



February 18, 2009  
324 Outreach Building, University Park  
University Park  
12:30 p.m  
Executive Committee Meeting Minutes

Attended: S. Christ, K. Hillkirk, L. Laing, M Jordan, R. Farrell, S. Gleason,  
B. Brooks (by phone), T. Jankowski (by phone), J. Wills (recorder)

- 1) Sharon Christ called the meeting to order
- 2) The minutes from December 17, 2008, meeting were corrected for attendee list and approved by voice vote.
- 3) Action items from Commission meeting
  - Suggestion to Faculty Engagement committee to add guidelines for group projects to Faculty Handbook appendix.
  - Request to have A. Griswold revise her update to account for third party payment from employer tuition contributions.
  - Suggestion to have L. Laing team with L. Higginson to explore the possibility of an adult learner FTCAP/orientation at University Park.
  - Suggestion to continue the adult student panel as a yearly topic at Commission meetings.
  - Jean McGrath will speak at the April meeting about scholarships available to adult learners.
- 4) Committee updates-

The Adult Enrollment Coordinator-The committee will remain an information source to the campus AECs.

The committee received the 2009 Incentive Grant proposals to review and discuss how to award the \$8,000 fund among the eight applicants.

The position to fill Charlene Harrison's vacancy is still in process. Due to the economic climate and budget constraints, all open positions in Outreach need to be justified through the Vice President. Martha Jordan is having ongoing discussion to determine how to best define the position.

Faculty Engagement Committee-The committee still needs to fine-tune a few areas before sending the survey to Blannie Bowen. Sandy Gleason is compiling changes and modifications before sending to the Provost after Spring Break. **Action item:** The committee will seek an extension for the approval to send the survey (typically approvals expire after one year). Final refinement and editorial revisions are underway on the Faculty Handbook appendix. The committee will then revamp for a student audience in a proposed Student Handbook appendix for adult learners. Both appendices will appear on the Commission web site once complete.

The committee is developing a proposal for a panel at the 2009 Hendrick conference. The panel will be comprised of faculty who were adult learners as undergraduates. The committee is in the process of identifying panelists and developing talking points for the panel and will submit a proposal to the conference planning committee.

Awards and Incentive Grants committee-Eight proposals for Incentive Grants were received and forwarded to the AEC committee to review. Award recipients will be determined on or before February 27, 2008. Incentive Grant award recipients have been asked to participate in a poster session at the 2009 Hendrick conference to showcase their project and share their best practice with colleagues from all campuses.

Hendrick Best Practices for Adult Learners Conference Planning Committee-Pad folios for the 2009 conference have arrived. The call for proposals is out and the committee will meet to make final selections later this week. Travel grants information is available on the conference web site and applications are due by May 4. Commission members are encouraged to share the conference flyer to encourage attendance from their campus. Leslie Laing is developing a technology podcast for the conference welcome piece and invited members to send suggestions for the script to her. Keynote speaker Dr. Gwen Dungy's PR staff will speak with adult learner advocates at Penn State to prepare her speech. The committee may approach Dr. Dungy about doing an interview with WPSU for a 'Take Note' episode.

5) Other discussion topics-

HR 36 update-Sandy Gleason had spoken to Billie Willits regarding the memo sent in spring 2008. The memo addresses two issues: The current limit of 16 credits per year toward which an employee can use his or her tuition benefit and the increased costs to the university if the limit is raised. With the current economic climate, because the top priorities for benefits are healthcare and pensions this may not be the appropriate time to broach the topic. B. Willits told S. Gleason that while HR 36 will remain unchanged, if conditions improve she will move the matter forward in December to investigate the possibility of raising the yearly credit limit to 18.

Chair elect nominations for 2009-10 CAL-Sandy Gleason asked for suggestions for nominees for Chair-elect for the coming year. She will contact potential nominees and present the slate of those willing to run for the position at the March 18 CAL meeting. Web-based ballots will be distributed for members to vote before the April 22 meeting.

6) The meeting was adjourned at 2:00.

Respectfully submitted,  
Judy Wills