

DRAFT

**Advisory Committee Minutes
Department of Adult and Career Education
“Positively Impacting Learning Through Evidenced-Based Practices”**

Date: March 20, 2015
Location: Dean’s Conference Room 2050
Time: 9:00 a.m.

Committee Members Present: Dr. Shawn Utley, Mrs. Catherine Christie, Mr. Jackie Bennett, Mrs. Lynn Bowen, Mr. Emmett Griswold, and Mr. Benjamin Li

Committee Members Absent: Mr. Don Faircloth, Ms. Terry Cooper, Mrs. Niki Schmauch, Mrs. Lynne Wilson, Dr. Kimberly Tanner, Mrs. Andrea Schrujier, Mr. Mark Wilson, and Dr. Jill Dennis

ACED/COEHS Present: Dr. Reynaldo Martinez, Dr. Kenny Ott, Dr. Halden Morris, Mr. Corey Nawolski, Dr. Charles Backes, and Mrs. Wendy Miller

9:08am Call to Order & Welcome – Mrs. Catherine Christie, Chair

1. Introductions of Committee Members & COEHS/ACED Faculty and Staff

Each attendee gave their name, title, and place of employment.

2. Approval of Minutes of July 24, 2014 meeting

A motion was made by Dr. Shawn Utley to accept the minutes with no changes. Motion was seconded by Mr. Jackie Bennett. The motion passed.

3. Spring 2015 Enrollment and Majors Data

- a. Dr. Martinez shared a slideshow and a handout with information on our current majors. He announced that the ACED Department currently has the highest number of undergraduate (363) and graduate majors (145) in the last 10 years. The number of undergraduate majors were 52 in Human Capital Performance, 245 in Office Administration & Technology (on-campus and online), and 67 in Workforce Education. For graduate majors there were 100 master degree students and 45 doctoral students.
- b. Spring Semester had a total of 1,141 enrollments, broken down to 992 undergraduates and 149 masters and doctoral enrollments.
- c. Undergraduates are a vast majority of our enrollment for Spring 2015 semester, however the percentage of graduate enrollment has increased to 13% from 10% in 2010.
- d. April 1, 2015 is the deadline for new doctoral applicants. Currently there are 45 students in this program.
- e. Half of undergraduate enrollment is online.

4. ACED Faculty Update:

- a. **Faculty Requests and Search** – A handout was provided by Dr. Martinez. In the Fall 2014 Semester Dr. Martinez requested four positions for the ACED Department and was approved for two. One of those positions is being advertised and thus far we have received 20 applicants. Mr. Corey Nawolski was hired as a “limited term” full-time faculty but has been approved to for another year. Approval to hire faculty is a concern across the university. Budget cuts have been a problem since 2008 and continue to take place.
- b. **Faculty Retirements** – Dr. Willis and Dr. Thomerson have announced their retirements in December, 2015.

- c. **Faculty Proposal Plan-** Dr. Martinez is proposing to move forward with the proposals for the hiring of five faculty members, three in OAT, one in WED and one in HCP. Dr. Martinez is waiting until the legislative session is over and the budget is finalized before moving forward with a proposal faculty plan. The reduction of tenured faculty is due to economics. The floor opened for discussion:
- Dr. Backes shared that he hears very little complaints from faculty about class sizes, numbers, or their pay but rather about coordinating so many different programs that the funding formula does not address. The formula looks at class sizes and number of majors but does not address the fact that in our department we have the highest enrollment in 10 years and the lowest faculty number in 10 years with one of the highest number of programs in the COEHS. We need to know what we can do to be more efficient. How can we not overwhelm our students with choices? How do we continue to grow if part-time faculty members do not advise?
 - Mrs. Catherine Christie shared that the university has a new marketing plan that could potentially bring in new students. Concerns were that once we bring in students, how can we sustain them since we have faculty, bookstore, and bursary issues.
 - Mr. Corey Nawolski mentioned that we could possibly take the BSED in WED-CTE online which could reach a lot of technical education teachers at the secondary level.
 - Mr. Ben Li spoke from personal experience and shared concerns with being proactive and possibly look cut down our programs should resources not be approved.
 - Mr. Emmett Griswold shared advice from his own experience with shortage of faculty. His argument has always been the key phrase "Return on Investment". This often relates to enrollment, graduates, and placements.
 - Dr. Martinez commented that he will be asking for tenure line faculty for all positions.

5. Trade & Industrial/Health Science Technology Education – Dr. Charles Backes

- This is an alternative certification program that helps to assist teachers who work in the public schools to complete their certification. It is also the last remaining teacher certification program in our department. Our goal is to keep the program alive because although enrollment is a low-incidence program (we currently have 19 teachers), it is a high-priority program. These students do not have to have a degree to be admitted in the program, but must be teaching full time on a provisional or non-renewable certificate in a Georgia high school or middle school. Besides Valdosta State University, Georgia State University and University of Georgia also offers NTI programs.
- The program includes Career and Technical Specializations, formerly known as Trade and Industrial. They are Career and Technical fields that range from Automotive, Construction, Broadcast-Video, Drafting, Graphic Design, Public Safety, Culinary Arts, and several other fields. We also handle HSTE (Healthcare Science Technology Education) which includes nursing, medical assisting, and radiologic technologist.
- Class starts in the Fall semester and classes generally meet once a month on Saturday from 8:00am-5:00pm. A packet of information was handed out which included a Program of Study. In addition to the face-to-face classes, students join Dr. Backes and Mr. Corey Nawolski by video conference almost every Tuesday for The

Tuesday Tool Room. This gives everyone an opportunity to discuss any issues they may have experienced in the classroom that week.

- Over the course of the year each student is visited four times, twice in the Fall and twice in the Summer. Dr. Backes handles the South Georgia region while his colleague Regina St. George handles the North Georgia region. During these visits an electronic assessment (CAPS) is completed in LiveText for each candidate. Public schools use the same format referred to as TAPS (Teacher Assessment on Performance Standards).
- Tuition is fully paid by each student and an outside grant from CTAERN of \$1750.00 per student to administer this program is provided. This grant money is used to provide the students with LiveText accounts, headsets to be used for online conferencing, consulting help, camera's for computers so they may video conference, conference registration fees, and much more. The focus of the grant is to provide additional professional development that goes beyond a typical college course.
- A high degree of P-12 collaboration takes place due to the relationships forged between the candidates' employing schools and the CTAE Resource Network, which is made up of all of the P-12 systems in Georgia. Regular meetings are held with the CTEARN Board of Directors to discuss changes and improvements to the program.
- NTI students have a mentor, typically a colleague, that is certified, has a certain level of experience, and is in the same or similar subject area.
- Recruiting is an important issue with this program although most students come to us from word of mouth by colleagues. When a prospect contacts Dr. Backes, he immediately sends them the packet of information by email.
- In the future the name could be changed from New Teacher Institute to New Teacher Induction.
- Dr. Backes has been asked if three advisory committee members would be willing to have the survey instrument sent to them to rank or rate an assessment and provide feedback. Mr. Ben Li and Mrs. Lynn Bowen volunteered and Dr. Backes appointed Mrs. Lynne Wilson.
- The committee members were provided a set of questions and issues for discussion that will continue through the next meeting. The questions related primarily to program implementation, program improvement, and clinical experience design and delivery. (See attachment)

6. Current Issues

Kings Bay still struggles with enrollment issues while Moody classes stay strong.

7. Committee Actions

Dr. Martinez asked the committee for support of the proposals for the hiring of 5 ACED faculty members for 2016-17. All of these positions are to replace faculty who have left, retired or will be retiring by the end of 2015. A motion was made by Mrs. Lynn Bowen and seconded by Mr. Ben Li that the Advisory Committee strongly recommends the university approve the proposals that will be submitted by Dr. Martinez for replacement faculty for the 2016-17 academic year. The motion unanimously passed.

With no further business, a motion was made by Dr. Shawn Utley and seconded by Mr. Emmett Griswold to adjourn the meeting at 11:38 am. The meeting was adjourned by Chairperson Christi.

Respectfully submitted by Wendy Miller, ACED Senior Secretary

ACED Advisory Committee		
Advisory Committee Members	Title/Position	Affiliation
Dr, Shawn Utley Shawn.Utley@wiregrass.edu 229-219-1294	Executive VP for Community & College Relations	Wiregrass Georgia Technical College
Dr, Kimberly Tanner katanner@valdosta.edu 229-245-2498	Director	Valdosta State University Access Office for Students with Disabilities
Mrs. Catherine Christie cchristie@valdosta.edu 918-882-6573	Interim Director	Valdosta State University Center, Kings Bay Naval Submarine Base
Mr. Jackie Bennett Jbennett@tcec.com 850-464-1363	ACED BAS Alumnus	Tri-County Electric
Mr. Don Faircloth donfaircloth@lowndes.k12.ga.us 229-245-2260	Instructor, Automotive Technology	Lowndes County High School
Ms. Terry E. Cooper, JD, SPHR Terry.cooper@saftbatteries.com 229-245-2858	Human Resources Manager	Saft America Inc.
Mrs. Lynn Bowen Lynn.bowen@wiregrass.edu 229-333-2100 x5185	Dean for Business Education	Wiregrass Georgia Technical College

<p>Mr. Emmett Griswold egriswold@albanytech.edu 229-430-3396</p>	<p>Dean of Academic Affairs & Doctoral Student</p>	<p>Albany Technical College</p>
<p>Mrs. Lynne Wilson lynnewilson@lowndes.k12.ga.us 229-316-1864</p>	<p>Director of Public Relations</p>	<p>Lowndes County Public Schools</p>
<p>Mrs. Andrea Schrujier aschrujier@buildlowndes.com 229-259-9972</p>	<p>Executive Director</p>	<p>Valdosta-Lowndes County Industrial Authority</p>
<p>Mr. Mark Wilson mwilson@langdaleindustries.com 229-333-2557</p>	<p>Director of Human Resources</p>	<p>Langdale Industries</p>
<p>Mrs. Niki Schmauch nschmauch@ccga.edu 918-279-5790</p>	<p>Coordinator of Academic Services</p>	<p>College Of Coastal Georgia</p>
<p>Dr. Jill Dennis jdennis@thomas.edu 229-226-1621 x1046</p>	<p>Associate VP of Enrollment Management & Marketing</p>	<p>Thomas University</p>
<p>Mr. Benjamin Li bkli@valdosta.edu 333-245-4357</p>	<p>Computer Coordinator, Information Technology</p>	<p>Valdosta State University</p>
<p>Mr. Mark Smith marksmith@valdosta.edu 229-257-4163</p>	<p>VSU Office Moody Air Force Base</p>	<p>Valdosta State University</p>

ATTACHMENT

Department of Adult and Career Education

Career and Technical Specializations (T&I) and HSTE Initial Certification Program

- **Overview of Initial Certification Requirements**
 - **Entry Requirements**
 - **Timelines**
- **Overview of Program**
 - **Program of Study** (*Information Sheets 2*)
 - **CTAERN and P-12 Collaboration**
- **New Teacher Institute**
 - **Description** (*Information Sheet*)
 - **Schedule of Activities** (*Information Sheet*)
- **Internship**
 - **Field Experience Placements** (*Information Sheet*)
 - **Observations** (*Information Sheet*)
 - **Mentors**
 - **CAPS** (*Information Sheet and Data*)
 - **Impact on Student Learning** (*Information Sheet and Data*)
 - **Summative Assessment** (*Information Sheet and Data*)
- **Use of Data for Program Improvement**

Questions/Decisions

1. How does the program meet the needs of the schools, students, university, and other constituency?
2. Is the certification program of study appropriate? *In what ways?*
3. Are the requirements for clinical and field experiences appropriate? *What changes, if any are necessary?*
4. Should other courses be required for initial certification such as an Assessment course? *Which ones?*
5. Should any courses be removed or made optional? Which ones?
6. How can the program be improved?