



December 17, 2014  
324 Outreach Building, University Park  
12:45 p.m.  
Executive Committee Minutes

Attended: Ken Thigpen, Chair; Francis Achampong, Diane Chamberlin, Martha Jordan, Paula Milone-Nuzzo, Pat Shope, and Judy Wills (Recorder)

1. Ken Thigpen called the meeting to order.
2. Attendees voted to approve the minutes from November 19, 2014, as submitted.
3. The committee updated the tentative schedule of special presenters for spring 2015.

**February 18**

Penny Carlson will be first on the agenda to give updates on campus articulation agreements and the Course Substitution Request System (CSRS) pilot. President Barron will attend from 11:00-11:45 a.m.

**March 18**

Anna Griswold will give a student aid update with information from the October IR Interest Group presentation Examining Affordability at Penn State.

Invite Renata Engel to give an update on the progress of the Education Enhancement Pathways committee. Jordan will invite her to speak.

**April 15**

The overall meeting time will be a shortened meeting to allow CAL representatives and sponsors to attend the Faculty/Staff Awards Reception.

Wills will contact Careen Yarnal, presenter on Engaged Scholarship, and Janet Schulenberg, presenter of an update from the Gen Ed Task Force, to determine their respective availability to attend the April 15 meeting.

**May11**

This is the dinner meeting the evening before the Hendrick conference. Ken Thigpen will give a year-end report out to sponsors.

Jodi Harris, Outreach Analytics and Reporting, will present an Adult Learner Profile data update.

Francis Achampong and his team will present the final Access and Affordability Task Force recommendations and will include bullet points. This can frame the

discussion of which recommendations CAL can undertake and inform decision for the commission's 2015-16 focus and committee structure.

4. Topics elevated during full commission meeting discussion or in committee reports
  - a. Jordan suggested asking campus colleagues coordination with campus certifying officials to conduct the focus groups for military and veteran students which Dr. Weidemann suggested during the earlier meeting. Thigpen suggested having the topic on the agenda at a campus academic officers meeting that David Christiansen holds. These would be in addition to the planned Military and Support Services survey.
  - b. Topics for future Fact Sheet editions.
    - i. The January 2015 edition will include the top ten associate and baccalaureate degree programs and career choices. The group discussed how to best present the career information, whether nationally or for Pennsylvania. Paula Milone-Nuzzo suggested using the national jobs data base for careers with potential for growth over next ten years as basis to compare majors with the overall job outlook. Jordan noted that it would be difficult to capture data for adults who are already in jobs and return to school for career advancement. Dr. Achampong suggested checking with Laurie Verost for findings from a post-graduation activity survey.
    - ii. The January edition will add updated enrollment figures to include 2013-14. The CAL side will list the 2014-15 committees and committee charges.
    - iii. The tentative plan for May 2015 edition is to highlight graduation rates and retention information. Milone-Nuzzo suggested holding this topic until September and instead use the May edition to emphasize military and veteran topics while the Military and Veteran Support Services survey data is fresh.
  - c. Portfolio Assessment course continued discussion.
    - i. Pat Shope shared the syllabus from LA 201W and noted that it follows CAEL recommendations well to assist students translating what they have learned into written format: moving from what they did to what they learned. By the end of the course students should have a finished portfolio ready to present for review.
    - ii. Jordan moved to table this discussion until additional information becomes available.
  - d. Based on recommendation from Dr. Weidemann, the Hendrick planning committee will move forward to invite Scott Sheely, Chair of the Board for the PA Workforce Development Association, as the 2015 keynote speaker. Dr. Weidemann agreed to extend the invitation on behalf of CAL.
5. Thigpen adjourned the meeting at 1:58 p.m.