Executive Committee Minutes


1. S. Christ called the meeting to order.

2. The minutes from the September 17, 2008 meeting were approved. All action items from the September 17 meeting have been completed. **Action item on pending business:** S. Gleason will follow up with Human Resources regarding the status of the memo sent in June 2008 about Policy HR-36.

3. Follow-up items from Commission meeting-The committee discussed the York student scenario and its relationship to non-degree issues. Transfer of credits for non-degree students will be included in March 2009 when transfer credits are on the agenda. **Action item:** M. Jordan will look at the CAL archives to determine how non-degree limits are addressed relative to recruitment and retention.

4. Committee chair discussion-The AEC committee will look at Charlene’s 3-year Strategic Plan draft and work on developing the strategy. They will also work on defining the role of the relationship between the AECs and the Commission.

   M. Jordan is working on defining the job description for the vacancy left by C. Harrison’s retirement. Once complete she will share the description with the AEC committee. AECs will have the opportunity to be on the search committee.

   M. Jordan will send out the Incentive Grant proposal information in November using the AEC List Serv with the hope that AEC’s will promote the initiative on each campus. **Action item:** J. Wills to find out who owns the List Serv and send information to B. Brooks. J. Wills will also arrange to have L. Laing added as an additional AEC contact for University Park.

   **Committee chairs should submit his or her report from the Commission meeting to J. Wills at jcw25@psu.edu who will upload the reports with the minutes on the CAL web site.**
5. Other discussion topics-L. Laing inquired whether there is a policy for faculty to have reserve copies of text books on reserve in the library for students whose aid is delayed or is having budget issues. The committee discussed the issues and concerns about lack of space in the campus libraries if each instructor had a copy of each text for each class. Another area of concern was the cost of the books. Action item: S. Christ will talk to the York campus librarian about the feasibility of requesting reserve copies of textbooks, perhaps limiting availability to those texts above a predetermined price.

S. Christ asked for discussion topics for Damon Sims’ for the November 19 meeting. Because he initiated meeting with the Commission, S. Christ will find out if there is a particular topic about which he would like to speak. Suggestions included:

- His vision for Student Affairs and how adult learners fit in
- Whether he has identified specific areas in which he’d like to assist adult learners
- What he views as the biggest challenge to overcoming issues of adult learners and whether there is information the Commission can provide to help
- Whether Development is doing anything specifically targeted to helping adult learners in the upcoming campaign

Action item: S. Christ will contact D. Sims to ask him what he would like to discuss.

6. Nominating committee for incoming chair- The committee discussed the procedure used to identify and select candidates for the incoming chair position. Historically, the outgoing chair and Commission members do this near the end of their term and S. Gleason volunteered to find a replacement for A. Williams, chair-elect who resigned from the Commission in September. The committee suggested the following members for consideration: K. Schultz, K. Hillkirk, T. Jankowski, and L. Higginson. Action item: S. Gleason will contact the potential candidates to determine their availability to serve. Commission members would vote for the 2009-2010 Chair at a CAL meeting in early 2009.

7. The meeting was adjourned at 1:45 p.m

Submitted by J.Wills