



Penn State

Commission for Adult Learners

Executive Committee Meeting Agenda

Date: February 15, 2023

Time: 12:00 – 1:00PM

Attendees: Charles Gregg, Whitney Zimmerman, Biddy Brooks, Michele Rice, Jeffrey Warner, Kelly Wolgast, JeanMarie Jacob, William Fritz

Welcome by Jeff Warner

[December 14](#) Minutes Approval

- Approved
- Reminder that editorial changes can always be made

Provost Visit Update

- Coming to May 2023 Meeting
- Jeff will meet with him 2 weeks prior to the meeting for 20 minutes to chat about what is important to CAL and what we would like him to talk about at the meeting. Jeff will take issues identified at previous meetings as topics of interest to Provost. Jeff will make sure CAL members are aware that Q&A is important to Provost and to be thinking about what they may want to ask and come prepared with questions. Will remind members at the April meeting.
- Hopefully Provost will take back what he learns at CAL back to Presidents Council and share with them.

Hendrick Award Update

- Kelly shared that Renata suggested that we keep nominations on file and open for a 2 year cycle for those who were not selected. Since they were such strong nominees. Kelly will work with Jodi and Claytons office to update process if the group agrees. Nominations can be changed and updated for the following year.
 - We would need to ensure the person is still at PSU and in good standing
 - Group agrees with this change. Kelly will make sure that the process is changed with Clayton and Jodi.
- Award will be presented on April 13, 2023- Jeff will attend

- Kelly reminded Jeff that the winner is invited to join CAL the year following if they choose to do so.
- Chuck asked for clarification on if nominees are made aware that they been nominated?
 - Kelly shared that sometimes nominees are not aware. Chuck was concerned if someone knew they were nominated and it rolled over and they didn't win again, it might be a problem. Kelly shared that just being nominated is a good thing that someone could use on their faculty review.
- Kelly will invite Jeff to the meeting with Jodi to ensure he is looped in to changes and process. They will do a process review and document changes.
- The call for nominations will go out earlier next year- in Fall.

Hendrick Conference Update

- Chuck is meeting with C&I (Conferences & Institutes) on Friday, Feb. 17, 2023. Chuck is concerned that C&I does not do the marketing but source it out and there will be a charge associated with this. Chuck wants to get a better understanding of costs.
- Chuck will meet with Jeff after the meeting
- Since this will be a hybrid event, Kelly offered that using some tactics ensure you get enough people to attend the event in person. You can offer only a portion of the event remote. If you offer the entire program remote, many people will choose to attend remotely. Or you can offer the in-person attendees a link to recordings of the presentations.
- CAEL does provide different content for in-person vs remote attendees (Michele Rice)
- Chuck asked if people would share links to these types of events so he can see them.

Announcements

- Kelly is rolling off this summer and so is actively seeking a replacement within the college of Nursing since they have such a large adult population. She wanted clarification on who does appointment letters?
 - Jeff does not know- when he joined the letter came from the CAL chair.
 - In the past, it was a much more formal process.
- Jeff suggested we go back to some in-person meetings next year.
 - We would still offer to attend remote – but have the option to attend in-person meetings.
 - CAL decided to hold all meetings remote this year because of ease of working in the committee groups using zoom.
- Kelly as past-chair will be running elections for the upcoming year.
 - Nomination Call stays open for 3 weeks and then the vote is via email
 - Discussion about how long terms should be? Is 1-year for chair too short? The group decided the 1-year is a good time frame given that you serve as incoming chair, then chair and past chair. If you extend the term for chair, you are serving longer than 3 years.

- Kelly will be absent from the April meeting.
- Jeff asked Whitney if it was possible to duplicate the findings from today's presentation on Financial Aid for the Campus locations.
 - Whitney shared that OPAR can do this for the campuses. Whitney only works with World Campus students.
 - The presentation that was shared today can be shared internally.
- Review of the by-laws regarding voting

Adjournment