



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

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

Unable to attend: Martha Jordan

- 1) Sharon Christ called the meeting to order
- 2) The minutes from February 18 were approved by voice vote.
- 3) Action items from Commission meeting
 - Suggestion to further develop the prior learning assessment wheel presented by Jane Owens and Betsy Esposito for university-wide use. **Sharon Christ will contact Jane and Betsy for permission to use.** If granted, the wheel will be circulated to campus AECs for feedback on its usefulness. Suggested edits to the current version would be eliminating mention of credit by proficiency exams, revising language about incomplete/unsuccessful college –level work, and revising the statistics on the back to spell-out the abbreviations CAEL and PLA and to omit the final bullet point.
 - Suggestion was made to identify who in the university is a contact for each course through the creation of a faculty database that is searchable by course.
 - Suggestion to revisit Transfer Credits and Prior Learning Assessment as topics for future CAL meetings.

4) Committee updates-

The Adult Enrollment Coordinator-The committee asked if assistance was needed in evaluating the nominations for the annual Superior Service to Adult Learners Award and the Outstanding Adult Learner Recruitment or Retention Program Award.

Faculty Engagement Committee-The committee will check if transfer credits are a topic that the handbook appendices address. The committee is working on revamping the faculty handbook appendix for a student audience in a proposed Student Handbook appendix for adult learners.

The faculty survey is still in progress and needs to go through the Provost.

Awards and Incentive Grants committee-Seven Incentive Grants were awarded and letters of notification have been sent to recipients. Funds will be transferred to the recipients soon.

Hendrick Best Practices for Adult Learners Conference Planning Committee-Logistics for the conference have not yet been finalized. Commission members may be requested to serve as moderators at the event. Leslie will share the opportunities to help after the committee meets. Sharon will give the welcome remarks at the conference and moderate the opening panel from 8:45-9:00. She will formulate questions for the panelists similar to those used for the student panels at Commission meetings in 2008 and 2009. **Action item: Leslie will send Sharon bio information on the student panelists for the morning panel.**

Three recipients of 2008 Incentive Grants have agreed 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. **Action item:** Sharon will contact the remaining 2008 recipients to encourage additional participation in the poster session.

- 5) Other discussion topics-The Newswire announcement regarding the annual awards will be sent to the Hendrick conference list serv. Judy Wills will send a reminder email to Commission members before the deadline.
- 6) The meeting was adjourned at 1:35 p.m.

Respectfully submitted,
Judy Wills