

Adult and Career Education
Advisory Committee Meeting Minutes
November 6, 2006

Call to order by Dr. Reynaldo Martinez at 10 a.m.

Present: Dr. Reynaldo Martinez, Dr. Carolyn Cox, Dr. J. D. Thomerson, Dr. Randy McElvey, Dr. Xavier McClung, Dr. Ott, Ms. Ellis, Dr. Mat Som, Dr. Charles Backes, Lynne Wilson, Tim Robinson, Royce Oliver, Catherine Christie, Dr. Dennis Proctor, Sharon Cunningham, Mark Wilson, Kimberly Tanner, Niki Schmauch, Leslie Barton, Charles Proctor, Dr. Jewell Sweat, Jeff Hoffman, Don Faircloth, Charles Martin, Jason Edwards for Dr. Tina Anderson, Sharon Cunningham, Dr. Randall Bass, Maggie Roberts, and Charlotte Hesters for E. J. Harris.
Absent: Dr. P. Anderson, Dr. Hudson, Dr. Moore, Dr. Whisler, Dr. Willis, Joe Dan Banker, Paul Scott, James Woodard, Sharon Walker, Cynthia Greene, Amy Willis, Sonny Cannon, and Chan Newell.

Chair Lynne Wilson welcomed everyone and explained that there would be four focus groups. The groups are: #1—Business Education/ADS (M. Roberts, C. Martin, L. Barton, L. Wilson, C. Hesters); #2—TT&I Education (C. Christie, T. Robinson, D. Proctor, J. Hoffman, D. Faircloth, and J. Edwards); #3—Master's Program (S. Cunningham, R. Oliver, N. Schmauch, M. Wilson); and #4—Doctoral Program (R. Bass, J. Sweat, K. Tanner). Departmental faculty would be joining in with each group. The groups will meet and discuss the issues until 11:30 a.m. when lunch will be served, however discussions can be continued over lunch.

Dr. Martinez shared the following:

- The College of Education successfully passed the recent NCATE/PSC Accreditation visit. This was the first time that all documentation had to be entered electronically into LiveText. All programs passed.
- Update on the repositioning of ACED 2400—the chair of the Department of Computer Science Department was contacted, and he supported moving the course to Area D. When presented to the COE Executive Committee, concern was raised that with the course being available to all VSU students, it may be difficult for COE students to get into the course. Prioritized enrollment was discussed as a solution. The move is now being considered by the Teacher Education Council and once recommended, it will go to Academic Committee.
- Fall enrollments were announced: 911 enrollments—833 undergraduates and 78 graduates—up from 889 in Spring, 2006, but down from 933 in Fall, 2005. The ADS is the fastest growing program.
- Our newest faculty member, Dr. Vesta Whisler, was unable to attend, but her picture is part of our new display board which highlights the faculty members and has other available layouts to be used as a recruiting and marketing tool.
- Plans are underway for holding the Gulf South Adult and Career Education Conference in early March.
- Action Plan—Requested a new position in the TT&I Program with emphasis on Health Science Technology Education; Requested funds (\$2,000) for initiatives to form articulation agreements with two-year colleges; Requested funds for redesign and development of new information cards and brochures or mini-CDs; Requested funds for Adobe Creative Suite to be installed in a second lab and on other computers.

- The new doctoral cohort began this semester.
- The M.Ed. in Adult and Career Education has been requested by Moody AFB to be offered on base. Discussions are underway on the best location and method of delivery.
- Welcome Dr. Kenny Ott back from military duty.

At 10:25 a.m. the focus groups adjourned to various meeting rooms to discuss issues relative to their areas. After returning to the Rose Room for lunch the discussions continued until 12:20 p.m. when the following reports were given.

Focus Group #1—Business Education/ADS

The issues discussed were on-line learning, Area F changes, and the new program endorsements from DOE and how our department will meet them, particularly the networking and programming for secondary teachers. Recommendations: a) Communicate with Dr. Toth concerning the new endorsements to increase our understanding of them; and b) Invite Jeff Chandler who replaced Cynthia Greene to come to campus to explain the new endorsements and be a part of helping to change our program to meet the requirements.

Focus Group #2—TT&I Education

The issues discussed were the degree name, recruitment, certification for postsecondary college teachers and platform and methods for recruiting. Recommendations: Attend new teacher orientations, template brochures, and explore web delivery or hybrid classes with notice.

Focus Group #3—Master's Program

The issues discussed were bringing some master's programs to main campus, finalize the needs analysis survey, combine BE and ACE master's degrees, and the lack of technology education teachers. Recommendations: a) Based on results of the needs analysis survey, decisions on master's program need to be made utilizing hybrid options and setting up so students do not have to pay activity fees, etc. b) One page synopsis for industry to share action plan and seek buy in from CEO's. c) Contact the Society for Human Resources and demonstrate the distance learning component with details for the middle manager. d) Anticipate potential questions and develop answers ahead. e) May use SHRM for strong base to gain support and pilot study. f) Provide common core classes for BE and ACE master's degree programs developing specialty clusters for each area. Utilize case studies, business leaders as guest speakers, and have faculty co-teach a course to bridge the programs. g) Investigate the possibility of providing certification in technology education as an "add-on" certification taking people from industry and teaching them to teach technology education through a TTI/New Teacher Institute by acquiring information from PSC.

Focus Group 4—Doctoral Program

The issues discussed were the GRE and MAT tests, number of hours taken per semester, Interdisciplinary courses relevant to ACED, Adult/CTE degree, total hours in program, relevancy of ACED 9410, knowledge of ACED coming into program, and duplicate research assignments in interdisciplinary courses. Recommendations: a) The GRE was felt to be a more comprehensive standard of admission; b) The hours taken per semester by students

should be reduced from 9 hours to 6 hours; c) Discuss with the teachers of interdisciplinary courses what the needs are relevant to ACED majors; d) Adult Education and Career ACED Education should be separate options in the program; e) The total hours in the program should be increased from 54 to 60 hours adding a research course for part of the additional hours; f) Change the focus of ACED 9410 by adding additional components instead of focusing on the secondary level; g) Require prerequisite courses or required reading before students enter the program; and h) Communicate with instructors of interdisciplinary courses to avoid duplication of assignments.

Dr. Martinez thanked the groups for their work and asked each group to continue to correspond by email to discuss issues specific to their program area. A faculty member and a committee member were chosen from each group to be co-chairs to report back at the next meeting in late March.

Group 1—Dr. McElvey and Mr. Martin

Group 2—Dr. Ott and Ms. Christie

Group 3—Dr. Mat Som and Mr. Wilson/Ms. Cunningham

Group 4—Dr. McClung and Ms. Tanner

Announcements:

Dr. Bass announced the Fuel the Fire Conference sponsored by the Department of Curriculum, Leadership, and Technology will be held on Saturday, December 1. As to recruitment, he mentioned that some larger companies won't encourage their employees to further their education for fear of losing them after graduation and stressed the need to address this issue through various methods of recruitment.

Congratulations to Mr. Charles Martin and his wife, Bonnie, on the birth of their third child, Adam Trevor, born in September.

Ms. Niki Schmauch shared her success story. After receiving a bachelor's degree and Master's from ACED, she obtained a successful job teaching and complimented the Department on its excellent program and faculty. She is the Learning Center Coordinator at Coastal Georgia Community College.

Lynne thanked Ms. Schmauch for sharing her story and a brief discussion followed on the use of testimonials on brochures used for marketing the programs. Testimonials could be obtained from other successful ACED alumni.

With no further business, the meeting adjourned at 1:15 p.m.

Respectfully submitted by Pat Jeter