



Executive Committee  
March 14, 2012  
324 Outreach Building,  
University Park  
1:30p.m.  
Minutes

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

Unable to attend: Martha Aynardi, Ann Williams

1. Anna Griswold called the meeting to order.
2. The group approved February 8, 2012, Executive Committee minutes by consensus.
3. Follow-up topics from Commission meeting
  - a. Incentive Grant Program
    - i. Task Force to revamp Incentive Grant Program
      - Task force members do not need to be Commission members.
      - The task force will assist in developing changes to the Incentive Grant program and identifying recommended categories or types of initiatives.
      - The initiatives should support Core Council recommendations and include strategic plans. Degree completion initiatives would be an example.
      - Cluster groups will be coordinated and then proposed to Dr. Hanes for approval to proceed.
      - Budget funds which would have been awarded to 2012 Incentive Grant programs may carry over to next budget year. Historically, Commission budget funds earmarked for specific purpose are approved to carry-over.

- ii. Pilot Faculty Workshop-Jordan asked Pollack for anticipated costs. Pollack did not think the Commission would be charged.
  - iii. Wills reported that unused award funds from programs proposed by Penn State Beaver and Penn State Schuylkill and which were not held were received and subsequently returned to Dr. Jones' budget. Additional unused funds from Penn State Abington's program will be returned to Dr. Jones upon receipt. Dr. Jones' sponsorship was via Educational Opportunities Program (EOP) grant. Jordan will discuss with Dr. Weidemann whether Dr. Jones' 2012 fund can be used for overall Commission initiatives, consistent with the other sponsors, as opposed to EOPC grant funds.
- b. Future planning
- i. Jordan shared that Dr. Weidemann envisions the Commission's role to be a ground to discuss common initiatives to avoid duplication and facilitate success.
  - ii. Griswold suggested 'Strategic Planning at a Glance,' identifying a venue for all initiatives and focus on significant initiatives.
  - iii. Key strategies going forward need to be collaborative.
  - iv. Suggestion was made to report initiatives by revenue stream.
  - v. Suggestion was made to publicize Commission initiatives and adult learner issues to promote enrollment growth, possibly through President Erickson's speech writer.
  - vi. Jordan shared that Rachel Stover currently prepares reports on adult learners which are distributed to campus Adult Enrollment Coordinators (AECs).
  - vii. Owens suggested looking into possibility of extrapolating additional tuition revenue generated for PLA students.
  - viii. Griswold suggested maintaining adult learner articles in the Newswire.
- c. March 12 Faculty Senate Meeting
- i. Jordan summarized a student case that was brought before the senate. The matter in question was around scheduled status and payment policy.
  - ii. Griswold distributed draft of changed Senate language that is recommended.

4. New business
  - a. Chair-Elect Ballot
    - i. Only one of the two prospective candidates identified by the nominating committee has confirmed willingness to be on the ballot.
    - ii. The group discussed meeting calendar flexibility if the chair-elect has conflicts with standing meetings. Moving to the third Wednesday of each month was proposed. Wills will send two series of dates to Executive committee members for 2012-13 to determine availability for the majority: one series will show second Wednesday dates, the other will show third Wednesday dates.
  - b. April 11 meeting agenda
    - i. Grisold will ask Leslie Laing for an update from her task force.
    - ii. Time will be allowed to debrief and discuss today's panel.
    - iii. Wills will contact Penn State Hazleton to request a campus tour for the group.
  - c. Progress report to sponsors.
    - i. Griswold is drafting a progress report to send to Commission sponsors.
    - ii. Wills will forward to Executive Committee when available asking for feedback.
5. Griswold adjourned the meeting at 2:00 p.m.

Respectfully submitted,  
Judy Wills