

**Department of Adult and Career Education**  
**Advisory Committee Meeting Minutes**  
**May 13, 2009**

**Date:** May 13, 2009

**Location:** VSU, College of Education, Room 2050

**Time:** 3:00 p.m.

**Members present:** Dr. Reynaldo Martinez, Dr. Charles Backes, Dr. Iris Ellis, Dr. Rusty McClung Dr. Vesta Whisler, Dr. Clemente Hudson, Lynn Wilson, Maggie Roberts, Niki Schmauch, Kimberly Tanner, Sharon Cunningham, David Ross, Jewel Sweat, Sharon Walker, George Ward and Mark Wilson. An appearance by Dean Phil Gunter

**Members absent:** Dr. Randall Bass, Tina Anderson, Joe Banker, Sonny Cannon, Catherine Christie, Don Faircloth, Cindy Greene, Chuck Martin, Dr. Chandler Newell, Charles Proctor and Tim Robinson,

**Welcome and Introductions**

- a. The meeting was brought to order at 3:05 p.m. by Dr. Rey Martinez and the committee members were welcomed to the Spring 09 meeting.
- b. Dr. Martinez shared an overview of the agenda and briefly highlighted the documents each member had in their meeting packet.
- c. Dr. Phil Gunter, Dean, College of Education, took the floor and articulated why the role of the Advisory Committee was so important and how it affects the college as well as the University. He thanked them for taking time out of their busy scheduled to attend the meeting and he also encouraged them to move forward and continue to guide the ACED programs.
- d. George Ward, Director of Career and Technical and Agricultural Educational Programs for Valdosta City Schools, was introduced and welcomed as the newest committee member.

**1. Review of Minutes – November 13, 2007**

The minutes of the last meeting had been previously been distributed to committee members via email by Dr. Martinez. Members were given a few minutes to review the minutes while Dr. Martinez briefly reviewed the topics of the last meeting. After review, it was noted that corrections needed to be made to the date of the last meeting and the Gulf South Conference date. There were no other corrections, deletions, or changes. A motion was made by Dr. Rusty McClung to accept the minutes with corrections, it then was seconded by Niki Schmauch and voted on unanimously by the Advisory Committee to accept with changes and be posted to the website.

**2. Program Updates:**

Dr. Martinez guided the committee members through the ACED website by first showcasing the ACED Outstanding Students for 2009. He then proceeded to discuss the following aided by a PowerPoint presentation that highlighted the changes and updates that affected the programs, as well as, providing program data for each degree:

- a. **Faculty governance structure** – this structure gave faculty more involvement in the leadership and direction of the ACED programs, as well as, assigning a lead professor for each degree program. It was noted that this new model began last August and it has worked very well.
- b. **Spring 09 Program Data:**
  1. Total Enrollment Data (Fa 05 – Sp 09) – largest total enrollments in last four years.
  2. Sp 09 Enrollments by Degree Level – overwhelming undergraduate (92%)
  3. Degree Level Enrollments (Fa 05 – Sp 09) – Undergraduate up 100+ and graduate up from Sp 08.

4. Associates by Major (Su 05 – Sp 09) – data shows AAS cooperative drop by 50% and Dental Hygiene retreated to 06' level.
5. Total Bachelors Majors (Fa 02 – Sp 09) – data shows large drop in undergraduate majors
6. Numbers of Majors per Bachelors Degree (02-09) – all degree programs experienced drop in majors, most notably BAS.
7. Total Major Data (Fa 06 – Sp09) – notable drop for first time in three years.

In Dr. Martinez' discussion of the program data, there was a marked difference in the numbers the University provided for the programs and the numbers that were in the departmental database for the same programs. He was not sure when the University numbers were populated which could possibly explain the difference so he will verify with the Registrar's office. It was also noted that there is a possibility that department program numbers could be off due to inactive students not being input into the database as inactive and continuing to show up as active. ***Pam will work with faculty to get an update on their advisees and adjust numbers accordingly.***

**c. Doctoral Program** – changes annotated have already been made.

- Independent course taking
- Accept students every fall semester
- Changed "Core" – 12 to 9 credit hours
  - ACED 9400 - Adult Learning Strategies
  - CIED 9100 - Curriculum. & Instructional Systems
  - LEAD 9030 - Leadership Problems
- Modified ACED 9410 – "Students with Special Needs in ACED" to "Diverse Populations in ACED"
- Added RSCH 9870 – Dissertation Topic Conceptualization

**d. ACED Masters Program Changes**

- "Capstone" Experience for TT&I and BE advanced candidates replaces Comprehensive Exams – "impact of learning activity"
- "Capstone" for Workforce Ed. & Development students a choice between a "creative component" or a "comprehensive examination"
- Marketing campaign to begin with a new posters being designed

Posters for the new masters (Career and Technical Ed., Workforce Ed., and Business Ed.) will be targeted to specific areas and should be completed by end of June. Med/ACE (Business Education and Information Technology) is 100% online.

**e. BAS Program Changes**

- Dropped SOCI 4200 – Organizations and Work & Replaced with ACED 4820 – Project Management for Technical Professionals
- Made PSYC 3800 – Industrial/Organizational Psych, and MGMT 3250 – Organizational Behavior & Management choices
- Added ACED 4040 – Office Management as a required course

**f. ADS/OAT Changes**

- Changed name of degree program from "Administrative Services" to "Office Administration & Technology"

**g. TT&I Program Changes**

- In Secondary Option – changed summer “New Teacher Institute” for “T&I” and “Healthcare Science and Technology” new teachers to a Fall and Spring format.
- In Post Secondary Option – dropped PSYC 3130 – Ed. Psych. For Teachers of Adults and added ACED 4820 – Project Management for Technical Professionals

**h. AAS Programs – Dental Hygiene Program Changes**

- Added to the VSU portion of the degree program:  
SOC1 1101- Introduction to Sociology,  
PSYC 2500 - Fundamentals of Psychology and  
ACED 2050-Communications for the Workplace

**3. Faculty Updates**

1. Dr. Carolyn Cox – retired at the end of Spring 09 semester. The department has not yet been approved to replace her.
2. Dr. David Seiler & Mr. Frederick Polkinghorne –these new faculty were hired at the beginning of Fall '08 and they work primarily in the BE/OAT programs and advise in the Dental Hygiene program.
3. Dr. Iris Ellis & Dr. Cindy Prater – promoted to associate professor and granted tenure
4. Dr. Vesta Whisler – was given a positive pre-tenure review
5. Dr. Rey Martinez – awarded tenure

**4. Modifications to the TT&I Bachelor's Degree**

Dr. Backes first started out by giving some background information on the NTI (New Teacher Institute) program. He gave an explanation as to why the modifications came about noting that there were a couple of reasons why the delivery was changed:

1. Expense to teachers – having to take time off from their jobs to attend classes
2. Teachers were not retaining the information because material was front-end loaded. He stated that by the time students were in their classrooms they had a hard time recalling the information. Because of these two reasons, the new model moved from a summer program to a fall and spring program which allows the student to put into action what he/she has recently learned in class. The change from a one 6-hour course into two 3-hour courses has worked very well and is successful per Dr. Backes.

The committee was asked to review and give feedback on the forms that would allow modifications NTI to the program. In an effort for the committee to understand what they were reviewing, Dr. Backes went through each form examining and explaining each and giving committee members an opportunity to address areas of concern. After discussion and review of all documents, the committee was asked if they were ready to **endorse Dr. Backes' proposals for 1) curriculum and course changes, 2) modifications to existing courses, and 3) creation of new courses to have the one 6-hour course changed into two 3-hour courses spread between the two semesters. Sharon Cunningham made a motion to endorse and recommend these proposals. The motion was seconded by Lynne Wilson and passed unanimously by the committee.**

**5. Modification to Business Education Degree**

Dr. Ellis spoke on the need for modifications to the Business Education curriculum. She noted that the program had not been revised in many years and the time had come for change. She stated that the purpose of the business education curriculum is to: 1) prepare students for the certification exam (GACE) and, 2) prepare students to teach middle school and high school. A PowerPoint presentation was shared with the committee highlighting the courses that will remain

in the program, those that will be deleted from the program and those courses that will need to be added to the curriculum. She stated that the BE faculty are now in the cleaning up and editing stage where they are seeking the committee's advice on modifications. She spoke about the different pathways (8 currently) that high schools will have to address and how it affects the BE curriculum. **After Dr. Ellis' presentation, the committee members felt that the direction that the BE faculty was headed in with their modifications was on target. Dr. Ellis stated that a proposal, for actual endorsement, will be ready for the advisory committee by November (Fall).** The committee was in agreement that the BE faculty continue making modifications in the direction of developing of new courses, and modifying existing course as set forth by Dr. Ellis.

## 6. Possible Modifications to OAT Program

Dr. Whisler shared possible modifications to the Office Administration & Technology (OAT) program:

1. Raise the admission GPA for OAT majors to 2.3 or 2.5
  - a. Determine a check point to monitor GPA
  - b. If students fall below required GPA after they have been admitted into the OAT program, recycle them through pertinent content related courses which they did not do well in or recommend content-suitable elective geared to increasing GPA as well as professional skills and knowledge. Students will not be allowed to advance to selected "upper division" courses.
  - c. If students are already below required GPA when they request entry into the OAT program, recycle them through pertinent content-related courses which they did not do well in or recommend content suitable electives to increase their GPA before they will be allowed to take upper division (4000 level) courses.
2. Restricting some classes (3000 and 4000 level) classes to "Majors Only" or permission of instructor

## 7. Moody AFB & Albany Marine Logistics Center Update

David Ross' updated the committee on the following:

1. Classrooms at Moody Air Force base have been updated improved
2. Education Fair is slated for July 23, 2009
3. His visits at Albany Tech and Darton College gave him a sense that there is a possibility that their faculty and staff may be interested in pursuing ACED programs.
4. He has observed many students are taking their electives at Moody, which is fine, but he also noted that closing these courses at the beginning of registration will allow TT&I students to register first and once those students have registered the classes will be opened up to other students.
5. ACED Masters – Mr Ross thought it would be a good idea to have masters classes taught at Moody. Dr. Martinez stated that this was a thought that had been discussed in the past because the **masters' classes were not typically taught on campus or away but that discussion on this topic could be discussed at the next meeting.**

## 8. Current ACED Initiatives:

Dr. Martinez stated that he will continue to put forth the following initiatives:

1. Asked for faculty position in the TT&I program with emphasis on Health Science Technology Education;
2. Funds for initiatives to strengthen connections with 2-year colleges; Dr. Martinez has trips scheduled for May & June within 150 mile radius of VSU in Georgia.
3. Funds for update and duplication of degree information cards;
4. Funds for PR campaign for ACED Masters Degree

## 9. Emerging Issues:

### 1. No Faculty Replacement Causing Heavy Advisement Loads and Reduction of Courses Offered

Dr. Martinez noted that the department was not approved to replace Dr. Carolyn Cox which has burdened the department in the area of faculty advisement. He stated that advisement is continuing to grow and faculty are currently advising anywhere from 40-60 students every semester. Because the numbers are continually growing the department is trying to even out the number of students each advisor receives. Dr. Cox's retirement has also challenged the department in terms of not having enough faculty to support the advanced classes which is a SACS accreditation issue. Dr. Cox taught 3000-4000 level courses and because the department does not have the qualified person power to teach them the department may not be able to offer to as many sections of classes as in the past. After Dr. Martinez' explanation on the effects of Dr. Cox's retirement, ***the committee made a recommendation that the department be allowed to hire at least a full-time temporary person, if not, at least a tenure-track line position next year to fill Dr. Cox's position. A motion was made by Niki Schmauch and seconded by George Ward to endorse the recommendation, and was unanimously passed.***

### 2). New Doctoral Course

A new doctoral course is being developed to add to the doctoral program. Right now, under the doctoral program there are five ACED courses but it is felt one more is needed for 18 credit hours specifically in Adult and Career Education. Possible topics are being discussed in terms of what that class will look like and it will probably be coming possibly in the Fall.

### 3). Name change for TT&I program

There have been preliminary talks regarding a name change for TT&I and Dr. Martinez wants to continue the discussion. He has received feedback from students in the post-secondary option (not in schools, but in business and industry) that states that when they tell people what their degree is they have to explain it, which he feels is not a good thing. He feels that the department needs to possibly create a degree title that matches both what that degree does for the public school students who are in career and technical education and for those going into the workforce education or post-secondary college teaching in technical fields.

### 4). Proposal for "Strategic Focus 2010"—"Attract New Students"

Dr. Whisler explained that one of the initiatives under this Strategic Focus 2010 is to attract new students. She also noted that proposals for money for these initiatives are due June 15, 2009. She shared an initiative that would help the department by attracting new students which would create an online degree for adult learners. In her discussion of the initiative she shared her ideas on a new niche for OAT:

#### **Online Bachelor Degree Completion Program in OAT for Adults**

1. In conjunction with a Georgia-wide consortium of colleges and universities dedicated to meeting the needs of nontraditional students through the Adult College Completion Strategy Project.
2. Meets goals of VSU (recently presented by Dr. Sheri Gravett, Associate VP for Academic Affairs) to become an Adult Learner Focused Institution (ALFI) by increasing accessibility to OAT courses
3. Would require a minimum age (generally 25 or so)
4. Work with Georgia 2-year colleges to articulate their credits into a specific OAT degree for seamless transition

5. Work with Georgia ECore students to expand their online degree opportunities
6. Expand PLA (Prior Learning Assessment) opportunities in OAT by developing standards for evidence of learning and competence (rubrics)
7. Could free up seats in OAT classes that always close early
8. Provide adult learners with alternatives to expensive online proprietary schools

Dr. Martinez stated that they will continue discussing this and see where it goes and more than likely they will develop some kind of proposal, one that he send to the committee to get their reactions between now and June 15, 2009. He also gave a handout out on the five standards that the University is using as a framework for these initiatives – he noted that these initiatives must address one of the five areas that were noted on the handout. He specifically addressed the last standard, *the development of new academic programs that attract students who would not have come to VSU*, and he wants the committee to give this standard more thought. He stated that even though we are not in great economic times that perhaps this might also be a time of opportunity –perhaps offering something new that would attract people that would help the profession, something that nobody else is providing right now where the department could step in and help. He went on to say that this subject is one for the committee to think about and discuss at the fall meeting.

#### 5). ACED Scholarship Fund

The ACED Scholarship Fund has a balance of \$26.75. Dr. Martinez would like for the committee to come up with ideas for a fund raiser. If a fund raiser does well, he hopes the scholarship could possibly be awarded next year.

### 10. Committee Actions

#### Election of a New Chair and Vice Chair

a). Catherine Christie, Assistant Director, VSU Kings Bay, was nominated by Dr. Martinez, as the Chair of the Advisory Committee. Ms. Christie in a discussion with Dr. Martinez agreed for her name to be put in a nominee. The floor was open for the nomination of other nominees but there were none. Dr. Martinez' nomination was seconded by Niki Schmach and put to a vote where the **committee voted unanimously on electing Ms. Christie as the new Chair, Advisory Committee beginning the Fall 09.**

b). David Ross, Director VSU Moody AFB, was nominated by Ms. Lynne Wilson as Vice Chair of the Advisory Committee. David Ross accepted the nomination. The floor was open for other nominees but there were none. **The committee then put it to a vote where they voted unanimously on electing Mr. Ross as the new Vice Chair, Advisory Committee beginning Fall 09.**

With no more business, a motion was made to dismiss by Maggie Roberts and was seconded by Sharon Cunningham, the meeting adjourned at 5:47 p.m.

Respectfully submitted,

Pamela Lesane

Sr. Secretary