

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

**Date:** September 10, 2012

**Location:** Conference Room 2050

**Time:** 9:10 a.m.

**Faculty present:** Dr. Martinez, Dr. Backes, Dr. Ellis, Dr. Mat Som, Dr. McClung, Dr. Thomerson, Dr. Whisler, Dr. Willis, and Dr. Wright. Also present was Dr. Anthony Sheffler, Associate Dean; Mrs. Wendy Miller, ACED Senior Secretary, Mrs. Kristy Singletary, and Mr. Shawn Folberg; ACED Graduate Assistants.

**I. Call to Order/Welcome/Introductions**

Dr. Martinez brought the meeting to order at 9:10 a.m. Introductions were made for Dr. Anthony Sheffler, COE Associate Dean; and Dr. Diane Wright, Temporary ACED Instructor.

**II. Announcements**

a. Dr. Martinez made the following announcements:

- Dr. Seiler will be leaving the end of Summer 2013 Semester. He is very interested in pursuing online teaching with VSU and hopes to continue to be a part of our Faculty.
- Dr. Hudson will retire in December 2012. He currently resides in Hawaii and is creating 3 new courses for ACED:
  - 1) Technology, Work & Performance (BAS)
  - 2) Multicultural & Diversity Issues in the Workplace (BAS)
  - 3) Global Workforce Development (EdD)
- ACED has been approved to hire a tenure track Faculty Member in the OAT & BAS Programs. One of the requirements is to have a Doctorate at the time of employment. Applications will be reviewed by December and positions will hopefully be filled by early March 2013.
- Mr. Dave Ross has been working with Dr. Martinez to run a newspaper ad to advertise the WED Program that is offered at Moody A.F.B.

**III. Consideration of April 9, 2012 Minutes – Dr. Martinez**

After a short review of the minutes, a motion was made by Dr. McClung and seconded by Dr. Whisler to approve the April Minutes. The motion passed.

**IV. Dr. Anthony Sheffler – COE Associate Dean**

Dr. Sheffler expressed his pleasure in having the opportunity to get to meet the ACED faculty who he regarded as a dynamic and purposeful group. He came from a university that is smaller than VSU and he brings over 30 years of experience with him. Dr. Sheffler is primarily working with The Reading Center and The Advising Center to help organize and make sure they are at their maximum capacity and able to perform their tasks. He will help with undergraduate programs and possibly teach next semester. He mentioned he is looking forward to working with ACED in any way possible. Dr. Martinez expressed thanks to Dr. Sheffler for meeting with the department faculty and staff.

**V. T&I / HSTE Data Report – Dr. Backes**

Dr. Backes distributed a 5-page document that reported the results of the required assessments for the 2011-12 year and commented briefly on each report. Overall, the results of the assessments were very positive.

**VI. Election for ACED Personnel Committee – Dr. Martinez**

With Dr. Willis serving on the COE Tenure and Promotion Committee, her spot on the ACED Personnel Committee is vacant. Only tenured faculty members are allowed to be members of this committee. Dr. Martinez asked for volunteers or nominations. Dr. McClung was nominated by Dr. Ellis and seconded by Dr. Wright. The vote was unanimous in support of Dr. McClung.

**VII. Department Promotion & Tenure Policy**

A correction on Page 2, Section II, the second subsection labeled “C” needs to be changed to “D”, and letter “D” (last sentence) needs to be changed to “E”. After many concerns were voiced, a decision was made to change page 4, Section A, all three paragraphs, to include the following statement: “A refereed conference proceeding may substitute for one of these articles.” Page 5, Section B, last sentence in the third paragraph to remove the following statement ...“Published conference proceedings are considered non refereed publications...” Dr. Martinez stated he would make these changes and send the changed copy to faculty for verification.

The meeting was recessed until 9:00 am Monday September 17, 2012

**Date:** September 17, 2012

**Location:** Conference Room 1130

**Time:** 9:08 a.m.

**Faculty present:** Dr. Whisler, Dr. Backes, Dr. Wright, Dr. Mat Som, Dr. Willis, Dr. Ellis, Dr. Thomerson, Dr. McClung, Dr. Prater. Also present was Mrs. Wendy Miller, ACED Senior Secretary; and Miss Jeanevra Pearson, ACED Graduate Assistant

Dr. Martinez called the meeting to order at 9:08 a.m.

**VIII. Finalization of 2012-2013 Department Goals**

- a. A change to the first section, third bullet, to be read as “Increase Graduate Student Enrollment” was approved.
- b. Dr. Mat Som observed that students want an advanced credential by taking some Master classes without seeking to complete the degree. For example, a set of courses could be taken resulting in some kind of certificate. Dr. Martinez commented that there are USG guidelines for a certificate and some programs offer a credential a part of their programs. Dr. Prater commented that it would be important to know what credentials employers wanted employees to have in this regard. Dr. Backes made a motion to approve the 2012-13 ACED Department Goals; it was seconded by Dr. Willis. The motion passed as amended.

**IX. Curricular Modifications**

- a. Requirement for a grade of ‘C’ or better in Area F Courses are to be added to the VSU Catalog for the OAT and WED undergraduate degree programs. A motion was made by Dr. Prater and seconded by Dr. Willis. The motion passed.

- b. A motion was made by Dr. Thomerson and seconded by Dr. Ellis to change the grading mode for ACED 7950 from "A-F" to "U" or "S". The motion passed.
- c. The policy for the Masters Degree Comprehensive Exam Option for the WED Capstone experience was proposed to state that a student may only have two attempts to pass the exam. If after two attempts a student does not pass, he/she will be given a "U" and withdrawn from the program. A motion was made by Dr. McClung and seconded by Dr. Willis. The motion passed.
- d. Target Scores for the GRE Examination for Doctoral applicants were proposed as: Written Analytical 4.5, Quantitative Reasoning 146 and Verbal Reasoning 148. A motion was made by Dr. Thomerson and seconded by Dr. Whisler. The motion passed.

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

Dr. McClung handed out 2 separate graphs: 1) Doctoral Counts 2) Number of Students Depending on Major. The enrollments in the ACED programs as compared to other programs were discussed.

**XI. Masters Update**

The planned marketing efforts for the BEIT option as described in the adopted Department Goals were discussed.

**XII. BAS-OBC Update**

Dr. Martinez announced that he has submitted the USG required forms to request that the BAS program be approved for online delivery as a "bachelors completion program." ACED 4810 and ACED 4820 are currently being taught online by Dr. Wright. The "Safety" class will be taught online in the Spring 2013 and Drs. Mat Som and Wright will be working to build that course this semester.

**XIII. Teacher as Advisor Endorsement Meeting – Dr. Backes**

"Career Pathways" for all high school students will require a career plan in Georgia. Dr. Backes explained he was invited to attend a meeting at the DOE to discuss planning strategies to promote "teachers as advisors". Teachers will be advisors and divide students into "Home Groups". The goal is for 5-10% of all teachers act as advisors. Dr. Backes proposed that the state effort should be to focus on the development of a Teacher Advisor Trainer program that could be part of our ACED Masters Degree. It was decided that ACED faculty would wait and see what happens.

**XIV. Committee Meeting Updates – ACED Faculty**

Dr. Prater announced that new Student Concern Forms need to be used as approved by the COE Undergraduate Policies Committee.

**XV. Other Business**

- a. The College of Education (COE) is considering a name change due to the possibility that the Marriage & Family Therapy and Social Work programs may be joining the COE. Suggested names discussed were as follows:
  - 1. College of Education & Professional Studies
  - 2. College of Education & Social Science
  - 3. College of Education & Human Services

(General consensus is that #1 or #2 is preferred)

- b. The website for ACED needs to be structured such that information is accessible with the least number of "clicks". Specifically, the headings for graduate and

undergraduate programs need sub-bullets linked to each option area. Dr. Martinez said this change would occur as soon as possible.

- c. Suggestions were made to seek professional advice regarding our website and to look at the formats used by other schools.

With no further business, the meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Wendy Miller  
ACED Senior Secretary