



April 15, 2009
324 Outreach Building, University Park
10:30 a.m.

Minutes

Attended: Sharon Christ, Martha Jordan, Linda Higginson, Roger Egolf, Ted Timmerman, Karen Schultz, Sandy Gleason, Michael Mahalik, Theodora Jankowski, Bob Farrell, Bill Curley, Amy Pancoast, Leslie Laing, Joann Olson, Bidy Brooks (by phone), Gale Siegel (by phone), Joel Rodney (by phone), Galen Grimes (by phone), Judy Wills (Recorder)

Guests: Jean McGrath, Melissa Kunes

Unable to attend: Keith Hillkirk, Vicki Carter, Anna Griswold

- 1) Sharon Christ called the meeting to order. Announcements-Linda Higginson was awarded the Rosemary Schraer Mentoring Award by the Commission for Women. It is their highest award given annually. There is a meeting regarding the status of the e-Petition on April 27. Sharon will email updates on the status to Commission members after the meeting.
- 2) The minutes from the March 18 meeting were approved by voice vote.
- 3) Chair-elect results. Michael Mahalik will be the Chair-Elect for 2009-2010 and Commission Chair for 2010-2011.
- 4) Campus scholarships for Adult Learners-Jean McGrath, Senior Director of Adult Learner Services and World Campus Registrar/Bursar. J.McGrath distributed a spreadsheet listing campus scholarships available for adult learners. The first list notes which scholarships are available to specific campuses. Information on the available scholarships can be found in the e-Steward system. This list is intended for internal use. A second list included scholarships which Continuing and Distance Education at University Park manages and awards through Outreach. The spreadsheets were sent electronically to members unable to attend the meeting. J. McGrath noted that the Charlene Harrison scholarship was formerly known as the Commission for Adult Learners scholarship. It was renamed in C. Harrison's honor at her retirement last June. She also

noted that the Osher Reentry scholarship is available for all campuses and is not limited to University Park. For the Osher scholarship, a final report was recently submitted to the Foundation and future funding was requested. For the available programs Continuing and Distance Education awards, over \$320,000 was awarded this year.

Outreach has a Scholarship Team that collects applications from students using criteria that includes age, veteran status, need, grade point average, internal criteria and the strength of a five hundred word personal statement and letters of reference. E-Steward is used to find qualified students, who are then contacted and encouraged to apply. An online application is also being developed.

In addition, Outreach staff has set up the World Campus Student Fund and FACES (for Continuing Ed. at UP) fund to help with unmet needs. A committee is in place which coordinates fund raisers such as a used book sale, plant sale, pet photo calendars and basket raffle. This year, around \$10,000 was awarded by the committee.

J. McGrath noted that on February 23, there was a policy change to Penn State FN-09 stating that University employees receiving educational privileges are not eligible for University scholarship awards unless the scholarship is annually funded and has language specifically allowing employees to receive. This is being looked at carefully with development officers and potential donors.

- 5) FTCAP-Linda Higginson—(First Year Testing Consulting and Advising Program) L. Higginson gave background on the FTCAP program back to its inception following World War II in the late 1940's with an initial focus on remediation and guiding choices of appropriate majors. The first time the program was expanded to include all incoming students was 1956. Currently the program is viewed as an academic orientation to Penn State and to higher education. Placement tests are given in English, math and chemistry. Interest inventories are no longer a part of the process. There is no central point of leadership to the program to coordinate the components of FTCAP, Welcome Week and First Year seminars. L. Higginson distributed a handout of the programs components before, during and after the day of the FTCAP visit to University Park. Students are asked to view online modules in advance of their scheduled sessions. FTCAP is required of all newly admitted first-year students. Transfer students do not get an invitation

automatically, but can be referred for online testing. L. Higginson will send the URL to J. Wills to distribute via email to Commission members.

Members discussed how adult learners receive academic orientation at their campuses. L. Higginson requested members to email her thoughts on ways to better connect with adults.

- 6) Committee reports
 - a) Adult Enrollment Coordinator committee-Attached
 - b) Faculty Engagement committee-Attached
 - c) Hendrick Conference Planning committee-Attached
 - d) Incentive Grants and Awards Committee-Attached

- 7) Other discussion topics—
 - a) The AEC Manager position is still being redefined.
 - b) Jane Owen has agreed to update the Prior Learning Assessment wheel for use University-wide. S. Christ is working on the revision.
 - c) The nominating committee for new Commission members for 2009-10, led by Sandy Gleason, will consist of outgoing members.

- 8) The meeting was adjourned at 12:20 p.m.

The Hendrick Best Practices for Adult Learners Conference will be held **May 18.**

The next meeting will be **June 3, 2009**, at the Penn Stater Conference Center Hotel. Commission sponsors are invited to attend during lunch.

Respectfully submitted,
Judy Wills

Attachment:

Adult Enrollment Coordinator-The committee will meet next week to review the nominations for the Annual Awards.

Faculty Engagement

No sense yet of whether or not the *Faculty Handbook* appendix can be added to the on-line *Faculty Handbook*. The Faculty Survey is still in limbo. The revised plan is to try to send out the survey at the beginning of Fall 2009.

T. Timmerman and R. Egolf submitted their contributions to the *Student Handbook* appendix.

The committee decided to make production of this appendix a summer project. Final drafts of members' sections will be due at the first CAL meeting of the new academic year (September 2009).

Hendricks Conference panel members have been selected and contacted. The following Talking Points have been agreed upon by the committee:

1. What were some of the difficulties you experienced as an adult learner?
2. How does the fact that you were an adult learner affect the ways you interact with your students and the ways in which you design your courses?
3. What advice do you have for faculty teaching adult students?
4. What were your most positive experiences as an adult learner?
5. What positive effects did you feel as an adult learner who was a graduate student?

The next committee meeting is TBD, after the Hendricks conference and before the June meeting.

Hendrick Conference planning

The Hendrick Committee met on March 20.

Bill Curley, Martha Jordan and Leslie Laing held a phone conference with the keynote speaker, Dr. Dungy and have agreed to provide statistical data to be sent and arranged for chats with a few adult learners at UP. We are still awaiting word on whether or not WPSU will facilitate a post conference interview with the keynote.

Online registration is open and to date we have only 57 registrations which is down by 50% from this time last year.

We are currently trying to arrange for printing of folders which have previously been donated for the Conference Registration materials.

The conference planning committee intends to present a certificate of appreciation to student panelists along with this year's Barnes & Nobles gift cards. Dave Lykens will be invited to the luncheon and presented with a **certificate of appreciation** to thank him for his technology support for the past several years.

The planning committee has agreed upon the four students for the **opening panel** to be moderated by Sharon at 8:45 – 9:30

The **remaining student panelists** will be used during the second breakout session hosted by Martha Jordan at 11:00 - 11:45.

Bob Farrell has submitted the finalists for the **Faculty Engagement Panel** to be hosted at the third session at 12:00 – 12:45.

- Mary Bonawitz –Assistant professor of Business Administration (Schuylkill)
- Roger Egolf—Associate Professor of Chemistry (Lehigh Valley)
- Pam Preston—Associate professor of Administration of Justice (Schuylkill)
- Damien Zsiros, Instructor of Nursing (Fayette)
- Christine Masters- Assistant Professor Undergraduate Program Coordinator for Engineering Science and Mechanics (UP)

The following 2008 recipients of Commission **Incentive Grants** have agreed to present their projects as a poster session

- Theresa Bonk, Adult Learner Resource Center and Lounge project - New Kensington
- Kathy Eberhardt, Computer Training Workshops - Penn State Altoona
- Dawn Amsberry, Library Research Workshops - University Park

Jessica Kirkwood- Lehigh Valley will host her own breakout session at 10:00 am and we are still awaiting confirmation on who will present the DuBois poster session.

Travel Grants will be awarded and recipients will receive notifications that a grant was awarded after the May 5 deadline.

Leslie, Brett Bixler, Educational Gaming Commons and Shannon Ritter have completed the script, screen shots and filming. The video is being edited for production. The Avatars of familiar Penn State Staff in **Second Life** will be hosting and discussing the changing landscape of technology and its influence on education.

Please keep in mind that John Farris shared that future conference dates will be Monday, May 10, 2010 and Monday, May 16, 2011.

Our next meeting scheduled for this **Friday, April 17.**

Respectfully submitted,

Leslie A. Laing, Chair

Incentive Grants an Awards committee

Funds have been transferred to the 2009 Incentive Grant recipients via the budgets indicated on their proposal forms.

The nominations and letters of support for the annual awards are being compiled and will be sent to the AEC committee for review by April 17. There had been a technical problem with the electronic submissions. The problem has been corrected and nominators have been sent reminders of which documents are still needed to complete the nominations. There are seven total nominations for the awards.