



Commission for **Adult Learners**

April 17, 2019
12:45 p.m.-1:45 p.m.
404 Old Main
Executive Committee Notes

Attended: E. Wright, Chair; A. Adams, A. Adolph, J. Campbell, B. Redmond, D. Smith, T. Spevak, P. Staskiel, and J. Wills, recorder
Unable to attend: J. Cross

1. Announcements and approval vote for **March 20, 2019** minutes

A. Adams moved to accept March 20 minutes as submitted, P. Staskiel second.
Approved.

2. New Business

a. Prep for year-end meeting and annual report

Committee chairs should send summary to Wright by April 24 for informing annual report.

Wright will send draft for review prior to delivering the report May 7 meeting.

As starting point, chairs indicated to use these.

Charting the Course-March report

ALEC-Mid-year with updated data reports and recommendation to collect data.

Hendrick committee-Information provided for Fact Sheet preparation is sufficient, nothing further needed.

b. Follow-up re: ALEC proposal and AEC (Adult Enrollment Coordinator) network

ALEC committee proposed to continue to examine the AEC network's current status. Think about how CAL connects with and shares resources at the campuses.

Identifying best connection points may be initiative for 2020-21. A. Adams referred to ALEC's March meeting notes for some additional thoughts, including scheduling regular meetings between CAL and AECs, even once/semester to share expectations and charge and to give AECs something to do.

Over time enrollment process has become more seamless, consider change the name or what acronym represents to reflect different type of work. Possibly "adult liaison."

As extension, consider more representation of CAL members on other University committees to give voice to the adult learner constituency.

c. Conversation with sponsors regarding membership direction

Wright had brief conversation to discuss future membership strategy with sponsors between today's full CAL and executive committee meetings.

Sponsors recommended keeping current structure in place. Sponsors requested to list of which members represent their respective areas currently, including members whose terms finish in June, and date appointments end for members with continuing membership.

They will use this to provide feedback for new member invitations.

Action item: J. Wills will provide the list compiled from directory intake forms to Wright for communicating with sponsors. Wright will provide to sponsors prior to the year-end meeting.

Look at campuses and student affairs from campuses. (Add to bylaws as chair duties and items for hand-off?) Get this to them prior to year-end meeting.

Sponsor M. Hanes was not able to attend today, and Wright will discuss this topic with Hanes separately and will get Dr. Hanes' feedback about the AEC discussion during the same conversation.

d. Timeline for bylaws revision

Due for bi-annual revision.

This falls under the role of Past-Chair. Wright will begin to work on this over the summer with goal to present to executive committee at the September meeting and present to broader membership for discussion and approval vote in October 2019.

Current version is situational.

e. Items escalated during CAL and sponsors meetings earlier in the day.

Sponsors recommended CAL plans to conduct a gap analysis for 2020-21 term.

Considerations for next year's meetings:

Consider scheduling Provost later in the calendar going forward. April worked well this year.

Consider location,

HUB-Robeson Center. If Student Affairs books the meeting, no rental fee for HUB-Robeson space.

Other suggestions: Keller bi-level with stadium seating on 2nd floor, Kern 102. Have Provost and President's meeting in 404 Old Main.

A. Adams moved to adjourn, Staskiel second. Adjourned. 1:11 p.m.

Submitted by J. Wills