



Executive Committee

December 9, 2009

12:30p.m.,

324 Outreach Building, University Park

Minutes

Attended: Keith Hillkirk (chair), Martha Jordan, Leslie Laing Jane Owens (by phone), Bob Farrell (by phone), Sharon Christ (by phone), Theodora Jankowski (by phone), and Judy Wills (recorder)

Unable to attend: Michael Mahalik

1. Keith Hillkirk Called the meeting to order
2. Minutes from November 11, 2009 were approved by voice vote.
3. Follow-up activities from Commission meeting
 - a. Faculty Engagement-Bob Farrell expects to move the Faculty Handbook appendix forward by beginning of January. Bob Farrell will forward the faculty questionnaire to the Commission seeking feedback with the goal to have pdf version ready to send to Diagnostics Plus for proposal by January 31.
 - b. PLA-Jane will send suggestions for the It Shows web site to Martha Jordan for forwarding to Laura Miller in Outreach Marketing Communications. A new Credit for Prior Learning brochure updating content is in the works. Suggestion was made to have an adult learner button on the Penn State home page. Currently getting to the It Shows page from the home page takes several clicks. Jane Owens will check with Karen Schultz to determine contact person for making the request. Keith Hillkirk asked Jane Owens for the committee's recommendations in writing for discussion during committee reports at the February 10, 2010 meeting.
 - c. Hendrick Conference planning committee-Leslie requested any feedback on the conference planning be sent via email to her or Sharon Christ.

4. Other topics-The online proposal forms for the 2010 Incentive Grants are being worked on. Once the web forms are live, an email announcement will go out.
5. The meeting was adjourned at 12:45 p.m.

Respectfully submitted,
Judy Wills