Adult Learning Committee Meeting Agenda
Wednesday, October 14, 2015
3:00 pm ~ 4:30 pm

Attendees (RSVP):
Elke Leeds – Academic Affairs
Judy Abbott – Operations Manager Technology Enhanced Learning
Brandi Williams – College of Architecture and Construction Management
Leslie Himot – WellStar College of Health and Human Services
Diana Gregory – Chairs and Director's Assembly
Nita Paris – Bagwell College of Education
Greg Wiles – Southern Polytechnic College of Engineering and Engineering Technology
Alice Pate – Adult Learning Executive Committee
Bob Mattox – Student Success Services
Harrison Long – College of the Arts
Joan Dominick – University College
David Joffe – College of Science and Mathematics
Todd Powell – ALC Executive Committee Representative
Keith Tudor – Coles College of Business
Darrin Theriault – Director of Academic Testing (Guest)

Agenda:

3:00pm – Welcome and Review/Approval of the Minutes
- COTA – Can Department Chairs be the departmental coordinator? - OWG 18 says it's the department's discretion as to who is appointed. For departments that do not wish to participate, the college rep can act as liaison (Bagwell) until such a time the department is ready to participate.
- Accepting credit: Departments can determine where the credit goes if it is not readily identifiable; credit may be accepts but another requirement may be needed as well (performance, portfolio, etc). Website will need to clarify that credit may not automatically be applied to the major, if not pre-determined, may be on a case-by-case basis
- Minutes Approved by all

3:15pm – Introduction to Materials in Shared File Folders
- o Advanced Standing Exam Form – Meeting with ESS to work on electronic format in the coming months anticipate automatic routing of form for payment and record authorizations.
- CLEP Exams – Summary Report Provided
  - o Last five years requested
  - o Summary report for 2014-2015 available now
    - Only 4 students have transferred in more than 30 credits (advanced placement)
    - Information available for all parties to review and show to others in their colleges/departments

- CLEP Exams – Test Information Guides Provided
- PLA Credit Summary Data and Discussion
  - Credit hours categories by sources
  - CLEP by prefix
    - Foreign Languages very prevalent
- University Committee Folder – Handouts, Notes, Minutes, Agendas
  - Meeting agendas, handout, notes, minutes, etc. can be found in this folder

3:45pm
- Departmental Coordinator Updates – Have coordinators identified by next meeting
  - Send names and information to Elke & Judy
  - Work will progress on the website to get the information readily available to all
- OWG recommendations – adopt the SPSU model for department plans
  - Not the daunting task everyone thought it would be
  - Should we have people from the Kennesaw Campus work with people from the SPSU campus? Allows for people who have done the departmental plans to work with people who have not to incrementally put the plans into place
  - Portfolio reviews are very rare - Challenge exams are slightly more common (developed by department)
- Making the process less intensive on departmental coordinators
  - Students will have pre-defined prerequisites by department for submitting a portfolio or sitting for credit by exam - Years of work experience, etc.
  - Does a single test really demonstrate knowledge?
    - Test and portfolio review
    - Must show both knowledge and experience to get full credit
    - Could also be a live evaluation
  - A student appreciates the opportunity to show what they know
    - A student may choose to sit through the course for an easy grade
    - A portfolio may be too much work or the student may need a high grade to assist their GPA
    - Students appreciate the level of respect of someone sitting down with them and talking about their experience and how that can translate to college credit
- Timeline for University PLA Coordinator
  - Half-time faculty or staff?
    - A robust position to help students with portfolios
    - Someone to actively interact with departments, faculty and students (robust position) - Can act as an intermediary between the students and the departments to help alleviate concerns and address questions
    - Half-time release for faculty (talk with Dr. Harmon) - Or administrative stipend rather than release - Faculty member to fill the role (half-time)
    - Have support from office staff and advisors
    - Would like to have someone in place by January prior to Faculty performance reviews - to work in 2017 must be prepared in January 2016
      - Reviews can be amended if someone is chosen after their review
      - Course release can affect who is chosen

- Over 40% administrative, affects faculty classification
  - Start in academic year 16-17 - Start in fall, but start internal search in spring 2016
  - Want to make the position self-sufficient eventually
  - Researching the other universities that have programs like this (Joan Dominick)
    - What do theirs look like; how do they work?
    - How do we want ours to operate in comparison to the other major universities?
    - What are the specific duties that are required of the program and all associated positions?
    - Email out a request and see if there are a few people who want to work together
    - Joan Dominick, Todd Powell and Harrison Long will initiate the research

4:00pm
- Discuss process, plans, and procedures for PLA/Adult Learning website and enrollment services support (handout)
  - Post publically all personnel who have completed the training along with their expertise
  - USG can find people who can review portfolios
  - Will start working on the website as soon as possible
    - Elke, Judy, Greg to start the process
- Revisit - discuss existing and proposed KSU policy for residency requirements
- Revisit - discuss graduate program requirements for number of credits allowed
  - Should we contact GPCC and request a representative?
    - Nice to have someone just for graduate programs and graduate policies
    - Who can take information back to the GPCC
    - Graduate Council?
      - Mike Dishman, David Baugher
- Revisit – discuss age of credit policy
  - Age of credit policy (KSU or USG)
    - Depends and up to each department - 'Courses, in general have no limit imposed on the age of credit. However, each department may elect to restrict the age of courses applied to a specific degree program.' – From Undergraduate Catalog
    - How does the incoming transfer credit get evaluated?
      - Should each department determine exactly what transfers?
      - Should the credit come as a full transfer and the departments can determine where the credits are used?
    - Can a general standard be enacted, but still allow departments to modify the standard (departments that have extensive changes to standards extremely often)
    - Another Issue: Can students using 20-year-old credit be successful in the next course?
      - Don't want to allow a student to transfer in old, out of date credit, and miserably fail the next course

- Michael Keleher – Integrative Studies Department.
  - They allow older credit for their Integrative Studies - General Studies degree
  - Could ask how they determine transfer credit acceptability
- Work toward a University policy for transfer credit

- Set up a scheduled date for meetings through the end of the academic year
  - One date for both semesters could be troublesome for teaching faculty
  - One date will never work for every person
  - Doodle poll for best times through the end of this semester
    - Should only be two, maybe three, additional meetings
  - Try to determine the best time for the most committee members for the spring semester