

Adult Learning Committee Meeting Minutes
Wednesday, October 29, 2015
9:30 am ~ 11:00 am

Attendees (RSVP):

Elke Leeds – Academic Affairs
Judy Abbott – Operations Manager Technology Enhanced Learning
Nita Paris – Bagwell College of Education
Greg Wiles – Southern Polytechnic College of Engineering and Engineering Technology
Alice Pate – Adult Learning Executive Committee
Joan Dominick – University College
John Carlyle Smith – Enrollment Services
Nita Paris – Bagwell College of Education
Sandra Pierquet – Faculty Senate Representative
Gail Markle – College of Humanities and Social Sciences
Mike Dishman (David Baugher) – Graduate College
Todd Powell – Adult Learning Executive Committee

Agenda:

9:30am – Welcome and Review/Approval of the Minutes

- Dropbox updates – folders will be listed by date
- Minutes approved (Joan) and seconded (Harrison)

9:45am – Presentation of proposed bylaws

- Information - Faculty Senate - committee added to university handbook
 - As a standing committee, the ALC must be listed in the handbook. Will be forwarded to faculty senate for review once approved by committee
- Discussion
 - Harrison likes the election/appointment option (small colleges will appreciate)
 - Should show how College/Department POCs are named: Elected, appointed, volunteer
 - Need to follow up with non-attendees for updates from them (Keith Tudor, David Joffe, Brandi Williams, Leslie Himot, Jim Rutherford)
 - Mike Dishman will be the Graduate College Representative
 - PLA can be applied to both undergraduate and possibly graduate
 - A representative can inform about what may be problematic for graduate students
 - The draft needs a statement on who votes
 - Only college representatives vote, Other representatives (Enrollment Services, are non-voting
 - Why should we not allow others to vote?
 - Faculty oversight
 - Faculty control curriculum and this committee is working with curriculum options
 - The committee must have 2/3 votes to move things forward
 - Majority of college representatives would have to be present for a vote
 - Electronic voting options built into bylaws

- Bylaws can be amended as needed as committee moves forward
- Draft typos need to be addressed
 - Alice Pate will take charge of edits of the bylaws
- Bylaws approved by group

10:15am – Updates from working group

- University PLA coordinator – Joan Dominick; also, Todd Powell, Harrison Long
 - Discussion regarding drafting a job description for the University PLA Coordinator
 - Materials and information referenced can be found in the Dropbox folder, *PLA Coordinator Job Descriptions & Related Materials*
 - PLA Coordinator Job Description
 - Quite a variety in what the qualifications for the position
 - A large difference in whether or not the position is faculty
 - Differences also in part- or full-time
 - Start with a half-time position and grow as it grows
 - Next Step – Draft a position description and document a need for the position
 - Dawn Ramsey, Becky Rutherford could be invited as guests to share their experiences
- PLA Website – Greg Wiles
 - Website should give as much information as possible without overwhelming them
 - Follow the same language as other similar websites
 - Admissions, testing, etc
 - Please refer to the handout *10.28.15_Website_Framework*, included in the folder, and in the Dropbox
 - It was decided to leave Departmental Coordinator contact information off of the website. University PLA Coordinator can refer students to the appropriate Departmental Coordinator as needed
 - Fac & Staff can Request assistance from coordinators and other departments (Military, etc)
 - Digital badge
 - \$195 (USG members) – \$295 (outside USG) to receive the badge
 - Departments will decide who, if any, will participate in the badge program
 - Certified assessors
 - Every USG assessor available to review portfolios
 - Anyone evaluating a portfolio will need to be certified
 - Departmental coordinators do not need to be certified, but it would be helpful
 - Have requested pla.kennesaw.edu be built
 - Resource account pla@kennesaw.edu already in place
 - Should have the start of the website available by the next meeting
- Timelines and target dates

- December 2 – have a proposal for the university PLA Coordinator position
 - Designed as a half-time position
- Fall into spring
 - develop the PLA course
 - As well as department specific requirements

10:45am - Coordinators list

- Will have an event in the spring for a workshop with college coordinators - To assist with preparing departmental coordinators in assisting adult learners
- College representatives can share concerns to the committee - Departments should each have their own coordinators to report to the college reps
- We want to have those departmental POCs by the next month or two - Department coordinators can also be serving on this committee
 - College and Departmental Coordinators need to have access to someone that understands non-typical transcripts and training documentation (such as military)
- Credit by Exam form and process
 - Developing an electronic form to be easily routed for the student and all appropriate departments
 - The current advanced standing fee is \$60
 - Plans for the fee to be split
 - \$30 to Testing Center for a proctored exam
 - \$30 to a general fund in Finance and Accounting
 - Should all students will go to the testing center for their exam?
 - ProctorU, Respondus Lockdown Monitor are testing options
 - The cost to the student does not change with any of the options
 - Performance based evaluations will be portfolio based, not taking a test
 - Could the \$30 go to the PLA coordinator for using other options?
 - We can consider faculty compensation for developing a test and testing students for PLA
 - Could incentives be put in place to encourage faculty to create credit-by-exam materials
- ACE CLEP score recommendations – update sent to Kim West
- Goals for next meeting
 - Website structure
 - Departmental coordinators provided
 - Dropbox updates