

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

**Date:** September 4, 2013  
**Location:** Conference Room 2050  
**Time:** 3:30 p.m.

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

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

Dr. Martinez brought the meeting to order at 3:40 P.M.

**II. Announcements - Everyone**

a. COEHS Dean Gerber made several announcements after attending a recent Council of Deans meeting:

- Freshman enrollment is down by 15%
- Department low enrollments will need to be explained
- Another 2% reduction in the VSU budget may take place
- A new hiring justification form must be completed for each new hire

b. Dr. Martinez made the following announcements:

- Compliance month is here. All USG employees must complete the modules by logging into Blazeview. An announcement is forthcoming with completion directions and deadlines.
- The Graduate School is offering a \$750.00 grant for recruiting and/or promoting programs. Applications are being accepted until October 15, 2013.
- Digital Measures is now open for faculty information input. All ACED faculty were encouraged to entering professional and course documents and data right away.
- A reminder was made to send Wendy course syllabi or syllabus.
- Dr. Wright and Dr. Whisler will be presenting at the 2013 Best Practices and Innovations Conference in San Diego, CA on September 25-29, 2013
- Several ACED stories have been posted on the COEHS “Educator” that can be found on the COEHS website. Everyone was encouraged to look at the stories and submit any other stories to Kristy.

**III. Consideration of April 8, 2013, Faculty Meeting Minutes**

Dr. McClung sent a correction via email: in the last sentence in section XII, the word *graduate* needs to be changed to *graduation*. Dr. Willis moved to accept the minutes as corrected; Dr. Ellis seconded. The motion passed.

**IV. Update on Fall Enrollments and Advising Loads – Dr. Martinez**

Data on overall enrollments for ACED classes was presented. In comparison to this time last year, the numbers are comparable. A handout was distributed showing the current advising load for each faculty member according to the department data base. If a faculty member believes his/her number of advisees is incorrect, she or he should meet with Wendy to review the list and make any corrections. Amy Williams was asked to assist Dr. Whisler with advising OAT-OBC students due to her large advising load. The enrollments look healthy and online enrollment is a key factor right now.

**V. Consideration of 2013-14 Department Goals – Dr. Martinez**

A copy of the goals was distributed. An amendment was made to one of the “Collaborative Engagement Goals” to remove specific reference “*with Malaysian University*” and replace with “International Initiatives”. The amendment was accepted. Faculty also accepted the following new goal under the “Program Development Goals” category: “Explore the identification and development of competencies for ACED courses to then align with professional credentials and prior learning to award credit”. A motion was made by Dr. Thomerson and seconded by Dr. Wright to adopt the list of goals as amended for 2013-14. All attending approved the motion.

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

Dr. Backes, Dr. Willis, and Dr. Ellis are up for post tenure reviews. A new committee needed to be formed with the exception of those three faculty members. Dr. Thomerson, Dr. Wright, and Dr. Ott agreed to serve (for one year) on the committee with Dr. Ott serving as Chairperson.

**VII. IERs and IEPs Schedule – Dr. Martinez**

A reminder was made that all program reports and plans are due by September 23, 2013. Dr. Martinez will be contacting the Lead Professors in each program to help create the reports and plans. Last year’s reports and plans have already been sent via e-mail for reference.

**VIII. ACED Advisory Committee Nominations – Dr. Martinez**

A handout was distributed that listed the current Advisory Committee members. Recommendations were made as to whether to keep the current members or replace them. Recommendations were also made for new members. In order to give faculty more time to think about new members, Dr. Martinez will ask for further recommendations in a forthcoming e-mail message including a deadline for recommendations.

**IX. Update on Graduates’ Follow up Study – Dr. Martinez**

Kristy Singletary has been working with the office of Alumni Relations in developing a letter that will be e-mailed to ACED Alumni. This letter asks students to respond to a few questions and also invites students to join our new ACED LinkedIn website so we may keep in touch and solicit feedback. We would like to know how our degree has impacted our students and if it has helped with their career goals. A copy of the letter was distributed and faculty members were asked for editorial suggestions. The letter would hopefully be sent by the end of September.

**X. Doctoral Comprehensive Examinations – Dr. Martinez**

Four doctoral students are scheduled to take their comprehensive examination later in September. The exam has four areas of research, leadership, adult learning theories/strategies, and trends and issues in ACED. A faculty member was needed to evaluate these areas for each of the examinations. The following faculty members volunteered to be the evaluators:

- Dr. Ott – Adult Learning Theory/Strategies
- Dr. Wright – Leadership
- Dr. Ellis – Issues and Trends
- Dr. Martinez – Research

**XI. Graduate School Update – Dr. Martinez for Dr. McClung**

A report from Dr. McClung was distributed to the faculty. Of note was the action taken by the Graduate Executive Committee accepting a proposal to increase the number of dissertation credit hours from a maximum of three to six for the ACED 9999 courses. A brief discussion was had on considering waiving the requirement of taking the GRE or MAT examination for acceptance into the graduate programs if the GPA is high enough. This topic will be discussed further in a future department meeting.

**XII. Select Representative to Undergraduate Research Council – Dr. Martinez**

The decision was made to decline membership at this time.

**XIII. COE and VSU Committee Meeting Update – Everyone**

No updates were made since the committees have not yet met.

**XIV. Other Business**

A modification was presented to change wording in the Outcomes and Assessments for the Workforce Training and Development option of the WED degree from “graduates” to “majors”. The decision was made to table any decision until the next meeting.

**XV. Adjournment**

With no further business the meeting was adjourned at 5:45 p.m. The next scheduled meeting is set for October 2, 2013 at 3:30 p.m.

Respectfully submitted by Wendy Miller, ACED Senior Secretary