



Executive Committee  
March 19, 2014  
324 Outreach Building, University Park  
1:15p.m.  
Minutes

Attended: Paula Milone-Nuzzo, Chair; Sueann Doran, Martha Jordan, Gary Lawler, Paula Pierce, Ken Thigpen, and Judy Wills

Unable to attend: Apryl Kadish, Pat Shope

1. Paula Milone-Nuzzo called the meeting to order.
2. The group approved minutes from February 19, 2014 meeting by voice vote.
3. Updates
  - a. Discussion from Commission meeting
    - i. Martha Jordan thanked the committee for financial support of the Financial Literacy initiatives to date and noted that Dr. Rizk recently reported on her initiatives to the Board of Trustees Sub-Committee on Academic Affairs and Student Life. Rizk also has plans in progress for tentative sessions during Parents Weekend and New Student Orientation.
    - ii. Jordan also noted that the Commission is well-represented on the Gen Ed Task Force through our current and past members. The group discussed how the themes in development may be beneficial for adults who tend to stay in place geographically during their undergraduate degree programs.

- iii. Durell Johnson had forwarded for discussion information on Engaged Scholarship. Jordan has been in conversation with Careen Yarnal and Janet Conner about tentative presentation related of the topic. Thigpen will consider adding the topic to the 2014-15 meeting calendar.
- iv. Jordan reported that there is a randomized pilot Student Experience Survey currently open. The survey will close March 21. There is a draft question about age range and current veteran or active military status. Survey results could tie to the Military Support Services survey of Certifying Officials for informing their student survey.
- v. Jordan noted a recent Newswire article about a military fraternity forming in at Penn State Altoona. Link to the article is here <http://news.psu.edu/story/307966/2014/03/19/academics/trio-deploys-positive-connections-forming-veterans-fraternity>. Ken Thigpen noted that Lehigh Valley was also forming a chapter. Jordan will send link to Paula Pierce as possible annual recognition. Judy Wills will arrange a link to the article on the news page of the CAL web site.
- vi. Pierce will compile ideas from awards and recognition program administration that the committee would need funding to do in future years and will send to Judy Wills to include in 2014-15 planning. Wills will look into ways to designate recognition recipients on name badges for the 2014 Hendrick Conference. Pierce will send names to Wills by April 23.

b. Continued Business: Internal Communications Strategy

- i. Milone-Nuzzo will prepare a draft message for the President to share at the April 16 meeting.
- ii. The group recommended using a scaled down format similar to the template being used for reports in progress by the campuses and colleges.

- iii. Milone-Nuzzo reported that Dr. Craig Weidemann agreed to take a quarterly report form the Commission to President's Council and Provost Council meetings and he will engage the other sponsors. Suggested topics are data, strategy, and areas where the Commission seeks guidance.
  - iv. Strategic Plan for the Commission Milone-Nuzzo suggested using a three-year plan for continuity and succession planning. The group agreed and noted such a plan needs to allow for flexibility and plan to evaluate progress. The intent would be to allow bigger projects to increase the Commission's impact and capture history of multi-year initiatives which the Commission initiated such as Prior Learning Assessment (PLA) and the Course Substitution Request System. Milone-Nuzzo will use the format developed by Gary Lawler as 2012-13 Chair. The group will suggest using the same format by future leadership going forward.
  - v. Milone-Nuzzo requested to add discussion of the 2013-14 report to the April 16 meeting agenda.
4. New business
- a. Milone-Nuzzo recently received report from the Child Care Task Force, and noted its impact for adult learners. The group noted that Anna Griswold's presentation at the earlier meeting reference the number of students with one or more dependents. The group recommended considering the topic for 2014-15, pending outcome of the Task Force's next steps. Milone-Nuzzo will send copy of the report to members with interest.
  - b. Wills will send dates and room details for the May 14 meeting to the Executive Committee and will update the calendar on the web page with time and location of the meeting.
5. Milone-Nuzzo adjourned the meeting at 1:40 p.m.

Respectfully submitted,  
Judy Wills