



## Commission for **Adult Learners**

November 15, 2017

1:00-2:00 p.m.

324 Outreach Building and by Zoom videoconferencing  
Executive Committee Minutes

Attended: E. Wright, E. McFeely, D. Smith, by Polycom, P. Staskiel, R. Thornton-Roop, J. Wills, recorder

Unable to attend: S. Feather, A. Lozano, J. Campbell, E. Seymour, J. Cross

1. E. Wright called the meeting to order and the group approved the October 18, 2017, minutes. Final version will be available on the CAL web site.
2. Proposed news article for 20<sup>th</sup> anniversary: Mike Dawson
  - a. Dawson reviewed an overview of the project. His document is available in the committee's shared Box folder. The intended use for the information gathered is a spring 2018 article in the Penn State News. Any content can be repackaged for other CAL uses. For example, quotes can be extracted for campus-specific uses.

Dawson will work with CAL executive committee to determine individuals to feature.

He can frame the information as that CAL is "Here to foster the future leaders..."

It would not be necessary to exclude adult learners who completed their degrees before CAL was formed. Including individuals from prior to 1998 can show that adult learners are not new to the University.

Incorporate every facet of the adult learner definition, including veterans. Match up with adult learner criteria. Many will fit multiple roles. Question posed whether there is a way to capture first-generation adult learners.

We will possibly invite featured students or alumni to attend the year-end dinner and conference.

Suggestion raised to utilize existing distinguished alumni lists and prior community adult learner award recipients from the northeast regional campuses

Ask for our sponsors assistance connecting with prospective students or alumni, requesting to have Dr. Engel reach out to deans and Dr. Hanes to reach out to chancellors.

Suggestion to work with Julie Cross on what data may be protected for purposes of this project.

Suggestion to be careful to bridge the gap between then and now and tie to Land Grant mission. Question raised whether first generation data is captured.

- b. Communication plan: Identify groups and who would contact them and ask for nominations/suggestions for the article.

Target groups: AECs, Chancellors, DAAs/CAOs, Deans/Associate Deans/ACUE, School Certifying Officials, DUS coordinators, Advising Community

Gather first and last name, phone number, email, why they would be good for article. Checkbox for AL criteria (150 words or less).

- c. Timing and next steps:

Wright will draft Statement draft message for sending to CAL sponsors asking for assistance and to identified LISTSERV sponsors. Target date will be to send the request for student/alumni names by end of semester. Requested deadline will be mid-January.

Proposed setting a Zoom meeting among the executive committee for the first round of vetting the week of January 22. Then a short list will be shared at the February 21 CAL meeting.

In the interested of time, we will use email for collecting information. Wills will look at a shared mailbox and Qualtrics for similar projects going forward.

### 3. Continued business

- a. AEC strategy and messaging-Jamie Campbell sent message out to Adult Enrollment Coordinators sharing CAL's interest in working collaboratively with the AECs and intent to set up a videoconference in January. The executive committee will participate.

Wills will poll the executive committee for availability to participate January 18, 2:00-4:00 p.m. We will proceed with scheduling and developing the agenda if officers, J. Cross, and at least one chair from each committee is available to participate.

- b. 20<sup>th</sup> Anniversary Celebration event-Discussion tabled until next meeting.
- c. Discuss recommendations for bylaws revisions—Discussion tabled until next meeting. Members should review for necessary edits to prepare for discussion. Draft document with suggested edits made as part of the bi-annual review in June is in the committee's shared Box folder. The currently approved version is available on the CAL web site under History, and CAL documents.

### 4. New business

- a. Items escalated during CAL meeting-None other than previously discussed.
- b. Approval vote for proposed expense—Two items proposed. Quorum was not present. Will move to vote by email for reporting at December meeting.
- c. Final prep for December meeting with President Barron

Would like to hear brief remarks about Dr. Barron's vision for making Penn State more adult-friendly as part of the University's strategic plan. We need to send request in advance to his speechwriters.

We will also provide a document for framing the conversation around adult learners as an important demographic and ways we can continue to do to advocate on their behalf. During the earlier meeting, CAL identified three areas of advocacy: Access and Affordability, PLA/Transfer Credits, and collaboration with AECs.

Campbell and Wright will work with the executive committee to draft a Fact Sheet for sending to Dr. Barron's office and to distribute to all members prior to the meeting. The document will be placed in the executive committee's shared Box folder for collaboration. Wright will ask P. Carlson about using relevant details from Carlson's slides at the earlier meeting.

### 5. Wright adjourned the meeting at 2:00 p.m.

Submitted by Judy Wills.