



June 3, 2009  
Senate Room, The Penn Stater Conference Center Hotel  
1:30 p.m  
Executive Committee Meeting Minutes

**Attended:** Sharon Christ-Chair, Martha Jordan, Leslie Laing, Keith Hillkirk, Bob Farrell, Sandy Gleason, Michael Mahalik, Judy Wills (recorder)

**Unable to attend:** Bidy Brooks, Theodora Jankowski

- 1) Sharon Christ called the meeting to order.
- 2) Minutes from the April 15, 2009 meeting were approved by voice vote.
- 3) Action items from Commission meeting-Committee chairs should send accomplishments for the year to Sharon Christ for inclusion in her annual report. Sharon will send final report to Judy Wills by July 15 to post on the Commission's web site.
- 4) Committee updates-
  - a) Keith Hillkirk is looking at the AEC committee and its function.
  - b) Suggestion was made to redefine the AEC responsibilities with the expectation to attend the Hendrick conference each year and participating in a post-conference round table discussion with the purpose of inter-campus cooperation in support of adult learners.
  - c) Faculty Engagement committee need to bolster membership given the number of outgoing members who had been part of the committee.
  - d) The role of the Awards and Incentive Grants committee may be split between the Hendrick conference planning committee and the AEC

Manager position. The annual awards would be determined by the Hendrick planning committee and the AEC manager would coordinate the proposal and award process for the Incentive Grant program.

- e) The nominating committee has submitted a list of recommended new members. Keith Hillkirk and Martha Jordan will discuss the list and contact the prospective members to gauge interest and availability. Those interested and available will be vetted to maintain balance of campuses and responsibility/decision-making role of prospective members. Invitations will be issued from Dr. Craig Weidemann's office in July. There are eight outgoing members in 2008-09. Names for possible committee chairs for next year will also be considered.

5) Other discussion topics-

- a) Bob Farrell reported that during lunch discussions sponsors supported having University Park representation on the Faculty Engagement committee. There was discussion of appropriate contacts to help identify University Park departments with large percentages of adult learners to target for recruiting potential members, looking for those with high SRFT scores. Faculty can be part of the Faculty Engagement committee without being on the Commission. Bob Farrell also reported that lunch discussion brought up the idea to look at policies that affect adult learners. One item was academic forgiveness for coursework at other schools in admissions determinations. Other items discussed at lunch were investigating ways to help learners make choices based on the current jobless situation and how the Commission can help. Suggestion was made to learn more about the Thirty-plus program at Penn State Schuylkill.
- b) Keith Hillkirk suggested adding request for a graduate assistant to do research for the Commission to a list of additional items for which the Commission would like to have funding.
- c) Martha Jordan will look at the by-laws for making updates to names, language and policy therein.

d) Next year's Hendrick Best Practices for Adult Learners conference will be May 10, 2010. It falls the week after final exams for spring 2010.

6) The meeting was adjourned at 2:35 p.m.

Respectfully submitted,  
Judy Wills