



September 16, 2015

204 The Penn Stater Conference Center Hotel

1:30 p.m.

Executive Committee Minutes

Attendees: Francis Achampong, Chair; Martha Jordan, Albert Lozano, Michele Rice, Terry Speicher, Ken Thigpen, Renee Thornton-Roop, and Judy Wills, Recorder.

1. Dr. Francis Achampong called the meeting to order.
2. Administrative items
 - a. Judy Wills reviewed timeline for committee chairs to submit their written reports by Monday the weeks when the full Commission meets. Committee chairs should also send names of any additional volunteer members to Wills for including on the Commission's web site.
 - b. The Board of Trustees office suspended the yearly luncheons with the various University Commissions and will instead provide trustees with information sent by the commissions. Wills will submit the September 2014 and September 2015 Fact Sheets to the trustees' office.
 - c. Jordan noted that during planning discussions over the summer, leadership approved funding for two initiatives in progress: Financial Literacy web site maintenance, a CAEL workshop at the October 1 ACUE meeting. Rice will use the October 1 workshop to develop a network of contacts across the University. Then in spring 2016, Rice will hold a symposium to expand and inventory best practices and next steps.
3. Objective tracking and strategic scheduling of topics and presenters for 2015-16, Francis Achampong and Martha Jordan
 - a. October 21, 2015: Martha Jordan has invited Penny Carlson to share a brief update on the Course Substitution Request System and Articulation Agreement progress. Cathy Schwab and Audrey Bonchak will present an overview of what the transfer credit tool will look like. Michele Rice will give a PLA update.
 - b. November 18, 2015: We will invite Renata Engel and David Christiansen to share updates on the Enhanced Educational Pathways committee and PASSS. Martha, strategy 5 has Renata and David slated also to discuss on the outcome of the Tutor.com pilot and its possible extension to adults at campuses. Will this also be November or should be invite them back for one of the spring dates with yet-

unspecified topics? We will also invite Barbara Dewey to give an update on Open Educational resources.

- c. December 15, 2015: Albert Lozano-Task force progress report.
 - d. January 2016, no full Commission meeting
 - e. February 17, 2016: President Barron is scheduled to attend. The Military and Veteran Support Services committee will make recommendations from the 2015 survey and may include additional guests to address the topics.
 - f. March 16, 2016: Lozano's task force-Final update before written report in May.
 - g. April 20, 2016: Hold for now. Fill as needed or working meeting.
 - h. May 11, 2016: Adult Learner profile data and enrollment reports. The strategic task force will present its final report and Achampong will give an overview of the Commission's overall 2015-16 accomplishments at the year-end dinner meeting with sponsors.
4. Committee chairs share outcome of their respective committee goals discussions:
- a. Awards and Hendrick Conference planning: Reported by Ken Thigpen and Judy Wills

Promote and solicit nominations for the Shirley Hendrick award, seeking a recipient whose work can be exemplified at the Hendrick conference in May.

Work with the executive committee to develop session and keynote address content that aligns with and supports the Commission's 2015-16 objectives.

Attract attendees from every campus to participate in the conference.
 - b. Military and Veteran Support Services-Reported by Renee Thornton-Roop

Seek to identify and make known barriers to those services identified as desired by veterans survey among the campuses via communication with Certifying Officials/Adult Learning Coordinators.

Review currently available services and how they could apply and develop action plans to address remaining barriers to services.
 - c. Prior Learning Assessment-Reported by Michele Rice and Terry Speicher

Establish an assessment and evaluation procedure annually reporting the University's PLA efforts to ACUE.

Publicize the availability of credit for prior learning through transfer, AP, CLEP, IB, DSST, Credit by Exam, and portfolio mechanisms.

Identify academic officers at colleges and campuses to document and annually report on PLA activity.

Integrate PLA and Project LionPath for a comprehensive and coherent University-wide PLA structure.

d. Task Force- Albert Lozano reported.

The task force will have two focus areas: (1) a model to offset the costs for adult/part-time students compared to full-time students and (2) the implementation of a degree completion program.

Tuition model members will research actions taking by other Institutions to limit the costs for adult/part-time students. They will also evaluate the financial impact of possible actions on the University's budget.

Degree completion members will (a) evaluate existing programs to be possibly targeted towards adult students and (b) will review the previous recommendations dated 2011 for a similar program.

5. New business: Martha Jordan gave an update on a change to Undergraduate Admissions' policy requiring transfer students to provide high school transcripts. The change was approved through Faculty Senate and ACUE. However, updated language is still not reflected on the UAO web site. Jordan will continue to work with UAO.
6. Ken Thigpen moved to adjourn and Albert Lozano seconded the motion. Achampong adjourned the meeting at 2:21 p.m.

Submitted by Judy Wills.