

**Adult Friendly Workgroup Meeting  
October 15, 2012  
Meeting Notes**

**Attendees:** Carol Berg, Kevin Brockbank, John Cech, Anne Clark, John Garic, Brenda Hanson, Bob Hietala, Sue Jones, Sharon Kearnes, Kathleen O'Leary, Jeannie Origbo, Curtis Smeby, and Lynn Stocking.

A. A Team of people will participate in CAEL Conference in early November (Jones)

- PLA Workshop pre-session will be attended by most
  - 2-year staff/faculty attending
  - Prior Learning credit is one aspect
  - How to market to adult learners

B. ALFI (Hietala)

- Gave background leading-up to this process
  - Group looked at adult data across the state
  - Realize needed surveys conducted → Assessment (done in May)
  - June – Judy Wertheim of CAEL went over results at City College
  - September - Amy Sherman from CAEL presented follow-up strategies Highlands College

C. Mini RFP Grants (Hietala)

- Looking for input on RFP draft
- Questions? None
- Up to \$10,000 per grant
- Went over Request for Proposal
  - Discussed seven examples
- Due November 14, 2012
- Discussed application process
- Timeline review
  - Week of December 3<sup>rd</sup> – award winners announced

Questions

Smeby - Will Northern be eligible?

CAEL follow-up? No

- Jones will follow-up with Dr. Cech about Northern's eligibility to participate
- Hietala commented it would be hard to participate without ALFI assessment being completed already

Clark - Reference to ALFI assessment in proposal?

(Bob) Yes, use strengths/weakness as basis of proposal

- Include thoughts on sustainability?

Passed grant year

Good suggestion

Jones - Concrete practices to model for other schools is the goal

Smeby - Guidelines for length?  
Cover page – maximum 10 pages

O’Leary - Suggested conference calls during grant period to share progress

(Bob/Sue) – good idea – referenced ABLE model RFP

- Good way to keep all on track or in conclusion

- Best Practice/Challenges share

Clark - If adding that additional review process it needs to be included in the RFP

- Need to make it clear to campus the expected time commitment for evaluation process

Discussion on inclusion of additional evaluation process with check-ins

Final decision: include – Anne will work on wording

Feedback needs to be returned to Bob/Sue by Tuesday, October 16<sup>th</sup>

Don’t want it to become a daunting addition to RFP and time commitment  
expected to complete the proposal

Bridge ABLE programs – No campus staff sat on the review team; we will have unbiased review team

Hietala - Share the document with peers and return mark-ups by Tuesday close of business day

Garic - Amy Sherman’s newest article packet of all State Policies for PLA  
- Montana’s blank (either do not have a policy or Amy cannot find one)  
- Garic will email link to the group