



Commission for **Adult Learners**

October 17, 2018

12:30-1:30 p.m.

115B The 329 Building, Innovation Park or by Zoom*
Executive Committee Notes

Attendees: E. Wright, chair; A. Adams, A. Adolph, J. Campbell, R. Hart, D. Smith, T. Spevak, J. Wills, recorder
Unable to attend: P. Staskiel

1. Announcements and vote to approve September 19, 2018 minutes
J. Campbell moved to approve the September 19 minutes as submitted, and A. Adams seconded. The minutes were approved and will be made available on the CAL web site.

2. Continued business

- a. Timekeeper/note taker—

Due to shifting capacity and anticipated shift toward a leaner organization, some operational aspects may need to be absorbed by members. The group considered how CAL and this committee may adjust to align with similar peer groups.

As needed, executive committee members are willing to rotate timekeeping and notetaking.

Possible options

- Rotate role. This would minimize any one person's limited interaction during note taking.
- Create a secretary officer position or include notetaking and timekeeping to the chair-elect's duties. Would need to look at during next bylaws revision.

Action items:

Wright will discuss idea with P. Staskiel and inquire about capacity.

If C. Anderson cannot travel to the November meeting in Hazleton, Wright will arrange a campus staff member to take notes during the full CAL meeting.

David Smith volunteered to serve as notetaker at the executive committee meeting in J. Wills' absence.

- b. Data requests

Discussion around continuation of monthly adult learner report around R. Hart's capacity for CAL projects. The consensus was to reduce from monthly to once per semester, after census in fall and spring. Introduce at general CAL meeting.

- c. AEC role and data sharing (monthly summary reports and iTwo dashboard)
CAL will use the ALEC Pride in Canvas as primary channel to communicate with AECs and gather updates. Then, CAL can use analytics from Canvas to build case that group is gaining momentum.

As continuation of plan in progress from 2017-18, Wright plans to continue with proposed agenda topic for discussion at a Council of Commonwealth Chancellors meeting. Once topic is ready, Wright will request to be on a CCC agenda. One planned discussion point would be around who would make a good AEC.

Action item: Wright will ask T. Spevak and B. Fritz, as AEC liaisons, to reach out to the Canvas AEC pride before each CAL meeting to prompt AECs for reporting out adult-focused projects or initiatives each campus has been working on.

Wills will send details on the AEC email group to Adams and arrange ownership rights for Adams' administrative assistant. Adams will send an email message through the email group to confirm AECs are aware of and know how to access the Canvas pride. Message will include request to notify whether they are not a campus AEC. Message will include request to notify whether they are not a campus AEC.

Discussion around the tentatively AEC summit in January

Suggestion to gauge preference for in-person versus videoconference format for future meetings.

Suggestion to consider time other than January, possibly in conjunction with the Hendrick conference.

Consensus was to propose videoconference in January and bring format and schedule up for discussion among the AECs then.

If the AECs convene in May, CAL will not meet again until September. If this plan moves forward, the notes from a May conversation could be housed in the Canvas Pride and any action items for CAL could be included in hand-off conversation during the summer officer transition meeting.

- d. CAL committee composition for 2019-2020 (CAL bylaws and committee composition/structure) Topic tabled until November meeting.
Action item: Wright will provide list of offices represented at the November executive meeting.

3. New Business

- a. Items escalated during CAL meeting
Wright will sent follow-up messaging to the President and Provost's offices with time and topic details for their invited remarks at the Hendrick conference. Wills will provide Wright with contact information for their executive assistants.
- b. Preparation for November meeting at Hazleton campus-
Wright indicated that logistics are set for room reservation, AV, and catering.

Wills will create a document in Box for members to coordinate among themselves for carpooling from UP or campuses to Hazelton campus.

- c. Preparation for December 19 meeting with President Barron
Suggested topics, including a few for the Provost's visit to our February meeting:
 - i. Draw from reports from committee chairs at November 14 meeting. The executive committee could narrow down at their meeting directly after.
 - ii. Continuation of past topics
 - iii. Suggested topic for Dr. Barron: Request that Dr. Barron focus his remarks to focus on two Presidential initiatives, One Penn State 2025 and Engage Penn State, and how he envisions these initiatives would extend to and involve adult learners.
 - iv. Provost-American talent initiative funded by Bloomberg and an APLU initiative around it. Recruitment and retention gaps and a steering committee of which Dr. Pangborn, David Smith, Bill Fritz, and others sit on and which is looking at closing graduation gaps. The committee is ATI/CPUT (combined American Talent Initiative and Center for Public University Transformation, Discuss how to apply their work at high level to draw down graduation gaps)
 - v. Also discussed was Hendrick 2019, and the possibility that Dr. Barron and/or Dr. Jones may be able to attend.
 - 1. Suggested topic for Hendrick 2019 and the Dr. Barron's and/or Dr. Jones' potential welcome: Given that the conference is focusing on adults and retention, what initiatives are coming about related to retention for adults. What is on horizon?

Submitted by Judy Wills