change Management project, they will conduct a Project Management project. One assessment will be made in ACED 4820 and then the other one from the Practicum.
- b) **OAT-OBC:** We had our first two graduates in the program. OAT on-campus student assessment of office administration skills has been conducted via the practicum. The online student assessment of these skills will be via an E-portfolio. E-portfolio is a combination of class assignments that demonstrate their job skills. A goal of 90% of the students reaching a rating of “above average” or “excellent” has been the metric. The data revealed that between 70 and 80% of the students were reaching this rating for the skills.
- c) **CTE:** Three students graduated. Outcomes and assessments are established by the college to meet PSC requirements. The results showed that 80% of the students were rated as “exemplary” or “satisfactory” on Pedagogical Content and Demonstration of Instructional Skills. Observational assessments were made from their mentor teachers

and VSU supervisor. The “impact on learning” assessment was conducted by measuring the effect size statistic on a particular lesson.

- d) **WED:** Dr. Ott suggested that we change the wording from “Program Graduates” to “Program Majors” in the program assessment and outcomes that appear in the VSU Catalog. The level of proficiency is at 100%. Assessments will remain the same.

**Graduate:**

- a) **BE:** We still have one student. Twelve new students will fall under the new assessments for 2012-2013. Modification to the research area needs to be done.
- b) **CTE:** Outcomes and Assessments have to meet with PSC standards. Four students were recently assessed. An error was made that did not list the assessment outcomes. Plan for next year does not have any changes.
- c) **WED:** A capstone would be done and a demonstration of their skills. We reported ten candidates who completed the program.
- d) **EdD:** Four candidates completed their dissertations. The only goal not achieved was the writing of a manuscript for publication. All graduates did successfully pass their comprehension exam. A suggestion was made to change from a manuscript to a research base presentation at a conference. A clarification was needed in the Comprehensive Examination assessment: The term “Candidates” is now used, but a “Candidate” is one who has completed the course work and passed the comprehensive exam. The term should be “Students” rather than “Candidates”.

**V. Review of Requests for Catalog Changes – Dr. Martinez**

Any changes must be submitted to the VSU Academic Committee by February, 2014. Therefore approvals must be made internally by the end of this semester.

**VI. Review of Teaching Masters & Undergraduate Classes – Dr. Martinez**

It has been four years since we last revisited the teaching of graduate and service classes. The outcome of the recent request for course teaching interest is as follows:

7640 Backes, Ellis, Wright, Thomerson, Ott	7620 Wright, Ellis
7990 Martinez, Willis	7220 Prater, Ellis
7610 Whisler, Thomerson	7700 Thomerson
7510 Whisler, Ott, Willis	8450 Whisler, Ott
7070 Prater, Willis	7020 Ellis, Martinez, Ott, Thomerson
7530 Wright, Ellis, McClung	7680 Backes, McClung, Martinez
7710 Ellis, Backes, McClung	7100 Ott, Wright
7110 Backes	7350 Wright, Martinez
7150 Martinez, Backes, Ott, McClung	7120 Ott, Wright
4810 Wright, Ott, McClung, Ellis, Prater (if online)	4820 Wright, Willis
4550 Wright, McClung	

Any faculty member who would like to be considered for these courses who is not currently listed should please make be known. This list will be used to plan teaching assignments in the future.

**VII. ACED Advisory Committee Nominations – Everyone**

Dr. Martinez reviewed those who have been nominated and asked for other nominations.

**VIII. Graduate School Update – Dr. McClung**

The Graduate School Executive Committee is discussing the criteria for membership to the graduate faculty. We may be removing Associate Membership and just having Temporary and Full Memberships.

**IX. Guidelines for Part-Time Faculty – Dr. Ott**

Dr. Ott mentioned that we need to be sensitive about hiring too many part-time instructors. Dr. Martinez stated that we offer 55 course's and 14 are being taught by part-time faculty currently. By department, that means it's a 75/25 percent ratio. Further discussion on the item will be held in future department meetings.

**X. COE & VSU Committee Meeting Updates – ACED Faculty**

There was no business to discuss

**XI. Other Business**

There was no business to discuss

**XII. Adjournment**

With no further business the meeting was adjourned at 5:40 p.m.

Respectfully submitted by Wendy Miller, ACED Senior Secretary