



**Executive Committee**

February 10, 2010

12:30p.m.,

324 Outreach Building, University Park

Minutes

Attended: Keith Hillkirk, Chair (by phone), Martha Jordan (by phone),  
Leslie Laing (by phone), Jane Owens (by phone), and Judy Wills (Recorder)

Unable to attend: Michael Mahalik, Theodora Jankowski, Robert Farrell,  
and Sharon Christ

1. Keith Hillkirk called the meeting to order.
2. Minutes from December 9, 2009, were approved by voice vote.
3. Follow-up activities from Commission meeting
  - a) Leslie Laing requested feedback on the planned Associate/Assistant Deans panel discussion offered as a breakout session at the May 10 Hendrick Best Practices for Adult Learners conference. The planning committee's original purpose for proposing the panel was to build an understanding of adult learners' roles in the colleges' programs and courses. Suggestion was made to have a faculty member from the College of Education with expertise in Adult Education moderate the panel. Martha Jordan shared names of suggested panelists recommended by Drs. Wayne Smutz and Craig Weidemann for consideration.
  - b) Leslie Laing requested the committee to send suggestions for questions to use in a proposed panel discussion for chancellors at the Hendrick conference to her and Sharon Christ via email with carbon copy to Martha Jordan.
4. Other topics
  - a. Nominating Committee will be led by Sharon Christ, Past Chair, and include outgoing Commission members. The committee will nominate Chair-Elect for 2011-2012. The Nominating Committee

shall present a slate of names for the office at the regular Commission meeting in March. Nominations from the floor will be accepted at that time. Upon finalizing the ballot, it will be emailed to all members. Ten days will be allowed for completing ballots. Results will be announced at the April meeting.

- b. Student-to-student mentoring system for adults was a discussion arising from the Faculty Engagement Committee. The topic was tabled until the March 17 meeting.
- c. Sharon Christ will give an e-Portfolio update at the March meeting. Martha Jordan reported that the Adult Strategic Implementation Team report may not be finalized in time to present at the March meeting; Keith Hillkirk asked that recommendations still be presented.
- d. Martha Jordan reported that Jim Fong from Diagnostics Plus is working on a proposal for the Faculty Survey. Fong asked for confirmation whether the survey is to go university-wide and the committee determined that it should. Martha Jordan suggested asking the sponsors to advance the request once the proposal was ready. This will be further discussed at the March meeting.
- e. Martha Jordan shared that a recent Collegian article stated the Student Handbook has not been in print for several years, although the UPUA is looking for funding to print an updated version. The committee discussed whether the appendix planned by the Faculty Engagement committee should be an addition to the current online resource list instead of an appendix to the handbook not currently in print.
- f. A webinar entitled 'PLA as a Recruiting Tool for Adults and Veterans' is available through Academic Impressions on March 29, 1:00-2:30 p.m. Registration fee is \$250.00 for one site with and \$195.00 for additional sites through March 22. Keith Hillkirk asked if the Commission could help support the registration fee. Martha Jordan will verify and update at the March meeting.

5. The meeting adjourned at 1:20 p.m.

Respectfully submitted,  
Judy Wills