



Penn State

Commission for Adult Learners

Executive Committee Meeting Agenda Date: December 14, 2022

Time: 12:00 – 1:00PM

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

Recording started: 12:02PM

Welcome

Jeff provided welcome to Executive meeting.

[November 16](#) Minutes Approval – Kelly Motion to approve

Bill second

All approved.

Budget Update

Current balance at start of fiscal year \$14,603.08

Budget model is changing and we were informed that the money we currently have will be drawn to pay any outstanding obligations. The only obligation we currently have is WPSU for website maintenance. We also anticipate that money will come out for Conferences and Institutes as a deposit.

Once the money is gone- the model will change.

Our budget will be with World Campus. World Campus will pay the outstanding bill and then they will split the cost among the sponsors. We will no longer carry a balance on the budget- it will pay-on-demand. All sponsors are aware of the change and have been notified of the change via email by Jeff.

Kelly thinks we may have to do a budget projection so World Campus is aware of anticipated costs. Jeff will follow-up on this.

Chuck will also have to plan a budget for Hendrick. It will have to be a break even model – so charging for the conference is something we need to think about.

Hendrick – how do they want us to take revenue? There was never an incentive to break even. It is going to cost a lot of money for C&I to market this. Next year we have \$20,000 how do we want to plan for this?

Provost Visit Planning

- Indicated that he would like to attend May 2023 11:30-noon
- We need to provide some bullet points for him to address
 - Jeff asked group for input- we don't need to decide right now but we want to think about it.

Kelly provided the following suggestions

- Provide Justin with a list of CAL members and units
- Have a summary of the key outcomes that the committee groups are working on and make him aware that this is a re-envisioning year.
- Provide previous EOY reports
- List of sponsors
- Small history of CAL and history of Hendrick family.
- How does he envision CAL fitting into the strategic planning of the university and what are his thoughts.
- What is he benchmarking?
- How does he perceive adult learners and what role do they play in the university?

- What is he hearing at the CC's across the state?
- Provide him with adult learner data - Let him know that we get briefings on adult learner data- He is a data person- background is engineering. Any date would be appreciated. In the past we did provide him with the link to the adult learner dashboard.

This is if it is Justin – this may change if he no longer is interim.

Jeff will gather all this information and send it over to his office.

Potential Data Presentation (Whitney) Announcements

Possible data presentation for SP-

Whitney has a colleague in World Campus, Operational Effectiveness who has spent the last few years working on financial aid and outcomes. (sample was World Campus students. Over 70% of WC are adult learners and the data is based on this population)> Whitney wants to know if he can present to CAL – originally was going to present at Hendrick.

Approved to Present.

- ½ hour time limit and allow time for Q&A
 - 25 minutes for presentation and 5 for Q&A
- He will present at the February 15, 2023 meeting
- Whitney will make sure he is aware that the meeting will be recorded and make sure he is ok with this. It will only be internal to CAL.

Additional analysis for adult learner data- do we want to add this to the SP data pull?

Can Whitney share with us credible evidence categories that support CAL recommendations?

- List of variables- what can we get out to the system to make recommendations. What is missing in the data set?
- We will add this to February meeting- good time to refocus.

Announcements/ Questions

Kelly-

The Hendrick conference is going to grow. We want to get the date and get it on everyone's calendar. We want to get it on administration calendars.

Move it out of May because of all the competition going on.

Kelley sees it a statement from Penn State. We may need more support and Kelly offered support.

Chuck- Chair of Hendrick

Chuck agreed that the full support of CAL will be necessary. One way the CAL can help right now is to let him know what other adult learn conference's are taking place (prior learning, military) . Also we need ideas for keynote speakers.

We think it might be a great idea to have Collaboration between universities and we will want to use the CAL network.

It is going to take a lot of support beyond the committee. Chuck will be sending out an email to gather feedback.

Have we thought about partnering with a national organization? LILLY or CAL – C&I may have a person that works on this. Innovation HUBS and Technology HUBS- they have a lot of contacts and money to support these efforts. Vendors and Organizations may want to be sponsors of the conference.

We may want to consider hosting the conference at another location- Harrisburg, Philly or Pittsburgh? There are lots of places that the university can use- Navy Yard, Pittsburgh Center. Etc.

Historically the CAL has not met in January (may have been due to weather and travel) We may want to revisit this now that everything is zoom. Bill may want to look into this for future meetings.

Adjournment 12:30pm

Adjournment (no later than 12:50pm)