



## Commission for Adult Learners Executive Committee

April 17, 2013

324 Outreach Building, Innovation Park

12:30 p.m.

Minutes

Attended: Gary Lawler, Chair; Anna Griswold, Paula Pierce, Pat Shope, Karen Pollack, Martha Jordan, Martha Aynardi (by phone), Judy Wills, Recorder

Unable to attend: Paula Milone-Nuzzo

- 1) Gary Lawler called the meeting to order.
- 2) The minutes of March 20, 2013 were reviewed, and accepted.
- 3) Updates from Commission Meeting
  - a) The group agreed it was beneficial to have Yvonne Gaudelius at the morning meeting so members could hear about the heightened visibility of the task force and that having Ken Thigpen leading the task force will be good to share committee work to date. Martha Jordan has been participating in candidate interviews for Undergraduate Education Associate Vice President and has been including questions about each candidate's standing on PLA.
  - b) Judy Wills will send Paula Pierce photo of Dr. Erickson presenting the Shirley Hendrick Award to Leslie Laing at the Faculty/Staff Awards Reception for use in the recognitions slideshow.
  - c) Anna Griswold noted that Mark Lafer is looking forward to attending and participating fully in the Hendrick conference, including the First Timers session. Lafer pulled information from state data bases to touch on sector distribution in PA, where students are enrolling, completion rates, and state-specific and national comparisons of

demographic information. The presentation will match publicized session description.

#### 4) Continued Business

##### a) Adult Enrollment Coordinator (AEC) role

- i) Lawler will look at letter originally sent to chancellors about the AEC role for necessary updates before sending information to Madyln Hanes with history and explanation of the role. Wills will forward letter to Lawler.
- ii) Jordan holds a yearly meeting each with AECs from campuses in the east and campuses in the west to share information. For the fall 2013 meetings, DuBois and Hazleton AECs have expressed willingness to host the meetings.

#### 5) New Business-

##### a) Damon Sims and Terrell Jones will attend the May 8 year-end meeting with sponsors.

- i) Lawler will prepare report of the Commission's accomplishments and activities for 2012-13.
- ii) Committee chairs should send information for the report to Wills by April 30. Wills will then forward all committee reports to Lawler.

##### b) Meeting will be held this summer among Lawler, Jordan and Paula Milone-Nuzzo to transition leadership and look at strategies for 2013-14.

- i) The tentative 2013-14 meeting dates were shared for 2013-14: September 18, October 16, November 20, and December 18, 2013. February 19, March 19, April 26, and tentatively June 18, 2014. Historically there is no meeting in January. Tentative dates are third Wednesday of each month. All meeting dates will be confirmed at the chair's transition meeting the summer.
- ii) New member nominations will be gathered over the summer looking at any gaps such as campus, department, or affiliated committees left as outgoing members complete their terms of service. Executive Committee suggestions for new members can

be sent to Martha Jordan, copying Wills, for discussion at the summer leadership transition meeting. The term of service for Faculty Senate liaison may be revisited.

- iii) Griswold will hold February 19 on her calendar as tentative date to attend the Commission meeting and give a 2013-14 student aid update.
  - c) Lawler will send letters of thank to outgoing members' supervisors for allowing release time for Commission work. Wills will prepare for Lawler's signature over the summer
- 6) Lawler adjourned the meeting at 1:30 p.m.

Respectfully submitted,  
Judy Wills