Adult Learning Committee Meeting Minutes

December 2, 2015

1:00pm – 2:30pm

Attending Members: Leslie Himot, Sam Pierquet, David Joffe, Judy Abbott, Joan Dominick, Harrison Long, Greg Wiles, Bob Mattox, Gail Markle, Brandi Williams, Elke Leeds

Guests: Frank Wills (Military & Veterans’ Services)

- Minutes Review
  - Joan moved to approve minutes
  - Harrison seconded

- Digital badge program is ready for people to be added to the program
  - So coordinators can show people who have questions about PLA

- University PLA Coordinator Description
  - Half time faculty with potential to become full-time
  - Prior Learning Assessment will be a section within Technology Enhanced Learning
  - The PLA Coordinator will report to the Associate VP of Technology Enhanced Learning
    - Committee Chairs can rotate, having the AVP as the reporting person is constant
    - The Coordinator should not chair the committee
  - The position has been approved in principle by Dr. Harmon
    - Money has been secured for the position
  - The position should be filled by a permanent faculty member
    - Remove Tenure-Track from the description
    - Allows instructors to apply for the position
  - Compensation should include ‘and/or an administrative stipend’
    - Should also review at what percentage a faculty’s standing is affected
  - Leave the numbers a bit fluid to allow for adjustment as needed (as demand rises)
    - Time spent on the position will increase as time passes; need to be able to update time requirements/course requirements as needed
    - Leave percentages off
    - Use course(s) to allow for flexibility
  - Updates to requirements
    - To be the lead facilitator on the portfolio assessment course
    - Must be up to date on departmental guidelines
      - Initiate department reviews to ensure guidelines are correct for students
    - Remains a non-voting member of the KSU Adult Learning Committee
      - Keep college representatives as the only voting members of the committee
      - There are currently 11 voting representatives (10 colleges and 1 from Graduate College)
    - Required to maintain data on alternative credit
      - Will be responsible to plan (with committee assistance), create, and report the information to the Office of Institutional Effectiveness
      - Will create a system for the collection and storage of that data
  - Qualifications Updates
    - Teaching experience (for building out and administering the PLA course)
    - Experience with LMS, TEL, etc
    - Helpful to have developed an online or hybrid course previously
      - Using current learning technologies
    - Virtual meeting and collaboration software or applications
To be available to help students at a distance
• Familiarity with other campus resources
• Should have an Interest in serving adult/military learners
• Prior experience working with adult/military learners
• Familiarity with CAEL, prior learning standards, competency-based education, other pathways to credit, other national prior learning standards (American Council on Education credit alternatives)
  o Approach Dr. Harmon and inquire if we can get a summer stipend to get the program started
    ▪ Half-time during summer semester
    ▪ Get the coordinator introduced to the information so they know what will be expected prior to fall
    ▪ We won’t lose as much time by starting in the summer
  o Change start to Summer/Fall 2016
    ▪ Top candidate may already have commitments for the summer
  o Should not have to have a formal hiring committee for the position
    ▪ This in an internal search through AAF rather than HR
    ▪ Committee will act in essence as the search committee
  o Keep the name as Prior Learning Assessment Coordinator
    ▪ Re-evaluate once the position is full time
    ▪ Students will respond better to coordinator than liaison
  o Military Prior Learning: Frank Wills – Director of Military and Veterans Services
    ▪ Several dept chairs having students approach them regarding credit for military experience
  o Military credit
    ▪ CLEP
      • Preferred test over DSST
      • The 10 DSST accepted were because there is not a CLEP version for the accepted courses
    ▪ ACE Credit Recommendation
      • All military members or veterans will have ACE Credit Recommendations
        ▪ Does not guarantee the credits will fit into their chosen degree program
      • Based on the MOS – military occupational specialty (aka the service member’s job)
      • Credit is determined by volunteer reviewers who go through military data
        ▪ Looks at the information and determines what the training will give credit for
      • Joint service transcript shows
        ▪ MOS training (job training)
          ▪ Including initial training and all additional MOS training
        ▪ CCAF – Community College of the Air Force
          ▪ Much more helpful in creating transcripts than other branches
          ▪ Can award an associate’s degree
          ▪ CCAF is accredited
      • Create flowchart to show how the military joint transcripts work
        ▪ Would be helpful to show faculty members to show how credit is recommended
    ▪ DSST – Dantes
      • Full list of available tests: http://getcollegecredit.com/assets/pdf/DSST_Exam_List.pdf
      • Only 10 DSST exams were accepted for credit at the Marietta campus
        ▪ List is in Drop Box in DSST folder
      o Opportunity exists to consider offering credit based on JST
        ▪ Being proactive in the regard of being a military-friendly school
      o Veterans services will be working with the department coordinators with reviewing information
Will still need definitive data and information showing learning, not just experience
- Set up training workshops to help facilitate knowledge in the acronyms and data that students may have
  - Half day training sessions for the coordinators
  - Create a retreat, such as when eCore started
    - Somewhere local, but fun
    - Bring in a portfolio expert
    - Someone who can explain the military side
- Currently, military students lean toward criminal justice, biological sciences, nursing (here at least)
  - We may consider working with departments to get programs developed in these disciplines
  - Consider reaching out to faculty/staff with ties to or interest in the military who could assist with development
- University coordinator should filter, and then contact department coordinators to see what they will accept
- Share the descriptions of the tests, ACE evaluator process, etc. to the drop box
  - Speaks to the validity of the processes
- David brought in a sign in sheet to have members sign up for access to the digital badge program
  - David will add everyone to the program so they can access it
- PLA Website
  - We need an image that reflects adult learners
  - Work on the website will be ongoing
    - Please forward any suggestions or information for inclusion
  - Put a table in that shows the required vs. optional courses for departments
- Department PLA Coordinators are currently on hold
  - They will be invited to complete the PLA digital badge, to review the current SPSU plans, and to the retreat