



Commission for **Adult Learners**

December 13, 2017

1:00-2:00 p.m.

324 Outreach Building

Executive Committee Minutes

Attended: J. Campbell, Chair; S. Feather, J. Cross, A. Lozano, E. McFeely, E. Seymour, D. Smith, P. Staskiel, R. Thornton-Roop, J. Wills, Recorder; and E. Wright

Guest: C. Taylor

1. Announcements and approval vote for November 15, 2017, minutes

Julie Cross announced that the Adult Learner reporting liaison role will transition Ryan Hart. Hart will start to shadow CAL meetings in February.

E. McFeely moved and S. Feather seconded motion to approve the November 15 minutes as submitted. Motion approved.

2. Continued business

- a. Communication plan for identifying students or alumni for Mike Dawson's news article.

E. Wright shared planned communication channel and timing for identifying perspective students and alumni for Mike Dawson's news article about the Commission's twentieth anniversary. Wills will follow up with Dr. Barron's office to confirm his availability to attend and to possibly to speak at the dinner and will re-confirm sponsors' attendance.

- b. January videoconference with Adult Enrollment Coordinators (AECs)

Per results of a recent scheduling poll, the proposed January 18 date worked for CAL executive committee members. The goal is to have officers, at least one chair per committee, and our data liaison participate.

Campbell will develop an agenda and send invitation out to AECs.

Tentative topics:

Sharing updates from CAL: data reports and current initiatives, including goal to work more closely with AEC

Reaffirming the AEC role:

How does student know who their AEC is?

What is his/her role at the campus as AEC? How do they feel about the role? What are the roles you have been asked to do?

Members should send Campbell additional topics by December 18, and copy Wills.

On a related note, based on discussion during the videoconference, Campbell will work with Feather, L. Laing, and H. McGarry to develop bullet points in the one-page document to send Melanie Ekdahl in Dr. Hanes office for requesting AEC role as topic for a spring CCC meeting. This request will be about re-affirming and engaging in collaboration between CAL and AECs.

c. 20th Anniversary Celebration event

Campbell gave an update from discussion with Spencer Lewis about including a fundraising component for adult learner scholarships to the twentieth anniversary celebration. We will invite Lewis to the February executive meeting to refine options. Suggestion to focus on raising funds for the Charlene Harrison Scholarship since it was originally a CAL scholarship renamed in her honor.

Wright and committee are seeking advice on content, scope, and budget for this event. The committee agreed to pay for dinner for invited guests and provide opportunity to donate to adult scholarship funds.

S. Feather is taking the lead on coordinating guest list and invitations.

CAL will not cover lodging for guests attending the gala. However, CAL will continue to cover lodging for campus members and presenters who attend both the year-end meeting and the Hendrick conference.

d. Discuss recommendations for bylaws revisions-This was tabled to next month to include feedback from discussion with AECs around how to build in a liaison role. Will also need to include updates to reassign other roles formerly under M. Jordan's position as University administrative liaison and the section on membership representation among campuses.

3. New business

a. Items escalated during CAL meeting

ALEC's request for funding for adult learner marketing materials should be developed as a proposal to elevate for sponsor approval.

Members should send suggestions or feedback about proposed Hendrick conference topics to S. Feather.

b. Approval vote for proposed expense

P. Staskiel moved and A. Lozano seconded motion to approve additional funds for Hendrick keynoter. Motion approved. Details will be available in Box.

Campbell adjourned the meeting at 1:15 p.m.

Submitted by Judy Wills