



Commission for **Adult Learners**
November 14, 2018
1:00 p.m.-2:00 p.m.
Chestnut 102, Penn State Hazleton or by Zoom*
Executive Committee Minutes

Attendees: E. Wright-Chair; T. Spevak, A. Adams, P. Staskiel, A. Adolph, D. Smith,
recorder

Unable to attend: R. Hart, J. Campbell, J. Wills

1. Announcements and vote to approve October 17, 2018 minutes. Staskiel moved to approve the minutes, Adams second. Approved.
2. Continued business
 - a. CAL committee composition for 2019-2020 (CAL bylaws and committee composition/structure)
Discussion of what offices/programs are represented on CAL. Membership represented offices currently include Smeal, A&A, EMS, University College, DUS. Not represented HHD and Engineering. Is this a gap?
Offices represented UE, Admissions, World Campus, Commonwealth Campuses, Student Affairs, Office of the President, Faculty Senate
Not represented is the Office of Business and Finance (e.g., Bursar)
Bi-laws don't specify what offices should be present (outside of Veteran Affairs and Faculty Senate).
Going forward, especially if CAL is leaner, what offices/programs should be present on the Committee?
Affiliates vs. membership
What will the mission/goal be going forward? How do you ensure membership is aligned in a way to accomplish goals?
Wright will talk with Renata Engel to gain more insight/guidance from sponsors on how we might make CAL a leaner organization.
3. New Business
 - a. Items escalated during CAL meeting
 - b. Budget items
 - i. Hendrick keynote speaker funding:
Requesting honorarium of \$3,000 and \$1,000 for travel (\$4,000 in total).
Spevak is still working on speakers; one possibility is to look for high profile speakers. Staskiel motions for a vote; Adams second. All vote in favor to allow up to \$4,000 for speaker at the conference.
 - ii. Hendrick complimentary registration funding: Discussion and vote
Incentive to make final session better attended
Motion by Adams to approve giving complimentary registration for 2020 to all attendees of the final session. Approved.

- c. Preparation for December meeting for President Barron
 - What do we want to provide to President Barron's office in preparation for his comments to CAL?
 - Last Executive meeting had a robust discussion of these ideas. This included how One Penn State 2025 and Engage Penn State apply to adult learners.
 - Additionally, we will provide summaries of current committee work.
 - Advocate that our members start thinking about what questions they want to ask President Barron during his visit. Reminder for them to be prepared
 - Ashley recommended us identifying themes that we might use to frame the issues that we would want members to ask about
4. Action items for next meeting-- Progress reports from committee chairs due to Wright by December 14.

*Zoom dial-in options:

<https://psu.zoom.us/j/831320473>

Or Telephone: +1 669 900 6833 (US Toll), Meeting ID: 831 320 473

Or H.323/SIP room systems:

H.323: 162.255.36.11 (US East); Meeting ID: 831 320 473

SIP: 831320473@zoomcrc.com

Executive committee members extended a warm thank you to Liz for hosting CAL at Hazelton.

Meeting adjourned.

David R. Smith, Ph.D.