November 19, 2008
330 HUB-Robeson Center, University Park
University Park
Executive Committee Minutes

Attended: S. Christ, S. Gleason, L. Laing, B. Brooks (by phone), T. Jankowski (by phone), J. Wills (recorder)
Unable to attend: B. Farrell

1) S. Christ called the meeting to order. She gave the following announcements
   - Committee chairs should submit written summary of reports given at the Commission meetings. J. Wills will include committee reports as attachments to the minutes posted on the Commission web site.
     Action item: S. Christ has a template that has been used in prior years for committee reports and will forward to M. Jordan to review before distributing to committee chairs for future reports.

2) The meeting minutes from October 15, 2008 meeting were approved, as submitted, by voice vote. Action items from Commission meeting
   - The goal is to have information on the memo sent regarding HR-36 and its budget impact by the end of the academic year. S. Gleason will update monthly.
   - As follow-up to the York student investigation, the issue of non-degree limits was addressed by A. Pancoast at the Commission meeting.

3) Committee updates
   - M. Jordan asked if the AEC committee would participate in selecting Incentive Grant recipients once the proposals are all received. This was a supported idea.

   - The Faculty Engagement Committee needs help to get their survey out to faculty. The proposed time frame would be early spring 2009.
     Action item: S. Gleason to speak with IT in her area or escalate to John Romano if needed. L. Laing to send T. Jankowski and B. Farrell
information on Survey Monkey and Zoomerang as alternate means of distributing the survey.

4) Other discussion topics

- Ballot for incoming chair-S. Gleason will chair the nominating committee for the 2009-10 Chair-elect. Other committee members will be 2009 outgoing Commission members.
- Updates on books on reserve at library-S. Christ surveyed librarians to determine current procedures for having textbooks on reserve. She received 5 replies. There is no formal procedure in place. The campuses that replied reported various procedures: just starting the discussion, will reserve upon request, sometimes have faculty copy or review copy on reserve, faculty lending their own copy, give student older edition but have them. The committee discussed availability of emergency loan funds for students to use for texts so they would not fall behind. The committee suggested that the Faculty Engagement committee add suggestions on temporary alternate access textbooks to their appendix to the student handbook and to also share the suggestions with student aid for students who seek advice on obtaining texts while awaiting aid. Action item: S. Christ will send her results to T. Jankowski and B. Farrell and talk to Student Aid about how to best circulate the suggestions.

- L. Laing announced an Adult Learner Opportunity fund in Student Affairs for UP adult learners. The fund was developed to help defray costs to adult learners and their families and allow flexibility in their programs. Typical request would be for students doing unpaid internships and student teaching or studying abroad. The goal is to start the campaign in January 2009. A disbursement plan will be developed.

- The committee discussed what recommendations can be put forth for FTCAP for adult learners. B. Brooks explained how her campus handles: acceptance letter gives the option to adult learners to do traditional FTCAP or to schedule an individual meeting with her. Action item: S. Christ will ask L. Higginson to update the Commission about FTCAP with regards to adult learners.
During 2007-08, the Commission had recommended a university-wide acceptance for e-petition similar to what is used in the College of Health and Human Development. The recommendation had been returned from Ron Rash, in AIS, with no action taken but suggestion on how to move the matter forward. He suggested having a written request to review the recommendation sent to himself or Kevin Maroney.
Action item: S. Christ will ask K. Schultz to assist with the process of identifying the offices and people to involve in advancing the recommendation.

5) The meeting was adjourned at 1:55 p.m. The next meeting will be on Wednesday, December 17, from 12:30-2:00 p.m. in Room 330 HUB-Robeson Center.

Respectfully submitted,
Judy Wills