



Commission for Adult Learners

December 14, 2011

324 Outreach Building,

University Park, PA

10:30 a.m.

Minutes

Attended: Anna Griswold (Chair), Gloria Deschler, Paula Hogard, Martha Jordan, Leslie Laing, Gary Lawler, Erica Kresovich-Rockey, Jane Owens, Karen Pollack, Paula Pierce, Tara Scales Williams, Renee Scheske, Karen Sones, Rachel Stover, Judy Wills, KenWomack

Joined by phone: Jane Ashton, Martha Aynardi, Ron McCarty, Kevin Snider

Unable to attend: Lori Bechtel-Wherry, Beth Ann Delaney, Paul deGategno, Spencer Lewis, Paula Milone-Nuzzo, Deb Straussfogel

- 1) Anna Griswold called the meeting to order and thanked members for efforts in 2011.
- 2) Announcements
 - a) There is no meeting scheduled in January 2012.
 - b) Ann Williams was unable to continue as chair of the Awards committee due to schedule demands. Anna Griswold asked Paula Pierce to assume leadership of the committee and Pierce agreed.
 - c) Shirley Hendrick Award nomination deadline is tomorrow, December 15.
 - d) Anna Griswold shared that last year's student member to the Commission accepted a job in Washington, DC.
- 3) The group approved minutes of November 9, 2011, by voice vote.
- 4) Trish Evanitsky, IntelliQ Research, shared preliminary report of the faculty survey. Judy Wills emailed the report and copy of the survey to all members
 - a) The survey closed December 2, 2011. 4,807 email invitations were sent, 506 completed surveys were returned. Four colleges distributed

generic link, the actual number of faculty receiving the link is unknown.

- b) Screener was used to ensure faculty member works with adults, respondents answering no to the screener, advanced to the background information page.
- c) Additional information gathered was faculty background, characteristics of undergraduate adult students, flexibility in teaching situations, Credit by Exam and Credit by Portfolio Review, additional services to increase enrollment, types of courses taught, and willingness to participate in workshops around needs of faculty members who teach adults.
- d) Members made suggestions for Evanitsky to include on final report
- e) Final report anticipated by end of January. Faculty Engagement will disseminate.

5) Committee reports

- a) Awards—Paula Pierce is reviewing awards criteria and procedures and plans to pose specific questions during this afternoon’s Executive Committee meeting
- b) Faculty Engagement—Martha Aynardi
 - Primer is in progress which may have a map or diagram to show the relationship between all of the PLA relevant terms. The committee will review the draft later this month and will ask the Commission for feedback once final draft is available.
 - Larry Ragan, World Campus, and Kathy Jackson, Schreyer Institute for Teaching Excellence, attended the November Faculty Engagement committee meeting to discuss development of a training program that would describe the characteristics of adults learners and include considerations that faculty should be aware of when working with adult learners at the University. Training could be in the form of a three-week OL faculty development course or a series of Schreyer Teaching and Learning workshops.
 - The committee will review the IntelliQ findings at their January meeting.
- c) Hendrick Conference Planning—Judy Wills
 - Per discussion at the November Commission meeting, plans are underway to coordinate a veteran’s session.
 - Date saver message was sent November 21. Call for Proposals will open December 15. Members are asked to forward to any list serves or groups which would have interest in attending.

- Opening session will be a student panel moderated by reporter from Outreach News Bureau. Registrants will have opportunity to submit questions for the panel during online registration.
- Keynote speaker suggestions are being vetted for availability and affordability.
- Two chancellors have confirmed participation in the chancellor's panel
- Two 2011 Incentive grant recipients will share their programs during a shared session. Two program evaluations are still outstanding.
- More specific evaluation questions will be posed to gauge interest in moving the conference to a campus in 2013.

d) Prior Learning Assessment (PLA)—Jane Owens

- The committee shared its chart of misconceptions surrounding PLA with the Faculty Engagement committee for review.
- Gary Lawler reported Dr. Hanes approved review of the current form and process to make recommendations
- There is a need to underscore that campuses have signatory power regarding PLA.
- Owens and Martha Jordan will look at where the revised form should reside, possibly an advising site. Suggestion was made to look at the Altoona site as example.
- Credit by Exam will be first, and then Credit by Portfolio Assessment will be next focus.

6) New business—Martha Jordan reviewed edits suggested by the Executive Committee after review of the September 2009 version Commission's Constitution, Bylaws, and Standing rules

a) Constitution

- Article 1—Update list of sponsors to include newest sponsor.
- Article 2—Revise language to match policy in appointing new members, clarifying membership term lengths by type of membership, updating campus membership to percentage of total membership rather than specific number required, removing 'affiliate member' which is now under 'standing memberships', add anticipated PLA Coordinator to list of positions holding Ex Officio membership.

b) Bylaws

- Article 1, Section 2--Update assistant to reflect 'Administrative Assistant' to the Commission including non-voting membership on

the commission and standing member of the Executive Committee, include chairing of the conference planning committee under duties of the Administrative Assistant and provision if vacancy occurs.

- Article 3—Update language from ‘appointed’ to ‘active’ for required membership status of committee chairs, clarify language for process of appointing committee chairs

c) Standing Rules

- Article 1--Remove paragraph pertaining to nominating committee slate requirements.
- Article 2--Add ‘administrative’ to assistant.
- Adding revision date of December 2011.

Members approved the updates by voice vote. Wills will upload revised document to the Commission’s web site when available.

7) Griswold adjourned the meeting at 11:40 p.m. and reminded members that the next scheduled meeting is February 8, 2012.

Respectfully submitted by Judy Wills.