



September 17, 2014
207 The Penn Stater Conference Center Hotel
1:30 p.m.-2:30 p.m.
Executive Committee Minutes

Attendees: Ken Thigpen, Chair; Francis Achampong, Diane Chamberlin, Sueann Doran, Martha Jordan, Pat Shope and Judy Wills (Recorder)
Unable to attend: Paula Milone-Nuzzo

1. Ken Thigpen called the meeting to order.
2. Administrative items – Judy Wills
 - a. University-wide initiatives, news, and best practices shared during monthly meetings will be placed on the CAL web site based on content. Wills has created a form for members to complete to confirm details and will distribute to members.
 - b. Wills reminded chairs that the conference planning committee would like each committee to present a session or sessions at the May 12 conference.
 - c. Wills has arranged a non-person account for CAL on Box@ Penn State. Each committee has a folder and each committee chair has editor rights and ability to share his or her respective folder with committee members. Wills has placed a blank committee summary in each folder and asked that chairs submit committee meeting summaries into Box prior to each month's full CAL meeting. The group discussed having a folder specific to University-wide initiatives.
3. The group discussed tentative schedule of special presenters, panels or meeting topics for 2014-15:

October 15-David Christiansen; and Access and Affordability task force update.

November 19-Access and Affordability Task Force progress report, Comments by PLA Director

December 17- Access and Affordability Task Force progress report; Dr. Barron will attend the first thirty minutes. CAL will compile key issues, questions and student success stories to send to the President in advance. Dr. Weidemann agreed to take these to the President at the earlier full CAL meeting.

February 18-Either (combined) Engaged Scholarship and Gen Ed Task Force updates or Student Aid update—final decision will be made at a future executive meeting.

March 18- Either (combined) Engaged Scholarship and Gen Ed Task Force update or Student Aid update- final decision will be made at a future executive meeting

April 15-TBD. This meeting date conflicts with the Faculty/Staff Awards luncheon where the Shirley Hendrick award will be presented and some members will attend. The committee agreed to adjust the time of that meeting from 10:00-11:30 a.m. and reschedule the executive committee meeting.

May11- Adult Learner Profile data update and report out to sponsors

Other suggested topics as space allows or for next year: Pittsburgh Branding Council, Government Affairs, and Accelerated Degree Programs.

4. Continued business from full Commission meeting
 - a. September 19 University Commissions' luncheon with the Board of Trustees – Commission representative will check in and have assigned tables. Trustees received information packets ahead of time. Wills will forward luncheon attendees electronic version of our Fact Sheet for printing and sharing with trustees.
 - b. Adult Learner Fact Sheet – Martha Jordan shared plans to update the Fact Sheet three times a year: September, January and May. Enrollment figures and CAL progress on initiatives will be updated on each and each edition will have a specific focus to keep the information fresh.
5. New Business
 - a. Budget requests – Martha Jordan requested funding for meeting expenses from the October 27 and 29 meetings with campus Adult Enrollment Coordinators to cover morning refreshments and lunch. She also moved to provide continued funding for the developing the Financial Literacy web site. The group approved both.
6. Thigpen adjourned the meeting at 2:25 p.m.