



PennState

Commission for **Adult Learners**

March 21, 2018

1:00-2:00 p.m.

324 Outreach Building/

Zoom <https://psu.zoom.us/j/831320473>

Executive Committee Minutes

Attended: J. Campbell, Chair; J. Cross, S. Feather, E. McFeely, D. Smith, R. Thornton-Roop, J. Wills, Recorder
Joined by Zoom: P Staskiel, E. Seymour, E. Wright
Sponsors and guests: R. Engel, R. Hart, C. Taylor

1. J. Campbell called the meeting to order. R. Thornton-Roop made motion to approve the February 21, 2018 minutes as submitted, S. Feather seconded. Members approved.

2. Continued business

a. 20th Anniversary news article—

Mike Dawson is in contact with students identified for the article.

Members agreed to invite Provost Jones to give remarks. The flow of events will be a brief business meeting with sponsors from 5:00-5:30 followed by the anniversary celebration.

b. Follow-up and next steps from January 18 videoconference with AECs.

Suggestion made to consider a mentoring program to match seasoned AECs with newer ones.

R. Engel spoke with sponsors around the collaborative efforts between the groups. Her office will coordinate efforts. Recommend that CAL should always have AEC representation on membership serving as point of contact and organizing AECs to intentionally organize and function as a network.

ALEC is already seeing activity in the Canvas pride. It is structured in way that everyone is investing in posting questions and information.

Campbell will be reaching out to Dr. Hanes' office to request getting onto a CCC agenda to discuss the AEC role.

Discussion around whether a single, coordinated position could oversee SCOs and AECs. At some campuses, both roles are responsibility of the same individuals.

This ties into branding. CAL can lead and engage. It is important to keep AECs informed of what is happening University-wide so the AEC can keep the campus informed.

Discussion around how to look at Starfish to facilitate communication across offices that work with adults/add attribute attached to adult learner. D. Smith will identify four AECs to look at an Adult Coordinator Role in Starfish.

Should the AEC role description be updated to require completion of the Adult Learner module? We will hear a presentation about the module at the April CAL meeting.

- c. Review proposed bylaws updates—Ad hoc committee met March 14 and proposed the following:

Create two new liaison roles: AEC liaison, and Sr. Director for Veterans Affairs and Services (SDVAS). These would be appointed yearly, with option to renew, and with voting privileges.

Maintain affiliate membership from Office of Veterans Programs. Related suggestion, outside the bylaws, made to dissolve the Military and Veterans Support Services Committee. This committee was formed to do the work that the SDVAS (Col. E. McFeely) position is now charged to do. In addition, McFeely is creating a Veterans Advocacy Council throughout the campuses that will provide the opportunity for those who have served from various areas/roles on MVSS and feel passionately about assisting veterans to continue to do so.

Increase from required campus representation from 25% to 30% of appointment membership. World Campus would be considered as campus membership for purposes of the structure. Affiliate members are invited based on their expertise, so their locations are not material to their membership.

L. Wright will finalize wording for the agreed edits. Next steps would be to present to full membership at the April meeting, then approval vote at the May 8 meeting.

3. New business

- a. Shirley Hendrick award criteria revisions discussed:

To firm up definition of who may be nominated and draw a wider pool, suggestion raised to change wording to read “any University employee who demonstrates leadership support and advocacy for adult learners.”

To limit receipt of the award to once per individual, unless the nomination demonstrates that the work raised up for nomination is new and distinct from the body of work for the first award.

Discussion around whether CAL members should be excluded from eligibility during their terms of service.

How to determine whether or when to skip awarding in a given year based on the strength of the pool.

The criteria will be updated as part of strategic planning discussion for 2018-19. Members may submit additional thoughts to Campbell or Wright for those discussions.

J. Wills will research for criteria history including whether there were any stipulations from a donor or Hendrick family member stipulations. The award was moved over to CAL from Dr. Craig Weidemann's office in 2011.

b. Strategic planning

Feather suggested looking at AEC feedback that Ashley Adams collected for ALEC to identify what impediments exist and ways to address these as focus for the 2018-19 meeting with AECs. Question raised about whether CAL can leverage the Noel-Levitz adult learner satisfaction data. Can CAL educate AECs about PLA, and transfer credit—spaces we want to do more of both to facilitate? Jamie will reach out to find out what Michele Rice has available.

Discussion will be continued at the April executive meeting to develop ideas to inform transition leadership meetings over summer. Related to the Provost's mention of the One Penn State 2025 report during the earlier meeting, Campbell asked members to consider what CAL will look like in 2025. Members asked to think about identifying initiatives, committee structure, SH Awards criteria, and prospective nominees including possible representation from the Adult Learner PhD program.

The meeting adjourned at 2:00 p.m.

Submitted by Judy Wills