



Executive Committee
February 19, 2014
324 Outreach Building, University Park
12:30 p.m.
Minutes

Attended: Paula Milone-Nuzzo, Chair; Sueann Doran (by phone), Martha Jordan, Apryl Kadish, Gary Lawler (by Polycom), Paula Pierce (by Polycom), Pat Shope, Ken Thigpen (by Polycom) and Judy Wills

1. Paula Milone-Nuzzo called the meeting to order
2. The group approved minutes from the December 18, 2013 meeting by voice vote.
3. Updates and discussion from Commission meeting
 - a. Nominations for 2015-16 Chair
 - i. Martha Jordan reviewed the timeline and process for electing the 2015-16 Chair. Gary Lawler will lead the process as past chair. The nominating committee also includes 2014 outgoing members. Slate of nominees will be presented at the March 19 meeting, and then Judy Wills will send ballots electronically. Results will be announced at the April 16 meeting.
 - ii. Ideas were considered around the length of the term related to timeframe to move initiatives forward.
 - b. Internal Communications Strategy
 - i. To avoid risk of a single written message being lost among multiple requests, the committee agreed to

provide a series of succinct messages to ask the sponsors to author and share at President's Council.

- ii. Messages would move beyond basic charge of the Commission to state CAL mission and priorities and to list bullet points we would like the new President to consider.
 - iii. The group agreed to provide a quarterly fact sheet to sponsors on CAL progress and initiatives and a sketch of meeting content and speakers.
 - iv. Target timeframe to have first message ready for sponsors is April. We may repurpose the message shared with Provost Jones, adding data and business case of benefits and documented progress of CAL's work.
 - v. CAL will offer follow-up discussions as the sponsors deem appropriate.
 - vi. Ideas were suggested to include in additional messages: PLA and other student-centric services and processes which CAL can support: student engagement, availability of World Campus courses to enhance accessibility to courses from any location, and operationalization of the definition of adult learners.
 - vii. Milone-Nuzzo will plan to talk with Provost Jones about adult learners as part of his strategic planning process, and recommended our message include language from his supporting principles. Jordan will compile supporting data and topics.
4. New business-Hendrick conference registration fee.
- a. Wills and Kadish recommended setting Hendrick registration fee at \$75.00, which would cover expenses per available quotes after CAL supporting funds. The group approved by consensus.
5. Milone-Nuzzo adjourned the meeting at 1:25 p.m.

Respectfully submitted,
Judy Wills