Commission for Adult Learners

November 20, 2019
10:30 a.m.-12:30 p.m.
324 Outreach Building

Executive Meeting Minutes

Attendees: Helen McGarry, Brian Redmond, Michele Rice, Debra Rodgers, Liz Seidel, Patty Staskiel, Jeff Warner

Unable to attend: Chuck Greggs, Elizabeth Wright

- Approved minutes from September and October 9, 2019 meeting
- Discussion of upcoming CAL meeting schedules:
  - December – President Barron
    - Talking points:
      - Look at notes from last years
      - One Penn State
      - Lifelong learning
      - His expectations for CAL and what he thinks we should be focusing on related to One Penn State 2025
      - *Send P. Staskiel other questions/ideas for Dr. Barron
  - February
    - Anne Behler from library is interested in being involved
  - March
    - No update on meeting being able to be held in Wilkes-Barre
      - Contingency- Meeting will be hosted at Outreach Building
    - P. Staskiel will reach out to Janet Schulenberg for information sharing about Starfish for March meeting
    - Anyone else to invite to March meeting?
      - R. Engel or someone else to talk specifically about One Penn State 2025
  - April
    - Provost Jones- will brainstorm talking points to send to him closer to April
- AEC
  - Swag update
    - A. Taylor working with sponsors (Dutton E Institute) to purchase candy jars for AECs
  - Electronic AEC guides
- Will be purchased as e-books but still needs to be ordered
- P. Staskiel will coordinate with person purchasing to figure out more on the distribution details
  - Chancellors
    - Provide chancellors with the following:
      - AEC goal
      - AEC job description
      - List of their current AECs
        - Ask for them to reflect on if the AEC is filling the role or if there is a person who would be a good fit for the AEC position based on the job description
    - Propose acronym change from ‘engagement’ to ‘experience’ because current title causes confusion
  - P. Staskiel will be the person to pass this information along to chancellors and she’ll investigate how to get acronym changed/approved
- Review of By-laws
  - L. Wright has been reviewing and has come up with suggested revisions
  - Goal – update by-laws to be relevant and timely to current needs and goals of CAL
  - L. Wright will present her suggestions and ask for input at December meeting
    - P. Staskiel will ask her to send her notes to group prior to meeting so they have a chance to review
- Hendrick Conference
  - Shirley Hendrick Award
    - Only 1 nomination so far – encourage colleagues to submit nominations
    - Deadline will likely be extended
    - Criteria for nominations and examples of past winners can be found on CAL’s website
      - [http://cal.psu.edu/shirleyhendrickaward/](http://cal.psu.edu/shirleyhendrickaward/)
    - L. Wright is working on reviewing evaluation rubric and plans to invite reviewers after Thanksgiving break.
  - Conference Planning
    - Should we invite outside PSU people? (e.g., Big Ten network)
    - P. Staskiel will contact D. Smith about M. Ayala from Purdue as possible keynote speaker
    - M. Rice mentioned “Complete – to – Compete” program as another option to explore
  - M. Rice donation/money hit budget
- Student member recommendation
  - Recommended student is a third-year student majoring in Physics, 2+2 student
  - Very involved in PSU
  - Suggested by M. Whitehurst and supported by R. Engel
- May be a good member of SPEC committee and able to attend CAL meetings
  - Adjourn meeting

Minutes submitted by Liz Seidel