Adult Learning Committee Meeting Agenda  
Monday, October 17, 2016  
2:30 – 3:30 pm

Attendees: Elke Leeds, AVP TEL; Laura McGrath, PLA; Gail Markle, CHSS; John C. Smith, Registrar; Bob Mattox, Student Affairs; Arvin Johnson, BCOE; Harrison Long, COTA; Joseph Hamm, SGA; Sam Pierquet, Faculty Senate; Todd Powell, Student Engagement, ALC EC; John Sweigart (for Greg Conrey), CDA; Greg Wiles, SPCEET; Becky Rutherfoord, CCSE

Virtual Attendees: Alice Pate, ALC EC; Joan Dominick, UC; Keith Tudor, CCOB,

Agenda

2:30 pm – Approval of Minutes
- Motion to Approve: Gail Markle
- Seconded: Bob Mattox & Joan Dominick (Virtually)

2:35 pm – Welcome Student Government Representative, Joseph Hamm – Elke Leeds
- 8-Year Marine Corps Veteran
- Engineering student based on the Marietta campus
- Modern States Educational Alliance participant

2:40 pm – Revisit Purpose and Composition of ALC Executive Committee – Elke Leeds
- Alice, Todd, and Elke met on Friday, October 14, to revisit the role of the Executive Committee
  - If we could come up with a purpose of the committee as outlined in bylaws, it would be valuable
  - Alice believes the role of a member from shared governance really solidifies the part of Academic Affairs in the committee
- The group recommends the executive committee remaining in place
  - Should be formalized by role, not be person
  - Additional shared governance representative
  - Addition of Director of Adult & Commuter Student Affairs
  - Addition of PLA Coordinator
- The group will be responsible for setting the agenda
  - Making sure critical points are addressed during meetings
  - Attend any meetings that are required of the ALC chair in the chair’s absence
  - Lead the monthly meetings in the chair’s absence
- Could someone already seated on the committee serve on the Executive Committee and serve two roles?
  - Committee believes this would be an appropriate solution
- Vote: Keep the Executive Committee in place with outlined modifications?
  - Harrison moves to have a vote
  - Outcome: Unanimous approval

2:50 pm – Credit by Exam Automated Process Success Story – Elke Leeds
- Test was run using the automated process
  - Scott Reese, Biology, entered an exam he allows students to take if they meet university criteria
- Students can use a link in Owl Express to select Prior Learning Assessment
A list of exams that are available is listed
Student’s records are automatically checked against requirements when an exam is selected
If requirements are met, the request is automatically forwarded to the department chair
   - Department chair reviews the request and determines eligibility
If the student meets requirements, the request is forwarded to the testing center
   - Exam is entered electronically into a system and the exam is proctored
Score is output directly to the registrar’s office
   - Decision is rendered

- A student tested the process using an available exam
  - Process was completed smoothly and seamlessly
- Departments are actively increasing the availability of PLA exams
  - Biology has added a few more
  - Culinary Sustainability and Hospitality is examining the process for two exams
  - Sociology and Criminal Justice is also examining the process
- Removes the guesswork for the student and provides a clear and concise method to review what is available for assessment and a uniform process to attain the credit
  - Also reduces approximately two weeks of processing time to a few days
- This process will not remove the department’s ability to interact with students
  - Departments still have the ability to meet with students and review their qualifications for PLA
- Will be introducing a PLA Inquiry Form for students to use
  - This will allow the committee to know when students are requesting information on PLA opportunities
  - Also to assist both students and departments with PLA opportunities
  - Will also allow the committee to know where students are in the PLA process (current student, future student, etc)
   - Will increase the ability of departments to determine the urgency of inquiries
- Harrison: How will this impact the departments that already have a vetting process in place for admittance? Or charge a $60 fee for a performance-based admission requirement? Will students have to pay the $250 instead for a “portfolio review?”
  - Departments will have final say in how PLA is administered, and the PLA process will not impact those programs with those vetting processes
  - The $250 payment for a portfolio review covers a specific portfolio that is built with help from a mentor and is submitted for credit at its completion

3:00 pm – PLA Update – Laura McGrath, University PLA Coordinator
- Website Updates
  - Added some information to What is Prior Learning?
    - Definitions, links
  - The Roadmap section will provide students with the pathways to credit
    - Should we have a sub-committee to assist with developing the roadmap?
      - Please feel free to volunteer to participate in the committee if interested
        - Greg Wiles, Becky Rutherfoord, Joan Dominick
      - Follow up email to come
  - Departmental Plans section is filling out
    - Departments do not have to make decisions immediately; they can adjust their plans as needed
  - Would like to provide a table that shows all versions of PLA options for courses
- Provide a form that allows students to request options that are not available
- Enable the committee to track what is requested and provide detailed information to the departments

- **PLA Inquiry Form**
  - Will allow students to request information on PLA offered or suggest other exams
    - Information will be able to be tracked to see what is wanted and what is most inquired
  - What are the types of information we should collect from the form?
    - Name
    - Student Status
    - Major
    - Advisor name and advising status
    - Where you acquired your prior learning and length of time participating in that learning
    - Courses you are interested in using PLA for
      - Not necessarily only what is offered, but requests for additional courses
      - Many departments are open to allowing students to test out of many courses, based on their prior learning experiences
    - College-level certificates obtained
  - When we receive an inquiry from a student regarding a department that does not offer a PLA program, how should we proceed?
    - An opportunity for Laura to reach out to the department to inquiry whether they would like to reach out to the student and how they would like her to proceed

**3:15 pm – Committee Member Updates**
- **Todd Powell – Association for Nontraditional Students in Higher Education 20th Annual Conference – March 23-25, 2017, Kennesaw State University**
  - Would like to invite ALC members, faculty, students to get involved
  - The association is a spinoff of the National Association for Advisors
    - Felt the association was not addressing the needs of adult learners
  - Call for proposals outlined in the email that was sent out
    - This committee has gone a lot of great work and could be well represented at the conference
  - If you think your department would like to be a sponsor, please contact Todd
  - Todd also have additional information available
- **Elke Leeds – University Showcase – Monthly Best Practice Highlight**
  - Should we share information we find on colleges and universities that are doing things incredibly well?
    - We could use the examples to find things that we would like to utilize in our processes
  - Please share if you have information on a best practice