



November 19, 2014
324 Outreach Building, University Park
1:00 p.m.-2:00 p.m.
Executive Committee Minutes

Attended: Paula Milone-Nuzzo, meeting leader; Francis Achampong (by Polycom), Sueann Doran, Martha Jordan, Pat Shope (by phone), and Judy Wills (recorder)

Unable to attend: Diane Chamberlin and Ken Thigpen

1. Paula Milone-Nuzzo, Past Chair, called the meeting to order.
2. The group approve minutes from October 15, 2014, as submitted.
3. Committee members refined the tentative schedule of special presenters.

December 17

Dr. Barron will join the first half hour of our meeting. Francis Achampong agreed that the Access and Affordability Task Force will submit their draft report to Ken Thigpen and Martha Jordan for review and will cover highlights during the meeting.

February 18-Proposed per earlier meetings: Either (combined) Engaged Scholarship and Gen Ed Task Force updates or Student Aid update with information from the October IR Interest Group presentation Examining Affordability at Penn State.

Judy Wills will check Anna Griswold's availability for both February 18 and March 18 and will contact the leadership of the Gen Ed Task Force and the Engaged Scholarship for their availability and relay to Ken Thigpen for extending invitations to present.

March 18- Proposed per earlier meetings: Either (combined) Engaged Scholarship and Gen Ed Task Force update or Student Aid update with information from the October IR Interest Group presentation "Examining Affordability at Penn State"

This will be determined based on presenter availability noted above.

April 15-Proposed earlier: No agenda topics proposed to date besides including preparation for the year-end meeting with sponsors.

The group suggested hearing information about the Military and Veteran Support Services committee's survey results. The meeting discussion could be used to frame the CAL strategy and plan for 2015-16. The committee is exploring the possibility of doing the survey using an existing database of all veterans in the Penn State system, to send out an electronic survey around the gaps and barriers

in current services, policies, and procedures.

May11- Adult Learner Profile data update and report out to sponsors. Jodi Harris, Outreach Analytics and Reporting will present at the meeting.

4. Continued business from full Commission meeting
 - a. For any remaining 2014-15 meetings when Michele Rice can attend, we will include an update from her on the agenda.
 - b. Martha Jordan suggested asking someone to attend a meeting to give an update on the Course Substitution Request System (CSRS.) The group requested asking for outcome data as well as process data. During the CSRS pilot, over six thousand requests were reviewed with a one-day turnaround the majority of the time. Francis Achampong has heard information an interim report from Penny Carlson and noted the report might be disaggregated to remove internal Penn State courses from list.

The group agreed to ask Penny Carlson to attend a future meeting to do both CSRS and articulation agreements. Jordan will send her list of meeting dates.

- c. Develop and refine questions for Dr. Barron.
 - i. The group agreed to provide President Barron with a one-page document about CAL and its work, highlighting CAL accomplishments that have had a global impact on the University to reinforce why we hope he would be an advocate to advance the perception of the importance of our adult population among faculty, staff, and administrators. We will ask to hear about 1. access and affordability from an adult learner perspective including using PLA and transfer credits as means to reduce costs and time to degree; 2. his view of how CAL might advance the University's initiatives with the military; and 3. his six initiatives, how do adult learners and CAL factor in and what should CAL?
 - ii. From preliminary discussion with their offices, four sponsors are expected to attend the meeting, Damon Sims cannot attend.
 - iii. Wills will send summary of requested topics per discussion at this meeting to all Executive Committee members for review before sending to Dr. Weidemann's office.
 - iv. Goal timeline to have all the information to Weidemann for delivery will be December 2.
- d. Topics elevated during meeting discussion or in committee reports
 - i. The group addressed how to look at increasing awareness of CAL's work to support military and veteran students and whether a name change is in necessary. Is answer educating the population on what we do or changing name?
 1. Sueann Doran will forward information from a recent discussion of what terminology is preferred among the military and veteran population.
 2. Updating the Commission's name could help with visibility and the group brainstormed alternatives.

Is 'learner' or 'student better?'

The group agreed that inserting 'advocacy' would be reflective of our mission.

The topic will be mentioned at the December meeting and discussed again in early spring.

- ii. The committee recommends requesting to have representation on Dr. Rice's advisory group.

5. New Business

a. Hendrick conference content.

- i. The planning committee developed requested topic areas around the 2014-15 CAL initiatives and President Barron's imperatives. Each of the committee and task force chairs and our Faculty Senate liaison will be asked to present or sponsor a presentation specific to their area of focus. The planning committee would like to offer six sessions during each of two breakout periods. Wills shared a draft document from the planning committee. The document is two pages. Page one includes requested topic areas and presentation guidelines. Page two collects details of the planned presentation. Apryl Kadish will send an email message to the contacts above with explanation. The planning committee requests response by December 5 so that alternate content can be arranged, if necessary.
- ii. Wills asked for suggested keynoters topics or speakers. The group suggested bringing in someone who can speak about workforce and adult learner career progression. Someone from state Department of Labor and Industry, a Career Link Director or WIB Executive Director may be suitable. Wills will ask Sally Kolesar for recommendations from the recent WIB symposium. Craig Weidemann is on the state WIB, Jordan will ask him for recommendations.

6. Milone-Nuzzo adjourned the meeting 1:41 p.m.