Adult Learning Committee Meeting Agenda  
Monday, November 16, 2015  
1:00pm ~ 2:30 pm

**Attendees (RSVP):**  
Elke Leeds – Academic Affairs  
Judy Abbott – Operations Manager Technology Enhanced Learning  
Leslie Himot – WellStar College of Health and Human Services  
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  
Kim West – A.V.P. Enrollment Services  
Sandra Pierquet – Faculty Senate Representative  
Gail Markle – College of Humanities and Social Sciences  
Mike Dishman – Graduate College  
Todd Powell - Adult Learning Executive Committee  
Harrison Long - College of the Arts  
Diana Gregory - Chairs and Directors Rep.  
David Joffe – College of Science and Math

**Agenda:**  
1:00pm – Welcome and Review/Approval of the Minutes  
  - Harrison requested the minutes be amended to show a date of December 2 to have a draft proposal for the PLA Coordinator position, not a final proposal  
  - Questions regarding the College Coordinator Event; Mid to late spring time frame  
  - Motion to approve the minutes – David Joffe; seconded by Leslie Himot

1:15pm – ByLaws – Review Edits – Move to inclusion in handbook  
  - Question about the role of the executive committee chair and vice chair  
    - Chair - Regents Academic Committee on Adult Learning (RACAL) Rep  
    - Vice chairs - Two executive committee members  
    - The Chair and Vice Chairs should be appointed by the Provost  
  - ALC Reps will only serve 2 year terms  
    - Reps will start changing in Fall 2016  
    - Based on a 50% rotation  
    - Reps can be re-elected for the role if they choose to run  
    - Volunteers to leave committee will be processed first  
  - Each college bylaws should have something regarding how reps are chosen  
    - GPCC needs their section policy changed from volunteer to elected  
  - Information - Faculty Senate - committee added to university handbook  
    - Will take to faculty senate this afternoon (November 16, 2015)
1:30pm – Updates from working group

- University PLA coordinator – Joan Dominick
  - Review work of sub-committee
    - Very productive presentation at last meeting
    - Process in formulating the job description as a draft
      - Will have the draft available by December 2, 2015
      - Would like the position description available to Dr. Harmon by the end of the year
      - For an internal search, we want to be accommodating to the colleges and departments
    - Multitude of information is available in the Drop Box for review
      - These positions are becoming much more prevalent on college campuses
        - Must start developing materials to help students through the process
        - Complete program developed by fall 2016
  - PLA Website – Greg Wiles
    - Pla.kennesaw.edu established
      - Amos has provided the shell for the website
      - Information has not been populated
        - We need to start populating the page so users can be directed to site that has all the information they need
          - Start with basics and fill in gaps as needed
        - Would like committee members to work on writing information for pages on site
        - Feel free to visit the site to see what needs to be populated
          - pla@kennesaw.edu resource account has been created for archiving any emails that come in
          - Will help to keep information available
    - We have gathered content from archived SPSU sites
      - Recommendation was to follow the policies and procedures in place at SPSU
      - Information on SPSU sites was very minimal
      - Would like to have significant progress accomplished by December 2
    - Should we have more information on the Contact Us page?
      - PLA Coordinator, military, etc

- Ask college representatives to have a showcase to show what their departments and colleges are working on
  - Can have a good idea of what will be offered for PLA
- Will graduate programs be presented in the same manner as undergraduate programs?
  - Students will have to meet specialized requirements of the graduate programs
  - Will have to make good academic sense and not devalue our programs
  - Have to be more cautious with graduate over undergraduate

1:45pm – Frank Wills – Military credit evaluation presentation

- Will be coming to December 2 meeting to discuss DSST
- Acceptance of DSST exams and scores
Currently 10 courses can get K credit applied from DSST
Move forward to put something in place by fall 2016
  To ensure that students receive the appropriate transfer credit from DANTES/DSST

2:00pm – Credit by Exam process overview (Students/Faculty) - Fall 2016
Will start using the faculty fellows to research students’ downstream success after coming in with PLA/Credit by Exam/Portfolio reviews
Advanced Standing exams to be changed to Credit by Exam
A proposal has been submitted to the budget and planning office; sent to Rai Sookram last week
  To change how the $60 fee is processed
  Currently, it goes to a general account, collected by the bursar’s office
    Results in about $3500 per year
  Request to re-route 50% of the fee to the testing center to pay the testing fee
    Helps students not how to pay the testing fee on top of the standard PLA Fee
Credit by exam form is in drop box for your review
  Fairly complex paper form that required a variety of signatures
    Students had to run all over campus to make sure they got all the signatures they needed
    Required students to acquire a cashier’s check
  Met with Enterprise Systems and Services to automate the process
    Anticipated fall 2016 to have the form complete (December meeting to see a Visio of the new form)
Fairly specific stipulations for Credit By Exam
  Cannot be enrolled in the course for more than 2 weeks; cannot have attempted the course prior; cannot have previously withdrawn from a course; cannot test out of a prerequisite for a course the student is currently enrolled
    Could someone test out of a course they took and withdrawn at another institution?
    Should we include that stipulation in the policy?
    If the policy is re-written, it needs to be very specific and no gray areas
Envisioned process – Table in Drop Box folder
  Option to request an existing course or new course
  Existing Course
    Students can easily find out if they are eligible to take the exam for existing courses
    Departments will have to provide specific requirements for the exam; and whether there will be an additional portion (performance, etc)
    Register for the exam in appointments plus
    Results will be electronically transmitted to the student, department and registrar
  New Course
    Submit Request for consideration to departmental PLA POC
      Request will be recorded
- Faculty will get electronic request for the course to be included in PLA
  - If yes, course will be developed and listed in the available courses
  - If no, request is archived and tracked
  - Will re-evaluate if multiple requests for the course
    - Departments will have the ability to update and edit their course listing
      - Will ensure we always have relevant data available to students
    - Aim is to have the process in place by fall 2016
- Can departments opt in and opt out of the credit by exam process based on enrollment numbers?
  - Most people that will be trying to test out will be introductory courses, not high level
    - Shouldn’t be a concern as introductory classes could use more seats
  - Ultimately, the departments would have the final say
    - Should take into consideration student-centered opportunities when deciding whether to opt in/opt out randomly

2:15pm – Department Coordinators Updates
- Still working on the listing of the department coordinators
- Send the individuals to Elke, Judy, Sara for inclusion on the website
- Ultimate deadline for the coordinators – January 2016
- Default contacts can be used as well until a departmental contact can be chosen