



Executive Committee

June 13, 2012

Senate Room, The Penn Stater Conference Center Hotel

University Park

2:00 p.m.

Notes-Draft

Attended: Anna Griswold (Chair), Martha Jordan, Jane Owens, Paula Pierce, Pat Shope, Judy Wills (Recorder)

Unable to attend: Martha Aynardi, Gary Lawler, Karen Pollack, Ann Williams

1. Anna Griswold called the meeting to order.
2. The group approved minutes from April 11, 2012, by consensus.
3. Discussion items from Commission meeting
  - a. The group discussed tentative scheduling to avoid major schedule conflicts for 2013 Hendrick Best Practices for Adult Learners Conference. Judy Wills will follow-up with Penn State Harrisburg about availability of facilities and food services on either May 7, 8, or 9, 2013.
  - b. Board of Trustees Breakfast with Commissions is September 14, 2012. Historically Commission chair, committee chairs and student members are included. Details will be shared as they become available.
4. Next year's meeting dates and topics
  - a. Doodle poll of Executive Committee members' availability for 2012-13 on second or third Wednesdays will be revisited to set dates for next year based on majority availability.
  - b. The group agreed on the importance of sending dates out as soon as possible for the whole year for members' planning.
  - c. The group discussed policy on inactive members and timing of the year-end meeting to promote increased attendance and participation.

- d. Wills will send out message to continuing members with 2012-13 dates once identified and with verbiage about expected attendance per bylaws.
- e. Committee members may send topics of discussion for next year to Wills. Proposed topics include Adult Scholarships and PLA discussion with sponsors, Speaker from government relations addressing what is going on at state and national levels, diversity recruitment, social aspects of adult learners educational experience, and financial aid and its affects or repercussions. Also, suggestion was made to ask each sponsor to identify topics they would like the Commission to address.
- f. Suggestion was made that when sponsors attend, to have no other presentation topics on the agenda to maximize discussion time, possibly around set topics like PLA.
- g. Suggestion was made to combine year-end meeting with Hendrick conference, either the evening before or morning of the conference.

#### 5. Recommendations for committee chairs

- a. Suggestions for Committee chairs for 2012-13 were discussed.
  - i. PLA-Pat Shope will chair; suggestion made to combine the Faculty Engagement committee under PLA so there is stronger cohesiveness with discussion and initiatives.
  - ii. Hendrick Conference Planning-Judy Wills will chair and recruit a co-chair or facilities coordinator on site at Harrisburg campus.
  - iii. Awards—Paula Pierce will chair and may ask each committee member to lead search process per award.
  - iv. Chairs are reminded that committee membership opportunities may extend outside Commission membership.
- b. Summer email message to continuing members will include option for members changing committee affiliation if desired.

#### 6. New Business

- a. Martha Jordan shared a scenario in which University alums taking certificate programs for professional development are billed graduate rates. The group discussed policy around pricing and whether single rate could be set for certificate programs. Jane Owens mentioned success with a single rate for a program with a narrower scope and agreed to discuss possible solution with John Drake and report back on findings.

- b. Jordan also relayed inquiry from Penn State Berks about whether PLA policy had changed. The person seeking PLA wanted to have credits added to a transcript but did not wish to enroll. Pat Shope stated that PLA is only for degree seekers and the receiving institution makes the determination on whether to accept PLA credits awarded which have been awarded by a student's prior institution.

7. Griswold adjourned the meeting at 3:04 p.m.

Respectfully submitted,  
Judy Wills