Adult Learning Committee Meeting Agenda
Monday, October 17, 2016
2:30 – 3:30 pm

Attendees: Elke Leeds, AVP TEL; Laura McGrath, PLA; Gail Markle, CHSS; John C. Smith, Registrar; Bob Mattox, Student Affairs; Arvin Johnson, BCOE; Harrison Long, COTA; Joseph Hamm, SGA; Sam Pierquet, Faculty Senate; Todd Powell, Student Engagement, ALC EC; John Sweigart (for Greg Conrey), CDA; Greg Wiles, SPCEET; Becky Rutherfoord, CCSE

Virtual Attendees: Alice Pate, ALC EC; Joan Dominick, UC; Keith Tudor, CCOB,

<u>**Agenda**</u>

2:30 pm – Approval of Minutes
- Motion to Approve: Gail Markle
- Seconded: Bob Mattox & Joan Dominick (Virtually)

2:35 pm – Welcome Student Government Representative, Joseph Hamm – Elke Leeds
- 8-Year Marine Corps Veteran
- Engineering student based on the Marietta campus
- Modern States Educational Alliance participant

2:40 pm – Revisit Purpose and Composition of ALC Executive Committee – Elke Leeds
- Alice, Todd, and Elke met on Friday, October 14, to revisit the role of the Executive Committee
  - If we could come up with a purpose of the committee as outlined in bylaws, it would be valuable
  - Alice believes the role of a member from shared governance really solidifies the part of Academic Affairs in the committee
- The group recommends the executive committee remaining in place
  - Should be formalized by role, not be person
  - Additional shared governance representative
  - Addition of Director of Adult & Commuter Student Affairs
  - Addition of PLA Coordinator
- The group will be responsible for setting the agenda
  - Making sure critical points are addressed during meetings
  - Attend any meetings that are required of the ALC chair in the chair's absence
  - Lead the monthly meetings in the chair's absence
- Could someone already seated on the committee serve on the Executive Committee and serve two roles?
  - Committee believes this would be an appropriate solution
- Vote: Keep the Executive Committee in place with outlined modifications?
  - Harrison moves to have a vote
  - Outcome: Unanimous approval

2:50 pm – Credit by Exam Automated Process Success Story – Elke Leeds
- Test was run using the automated process
  - Scott Reese, Biology, entered an exam he allows students to take if they meet university criteria
- Students can use a link in Owl Express to select Prior Learning Assessment

- o A list of exams that are available is listed
- o Student's records are automatically checked against requirements when an exam is selected
- o If requirements are met, the request is automatically forwarded to the department chair
  - ▪ Department chair reviews the request and determines eligibility
- o If the student meets requirements, the request is forwarded to the testing center
  - ▪ Exam in entered electronically into a system and the exam is proctored
- o Score is output directly to the registrar's office
  - ▪ Decision is rendered
- A student tested the process using an available exam
  - o Process was completed smoothly and seamlessly
- Departments are actively increasing the availability of PLA exams
  - o Biology has added a few more
  - o Culinary Sustainability and Hospitality is examining the process for two exams
  - o Sociology and Criminal Justice is also examining the process
- Removes the guesswork for the student and provides a clear and concise method to review what is available for assessment and a uniform process to attain the credit
  - o Also reduces approximately two weeks of processing time to a few days
- This process will not remove the department's ability to interact with students
  - o Departments still have the ability to meet with students and review their qualifications for PLA
- Will be introducing a PLA Inquiry Form for students to use
  - o This will allow the committee to know when students are requesting information on PLA opportunities
  - o Also to assist both students and departments with PLA opportunities
  - o Will also allow the committee to know where students are in the PLA process (current student, future student, etc)
    - ▪ Will increase the ability of departments to determine the urgency of inquiries
  - o Harrison: How will this impact the departments that already have a vetting process in place for admittance? Or charge a $60 fee for a performance-based admission requirement? Will students have to pay the $250 instead for a "portfolio review?"
    - ▪ Departments will have final say in how PLA is administered, and the PLA process will not impact those programs with those vetting processes
    - ▪ The $250 payment for a portfolio review covers a specific portfolio that is built with help from a mentor and is submitted for credit at its completion

3:00 pm – PLA Update – Laura McGrath, University PLA Coordinator
- Website Updates
  - o Added some information to What is Prior Learning?
    - ▪ Definitions, links
  - o The Roadmap section will provide students with the pathways to credit
    - ▪ Should we have a sub-committee to assist with developing the roadmap?
      - Please feel free to volunteer to participate in the committee if interested
        - o Greg Wiles, Becky Rutherfoord, Joan Dominick
      - Follow up email to come
  - o Departmental Plans section is filling out
    - ▪ Departments do not have to make decisions immediately; they can adjust their plans as needed
  - o Would like to provide a table that shows all versions of PLA options for courses

- Provide a form that allows students to request options that are not available
- Enable the committee to track what is requested and provide detailed information to the departments
- PLA Inquiry Form
  - Will allow students to request information on PLA offered or suggest other exams
    - Information will be able to be tracked to see what is wanted and what is most inquired
  - What are the types of information we should collect from the form?
    - Name
    - Student Status
    - Major
    - Advisor name and advising status
    - Where you acquired your prior learning and length of time participating in that learning
    - Courses you are interested in using PLA for
      - Not necessarily only what is offered, but requests for additional courses
      - Many departments are open to allowing students to test out of many courses, based on their prior learning experiences
    - College-level certificates obtained
  - When we receive an inquiry from a student regarding a department that does not offer a PLA program, how should we proceed?
    - An opportunity for Laura to reach out to the department to inquiry whether they would like to reach out to the student and how they would like her to proceed

3:15 pm – Committee Member Updates
- Todd Powell – Association for Nontraditional Students in Higher Education 20th Annual Conference – March 23-25, 2017, Kennesaw State University
  - Would like to invite ALC members, faculty, students to get involved
  - The association is a spinoff of the National Association for Advisors
    - Felt the association was not addressing the needs of adult learners
  - Call for proposals outlined in the email that was sent out
    - This committee has gone a lot of great work and could be well represented at the conference
  - If you think your department would like to be a sponsor, please contact Todd
  - Todd also have additional information available
- Elke Leeds – University Showcase – Monthly Best Practice Highlight
  - Should we share information we find on colleges and universities that are doing things incredibly well?
    - We could use the examples to find things that we would like to utilize in our processes
  - Please share if you have information on a best practice