Adult Learning Committee Meeting Agenda  
Tuesday, September 22, 2015 and Wednesday, September 30, 2015  
11:30 am – 1:00 pm

Attendees – 9-22-15:
Elke Leeds – Associate Vice President of Technology Enhanced Learning
Alice Pate – ALC Executive Committee Representative
Jim Rutherford – College of Computing and Software Engineering
Joan Dominick – University College
Brandi Williams – College of Architecture and Construction Management
Harrison Long – College of the Arts
John Carlyle Smith – Enrollment Services – Associate Registrar
Kim West – Enrollment Services – Registrar – Provost Committee
Nihal Khote (for Diana Gregory) – Chairs and Directors Rep.

Attendees – 9-30-15
Elke Leeds – Associate Vice President of Technology Enhanced Learning
Leslie Himot – WellStar College of Health and Human Services
Nita Paris – Bagwell College of Education
Greg Wiles – Southern Polytechnic College of Engineering and Engineering Technology
Sandra (Sam) Pierquet – Faculty Senate Representative
David Joffe – College of Science and Mathematics
Todd Powell – ALC Executive Committee Representative
Frank Wills (for Bob Mattick) – Student Success Services/Veterans’ Services
Keith Tudor – Coles College of Business
Gail Markle – College of Humanities and Social Sciences

Agenda:

11:30am – Welcome and Introductions - Lunch

11:45am – Charge the Committee
   o Review OWG 18 Recommendations and discuss progress/next steps(handout)
     ▪ Recommendation 4 reviewed and discussed
     ▪ Continue membership in ALC
     ▪ March of this year – Signed by Dr. Harmon
     ▪ Elke Leeds, Alice Pate, Todd Powell part of committee (Adult learning executive committee)
     ▪ Portfolio Review using method in place at SPSU
     ▪ Participation is voluntary, process and opportunity is important and ties into CCG goals
     ▪ PLA coordinator needed from each department – incentives discussed – consider incentives tied to professional development in prior learning assessment
     ▪ Assessor Training is available through ALC via KSU, includes self-paced training via a digital badge program – Available middle October – existing certificate holders needs to complete the updated program to receive a digital badge. Adult Learning Committee will be added to Jubi for review and feedback as well as program completion.
     ▪ Fee-based for each portfolio to be assessed ($250)
     ▪ Catherine Marineau – invite for a workshop (author)
     ▪ Kennesaw Campus Faculty are very unfamiliar with process
     ▪ Departments can decide not to participate in portfolio reviews
     ▪ Need to be able to demonstrate the student has learned the material, not just experience
- Needs to be consistent and automated (if available), electronic payment, electronic notice, electronic registration for review
  - Review Adult Learning Consortium MOU and Working Principles and Agreements (handout)
    - Point 1 - Established Adult Learning Committee
    - Point 2 - See 10 standards handout – reviewed as a committee and confirmed
    - Point 3 – Agreed to inventory and consider nationally accepted tests before considering the development of a departmental test for which one is already available.
    - Point 4 – ALC institutions accept assessed and transcripted courses from other consortium members
      - Discussion and Objections
      - We accept transcripted courses from transfer students
      - Agree to accept from other consortium members (USG Institutions)
      - Higher level courses? More specialized courses?
        - How do we determine if the experience is the same as KSU Course?
        - We must accept anything transferred in from ALC member schools
        - Higher level course transfer/prior learning is not very prevalent – request data
      - Apply courses where they best fit, not necessarily a one-to-one transfer in
        - Must accept, but departments can determine where credit is applied
      - Pull records from SPSU and see what was assessed at what level (John Carlisle Smith/Donna Hutcheson/Wendy Kallina)
      - See what the level of K courses are transferred in and determine if a transfer of over 30 credits is prevalent (John Carlisle Smith/Donna Hutcheson/Wendy Kallina)
      - Departments will review departmental courses and determine what is appropriate/possible for portfolio review
        - Not every course in the course catalog will be reviewable
        - Gated programs will still have their gate in place (GPA, Audition, etc)
        - Performance requirements must still be met
        - Courses that are not reviewable, courses transferred in will go into electives
          - Departments can have discussions regarding what should be reviewable and what shouldn’t. Consults will be made available.
    - Point 5 – Consider becoming a member of the SOC – Discontinued nationally
    - Point 6 – Each institution will identify a gateway mechanism for PLA options
      - University PLA Coordinator
        - Student mentor and liaison
        - Contact for departments
      - PLA Course
        - Informational Course - Charge tuition? – Practice at VSU – Committee recommends open and free of charge to access program information and portfolio preparation guidelines.
        - Open course? Web based and Informational
          - Let students access materials to prepare for the portfolio review
            - Can see what is available and what is needed to submit, described process, introduces contacts
          - Potential students - Shows what is available – full portfolio process to potential students
            - Zero Hour course
Must register into a ‘formal’ zero credit hour course to actually submit the portfolio. Will be recognizable in Banner and Degree Works

Once registered into the course, the student must submit prior to the end of the current semester

Easier to tell the course was awarded by portfolio review

Departmental and PLA Coordinators approval will be required to register for the course – via override vs open registration? Or open registration with approval required to lift hold?

Allows for records to be updated, shows all information regarding the process and allows for the collection of data

- Appeals process needs to be designed and overseen by PLA coordinator
- One portfolio per course; not multiple courses per portfolio
- Allow potential students see what is available prior to becoming a student
- Students will still have to meet the admissions process and requirements prior to any prior learning portfolio process is started or credit is awarded

**CLEP Testing for 20 years?**
- Do we have to accept CLEP scores from 20 years ago?
- Kim West to confirm existing policy (3 years?)
- Most scores are very recent
  - Military members may potentially have older scores
- Let’s bring the question back to Mary Ellen and the leadership team (Elke Leeds)
- Discussion to consider 7 years of scores vs. 20 years

**CLEP Scores**
- We meet the recommendations of 50 for most courses
- CLEP score must be higher for courses that require a certain level grade for pre-req requirements based on the ACE published grade level guidelines
- Investigate is CLEP offers a writing test to add-on to existing CLEP tests.
  - Does writing need to be assessed for all gen ed courses?
- Request copy of the CLEP tests for evaluation (Elke via Darrin)
  - Example questions are very low level
- Can we look at a 3-year history of CLEP scores and see where they are? (John Carlisle Smith)

**AP Testing**
- ALC MOU is a recommendation

**Check with Darrin to see if the writing portion can automatically added to the CLEP testing (Elke)**

**12:00pm**

- Establish fall semester meeting schedule and roles
  - Twice a month
    - Potential dates for October: 14\textsuperscript{th}, 15\textsuperscript{th}, 16\textsuperscript{th}
      - Doodle Poll has been sent out
    - Anticipate meeting two times per month through fall semester.
- Plan for Action Items
  - Identify Department Coordinators/POC. Elke to suggest language and alert Dean’s to request by Adult Learning Committee
    - Identify by end of October
• Ideally person will have experience
• Departmental POC may be faculty, program coordinator, assistant chair, or faculty member
• Department’s discretion as to who works within their department
• Staff member may work better as they may know more than just the scope of their area of expertise for administrative coordination
• Compensation?
  o Can coordinators be compensated? $200 of the $250 is provided to portfolio reviewers. May be in form of travel/PD or overload.
  • Work with Departments to craft and delineate their PLA plans
    • Once the coordinator in place, work with departments to design PLA program
  • Marietta Campus Departments with existing plans were contacted over the summer
    o Discuss the need for a University PLA Coordinator
      • Half-time faculty or staff?
        • Would be compensated/paid half-time position
        • Faculty senate recommends a faculty member
        • Not advising, though; working with students to evaluate whether their portfolio is strong enough to receive their credit
        • Office available on the Marietta Campus
        • Adult Learning Committee will act as search committee – Aim to have individual in place Spring semester
      • Navigate the PLA process with students and serve as conduit between students and Department POCs
      • Portfolio preparation assistance
      • Conformity to Department’s requirements

12:20pm

  o Review Advanced Standing Exam Form (handout)
    • Consider name change to Credit-By-Exam
    • Create electronic process with signature and automated routing for application and approvals – Target Spring 2016
      • Met with ESS to adjust form and make a few changes (9/28/15)
      • Will return to the form and process after the meeting
  o Discuss process, plans, and procedures for PLA/Adult Learning website and enrollment services support (handout)
    • Please review the flow chart and give feedback prior to next meeting
    • Will send out electronically as well (Sara Bennett)
  o Review/discuss existing and proposed KSU policy for residency requirements
    • No limit to credit by exam, CLEP, IB, etc
    • Chairs were concerned by no limit
      • Used to be around 30 hours combined credit by exam
      • There is no limit to credit by exam, but Students must adhere to the residency requirements of the degree program – Can this be stated? (Request return visit to CDA with newly crafted language)
      • Many departments will only have so many courses that are available to be tested out of
      • This can help eliminate the amount of credit by exam credits that a student can have
      • This will also allow students to meet the residency requirements
      • Not many students have more than 30 credit by exam credits – upper level credit by exam success rates are fairly low (Gather data to review last 5 years – John Carlisle Smith)
      • Can be re-visited if data and review shows issues with students having too many credits
• Can potentially put some limits in place if year-to-year data shows an increase in credits
  o Review/discuss graduate program requirements for number of credits allowed (Propose representative for Graduate College – Elke to reach out to Graduate Dean)

12:40pm
  o Demonstrate KSU’s PLA assessor training and digital badge program (David Kirkland)