



**October 21, 2015**

324 Outreach Building, Innovation Park  
 1:00– 2:00 p.m.  
 Executive Committee Minutes

Attended Francis Achampong, Chair; Martha, Michele, Albert Lozano, Terry Speicher, Renee Thornton-Roop, and Judy Wills, Recorder

Joined by Polycom: Ken Thigpen

1. Francis Achampong called the meeting to order. The group approved the minutes from September 16, 2015, by voice vote.
2. Items raised during full Commission meeting/committee reports.
  - a. The group discussed points of interest raised during discussions at the earlier meeting.
  - b. Possible topics or speakers for Hendrick keynote were discussed:
    - i. Lumina Foundation—Around college completion. Possibly addressed their “Complete College America” program in way that aligns with our audience.
    - ii. For veteran/military focus—The White House’s 8 Keys to Veterans Success or the Department of Ed and Veterans Administration’s Principles of Excellence in Veteran Recruitment and Retention. Possibly invite Curtis Coy. If we pursue Coy as a speaker, Ted Timmerman may be able to assist with extending the invitation to speak.
    - iii. The Department of Education’s college scoreboard. Include the concept behind it and how to provide useful information to students making decisions about enrolling.
    - iv. Wills noted that the planning committee needs to have content finalized by the beginning of February 2016 for building registration form. The planning committee will be setting the overall agenda at its November meeting and is open to feedback on the agenda structure and number of sessions as well as theme.
    - v. Thigpen described the student story which prompted the idea to make successful outcomes the tentative overarching theme for the 2016

conference. The idea could be extended to find a keynoter who was an adult learner as presenter could weave in success to sessions. The committee may ask campus Adult Enrollment Coordinators to identify potential speakers.

- c. Martha gave an update on high school transcript requirement for adults. For adults who have 18+ transfer credits, a high school transcript may be waived for admission decision.
  - d. Themes from military and veteran student survey (Need for study centers, tutoring, and career services) seem to be themes across big 10 schools. Committee for Institutional Cooperation Veterans conference was hosted here recently and had similar themes.
3. Strategic Objective tracking and update of tentatively scheduled topics and presenters for 2015-16, Francis Achampong and Martha Jordan
- a. November 18, 2015, Judy Wills confirmed that Renata Engel and David Christiansen will give updates on the work of the Enhanced Educational Pathways committee and Pathway to Success Summer Start (PASSS). Achampong will invite Barbara Dewey to report on the open educational resources initiative.
  - b. December 15, 2015, First Update from the 2015-16 Strategic Task Force. Penny Carlson will give brief update on CSRS.
  - c. February 17, 2016, President Barron is scheduled to attend. Update from Military and Veteran Services committee.
  - d. March 16, 2016, Update from the 2015-16 Strategic Task Force
  - e. April 20, 2016, Achampong will invite 2016 Penn State Laureate Carol Reardon to speak about her campus visits.
  - f. May 11, 2016, year-end dinner meeting with sponsors; Final Report from the 2015-16 Strategic Task Force; Update on Adult Learner Enrollments from Outreach Analytics and Reporting. Achampong will also give an overview of accomplishments for the year.
  - g. For the 2017-18 Chair election, Thigpen should prepare for the nominations committee to start work in February. The committee will then identify and present the slate of candidates at the March meeting. After members vote, the results will be announced at the April meeting.
4. Achampong adjourned the meeting at 1:20 p.m.

Submitted by Judy Wills.

An equal opportunity University