

Faculty Meeting Minutes
Department of Adult and Career Education
"Positively Impacting Learning Through Evidenced-Based Practices"
October 3, 2006

Members present: Dr. Backes, Dr. Hudson, Ms. Prater, Dr. Willis, Dr. Whisler, Dr. Ott, Dr. Anderson, Ms. Ellis, Dr. McElvey, Dr. Cox, and Dr. Martinez. Absent: Dr. Thomerson, Dr. Mat Som, Dr. McClung, and Dr. Moore. Guest: Chris Meshanko.

Dr. Martinez called the meeting to order at 3:25 p.m. and announced that he had heard from Dr. Thomerson who was at a conference, Dr. Mat Som who was participating in an evaluation project for the Georgia Department of Education at Cairo High School, and Dr. McClung who was out of town.

Announcements:

- Dr. Mat Som and Dr. McClung were scheduled to present their research today and they will be rescheduled for a later meeting.
- The large envelopes in faculty mailboxes are from the Faculty and Staff Campaign and the State Charitable Contribution Program. Dr. Martinez urged all to carefully consider the importance of both campaigns and to generously give to support both campaigns and our department.
- Advisers were encouraged to post appointment schedules and begin to meet with their advisees to prepare them for registration week.

The departmental minutes of April 5, 2006, were offered for consideration. There were no additions or changes. Dr. Backes moved to accept the minutes as presented, and the motion was seconded by Dr. McElvey. They were approved with a unanimous vote.

Standing committee reports:

- a. Faculty Research and Development—Dr. Hudson reported the committee had met and had welcomed Dr. Whisler as a new member. The committee is reviewing the utilization of the departmental resource room, EC 115. Dr. Whisler had created a survey and gathered data from departmental faculty on the use of the room. She was asked to share the raw data. The committee plans to meet to review the data and will share their recommendations at the next department meeting.
- b. Gulf South Adult and Career Education Conference—Ms. Prater reported that although she resigned as director to focus attention to her dissertation, Dr. Martinez had asked her to call a meeting of the committee for planning purposes. No one has volunteered to be director for next year. Ms. Prater will be willing to again serve as director once she has completed her doctorate. Recommendations made by the committee were that the committee be dissolved and reformed, that release time be given to the conference director, and that the conference not be held next year if someone does not volunteer as director. Dr. Martinez felt that to suspend the conference would be a mistake and that future participants would be lost. A discussion was held, and Dr. Martinez accepted the chairmanship of the committee with the agreement from the majority of the faculty that they would assist.

- c. Personnel Committee—Dr. Willis reminded the group of the deadline to submit applications for tenure, pre-tenure review, and post-tenure review. She also noted that there was positive feedback from the last personnel search on the new methods of advertisement which were used.
- d. Program Planning—No report.
- e. Public Relations and Social Events--Dr. Anderson reported that three goals had been established for the committee: 1) Review and revise degree information materials that were not revised last year, 2) Consider a broader public relations campaign for the department, and 3) Plan and implement an ACED alumni fund raising effort. It was decided to have program brochures reprinted as needed when the supply was low. Dr. Whisler suggested Pod casting as a possible marketing tool and was asked to investigate further and report back. Suggestions were made for possible ways to promote our programs such as career days, job fairs, professional meetings, and speaking at public and technical schools. A decision was made to proceed with the current gift fund policy. The issue of alumni fund raising was discussed. The funds acquired through this effort could go toward hiring more graduate assistants and providing department scholarships which are good recruiting and retention tools. The December social was discussed with Ms. Prater offering her home. Since Ms. Prater's house is on the market, Dr. Backes announced he would be happy to offer his home as a backup plan if needed.
- f. Student Affairs Committee—Dr. Willis reported the committee created a survey on ACED Diversity/Student Services and asked faculty to complete and return them to her. She will report the results of the survey at the next meeting. She also distributed a draft copy of the Diversity Plan for COE. The committee is working on a profile of students to determine the ACED minority student base and how they can be better served. Dr. Martinez reminded the committee to keep in mind the four goals which are recruitment, retention, progress, and graduation. He commended the committee on their efforts to gather data.
- g. Technology and Facilities Committee--No report.

Committee chairs were reminded to send copies of their minutes to Ms. Jeter.

Ms. Ellis reported that the Academic Committee meeting for October had been cancelled.

Ms. Prater reported from the Senate Technology Committee on a proposed rating system for on-line courses.

Dr. Hudson reported as Chair of the Minority and Diversity Committee Senate sub-committee. There were not enough members at the last meeting for a quorum, and he has since received permission from the Secretary of the Senate and the Chair of Committee on Committees to send out a message to the members that non-attendance at future meetings will result in being replaced on the committee. He expects to have better attendance at the next meeting.

Dr. Ott, Chair of the Student Activities Committee, reported that a meeting is planned for November 1.

Dr. Backes announced he is the COE representative on the Institutional Planning Committee. The committee has been charged to review the issue of advising.

Dr. Martinez gave a PowerPoint demonstration of the ACED Fall 2006 Enrollment Data and distributed a copy to the faculty. A short discussion was held. The data will be useful in program meetings to base decisions regarding courses, degrees and program delivery and also is to be considered to judge the degree to which we are achieving our departmental goals and objectives.

Dr. Martinez announced that the tentative date for the next Advisory Committee meeting is Monday, November 6. He plans to have the members break into small groups for discussion of issues. Final plans will be shared at a later date.

Chris Meshanko announced that he has resigned as our graduate assistant for the remainder of the semester due to demands on his time from his internship, classes, and his comprehensive exams. Chris was thanked for the work he has done on updating our website and for putting our newsletter on-line. Adanze Eke, a psychology major, has been interviewed and hired to replace Chris for the remainder of the semester. Dr. Martinez announced that Mary Anderson will be completing her assistantship at the end of this semester, and priority will be given to our majors to replace her for the Spring Semester.

Dr. Whisler presented an instructional technology demonstration on Camtasia, a new software package. She has also attended a workshop at the HUB on Respondus and reported briefly on this software.

Dr. Cox reported on the status of the NCATE/PSC preparations. She will be meeting with the Business Education faculty on Thursday for a review in LiveText. The schedule of meetings for the October 22-24 visit has been shared and verified.

Dr. Martinez reminded all that it was Homecoming weekend and encouraged everyone to enjoy the many events scheduled for the weekend. Go Blazers!

There being no other business, the meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Pat Jeter

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