



Executive Committee

March 17, 2010

12:30p.m.,

119 Outreach Building, University Park

Minutes

Attended: Keith Hillkirk-Chair, Sharon Christ, Martha Jordan, Bob Farrell, Leslie Laing, Theodora Jankowski (by phone), Jane Owens (by phone), and Judy Wills (Recorder)

Unable to attend: Michael Mahalik

1. Keith Hillkirk called the meeting to order.
2. Minutes from February 10, 2010, meeting were approved by voice vote.
3. Follow-up from Commission meeting
 - a. December meeting—The registration procedure question brought up at the December meeting was discussed between Karen Schultz and Besty Esposito—CE at UP. Theodora will follow-up with Betsy to determine the outcome of the conversation. Also, in response to the question that was raised about developing an adult peer-to-peer mentoring, Leslie Laing reported that such a program is already in place.
 - b. Next steps for documents delivered by the Faculty Engagement Committee
 - Martha Jordan will forward the survey summary and consent to Diagnostics Plus for formatting. Once the proposal is received from Diagnostics Plus, Jordan and Keith Hillkirk will share with Dr. Craig Weidemann and ask for backing
 - Bob Farrell will forward the student handbook appendix to Keith Hillkirk and Leslie Laing. Laing reported that UPUA deadline for inclusion in the upcoming hard copy of the student handbook is soon.
 - Judy Wills will add links to both handbook appendices to the Commission's web site.
4. Other topics
 - a. Procedures for electing chair-elect for 2010-11 Commission were reviewed. Martha Jordan asked members to think about potential new Commission members for the upcoming year with new committees/topics in mind.
 - b. Jane Owens will share notes from the March 29 'PLA as a Recruiting Tool for Adults and Veterans' webinar at the April 14 meeting.

- c. Martha Jordan shared that World Campus is working with the Learning Center on tutoring sessions which will become available for use by anyone.
 - d. Keith Hillkirk and Martha Jordan gave an update on the status of a possible new sponsor. Conversation is continuing with the potential sponsor. Martha suggested extending invitation to the June lunch with the current sponsors to hear the reports on the Commission's work this year. Leslie will also extend an invitation to the Hendrick conference.
5. Announcement was made that Ted Timmerman's office received additional funding for an additional staff member to help with increased workload.
6. The meeting was adjourned at 12:36 p.m.

Respectfully submitted,
Judy Wills