**Minutes prepared based on a 50% voting member requirement for quorum. Bylaws actually state a 2/3rd’s majority must be present. All items described as voted upon will be offered electronically to ensure 2/3rd’s of voting membership responds.**

Please note, if voting members are unable to attend, you may send a representative in your stead with your proxy, or request a member in attendance carry your proxy. 

2:30pm – **Approval of Minutes**

- Motion to approve and seconded
- **Vote: Unanimously approved**

2:35pm – **ALC Committee Bylaws** – Elke Leeds, ALC Chair

- Would it benefit the committee and shared governance to expand the voting membership to 13 and include an SGA representative?
  - Greg made a motion to add a SGA representative; Leslie seconded the motion
  - **Vote: seven in favor, none opposed**
    - 12 total votes available; more than 50% for inviting SGA representative
  - Will contact SGA and invite membership
    - Will contact the AL representative on SGA as well as SGA president
  - Judy Abbott has been serving as a non-voting placeholder on the committee, representing the student voice as the PLA and Adult learning liaison in technology enhanced learning. (Y/N & Vote?)
    - Judy would be replaced by the SGA representative
    - **Vote: Yes, Judy will be replaced as the representative for students**

- Response to reconsideration of Chair’s role
  - Background: Ken White of Faculty Senate stated that he would like to see the chair be a faculty member
    - No motion for change; will revisit at a future time if requested.
  - The executive committee of the University Adult Learning Committee (UALC) is comprised of the 3 appointed members from KSU’s representation on the USG Adult Learning Consortium. As the USG ALC transitioned to a Regents Advisory Committee (RAC), the executive committee no longer serves a function on the UALC and doesn’t exist in form on the RAC.
    - As the AL Consortium became a RAC, the Executive Committee of three members became 1 representative from each participating university
    - Does the committee see benefit and wish to restructure the role of the executive committee (with terms) and maintain these seats on the committee?
      - Bylaws are written to include the Executive Committee
      - Bylaws also state the Executive Committee can step in as chair if Elke is unavailable.
      - Committee would participate in any review of the AL Consortium MOU
Elke’s preference is to keep the Executive Committee of Todd and Alice for the current academic year
  ▪ If Elke is unavailable, Todd or Alice could attend RACAL in her place

Discussion
  ▪ Could eliminate the committee, but still have Adult and Commuter Student Affairs represented on the AL Committee
  ▪ Alice would like to have a sit down with Elke and Todd to determine what the future role of the Executive Committee would be
  ▪ After that meeting, the possibility of eliminating the Executive Committee could be raised as a motion to amend the bylaws to reflect the possibly changes

3:15pm – **PLA Update** – Laura McGrath, University PLA Coordinator
  - Department PLA Plan Progress
    - Created a page for the AL Committee on **http://pla.kennesaw.edu**
      ▪ Meeting dates and times, Committee members & Agendas
      ▪ Please review and offer suggestions
  - Progress report
    ▪ Met with admissions, enrollment services and financial aid******
    ▪ Website will be updated as information is obtained, rather than waiting until December
    ▪ Many departments are already thoroughly assessing PLA, we just need to be able to track this information
    ▪ Some issues have been raised
      ▪ Requirement of accepting all credit from participating institutions, Costs associated with portfolio reviews, & Proctoring of exams
    ▪ Credit hour limits for PLA and residency – **http://pla.kennesaw.edu/policy**
      ▪ Students must complete 30 hours in residence at KSU
      ▪ If a student is transferring in from an institution not in the ALC MOU, departments can evaluate those PLA credits for potential use
      ▪ We need to ensure we are as transparent as possible regarding the transfer policies for students with high levels of transfer or PLA credit

**Other Matters**
  - How courses will be coded
    ▪ Courses will only have the available options listed, not all options
    ▪ Would like the ability to add/remove codes if offerings change
      ▪ If attribute codes are assigned to a student, it becomes permanent
        ▪ Course could be hidden from student options during selection

**RACAL Updates**
  - Go back move ahead campaign has ended
    ▪ Funding has run out, and they are following through on any leads, but the project is ultimately being retired
  - The Adult learning consortium MOU is still very much in effect
    ▪ Agreement between the system office and those participating members
    ▪ We are still held to that series of understandings
    ▪ Conversation at RACAL that it should be updated annually
      ▪ New members are still being invited to consider membership

******Follow-up from Kim West – Confirmed – “Credit awarded by exam is assigned a grade of K and only counts in earned hours. Since the K grade does not impact a student’s attempted hours or GPA, there should be no issue with FA compliance.”