Adult Learning Committee Meeting Agenda
Monday, August 22, 2016
2:30 – 3:30 pm

Attendees: Elke Leeds, Judy Abbott, Laura McGrath, Harrison Long, Arvin Johnson, Greg Wiles, Gail Markle, David Joffee, Bob Mattox, Greg Conrey, Sandra Pierquet, Alice Pate

Guests: Mathew Robison (Director of Student Engagement), Viola Lee and Limna Vijayarajan (UITS)

Called to Order at 2:30 pm

2:30pm – Welcome – Elke Leeds, AVP Technology Enhanced Learning
  • Introduce new members
    o Greg Conrey
      ▪ Mechanical Engineering Technology
      ▪ New Chairs and Directors Assembly Representative
      ▪ Replaced Diana Gregory
    o Arvin Johnson
      ▪ Educational Leadership
      ▪ Replaced Nita Paris
  • Summer 2016 – Progress Updates
    o Credit by exam process was operationalized over the summer
      ▪ Finalized the automation of the form
      ▪ Ready to be released September 12
    o How to show PLA on transcripts
      ▪ Outlined through the PLA process developed by UITS
    o How to inform students of their options
      ▪ Curriculog and Acculog could be used as the means to control the flow of information
      ▪ Would allow for PLA information to be kept in one place
        o Easy access for anyone who wants to access the information
        o We want to keep the process as transparent as possible
      ▪ Acculog is the catalog system that Curriculog updates
      ▪ Catalog could have available PLA listed on course entries
        ▪ Would have to include Shared Governance for catalog changes
      ▪ Could use the PLA website to show the available courses and PLA options
        o Each department will have a PLA plan that shows what is eligible for PLA
        ▪ Laura will be working with individual departments to develop those plans
  • University Prior Learning Assessment Coordinator
    o Dr. Laura McGrath
    o Started in May
      ▪ Full time over the summer
      ▪ Approximately half time over the fall and spring semesters
  • Prior Learning Assessment Attribute Codes and Descriptions:
    o Details can be found on the PLA Attribute Code Description in Dropbox
    o Credit by Examination (CBEX)
    o Credit by Certification (CBPC)
    o Credit by Portfolio Review (CBPR)
    o Credit by Performance (CBPF)
    o Credit by MOOC Completion/Assessment (CBMC/CBMA)
    o Possibility for the option of Credit by Interview
      ▪ Has not been formalized as of yet
 Will be discussing this option in more detail at a later date
  o Students will have the options available to them when registering for the course PLA
    ▪ Can select the appropriate attribute code

- GA Summit Presentations
  o September 14-15, 2016
  o Will be presenting the committee’s work
  o Details available in Dropbox in Presentations Folder

- September RACAL Meeting
  o September 16, 2016
  o If there are any items you would like to have presented, please let Elke know
  o Will be presenting information regarding the committee’s work
  o Trying to get the codes and process unified across the USG to further assist students

2:45pm – **Credit by Exam Process Demonstration** – Viola Lee, Limna Vijayarajan, and Mandy Henry, Enterprise Systems & Services
  - Walkthrough of the process; flow chart available in Dropbox
  - Process is streamlined to provide the best options for students to get credit

3:00pm – **PLA Update** – Laura McGrath, University PLA Coordinator
  - Summary of work completed
    o Spent time going around to different university units
      ▪ Academic Affairs, UITS, Student Affairs, Registrar & Transfer Services, Testing Center
        ▪ Met with various representatives to provide initial introductions to PLA
    o Getting up to date on current best practices in PLA
  - Performance Objectives and Measures, AY 2016-2017
    o Performance Outcomes for PLA at KSU is available in Dropbox
    o Initial starting points
      ▪ Very few records are available of prior PLA practices
        ▪ Some simple paper records are available, but nothing in depth
      ▪ Marietta campus PLA programs were very thought out, but the paper folders that were kept have gone missing during the consolidation
        ▪ This is the main reason for using specific tracking programs for this information
      ▪ We have records of payments for exams, but not necessarily the specific exam taken
      ▪ We need complete and accurate records to be able to produce accurate records and reports
  - Goals for fall 2016: Department PLA Plans and PLA Master Course enhancements
    o Laura will be setting up meetings with departments to produce PLA plans
      ▪ College coordinators will be included in invites to ensure they are aware of any meetings that Laura will be meeting with regarding PLA Plans
      ▪ Deans will be also included on these emails/invites to ensure they are aware their departments are working on these plans
    o PLA Methods Defined is available in Dropbox

3:15pm – **Other ALC Matters** – Elke Leeds, AVP Technology Enhanced Learning
  - ALC Bylaws – Review – Proposed Modifications
    o Voting Members
      ▪ 12 currently available
      ▪ Shared governance is represented
        ▪ Chairs and Directors Assembly and Faculty Senate
      ▪ Who should break a tie?
        ▪ Should Elke vote as chair of committee?
          o Should a faculty member be the chair of the committee?
Should Laura, as University PLA Coordinator, be the chair of the committee?
- Do we include Student Government Association in committee
  - Should Judy Abbott be a voting member as the Student Liaison?
- Should Enrollment Services Representation be voting members?
- Should we get Student Affairs Representation?
- Should the chair be elected and therefore rotate?

The Adult Learning Executive Committee no longer exists
- ALC can determine whether to keep an Executive committee as a non-voting entity
- Should we keep the Executive Committee for this Academic Year?
  - Following the bylaws for this year?
- Should Elke write out the questions and provide virtual discussion prior to the next meeting?
  - Potential bylaw modifications for review and discussion
  - Yes, Elke should provide these questions for review and discussion prior to the next meeting
- Bylaws stand as approved for now
  - Will re-address at the next meeting

University ALC Web site
- Should we have a website that has agendas, minutes, upcoming meetings, etc.?
  - Seconded by Gail Markle, but modified to only have a link to a page on the PLA website
    - Not a stand-alone website
    - This page should list agendas and meeting schedule
  - Passed unanimously

Adjourned at 3:30pm

Next Meeting – Monday, September 19, 2016, at 2:30 pm