



Executive Committee
September 8, 2010
Senate Room,
The Penn Stater Conference Center Hotel
1:30 p.m.
Minutes-Draft

Attended: Ann Williams, Chair (by phone), Anna Griswold, Keith Hillkirk, Martha Jordan, Leslie Laing, Jane Owens (by phone), and Judy Wills (Note taker)

Unable to attend: Lori Bechtel-Wherry

1. Ann Williams called the meeting to order.
2. Minutes from the June 9, 2010, Executive Committee minutes of meeting were approved by voice vote.
3. Scheduling presenters, panels or meeting topics for 2011—
 - a. Craig Weidemann suggested including sponsors in meetings. The group discussed inviting one sponsor to each meeting, allowing each sponsor to attend meetings targeted to his or her area of interest. With a January 3, 2011 target date for final report on the Faculty Senate initiatives, the group agreed to focus on the initiatives for the fall 2010 meetings. **Ann Williams and Martha Jordan will discuss tentative scheduling and email the group.**
 - b. The group agreed to include a student panel at a spring meeting.
 - c. Keith Hillkirk recommended future Commissions consider including a Co-Curricular subcommittee.
 - d. Jane Owens suggested developing data-based talking points identifying who adult learners are and why they are important. Rachel Stover is working on a snapshot to share. **Martha Jordan will invite her to share at the October Commission meeting.**

4. Follow-up activities from Commission meeting
 - a. Terrell Jones' sponsored support is in the form of an EOPC grant. The group agreed to use the funds toward the Commission's Incentive Grants for programs targeting women, people of color, first generation college students, the LGBT community and the military. **Judy Wills will add language to the proposals and evaluation documents with details.** Information gathered with the Incentive Grant evaluations will be used to report back to Dr. Jones' office on the use of funds.
 - b. **Ann Williams will e-mail Dr. Weidemann to clarify expectation of the progress report due October 3 of the work to-date on the Faculty Senates Recommendations.**

5. Other topics-
 - a. Use of budget funds—Martha Jordan using Commission funds toward regional Adult Enrollment Coordinators (AECs). She proposed face-to-face meetings in both the Eastern Region and Western Region in fall, with follow-up in spring via Polycom. Purpose would be to define the role of the AEC, develop a channel for sharing Commission information with the campuses and create a peer support network among group.
 - b. Martha Jordan reported that the Adult Strategic Implementation Team has disbanded and folded into the work on the Faculty Senate Recommendations.

6. The meeting adjourned at 2:28 p.m.

Respectfully submitted,
Judy Wills