



Penn State

Commission for Adult Learners

General Meeting Agenda

Date: March 15, 2023

Time: 10:30AM – Noon

Attendees: Jeff Warner, Biddy Brooks , Clayton Steen , Elizabeth Tisdell , Eugene McFeely , Gina Whalen , JoAnn Kelly, John Dennis Holst , Jungwoo Ryoo , Kelly Wolgast, Leslie Lange, Melissa Kunes , Michael Vicaro, Michele Rice , Patricia Ann Everhart, Renee Thorton-Roop , Sarah Elizabeth Whitney, Stacy Sekely , Whitney Zimmerman, JeanMarie Jacob, William Fritz

[Link to Recording](#)

Opening Remarks – Jeff Warner – Welcome to the meeting.

[February Minutes](#) Approval

- Minutes Approved as Written. Editorial changes can be made.

Hendrick Conference

- Jeff will provide update since Chuck could not attend today's meeting. C&I does limited marketing, so we need to use Outreach Marketing. This is an additional cost. Chuck will follow-up with C&I to get estimated costs to market.
- Sponsors are aware that there is a cost involved.
- Once we get final cost numbers, we will get approval from sponsors.
- We need to identify theme and keynote speakers.
- Date for conference is April 8&9, 2024. Moved away from graduation dates.
- Goal is to host it at Barron Innovation Center
- Jeff will continue to provide updates to CAL.
- Kelly provided that this year may be the highest cost but should decrease in future years. The location only holds 120 people so this may limit where we advertise- May want to promote just regionally to begin.
- We are still considering how to entice people to attend in-person. One idea is to only offer portions of the conference online. To benefit from the whole conference, you would need to attend in-person.

Election

- Kelly announced nominees for positions.
 - Chair- Elect- JoAnn Kelly from Great Valley
 - Secretary- JeanMarie Jacob- running for 2nd year in the position
- Kelly will send link for vote out later today. Will remain open for 10 days. You can also write in a candidate- but please check with them prior to writing them in.

- Kelly would vote if there is a tie.
- Don't vote if you are not eligible to vote according to [the by-laws](#).
 - Ex Officio member (without voting privileges)
 - Affiliate members (without voting privileges)
 - Past- Chair to vote only in the event of a tie.
- Announcement will be made at April meeting.

Bylaw Review

- Review them Bi- Annually (every 2 years)
- Now is our opportunity to put into the by-laws definitions of committees/activities/ that we have been working on this year.
- Jeff will be responsible for by-law revisions as past-chair in the Summer 2023.
- What changes do we want to make? We would need to take these ideas to the sponsors before making any radical changes.
- Please take time to review the by-laws and provide recommendations back to Jeff.
- Jeff will ensure the proper process is followed to revise the by-laws.
- For examples, In the past, we redefined the membership, and created the secretary position.
- Kelly recommends that people who are good reviewers assist Jeff with reviewing.
- Last updated in 2021

Committee Meetings- Opened Committee Meeting breakout rooms (Start 21:16 on recording, End 46:27 on recording)

Committee Reports

Jeff reminded the committees that we should be starting on summary of end of year reports. Include overview of what was accomplished and recommendations for future.

- Structure and Function (William Fritz- Chair)
 - Getting close to making recommendations to sponsors. Spoke about need for consistency in the role/duties of AECs to be impactful.
 - Importance to gain validation from new administration that the work we are doing is supported at the highest levels.
 - Increasing visibility of CAL- using Penn State news. Make people aware of the work CAL does. Sharing stories and bringing wider exposure of CAL to the university.
 - Sustaining the membership is important.
The group feels good about progress they are making.
 - Spoke about revisions to the by-laws. Bill will review as incoming chair.
 - Want CAL members to feel they are making an impact and the importance of CAL in serving adult students.
- Barrier Identification (Michele Rice- Chair)
 - Developed list of Barriers that adult learners face
 - Sorted them into lists (Institutional, Student Life Situation, Internal (imposter syndrome) will send these lists out to the CAL membership
 - Will gather data and find out what other information is available at the university and send this over to the sponsors for action items
- Hendrick (Chuck was not at today's meeting) Libby Tisdell provided update.
 - Potential to partner with another university or organization to increase attendance.
- ALEC committee (Biddy Brooks- Chair)
 - Biddy sees how ALEC and Barriers committees have identified some of the same issues.

- Still want to survey the AECs so we can understand what challenges exist. They have started to develop the questions that will go out to the AECs to find out what support is needed. This ties in to what Barriers and Structure are working on with uniformity of duties for the AECs. How can the university best serve the AECs and not focus on what the campus can do.
- Several AEC participate on CAL and so they will be asked to review the question before it goes out to the broader audience of AECs.

Sponsors' Comments

- No Sponsors attended today's meeting.

Announcements

- Jeff shared a [WPSU feature on Leslie Lang](#). *Spheres of Influence, I'm your neighbor.*
 - Leslie shared her appreciation for sharing
- John Holst shared that Adult Learning and Lifelong Learning has received approval to offer Adult Learners in the [University ADTED100](#). Offering at University Park starting in Fall 2023. A flyer will be developed and will be shared with the CAL.
- Whitney Zimmerman shared that the adult learner dashboard is being updated and she will send out an email when that is complete. Should be in April.

Adjournment