

Department of Adult and Career Education
Advisory Committee Meeting Minutes
November 13, 2007

Date: November 13, 2007

Location: Valdosta State University, Room 255

Time: 10:15 a.m.

Members present: Dr. Reynaldo Martinez, Dr. Patricia Anderson, Dr. Charles Backes, Iris Ellis, Dr. Yahya Mat Som, Dr. Rusty McClung, Dr. Kenny Ott, Dr. Vesta Whisler, Dr. Mary Willis, Dr. J.D. Thomerson, Lynn Wilson, E.J. Harris, Maggie Roberts, Niki Schmauch and Kimberly Tanner

Members absent: Dr. Carolyn, Cox, Dr. Clemente Hudson, Dr. Tina Anderson, Dr. Paul Scott, Joe Banker, Dr. Randall Bass, Cindy Prater, David Ross, Tim Robinson, James Woodard, Cynthia Greene, Sonny Cannon, Catherine Christie, Sharon Cunningham, Don Faircloth, Jeff Hoffman, Dr. Jewel Sweat, Mark Wilson, Charles Martin, Dennis Proctor, Leslie Barton, Charles Proctor, Chandler Newell, Sharon Walker

Welcome and Introductions

The meeting was brought to order at 10:10 a.m. by Dr. Martinez. He welcomed the committee members and gave an update on some of the members who were unable to attend the meeting. After the update, the meeting was then handed over to Lynn Wilson, Chair, who introduced Pam Lesane as the new Administrative Secretary to the ACED department and asked each committee member to introduce themselves.

Review of Minutes – November 6, 2006

Committee members were given a few minutes to review the minutes, it was noted that there were no corrections or changes to be made. A motion was made by E.J. Harris to accept the minutes and was seconded by Niki Schumach and voted on unanimously by the advisory committee members to accept.

Department Update

1. ACTE/NCLA National Award

Dr. Ott shared on the award that ACED received during the summer at the ACTE Best Practices Conference in Oklahoma City. The award was "The Best Practices in Career and Technical Education" (CTE). He went on to explain that this award was given to CTE professionals, across the country to showcase innovative programs, techniques and services that enhanced the effectiveness and visibility of career and technical education. This was in particular for the partnerships that VSU has with technical colleges (AAS – Dental Hygiene and BAS degrees) and the connections with graduates from those technical colleges to matriculate to the bachelor's degree program.

It was also noted that the partnerships that is enjoyed by the universities and technical colleges in this area are strong and that the cooperation and collaboration between them does not happen everywhere and that speaks well of our institutions. It was stated that we need to look for opportunities to be proud of the partnerships we have, like the award just received by ACED.

2. Modified Masters Program

- a. *Description of Degree:* Dr. Martinez informed the committee that the Academic Committee, final approval authority at VSU, approved the proposal for the new model of the modified masters program on November 12, 2007. The new model incorporates all the three areas of concentration: Workforce Education, Career and Technical Education and Business Education and Information Technology. Their approval was given to the model and all of its courses, new courses, and modifications to current courses to make them more congruent with the new model. The next work will be 1) the setting up of a professional marketing campaign, 2) the department sitting down to make decisions on the course offerings and the professors who will teach each course beginning Fall 08. The modified masters is one masters degree under the umbrella name of Masters in Adult and Career Education with three (3) concentrations: 1) Workforce Education – for the private sector and also post secondary education, 2) Career & Technical Education – for those mainly in public schools and possibly those in technical or community colleges and, 3) Business Education and Information Technology.

Dr. Willis spoke about the Business Education and Information Technology (BE) concentration going 100% online in its delivery. She noted that there are pros and cons to online delivery but with the marketing campaign they will find out who their clientele is and see exactly what they are asking for and what is needed for the program to provide what the students need.

Dr. Backes also expressed that as a consequence of taking the BE masters totally online and the unification of all the different programs that there is now a common college and program core. He explained how this new model would allow the students in the Workforce Education and Career & Technical concentrations to finish their certification or degree but without their concentrations being marketed as an online program and this is due to the masters having a common core. For those students who not be able to finish their certification or degree because of the distance they would have to travel to attend face-to-face classes, this gives them an option to finish their program by taking courses being offered online. He believes this option will be more marketable to students because they will have options. Students having this option are more apt to finish their certification or degree especially when they know that they may be 1/3 of the way done with their degree.

- b. *Meeting Focus Group #3 Recommendations:* The new model connects directly with focus group #3's recommendation by utilizing hybrid options and setting up a program where we could bring people together. These and the points that were listed in the group's recommendations finds that the new masters model is addressing them now.
- c. *Meeting Focus Group #1 Recommendations:* A new endorsement is coming about from the Department of Education. It is an endorsement in computer science because of a need for more computer science teachers. Part of the coursework in the BE concentration will help the teachers get the computer science endorsement they need. One class in particular is a basic computer programming course. This is addressing this group's need for new endorsements.

Modifications to the TT&I Bachelors' Degree

a. *Description of Degree:* Dr. Backes gave an overview of the Technical Trade and Industrial (TT&I) degree program, explaining the differences in the two tracks: 1) Secondary Certification and 2) Post Secondary Option.

Post Secondary-used with technical college instructors, community college instructors, industry trainers or anyone who is going to be in a teaching situation where they are training outside the realm of teacher certification. He noted that there has been no substantial changes to this track and revisions have been put on hold until Spring .

Secondary – copies of the secondary program sheet was distributed to the committee members and Dr. Backes reviewed and guided the committee through all changes by highlighting those courses that were moved to another area, those courses that were additions and those courses that may have been deleted and replaced with other courses. By highlighting these changes he was able to show the rationale behind the course modifications.

b. Meeting *Focus Group #2 Recommendations:*

1. *Degree name change* –Dr. Backes stated that there has been no discussion to change the name of the degree because at this time it is felt that no change is needed. He said that the current name is recognizable and is inclusive for the degree and unless a better name is found the current name will stay as it is.

2. *Recruitment:* A lot of discussion has taken place on recruitment because in some locations the post secondary program has low enrollment numbers. Recruitment was put on hold, but now with the approval of the modified masters, recruitment will take place alongside the graduate program, because he believes this will allow them to start students as undergraduates and keep them through the masters. He also mentioned that there had been problems with the facility at Albany State and holding the classes there didn't work out but that a new Memorandum of Agreement has been renegotiated with the Marine Corp that allows VSU to teach classes at Darton, beginning in the Spring.

3. *New teacher orientation* - Constantly working at this. They are always talking to faculty and students to see what they think and how the program could be better.

4. *Template brochures* – program brochures have been updated and are reflective of the program as it is now. These brochures are an important part of the recruiting campaign.

5. *Web delivery or hybrid classes*- always exploring online and web delivery --currently using a lot of them. Sometimes these classes fill up very fast because students need the class for their program but could also fill up because some students just surf to find online courses they can take without knowing whether or not they need the class but to fill get the number of hours they need.

c. *New Teachers Institute (NTI):* The entry point for teachers who want to be certified in TT&I and Healthcare Sciences. These students come out of industry, they have a minimum of two years work experience (most 10-12 years), their average age is around 35 years old and they want to be teachers. NTI is an intense workshop during the summer. Students attend a survival workshop for 16 days in which they attend classes 8 hours a day. They learn classroom management and how to apply and use the Georgia Performance Standards. After the workshop, they go into their internship while full-time teaching. Dr. Backes went on to explain more of the specifics of NTI program, highlighting areas of interest. One of the areas of interest that sparked the attention of the committee was the funding for the New Teacher Institute. Where the funding came from and how and why it was used. After he had finished sharing specific information on the program, he distributed a fact sheet to the committee members for

them to review and give him input. This fact sheet will be submitted to the funding source so that they would have a greater understanding of the New Teacher Institute and can better know where the grant money is being spent and the rationale behind it. After the fact sheet was reviewed the committee members willingly shared their thoughts with him on suggestions on wording, clarification in some areas and perhaps including other information that they would be pertinent to strengthen the document. By providing this information to the funding authority Dr. Backes feels he is being proactive, and it will benefit those in the decision-making process to have a clear understanding of NTI and how why it operates the way it does.

3. Faculty Searches – *job vacancy announcement distributed*

Dr. Willis shared on two faculty positions the department is recruiting for. 1) Assistant Professor of ACED with emphasis in Business Education 2) Assistant Professor of ACED, with an emphasis in Office/Administrative Services and Information Technology. She also distributed job vacancy announcements for both positions, asking committee members to share with other schools and institutions in hopes that the department will find the most qualified candidates to fill the two positions. She noted that recruit will wrap up around the first of the year.

4. Departmental Statistics – *Powerpoint slides distributed*

Dr. Martinez reviewed the departmental statistics from the past semester highlighting data from all degree programs which substantiated much of what had been discussed during the day. He noted that there has been growth in ACED programs overall. He reviewed the following slides with the committee and asked them to review the remainder of the slides that he didn't go over.

- a. Numbers of majors per bachelor degree 02-07 (TTI, BE, BAS, ADS)
Administrative Services largest major to date – over 100
- b. Numbers of Bachelors degree graduates by program- 72 graduates all areas/all majors
TT&I largest to date -20
- c. Total bachelors majors Fall 02-Spring 07
- d. Bachelors graduation totals 2000-2006
- e. MS graduates total 2000-2006

5. Gulf South Conference

The Gulf South Conference is scheduled for March 7, 2008. Dr. Martinez will be emailing out the announcements and the call for presentations to committee members so that they can share with colleagues and other institutions after the Thanksgiving holiday.

6. Action Plan

Dr. Martinez will be meeting with the Dean to see if he can get funding for these four items and he hopes to have an answer by the end of the semester.

1. Asked for faculty position in the TT&I program with emphasis on Health Science Technology Education
2. \$2000 funds for initiatives to form articulation agreements with 2-year colleges
3. \$1500 funds for redesign and development of updated degree information
4. \$4500 funds for PR campaign for Modified Masters Program

7. Moody AFB & Albany Marine Logistics Center Update

1. Dr. Martinez noted that David Ross had replaced Royce Oliver as director at Moody AFB and that he was also an ACED doctoral student.
2. He gave an update on Moody AFB and Albany Marine base – there is a new memorandum of agreement in place with the Marine base. With the new MOA, classes will now be taught at Darton College.
3. The military base will be updating and redesigning the instructional facilities at Moody AFB and it should take about 6-8 months to complete.
4. A distance classroom has been instituted at Moody AFB using teleconference.

8. Modifications to Doctoral Program

Dr. McClung shared on the modifications to doctoral program. He began by stating that the current cohort schedule was not working well and that a new cohort schedule would be instituted. He explained that the problem with the current cohort schedule was that students were admitted every three years and because of this the department had lost a lot of students. The new cohort schedule will allow students to be admitted every fall which will give students more opportunity. He stated that the modifications to the doctoral program have passed the Graduate Executive Committee and Academic Committee and will go into effect next fall. He further explained that the modifications in the program of study will facilitate the move from cohorts to yearly admissions. Area A modifications will provide a disciplinary approach with emphasized educational considerations for improved teaching and learning. The relocation of RSCH 9870 Dissertation Top Conceptualization to Area B will allow flexibility for students to take the course at an earlier point in their program of studies after completion of the prerequisite RSCH courses. The modifications in Area C will provide for more specialization within the major. Courses in Area C will be taken from a variety of Colleges and Departments within the University thus allowing for an interdisciplinary focus on the area of specialization.

10. Committee Actions – 2007 ACED Advisory Committee Members list distributed

- a. *Consideration of New Committee Members:* Recommendations for committee members who will be rolling off this year will need to be replaced and these recommendations/nominations will be accomplished through email. Dr. Martinez will email all recommendations for nominees to committee members and if they have additional names they can submit those to Dr. Martinez via email. He stated that he would like to have these emailed out before the holidays so he can extend invitations for spring membership. The following are the suggestions/recommendations made by committee members in attendance but nominations are still open and will be taken by email.

Royce Oliver

Recommendation: David Ross

Cindy Greene

Recommendation: Sarah Heath

Randall Bass

Recommendation:

- Don Leach

- Leon Pate

Leslie Barton (BE undergrad student)

Recommendation – student will be selected internally by ACED department

Niki Schmauch (Masters student)

Recommendation –Cory Nawolski or a student will be selected internally by ACED department

Amy Willis

Recommendation:

- New VP for Academic Affairs – Dr. Martinez will speak to him about stepping into this position or obtain a recommendation from him.
- Michael Baumer – city manager in Tifton
- Amy Carter

Paul Scott

Recommendation: East Central Tech - Dr. Martinez will approach an Administrator to step into that position

Lowndes County Schools

Recommendation: George Ward or Corey Nawolski

Valdosta Schools

Recommendation:

Cook County

Recommendation: Fred Rayfield – Superintendent, former CTAE Director

Dept of Labor

Recommendation: Susan Dukes

b. *Election of Vice Chair* – other nominations will also be taken via email. Email other recommendations to Dr. Martinez.

Dr. Dennis Proctor

Recommendation: Catherine Christie

c. *Recommendations for Recruitment & Promotion of Programs* – The committee brainstormed on the various avenues that ACED could use to recruit for the new modified masters. Dr. Martinez wanted suggestions on how the department might target their efforts, where can they best advertise, in what form advertising should take, and what was the best way to get the word to potential populations in different places. Some of the ideas were: billboards, radio ads, educational tables at football/basketball games, presentations at college fairs, announcement at conferences and workshops, email to alumni and potential students, VSU promotional piece, contact military bases to share with retirees, contact DOL for people who may be wanting to return to school and send promotional material to HR offices in various business and industry.

If committee members have other ideas or suggestions, please contact Dr. Martinez.
d. *Other* – Lynn Wilson is rolling off as chairman of the committee and Dr. Dennis Proctor will move into her position which means the vice-chair position opens up, and as stated earlier, nominations for this position is now open and can still be made via email to Dr. Martinez. As appreciation for all her good work and leadership, as Chairman of the Advisory Committee, Lynn Wilson was given a parting gift, as a token of appreciation and thanks.

With no more business, the meeting was adjourned at 1:35 p.m.

Respectfully submitted by Pam Lesane