



Executive Committee

October 14, 2009

12:30 p.m.,

324 Outreach Building, University Park
Minutes-Draft

Attended: Keith Hillkirk, Bob Farrell, Leslie Laing, Theodora Jankowski, Martha Jordan, Jane Owens, Judy Wills (note taker)

Unable to attend: Sharon Christ, Michael Mahalik

1. Keith Hillkirk called the meeting to order.
2. Minutes from September 9, 2009 were approved by voice vote.
3. Set meeting topics for 2009-10
 - November 11, 2009-Student panel. The panel will represent a diversity of ages, campuses and programs of study. Jane Owens will ask an Abington student to join by phone, Leslie Laing will invite a CE student from University Park, and Bob Farrell will invite a student from York. Lunch will be provided to students who attend the meeting. Questions similar to last year will be used. The topics covered were: Admissions, Financial Aid, Academic experience, Out of class experience, Orientation, What would they do differently/What can Penn State do to be more welcoming to adult learners? Keith will moderate the discussion.
 - December 9, 2009-Panel of Veteran's Representatives. Questions will be developed asking what their role is, what they do, and what questions or concerns they have regarding adult learners. **The executive committee will develop questions at the November 11 meeting.** Veterans' rep, Tammie Durham, will attend from Schuylkill and **Martha Jordan will contact Veterans' affairs office for recommendations of others reps to invite.**
 - February 10, 2010-College Readiness. Keith Hillkirk will invite the AEC, Shannon Wabby, will attend along with Ina Lubin, former DCE at Wilkes Barre and currently working as a mentor to DCE's in the north east, to report on a 7-week pilot program they will offer in the spring around 'College Essentials'.
 - March 17, 2010--Adult SIT Team Report. Martha Jordan will report on the white papers written by the Adult SIT group.

- April—AEC Panel. More specific scope for their discussion will be developed from work of the Adult SIT group. Questions will be drafted after the Adult SIT report is finished. AECs from Penn State Schuylkill, Wilkes Barre, Behrend, and Abington will be asked to participate along with Sharon Christ, AEC from Penn State York. **Martha will take care of invitations.**
- May 10, 2010– Hendrick Best Practices for Adult Learners Conference
- June 9, 2010—Commission sponsors will be invited to join the meeting to hear a report-out on the Commission’s work for the year.

An additional topic, the informational Faculty Senate report will be scheduled after the report is presented.

4. Follow-up activities from Commission meeting

The committee considered the recommendation to ask for sponsorship from International Students Office. Concern was expressed that expanding scope would detract from momentum on current projects.

5. Other topics

- Based on response to survey in September 2009, the March meeting date has been moved to March 17. The originally scheduled date fell during spring break.
- Executive committee members will review the first draft of revisions to the Commission’s Constitution, Bylaws and Standing rules. **Suggested edits should be sent to Martha Jordan. Michael Mahalik will present the draft at the November 11 Commission meeting. For approval, the draft would need to be approved by two-thirds of the members.**

6. The meeting was adjourned at 12:57 p.m.

Respectfully submitted,
Judy Wills