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
  o 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
  o Harrison likes the election/appointment option (small colleges will appreciate)
  o 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 Joffè, Brandi Williams, Leslie Himot, Jim Rutherfoord)
  o 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
  o 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
        o 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, PLACoordinator 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 Rutherfoord 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