



# Penn State Commission for Adult Learners

General Meeting Agenda Date: December 14, 2022 Time: 10:30AM – Noon

Attendees: Jeff Warner, JoAnn Kelly, Amy Rustic, Clayton Steen, Kelly Wolgast, William Fritz, Michele Rice, Patricia Ann Everhart, Renata Engel, Whitney Zimmerman, Charles Greggs, Darcy Rameker, Gina Whalen, Luis Ayala, Melissa Kunes, Biddy Brooks, Meeghan Hollis, Debra Flaig, Renee Thorton-Roop, Jungwoo Ryoo

Darcy Rameker- Administrative Fellows, attended the meeting. Serving with Yvonne Gaudelius. Also joining the meeting are Meeghan Hollis ( serving with Damon Sims) and Luis Ayala ( serving with Lora Weiss) The fellows are joining all university committee meetings to better understand the broader university.

Recording started at 10:32AM

[November Minutes](#) Approval Opening Remarks –Motion to Approve- Kelly W. 2<sup>nd</sup>- Bill Fritz- Minutes approved by All. None opposed. Editorial mistakes can be changed.

## **Opening Remarks by Jeff**

Dr. Bendapudi office has not confirmed attendance at CAL meeting yet. Still in discussion with President office to get her on the calendar.

Provost Schwartz will be attending the May 17 2023 meeting from 11:30-noon.

Jeff reminded everyone that Hendrick applications are open. Stephanie will be sharing the link with the CAL to share out. Thanks to Clayton and staff for getting this operational. Faculty Staff award luncheon will make the announcement. They can participate in the bi-annual next year and will be asked to present.

## **Jeff Warner Attendance Reminder**

Jeff reminded everyone that they need to attend 6 meetings to remain an active member. Attendance is critical. Especially this year with the reexamination of how CAL will move forward. The EOY report should be reflective of all the changes we want to see this year. What should CAL be doing? Just a reminder that attendance is critical.

- Renata suggested that when you join CAL maybe you need to acknowledge the role that you are taking on. The expectation is that you will be an active member and maybe making it more visible upfront what the commitment is.
- Kelly also said that the role is 3 years and that is a big commitment- so need to remind people to talk to the chair if they cannot continue in the role. Not coming to the meeting is worrisome. Expectation is that you will attend the meetings.  
Kelly sees this a service to the university. Appointment to the CAL can be used as professional development and used in the annual performance role. It is a university level role.
- Melissa Kunes added in the chat “I think this is a fair expectation to set and should be taken into consideration when agreeing to serve. This is also a standard for those a part of the Faculty Senate meetings.”

## **Committee Written Reports (Discussion) Committee Meetings**

The committee chair and co-chairs are responsible for a written report at EOY to submit to sponsors. Final report that details what has been done over the year. Summary of what has been done. Jeff suggested that this is done at the half year point- this is coming up. So Jeff can begin to work on his reports. We want a through and

complete report. Jeff asking that all committees think about doing this at half-year point. He will be sending more information via email about what he wants to see in the report. Opened it up for discussion-

- Biddy- Thinks that the time provided during the CAL meetings is helpful She shared that her group has not meet outside of CAL. She is comfortable with doing the mid-year report. Jeff is comfortable with just a summary of how we are going to move forward can be the contents of the report.
- Joanne Kelly- appreciates the time to meet during the CAL meetings. JoAnne talked about this year being a transition year, new administration at leadership positions, her committee is introspective of the function of CAL and how to move forward. The report is not task orientated but trying to decode what our role is and what we should be doing.
- Renata- one technique that she has been introduced to in the past couple of months is 30/30 view. Look at the work you've done in the past 30 days and what do we want to do in the next 30 days. To take a huge task and make it manageable. What has been the focus of the past 30 days?

### **Sponsors' Comments Announcements**

Moved ahead in the agenda. Renata thanked the commission members for the work they are doing. She talked about when Provost Jones came to the CAL and talked adult learners in the United States from a CAL report. He was grateful that PSU had the CAL to do the work and chart the path of what pathway should look like for adult learners. Chart the path for the university. Sometimes it is hard for the "doers" who get the work done to be the ones who chart the path and not actually do the work. This is the strength of the CAL. This should be the focus for this year. Renata is glad that the Hendrick Conference changes have been supported by the Hendrick family. The family sees the university as leaders in the area of adult learners. Renata is excited about what the conference will become.

Renata also thinks it is important that expansion of the knowledge of what CAL does is shared. Finding ways to engage with others and have them have input into CAL is important.

Everyone should be sharing information back to the unit they work in- try to get on the agendas of the executive meetings and share what the CAL is doing to bring visibility to the commission and keep it front in center. Use your voice to bring visibility to the Commission.

Renata expresses gratitude to the members for the work they do.

Jeff gave call out for nominations for elections – next meeting won't be until February so wants the CAL to think about it. Bill Fritz is incoming chair. Any appointed member can be chair.

Dr Ryoo, chancellor at Dubois was welcomed to the meeting.

Break out into committee meetings. Administrative fellows were asked to join whatever group interested them.  
32:26-58:01

Michele Rice provided FYI on National Institute for Transfer Students Annual Conference she will share the email with the group. There will be a virtual and in-person conference. Michele has attended virtually last year.

### **Committee Reports**

Biddy- Preliminary mission/goals – revisiting this conversation. This is what we would like to see done for adults. What units are best to do these? Recommend back to CAL how to further our mission and let CAL know what unit could be responsible at a university level. Financial Aid/Scholarships, deeper dives into institutional research. What the committee wants to do is to look at the layers of the committee and bring ideas back to CAL to see if we are on the right track. Who should be responsible- should be a recommendation.

Chuck- Hendrick

Small committee today- 3 people Setting the date is priority, and to engage with C&I to set location. Chuck is talking with C&I to see if we can use innovation HUB. ( one room holds 60 the other 120)

We also talked about if we should incentive people to come in person? Maybe by promoting as limiting number of registrations for in-person or saying dates are already filling up.

Setting the timeline for call for proposals, theme for conference, and suggestions for keynote speaker. Want to have this ready by end of Spring so when we come back in the Fall we are ready to go.

Michele- Barriers

Started a working lists of issues provided by Students.

Michele received a framework at CAEL – template

Adult Learners- Access and Persistence – this is where they want to focus

Summary will be who can we work with now and in the future to see what areas of university can address these identified issues

#### Bill- Structures

Admin Fellows attended this group. So gave background and history of CAL and AEC roles across the university.

Mid-Year report- mostly asking question right now to gather information for the report.

Want to shift to making recommendation and paths forward.

#### Announcement/Comments/Questions

Kelly reminded that we have no January CAL meeting but if committees want to have a meeting they should schedule.

Reminder that we have a [TEAMs site](#)- want people to use this. If you cannot attend- please watch the recording.

Missing a month puts you behind on content.

You can also use this site to share information out to the group. Just remember to “@” the person name if you want to share with specific individuals.

Jeff called out for announcements/comments.

Adjournment (no later than 11:50 am)

11:42 recording stopped.