Adult Learning Committee Meeting Agenda  
Monday, January 11, 2016  
1:00 pm ~ 2:00 pm

**Attendees:** Gail Markle, Harrison Long, Bob Mattox, Jim Rutherfoord, Leslie Himot, Sam Pierquet, Judy Abbott, Elke Leeds

**Virtual Attendees:** Keith Tudor, Diana Gregory, John Smith, Alice Pate

**Guests:** David Kirkland

---

**Agenda:**

1:00pm – Welcome and Review/Approval of the Minutes  
- Motion to approve: Leslie Himot, First; Jim Rutherfoord, Seconded

1:10pm - Introduction to Materials in D2L Course Site  
- D2L Section Name: ALC Committee  
  - All members added as instructors  
  - Materials will be copied from Shared File Folders to D2L  
  - BB Collaborate will be used to allow for virtual attendance of meetings  
  - Members can also utilize D2L tools (chat, discussions, etc) for working groups

1:20pm – Digital Badge in PLA – David Kirkland  
- Course review and updates  
  - Request that members of the committee review the course  
    - Username is the member’s email address  
    - David will send an email with the password  
  - Will be requesting Catherine Marieneau (CAEL) and Mary Ellen Dallman to review as well  
- Deadline to complete is January 29th  
- Launch to greater USG community after the deadline  
  - No charge for KSU Faculty to complete the course  
  - Outside faculty will be charged a fee  
- Wonderful credentialing opportunity for people  
  - Very few opportunities are available at a low price point to introduce faculty to PLA  
  - Not credit-based or Carnegie-based, but shows learning  
  - Can be placed on a résumé or LinkedIn profile

1:30pm – University PLA Coordinator  
- Position approved by Faculty Affairs  
  - Next step is to post the internal position through AAF and the KSU Inform – update, internal searches are not posted to PeopleAdmin
Once posted, will be provided to the committee to share with their colleges/departments
- Committee will serve as the search committee
  - Will investigate possible summer release for those qualified applicants
- Records will be kept of applicant questions and responses
  - This information will be available to the committee for search purposes
- Updates shortly on posting, timeline, INFORM announcement, and process

1:45pm – Current Items
- Departmental Coordinator Updates
  - Many of the departmental positions have been filled
    - Jim Rutherfoord – several new department chairs will have to determine which faculty will be appointed
    - Elke will follow up with missing departments to determine representation
- Website Updates
  - Several updates to happen within the next two weeks
    - Planning on having site ready to begin committee review by January 29
  - Plan is to keep the site very clean and simple
  - Some areas will be listed as Coming Soon
    - PLA University Coordinator, for example
  - Want to ensure information at transfer.kennesaw.edu matches what is presented on pla.kennesaw.edu

1:50pm – Future Items
- PLA Retreat – Full day for ALC and Departmental PLA contacts
  - Off-site location for 65-70 people
  - Allow the departmental coordinators to meet and greet
  - Introduction of the University PLA Coordinator
  - Working meeting to coordinate departmental PLA plans
- Hold the date(s) – Friday March 25th, Friday April 22nd, CONFIRMED - Friday April 29th
- Determine invited speakers, topics, and agenda at February Meeting
  - Would like to secure Catherine Marieneau (CAEL), USG Specialists, Military Credit Specialists