



Executive Committee  
December 14, 2011  
324 Outreach Building,  
University Park  
12:30 p.m.  
Minutes

Attended: Anna Griswold, Chair; Martha Aynardi (phone), Martha Jordan, Gary Lawler, Paula Pierce, Karen Pollack, Jane Owens, Judy Wills (Recorder)

Unable to attend: Ann Williams

1. Anna Griswold called the meeting to order,
2. Attendees approved the November 9, 2011 Executive Committee minutes, as submitted, by voice vote.
3. Follow-up topics from Commission meeting
  - a. Off-site meeting progress April 2012.
    - i. Toni Williams has reserved Chestnut Cottage at Penn State Hazleton for the April 11, 2012, meeting.
    - ii. Logistical details are in development and will be sent to members for planning prior to the February meeting. Polycom will be available.
  - b. Faculty survey preliminary results
    - i. Trish Evanitsky, IntelliQ, will send final report by end of January 2012. Martha Jordan will send to Karen Pollack and Martha Aynardi for the Faculty Engagement committee's analysis.
    - ii. The Faculty Engagement committee will develop strategy to publicize the results after sharing with Commission sponsors.
    - iii. Anna Griswold will ask Mike Dooris about getting onto agenda at a Quality Advocates meeting with emphasis on

those training opportunities which the most positive numbers from results identify.

#### 4. New business

##### a. Awards committee discussion

- i. The group reviewed the various awards administered by the Commission: Shirley Hendrick Award, Incentive Grant program, and annual Superior Service to Adult Learners and Outstanding Recruitment or Retention Program for Adult Learners awards and their respective nomination or proposal and awarding timelines.
- ii. No nominations have been received for the Shirley Hendrick award to date. Publicized deadline is December 15. The group recommended extending the deadline and promoting nominations among members' groups of interest. Judy Wills will check how long an extension is possible to avoid missing submission of information for planning the Faculty/Staff Awards luncheon. Notice of extension will be sent to the Commission and AECs, with members requested to forward to DCEs, Chancellors', and campus academic officers.
- iii. The group discussed the diminished quantity and quality of proposed incentive grant programs over the past few years.
  1. Suggestion was made to solicit initiatives that require collaboration beyond immediate units, perhaps among campuses or with faculty.
  2. The program will be revamped for 2013, possibly with fewer awards and higher values per award.
  3. The committee discussed for 2012, using the incentive grants allotment instead toward hosting workshops based on the IntelliQ survey findings at regional sites, possibly including a pre- and post-assessment, to underscore the report findings.
  4. Lawler will send information on regional clusters. Suggestion was to allot \$2,000 per cluster for pilot sessions to be held in fall 2012 around how to create a welcoming environment for adults, with material tailored to audience from each cluster.
  5. During January Griswold will share draft recommendation for presenting to the full

Commission in February. Griswold will send the February agenda to sponsors, once available. Then a working group will form to flesh out recommendation to propose to Dr. Hanes regarding the prospective sessions.

- b. Martha Jordan reviewed an email from 2008 between a student and Sharon Christ, Penn State York, past chair of the Commission. In 2008 the Commission agreed to revisit the issue at a future date due to
  - i. Topic was the University policy limiting employee credits eligible for discounted tuition at sixteen per year.
  - ii. The group discussed how the limitation is not aligned with financial aid eligibility guidelines. However, best practice recommendation for anyone working full-time is upper limit of six credits per semester.
- c. Proposed Hendrick conference keynote speaker had written an article regarding PLA in Change magazine. The committee drafted the invitation to speak for sending via the speaker's management agency, including proposed topic of non-traditional ways for traditional institutions to serve adults learners.

5. Griswold adjourned the meeting at 1:50 p.m.

Respectfully submitted,  
Judy Wills