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

Unable to attend: B. Farrell, J. Rodney, G. Siegel  
Guest: Damon Sims, Vice President of Student Affairs/Commission Sponsor

1) Sharon Christ called the meeting to order. The following announcements were made:

- R. Egolf, M. Jordan, and S. Christ (by phone) attended a joint meeting of the Student Life and Outreach Subcommittees of the Faculty Senate. On December 2, they will meet with Barbara Sims, Wayne Smutz, and Dr. Craig Weidemann and will report on the outcome of that meeting at the next Commission meeting. R. Egolf also reported that Career Services will be another topic for the Student Life committee update.

- S. Gleason reported that the memo to Billie Willitts regarding HR 36 is still in progress. There is no known timeline yet for expected response.

- A. Pancoast reported a positive outcome for the York student whose scenario was brought up at the October 15 meeting. The student has since been offered, and is enrolled as two-year degree status. She stated that standard procedure is that any non-degree student can have their credits added upon request.

- S. Christ reported that Adult Learner Enrollment Services at University Park will become a CLEP test center in January 2009. The wording is under review with Risk Management and the target date for the center to open is January 2009. Anyone can use the center, regardless of whether or not they are a Penn State student.

- S. Christ reported that the adult learner enrollment report as of October 31, 2008, has been added to the Commission’s web site under ‘Resources’. M. Jordan suggested having Rachel Stover, Assistant
Director of Institutional Data and Enrollments, attend a future Commission meeting to give an update.

2) By voice vote, the meeting minutes from October 15, 2008 were approved.

3) S. Gleason reported that the Commission Executive Committee brought forth names for nominee for the 2008-09 Chair-Elect vacancy created by Ann Williams’ resignation and that one nominee, K. Hillkirk had accepted. Paper ballots were distributed to attendees and electronic ballots were distributed to those attending by phone. By unanimous vote, K. Hillkirk was voted chair-elect for 2008-09.

4) Financial aid update--Anna Griswold gave an update to her presentation last year for fiscal year ending September 2008. The report will be added to the Commission website. Some highlights, which are reported for undergraduates only and use the federal definition for adult learners:
   - The counts used for the figures are unduplicated across all enrollment periods.
   - 21% of enrolled undergraduates are adult learners, the majority of whom are at commonwealth campuses.
   - 19% of all aid applicants are adult learners
   - 66% of aid applicants are in the lowest income distribution group, earning below $40k per year.
   - 67% have a shortfall in aid. This is driven by lack of availability and increase in costs. There is a cap on federal aid.
   - Scholarship information can be sorted and searched by those available to adult learners or to part-time students.

**Action items:** A. Griswold will look at the information presented in her last slide to be specific to adult learners and update at the December 17 meeting. J. Wills to add A. Griswold’s slides to the Commission web site. M. Jordan is surveying campuses to determine what adult learner specific scholarships are available at each and will share results at a future Commission meeting.

5) Damon Sims, VP for Student Affairs and Commission co-Sponsor, introduced himself and gave a summary of his career to date. He asked members what the Commission is currently working on and what types of issues face adult learners. He also opened the floor to questions from
members. He spoke of what a “student-centered university” means from an academic perspective as well as from a customer-service perspective and explained that he is meeting with various individuals and groups on campus to gain an understanding of how Penn State defines a student-centered university and how that can be achieved. He finished by asking what the Commission believes to be the three primary impediments to success for adult learners. The group cited: (a) inadequate financial assistance; (b) the time of day when many courses are offered in face-to-face classes is not convenient for working adults; and (c) the evaluation of work experience for credit.

6) Committee reports
   a) Adult Enrollment Coordinator committee-An email was sent by the committee to all AEC’s with action items: strategic plan comments are being gathered, campus web sites are requested to each link to ‘It Shows’, and campus admissions staff who have not yet completed transfer credit surveys from last year are being encouraged by AECs to complete. The group would like to have the AECs together and ready for the new coordinator. M. Jordan reported that the PIQ is going through Human Resources in preparation for hiring C. Harrison’s replacement. (Report attached)
   b) Faculty Engagement committee-The group is still waiting to hear back from B. Bowen on the adult learner appendix to the faculty handbook. Work will begin on the appendix for the student handbook and determining what topics to include. The questionnaire which was to be sent out Fall 2009 to all faculty to gauge their perceptions working with adult learners has hit a technical glitch and the committee asked for assistance from the Commission. Action item: S. Gleason will speak to the IT staff in her area and if they cannot help will contact John Romano as a possible source of assistance in getting the questionnaire out. (Report attached)
   c) Hendrick Conference Planning committee-The committee has sent out a date saver announcing Dr. Gwendolyn Dungy as keynote speaker. The Penn State Federal Credit Union has again agreed to sponsor giveaways and will send samples. The committee is considering suggestions for a panel of experts. Some options are a podcast using avatars to showcase technology, prior incentive grant recipients’ poster session. A suggestion was made to have an adult learner/faculty panel (Report attached)
   d) Incentive Grants and Awards Committee-M. Jordan sent requests for evaluation or progress reports on 2008 programs and activities funded
with Incentive Grant monies. Proposal instructions have been updated for 2009 and will be sent next week. Action item: M. Jordan will report on the evaluations/progress results at the December CAL meeting.

7) Adjourn meeting-The meeting was adjourned at 12:10. The next meeting will be Wednesday, December 17, 2008, from 10:30-noon in Room 330 HUB-Robeson Center.

Respectfully submitted,
Judy Wills
Commission for Adult Learners
Adult Enrollment Coordinator Sub-committee

Minutes of the November 18, 2008 Meeting
Meeting Location: phone conference

Members present: Biddy Brooks, Sharon Christ, Linda Higginson, Amy Pancoast
Members absent: Gale Seigel,

Summary of topics discussed and actions taken:

Discussed the AEC strategic plan. Several questions were raised including:
  • Who is the intended audience of the plan
  • Plan is lacking in outcomes
We also discussed the rationale behind the creation of the AEC network. Why was this group appointed; was there an activity/incident that prompted the creation.

Committee agreed to focus on strengthening the AEC strategic plan and keeping the AECs informed of items from the Adult Learner Advocacy Office.

Sharon will discuss some of the concerns with Martha Jordan.

Items discussed at to be placed on the Commission and/or Executive Committee Meeting Agendas:

N/A

The next committee meeting date, time, and location:

Prior to next CAL meeting

Submitted by: Biddy Brooks
The Hendrick Committee met on October 17 and selected this year’s keynote speakers. Dr. Gwen Dungy, NASPA Director was selected and confirmed. The Save the Date announcement included her bio and was distributed to various list serves.

We also explored the following titles as possible theme for this year’s conference:
- Generational Complexities and the Changing Face of Adult Learners
- Traveling the Adult Learner Continuum,

The committee is currently identifying potential administrators for a “panel of experts” to represent a variety of adult learner services for the opening session.

We also discussed the possibility of having a technology podcast/video using Avatars in Second Life in order to demonstrate the changing landscape of technology and its influence on campus.

We are still discussing the option of having all of the breakout sessions before lunch and hosting the awards and keynote during an extended luncheon toward the end of the day.

Martha is requesting data from prior Incentive Grant recipients in an effort to host a poster session.

The Penn State Federal Credit Union has agreed to sponsor the conference give away again and will submit sample items for selection.

Our next meeting scheduled for **Friday, November 21.**

Respectfully submitted,

Leslie A. Laing, Chair
Committee: Incentive Grant and Awards
Date:
Location:

Attended:

Unable to attend:

Summary of topics discussed and actions items:

An e-mail message was sent to all 2008 IG awardees asking them to submit an evaluation or progress report by Dec. 1.

Each awardee will be asked if they have pictures or video clips that could be used in a poster session during the Hendrick Conference.

Next year’s grant application has been reviewed and updated to be placed on the Commission’s website. An e-mail announcement for the 2009 Incentive Grant Program will go out in December with a deadline of Feb. 1st.

Items to be placed on the Commission and/or Executive Committee Meeting Agendas:

(see above)

The next committee meeting date, time, and location:

Submitted by: Martha Jordan