



Executive Committee  
October 12, 2011  
324 Outreach Building,  
University Park  
12:30  
Minutes

Attended: Anna Griswold (Chair), Martha Jordan, Gary Lawler, Martha Aynardi (by phone), Judy Wills (Recorder)

Unable to attend: Ann Williams, Jane Owens, Karen Pollack

1. Anna Griswold called the meeting to order.
2. The group approved September 14, 2011, minutes by voice vote.
3. The group assigned any special presenters, panels or meeting topics for remaining meetings 2011-12
  - November—Trish Evanitsky, IntelliQ; Faculty Survey results
  - December—Survey results analysis and working meeting.
  - February—Adult Degree Completion Task Force report. Wayne Smutz, Mikund Kulkarni and Craig Weidemann to attend.
  - March Financial Aid Update (Anna Griswold)
  - April—Adult Learner Survey Task Force update
  - May – Hendrick Conference, May 14, 2012
  - June—Wrap-up meeting and report to sponsors
4. Follow-up topics from Commission meeting
  - a. Faculty Senate Recommendations tracking
    - The group discussed tracking work on the Faculty Senate recommendations and touching base with other groups or individuals who worked on recommendations.
    - Suggestion was made to provide report when a substantive milestone is reached.

- Martha Jordan will ask Dr. Weidemann if Outreach has a standing report in which to include retention reports and if not, whether one can be focused on adults.
- Jordan shared that an Academic Outreach retention committee is reviewing comparison of retention of adults compared with traditional students. She may ask the committee to share a report at the Hendrick conference as results are available.
- Anna Griswold asked Judy Wills to include the update distributed at the Commission meeting on the Commission's web site.

b. Adult Learner Definition

- Deb Straussfogel and Paula Pierce indicated interest in possibly assisting with further exploration of the adult learner definition.
- The group discussed how this topic may relate to Mike Dooris' report which Griswold had sent to Commissioners and how to cross reference adult learner with non-traditional on the University's web site.
- Griswold will check if there is a way to analyze self-selection criteria which is used to deem a student financially independent.
- Griswold asked whether data is available about common assumption made about adults, for example not all have dependent children or not all are enrolled part-time.

5. New business—

- a. Moving a meeting to a campus--During a logistical planning meeting over the summer, Ann Williams suggested moving one 2011-12 Commission meeting to another campus with Polycom video conferencing capabilities, possibly Lehigh Valley. The group agreed there would be value in further exploring this possibility and in inviting adult learners from the hosting campus to discuss their student experience with the group. Suggested meeting would be the April 11 meeting. Jordan will follow-up with Williams on availability of Polycom room in Lehigh Valley for April 11. Gary Lawler offered to check into Hazleton campus as a contingency if Lehigh Valley is not available. A concurrent reservation would be made at University Park for members who prefer to gather there, or video bridge would be available.

- b. 2012 Incentive Grants—Jordan gave background on the Incentive Grant program commented that the quality of Incentive Grant proposals has declined in recent years. The group questioned whether surveys were allowable. **Wills will check guidelines.**  
The group discussed suggesting categories and expectations for proposed programs and making a limited number of awards available. **Griswold will charge the Awards committee to develop themes for 2012 awards, with \$8,000-\$10,000 total awards.**

6. Adjourn meeting