Adult Learning Committee Meeting Agenda
Monday, August 22, 2016
2:30 – 3:30 pm

Attendees: Elke Leeds, Judy Abbott, Laura McGrath, Harrison Long, Arvin Johnson, Greg Wiles, Gail Markle, David Joffee, Bob Mattox, Greg Conrey, Sandra Pierquet, Alice Pate

Guests: Mathew Robison (Director of Student Engagement), Viola Lee and Limna Vijayarajan (UITS)

Called to Order at 2:30 pm

2:30pm – **Welcome** – Elke Leeds, AVP Technology Enhanced Learning

- Introduce new members
  - Greg Conrey
    - Mechanical Engineering Technology
    - New Chairs and Directors Assembly Representative
      - Replaced Diana Gregory
  - Arvin Johnson
    - Educational Leadership
      - Replaced Nita Paris
- Summer 2016 – Progress Updates
  - Credit by exam process was operationalized over the summer
    - Finalized the automation of the form
      - Ready to be released September 12
  - How to show PLA on transcripts
    - Outlined through the PLA process developed by UITS
  - How to inform students of their options
    - Curriculog and Acculog could be used as the means to control the flow of information
      - Would allow for PLA information to be kept in one place
        - Easy access for anyone who wants to access the information
        - We want to keep the process as transparent as possible
      - Acculog is the catalog system that Curriculog updates
    - Catalog could have available PLA listed on course entries
      - Would have to include Shared Governance for catalog changes
    - Could use the PLA website to show the available courses and PLA options
  - Each department will have a PLA plan that shows what is eligible for PLA
    - Laura will be working with individual departments to develop those plans
- University Prior Learning Assessment Coordinator
  - Dr. Laura McGrath
  - Started in May
    - Full time over the summer
    - Approximately half time over the fall and spring semesters
- Prior Learning Assessment Attribute Codes and Descriptions:
  - Details can be found on the PLA Attribute Code Description in Dropbox
  - Credit by Examination (CBEX)
  - Credit by Certification (CBPC)
  - Credit by Portfolio Review (CBPR)
  - Credit by Performance (CBPF)
  - Credit by MOOC Completion/Assessment (CBMC/CBMA)
  - Possibility for the option of Credit by Interview
    - Has not been formalized as of yet

        - Will be discussing this option in more detail at a later date
    - Students will have the options available to them when registering for the course PLA
        - Can select the appropriate attribute code
- GA Summit Presentations
    - September 14-15, 2016
    - Will be presenting the committee's work
    - Details available in Dropbox in Presentations Folder
- September RACAL Meeting
    - September 16, 2016
    - If there are any items you would like to have presented, please let Elke know
    - Will be presenting information regarding the committee's work
    - Trying to get the codes and process unified across the USG to further assist students

2:45pm – **Credit by Exam Process Demonstration** – Viola Lee, Limna Vijayarajan, and Mandy Henry, Enterprise Systems & Services

- Walkthrough of the process; flow chart available in Dropbox
- Process is streamlined to provide the best options for students to get credit

3:00pm – **PLA Update** – Laura McGrath, University PLA Coordinator

- Summary of work completed
    - Spent time going around to different university units
        - Academic Affairs, UITS, Student Affairs, Registrar & Transfer Services, Testing Center
            - Met with various representatives to provide initial introductions to PLA
    - Getting up to date on current best practices in PLA
- Performance Objectives and Measures, AY 2016-2017
    - Performance Outcomes for PLA at KSU is available in Dropbox
    - Initial starting points
        - Very few records are available of prior PLA practices
            - Some simple paper records are available, but nothing in depth
        - Marietta campus PLA programs were very thought out, but the paper folders that were kept have gone missing during the consolidation
            - This is the main reasons for using specific tracking programs for this information
        - We have records of payments for exams, but not necessarily the specific exam taken
        - We need complete and accurate records to be able to produce accurate records and reports
- Goals for fall 2016: Department PLA Plans and PLA Master Course enhancements
    - Laura will be setting up meetings with departments to produce PLA plans
        - College coordinators will be included in invites to ensure they are aware of any meetings that Laura will be meeting with regarding PLA Plans
        - Deans will be also included on these emails/invites to ensure they are aware their departments are working on these plans
    - PLA Methods Defined is available in Dropbox

3:15pm – **Other ALC Matters** – Elke Leeds, AVP Technology Enhanced Learning

- ALC Bylaws – Review – Proposed Modifications
    - Voting Members
        - 12 currently available
        - Shared governance is represented
            - Chairs and Directors Assembly and Faculty Senate
        - Who should break a tie?
            - Should Elke vote as chair of committee?
                - Should a faculty member be the chair of the committee?

        - Should Laura, as University PLA Coordinator, be the chair of the committee?
    - Do we include Student Government Association in committee
        - Should Judy Abbott be a voting member as the Student Liaison?
    - Should Enrollment Services Representation be voting members?
    - Should we get Student Affairs Representation?
  - Should the chair be elected and therefore rotate?
  - The Adult Learning Executive Committee no longer exists
    - ALC can determine whether to keep an Executive committee as a non-voting entity
    - Should we keep the Executive Committee for this Academic Year?
        - Following the bylaws for this year?
    - Should Elke write out the questions and provide virtual discussion prior to the next meeting?
        - Potential bylaw modifications for review and discussion
        - Yes, Elke should provide these questions for review and discussion prior to the next meeting
  - Bylaws stand as approved for now
    - Will re-address at the next meeting

- University ALC Web site
  - Should we have a website that has agendas, minutes, upcoming meetings, etc.?
  - David Joffee moved that we have a website
    - Seconded by Gail Markle, but modified to only have a link to a page on the PLA website
        - Not a stand-alone website
        - This page should list agendas and meeting schedule
    - Passed unanimously

Adjourned at 3:30pm

Next Meeting – Monday, September 19, 2016, at 2:30 pm