September 17, 2008
Minutes

Unable to attend: A. Griswold, K. Hillkirk, G. Siegel
Guest: Eric White

1. S. Christ called the meeting to order and welcomed all members.

2. Each member introduced himself or herself and gave a short statement about the work each does outside of the Commission and why each had agreed to serve.

3. Commission Background
   a. Eric White shared background of the creation and history of the Commission.
      Action Item: S. Christ requested a summary of his remarks to share on the Commission web site.
   b. The resources available on the Commission web site at http://www.outreach.psu.edu/commission/resources.html were summarized.
   c. S. Gleason reviewed the 2007-08 Annual Report for the Commission.
      Action Item: S. Gleason will submit the finalized version to place on the Commission web site.
   d. M. Jordan reviewed the structure of adult learner services at Penn State.
      Action Item: M. Jordan will submit an electronic copy of her outline to share with the Adult Enrollment Coordinators.

4. The June 4, 2008 minutes were approved with corrections.
   Action Item: 2008-09 Commission minutes will be posted on the Commission web site each month once S. Christ reviews.

5. Proposals
   a. 2008-09 proposed budget was reviewed. Questions were raised regarding the format to clarify expenses and income.
      Action Item: M. Jordan will revise format.
   b. The proposed Travel Expense Reimbursement Policy for members travel to meetings was reviewed.
c. The proposed Faculty Senate Liaison job description was reviewed. This formalized a position to connect the work of the Commission to the University Faculty Senate.

6. During the working lunch, Commission members discussed unfinished business from 2007-08, topics of concern from the June 2008 Sponsor lunch, and issues of interest for future topics. 2008-09 agenda items will be voted on by the Executive Committee.

6. Committee updates
Hendrick Conference Planning Committee-L. Laing reported that the committee met in August 2008 to debrief on the 2008 conference. She reported that 2008 attendance was up from the past year and that evaluations were encouraging. The 2009 conference will be held May 18, 2009. The committee is considering restructuring the format of the conference, developing a theme, and gathering ideas for a keynote speaker.
Action Item: T. Jankowski is sending L. Laing the name of a speaker from Hazleton. He would speak on how the brain processes learning.

Adult Enrollment Coordinator Committee-This is a new committee formed to link the Commission to the Adult Enrollment Coordinators group which has members at each campus. Biddy Brooks will chair the committee.

Faculty Engagement Committee-T. Jankowski and B. Farrell reported that the committee has completed an Appendix to the Faculty Handbook that discusses teaching adult learners. The committee is also considering distributing a hard copy of the Appendix to each Faculty’s mail box.
The faculty survey of the attitudes and experiences of faculty in working with adult learners is intended to be ready to send by Thanksgiving.
The committee discussed the importance of a fact sheet for adults at each campus Admissions Office to have on hand and send out in response to phone inquiries. Members discussed that adult learners enter the University in a variety of ways and that financial aid information is needed.
Action Item: M. Jordan will obtain information on what scholarships are available to part-time students.

Incentive Grants and Awards Committee-This committee may combine with the Adult Enrollment Coordinator Committee.

The meeting was adjourned at 1:30 PM.
The next meeting will be Wednesday, October 15, 2008, in 330 HUB.

Respectfully submitted,
Judy Wills