**Adult Learning Committee**

**September 11, 2017 Meeting Agenda – Distance Learning Center**
**Kennesaw Campus**
**3203 Campus Loops Rd.**
**October 9, 2017 ~ 9:00 am – 10:30 am**

**Attendees**: Becky Rutherfoord, Todd Powell, Elke Leeds, Darrin Theriault, Greg Conrey, Ana Edwards, Harrison Long, Greg Wiles, Gail Markle, Kaitlin McGinnis (SGA), Steve King, Lindsey Lee, Bob Mattox, Sam Pierquet, David Joffe

**9:00 am ~ Welcome and Introductions**

- Dr. Becky Rutherfoord – 2017-2018 Committee Chair
  - Department Meetings – PLA Director and College Representatives

**9:10 am ~ Prior Learning Assessment Overview and Updates – Elke Leeds**

- PLA Policy Comparison and Recommended Language
  - Available in Dropbox for review
  - Made it easier for students to review the policy
- PLA Pricing List and Elective Fee Form – Handout
  - Pricing list is available in Dropbox
  - Cost to students has been updated ($30 - $250)
    - $30 minimum payment for the transfer of credit
  - Departments can charge differing amounts within the range for most options
  - As soon as a department approves the student's PLA request, the associated fee is billed to their student account
- PLA Process Flowchart and Automated System – Handout
  - Automated process has been completed
    - PLA Process Flowchart is available in Dropbox for review
  - Differences:
    - Departments wish to have increased involvement in the PLA process
    - Departmental coordinator is notified of the PLA request when student submits a request
      - Is involved in the approval process
  - How to address department detail codes
    - Michael Rothlisberger worked through a process to get departments paid
    - Departments offering PLA will be given a PLA subaccount in their main budget accounts for payments
- PLA Options at a glance
  - http://pla.kennesaw.edu/PLAOptionsAtAGlance.pdf

**9:30 am ~ CAEL AL 360 – Darrin Theriault**

- http://www.cael.org/higher-education/adult-learner-360

- PowerPoint Presentation available in Dropbox for review
- CAEL-supported tool to help KSU identify real ways to improve support to adult learners
  - Used to help students and parents know what is available and a different way for students to achieve their academic goals
- Two surveys: Adult Learners; Faculty and Staff at KSU
- Allows institutions to keep their data rather than CAEL keeping and providing a simple report
  - Can use this information to determine the ways we may be lacking in support for students
  - Will be used to identify those gaps in our support and provide ways to increase our support for students, faculty and staff
- 10 Principles listed in PowerPoint presentation
- Functional Team listed in PowerPoint Presentation
- Road Ahead listed in PowerPoint Presentation
  - Cycle 4 misses a large chunk of time because of spring break
  - May want to focus on Cycle 3
    - Email out to functional team to determine their preference
    - Possible a phone conference – target decision in the next week or so
  - Don't want to conflict with Campus Climate survey

### 9:40 am ~ Georgia Summit Presentations – Elke Leeds

- http://www.cvent.com/events/2017-georgia-summit-conference/event-summary-b00d2fd7c45645818cf5022c296e4609.aspx
- Presentations from Georgia Summit will be sent to committee members regarding the PLA process at KSU
  - Need to revisit the policy regarding being previously enrolled in the course for more than 2 weeks (bullet 3 in Georgia Summit Presentation; Application Policies Page)
    - Students may be a month into a course and realize they know the material
      - Several students this semester have been declined PLA due to this policy through the registrar's office
    - Greg Conrey Motioned: Bullet Point Number 3 – Change to "after the last day to withdraw without academic penalty" or approval by department
      - David Joffe Seconded Motion
    - Need to make PLA much more transparent for students
      - Students are overwhelmed with all the information regarding policies at the University and how those policies pertain to them throughout their academic careers
      - Introduce PLA options at Orientation sessions?
        - Transfer Student Orientation
        - Focus on adult students at new student orientation
      - We need to get admissions, advising, and other departments make this much more available to students

- - Kaitlin McGinnis motioned to table discussion for now – Majority approved
    - Discussion tabled to allow committee members the chance to completely review the full policy and bring thoughts back to the committee

## 9:50 am ~ Improve KSU – Darrin Theriault

- http://oie.kennesaw.edu/improve-ksu/
- Improve KSU Presentation is available in Dropbox
- Removed AP – only looked at Adult Learning type of PLA
  - Portfolio, CLEP, Challenge Exam, etc.
- New ways for departments to see the PLA process have emerged
  - ECE Pathway High School Certificate translates to ECE 2250 as PLA
- Master PLA training course is a possibility
  - Provide faculty training to routinely and accurately determine how to assess PLA contributions from students
- Paper-Based departmental challenge exams can be easily converted to digital exams in Moodle
  - Attempts and successes would automatically update in student records once registrar's office confirms the information
- Update to Georgia history exam policy
  - Students will now have three chances to pass the required exam for graduation purposes

## 10:00 am ~ Elections for 2018-2019 Chair Elect – Becky Rutherfoord

- Nominations/Available Representatives
  - Brandi Williams, Greg Wiles, Steve King, Gail Markle
  - Greg Self Nominates
  - Kaitlin motions to close nominations
    - Motion seconded
- Election
  - Majority approves Greg as Chair Elect for the 2018-2019 academic year

## 10:15 am ~ Other Matters

- Academic Department Meeting Updates
  - All representatives need to head back to their respective colleges and share the information that the automated process is complete for PLA
- Student Government Representative
  - We want to hear from the student government association on what needs of the SGA are in regards to PLA and adult learning
- Committee Members as Advocates/Champions
  - Need to ensure all important information regarding PLA and adult learning is made available to further assist students

- Upcoming Meetings
  - Electronic meetings will be available for upcoming meetings

**Adjourned – 10:20 am**