

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

Date: February 7, 2011

Location: Dean's Conference Room

Time: 3:15p.m.

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

Faculty absent: Dr. Willis

I. Call to Order

Meeting was called to order by Dr. Martinez at 3:25 p.m.

II. Announcements

- a. **NCATE Faculty Forum:** An additional meeting will take place on Wednesday, February 9, 2011 at 4:00 in Dean's Conference room. Faculty encouraged attend meeting.
- b. **Online Life Conference:** Conference will take place February 17-18, 2011. Registration fee is \$25 and the department will pay fee for faculty who want to attend.
- c. **Update for EC 2106:** cabinets will be removed from EC 2106 and moved into EC 2142 or EC 1136 – no decision was made at this time.
- d. **Update on EC 2142:** Dry erase boards will be installed on top of the current chalk boards. Taking chalk boards down would present a much bigger problem with damage to the wall and other issues.
- e. **OAT-BC Updates:**
 1. A new proposal has been submitted for continuing the funding for Strategic Focus 12 for the OAT-BC program. One significant change in the proposal is moving from a temporary full time, that Karen Pickles fills, to a regular full-time faculty member. Not sure at this time whether the position will be given at a tenured line or not. The position will be at an assistant professor level and this person will be able to advise students.
 2. New graduate assistant (GA) hired to replace Cassie Jacobs. New GA has excellent marketing skills.
 3. Work has begun on the new brochure for the OAT-BC program
 4. OAT-BC will be listed on the GOML page for all online programs and also on the SREV forum for adult friendly programs
- f. **Possible Partnership with Albany Technical College:** President of Albany Technical College is interested in establishing formal articulation agreements between varies associate degree program there and the ACED BAS program.
- g. **Promotion of Dr. Whisler:** Dr. Whisler has been promoted to associate professor.
- h. **New NTI Contract for 2012:** The new NTI contract has been received for school year 2012 with a maximum aware of \$52,500.
- i. **Spring syllabi Requested:** Email an electronic copy of course syllabi to Pam

- j. **Advising files:** All inactive and graduated student advising folders should be given to Pam for updating the department database.
- k. **Concern for Lack of Potential candidates for Masters WED:** Dr. Mat Som noted that at this time last year he normally had more people to inquire about the masters WED program but he has only had three students to inquire so far. It was noted that it is very vital for the department to continue to promote the masters program and keep it on the forefront. If anyone approaches faculty about the program please contact Dr. Martinez and he can send them information.

III. Consideration of January 10, 2011 Minutes – Dr. Martinez

Minutes will considered at March meeting

IV. Enrollment Update – (Dr. Martinez will send out PowerPoint to faculty)

Dr. Martinez shared with faculty the enrollment and majors analysis for spring.

- a. Notable -- the department has the largest enrollment in six years for all courses with an ACED prefix which is consistent with the growth of the university.
- b. Dental hygiene is still growing. May need to cap this enrollment but this is a conversation the department will address at a later time.
- c. AAS cooperative program will more than likely phase out because most schools are being SACS accredited.
- d. **Undergraduate Majors - 319**
OAT (163) continues to grow
WED (88) has a notable increase
BE /(BEX)/(45) & BAS (23) a little bit of a decline

OAT- BC Online – not part of analysis

OAT Online currently has 7 students; projected to have 45 majors by 2014

- e. **Graduate Majors -106**
Masters (83)
Doctoral (23)

Side Note: Dr. Martinez shared that in the Council of Department Heads meetings last month President Schloss mentioned that faculty lines are based on a formula of 22-1. If we have 400 majors, we should have 18 faculty according to that formula.

V. Business Education Degree Program Revisions

- New degree name is Business Education and Technology Training. This degree shows that there are three different pathways for three different populations:
 - a. Business Teacher Education
 - b. Business Technology Training
 - c. Office Administration and Technology
- There was discussion on the title of the degree: Business Education and Technology Training -- there may be a possibility of revising the name.
- There was some concern about courses in the Business Technology and Training track. It was suggested that the EDUC courses 2110/2120/2130, which are geared to elementary and secondary education, are not appropriate for this strand. It was

mentioned that guided electives could possibly be used until a decision has been made about courses that could possibly replace the EDUC courses.

- Dr. Martinez recommends asking for another faculty member to teach courses in the Business Technology and Training track.

Dr. Prater will take all comments, suggestions and recommendations back to the BE/OAT faculty for further discussion and update faculty at the next staff meeting.

VI. ACED Masters Revisions

WED - Dr. Mat Som (handout)

- Plan on increasing enrollment by making changes to core and running a marketing campaign
- There was discussion on course changes to the core area but no resolutions -- adding new courses and changing the names of others.
- WED program could possibly go totally online which will help the program grow.

Dr. Martinez noted that there may be a possibility that ACED master's students can take MBA courses at the College of Business as long as there is a direct connection between the master's programs --6 credits hours may be possible. This is possibly a good idea for the WED & BEIT strands and Dr. Martinez suggested courses should be identified and perhaps a meeting can be set up with the College of Business to discuss it.

CTE – Dr. Backes (handout)

Dr. Backes prefaced his changes by noting that this strand is for students who are in secondary programs and T&I Health Care Science. Students enter into the masters' degree program two ways: 1) initial certification and they start with NTI or 2) or they finished their certification at the undergraduate level and come in as advanced students who may not need NTI or may be from a field like Family Consumer Science or Agricultural education.

His changes were based on the program of study that was already in place. But in light of the recommendations made by WED some of these courses are now in question.

- ACED 7020 - okay
- ACED 7410 - okay
- ACED 7680 - not in the WED plan (?)
- ACED 7430 - okay
- ACED 7030 - not in the WED plan (?)
- ACED 7500 - not in the WED plan (?)
- ACED 7530 - okay
- ACED 7710 - okay

He noted that if ACED 7680, 7030 and 7500 ceased to be part of the WED program then replacements for those courses will need to be found because it's too many guided electives,

Dr. Backes felt that with the WED recommendations, SCTE could possibly align more with Business Education since they are secondary relationships.

It was also noted that there may be a possibility of adding the capstone as a course, taking it as the last course in their program. Discussion followed.

BEIT – Dr. Prater

- No updates to share – faculty are in a holding pattern waiting on information regarding SACs requirements (title of degree, prefix for BE courses and 18-hour content courses)
- Admission Requirements – Dr. Prater will present admission changes to BEIT faculty at this Wednesday meeting and will forward on to Dr. Martinez after their discussion.

Budget Presentation - PowerPoint

Dr. Schloss shared with department heads the governor's fiscal year budget and tasked them to share with faculty and staff. The presentation was quite lengthy but important items were highlighted. If you'd like review the document more closely contact Dr. Martinez.

VII. Gulf South Conference Update

- Proposals to present are due this week. Dr. Martinez will send out a reminder email.
- Nine proposals have been received
- Still in need of luncheon speaker – waiting to hear from Pete Brannon

With no more business, the meeting adjourned at 5:30 p.m.

Respectfully submitted,

Pamela Lesane

Sr. Secretary