

# DRAFT

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

**Date:** March 20, 2015

**Location:**

**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





<b>ACED Advisory Committee</b>		
<b>Advisory Committee Members</b>	<b>Title/Position</b>	<b>Affiliation</b>

Mr. Emmett Griswold <a href="mailto:egriswold@albanytech.edu">egriswold@albanytech.edu</a> 229-430-3396	Dean of Academic Affairs & Doctoral Student	Albany Technical College

*(Information Sheets 2)*

*(Information Sheet)*

*(Information Sheet)*

*(Information Sheet)*

*(Information Sheet)*

*(Information Sheet and Data)*

*(Information Sheet and Data)*

*(Information Sheet and Data)*

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?