

By Laws
Adult Learning Committee
Kennesaw State University
Approved 14 October 2015
Amended March 22, 2017

PURPOSE:

The Adult Learning Committee serves as an advocate for and facilitator of adult learning programs and prior learning assessment on the KSU campus. The Committee reports to the Provost and Vice President of Academic Affairs. Kennesaw State University is a member of the University System of Georgia's Adult Learning Consortium and provides representation on the Regents' Academic Committee on Adult Learning. As such, the Adult Learning Committee shares the responsibility to join a strong, proactive Consortium of institutions to establish policies, test innovative practices, share adult learning resources, and lead System directions, sustain the Consortium's efforts through integration of adult-focused policies and practices at the institutional and System level, and increase momentum by selectively adding member institutions to the Consortium. Each Participating Institution shall commit to active participation as evidenced by funding for attendance at ALC meetings and other support, such as professional development and institutional leadership. Item #1 on the USG Adult Learning Consortium Working Principles and Agreements is the establishment of a campus-wide adult learning committee. The KSU ALC is the voice that speaks for Adult Learning programs, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective adult learning and prior learning assessment program. The committee is advisory and submits proposals to the Office of the Provost and VPAA, via the Associate Vice President of Technology Enhanced Learning.

CHARGE and DEFINITION:

The purpose of the ALC is to serve as an advisory review body to the Provost and Vice President of Academic Affairs, via the Associate Vice President of Technology Enhanced Learning on the following matters related to Adult Learning and Prior Learning Assessment:

1. Ongoing activities and initiatives of the USG Adult Learning Consortium
2. Recommendations for the establishment of KSU adult learning and prior learning assessment programs
3. Serve as initial respondents to policy and procedural questions; and,
4. Establishing methods and means for assessment of ongoing activities

Recommendations will be made to the Office of the Provost/VPAA, who will review potential implementation, make further referrals, and provide feedback to the Standing Committee.

I. COMMITTEE LEADERSHIP AND STRUCTURE:

Membership: The committee elects a chair from the voting membership. Membership is comprised of a representative from each of the degree granting colleges, graduate college, shared governance bodies, as well as representatives from functional area units in Student Affairs and Enrollment Services. College representatives are those faculty/administrators

who coordinate adult learning and prior learning assessment in their respective colleges and function as liaisons between those colleges and the committee.

Voting members include college representatives (10) selected as follows: Architecture and Construction Management (volunteer), Arts (appointed), Business (appointed), Computing and Software Engineering (volunteer), Education (volunteer), Engineering and Engineering Technology (volunteer), Health and Human services (elected), Humanities and Social Sciences (elected), Science and Mathematics (volunteer), and University College (volunteer); as well as a representative of the Graduate Policy Curriculum Committee (elected).

Non-voting members include representatives from functional area units (4) selected as indicated:

Student Affairs (appointed), Enrollment Services (volunteer), Registrar (appointed), and the University Prior Learning Assessment Coordinator; and Shared Governance representatives (2): faculty senate (elected) and chairs and directors assembly (elected)

- A. Chair: Will formally serve as the head of the committee.
 - i. The Chair is broadly responsible for the following:
 1. Convene and preside over meetings to assure timely review of proposals by the committee
 2. Establish agenda items for each meeting
 3. Work closely with the Associate Vice President of Technology Enhanced Learning on preparation of minutes, proposals, and reports. Operate as the primary liaison between the committee and the Provost/VPAA, via the Associate Vice President of Technology Enhanced Learning.
 - 4.
- B. Chair Elect (1): Serve in an administrative support role to the Chair; Serve as Acting Chair in the absence of the Chair during committee meeting and events; Steps into the role of Chair the subsequent year.
- C. Membership: Beginning academic year 2016-2017, committee membership will be for the term of two academic years with 50% of existing membership moving through re-election/appointment processes. Members may be re-appointed/re-elected per college bylaws for subsequent terms.

II. MEETINGS:

- A. Committee meetings will be held during the Fall and Spring semesters of each Academic Year and organized monthly as needed:
 - i. The committee will meet at the start of Fall Semester with the Associate Vice President of Technology Enhanced Learning to be charged with duties for the academic year
 - ii. At the completion of the Spring Semester all outstanding items should be resolved and/or reinstated as a new item for the next academic year.
- B. A quorum will be established with 2/3 attendance of the voting membership

- C. Voting actions will require the establishment of a quorum. Voting actions may be held electronically for matters needing immediate attention or in the absence of a quorum at the called meeting. Approvals must receive a 2/3 majority of the voting membership.
- D. Frequency of committee meetings will be between 2 to 3 scheduled meetings per semester; Sub committee meetings will be scheduled and maintained on an as-needed basis
- E. Summer Semesters will be utilized as a break period
- F. Minutes will be taken during every meeting to ensure historic references, record keeping, and guidance for future meetings and events. Administrative support is provided to maintain and take all minutes.

III. MEMBERSHIP OBLIGATIONS:

- A. Members of the committee are expected to attend and participate in called meetings and to participate in sub-committee tasks as needed

IV. AMENDMENTS AND MODIFICATIONS:

- A. **Amendments and modification can be made to the bylaws through the voting processes outlined above by voting members of the committee.** Amendments and modifications must receive a 2/3 majority vote of the voting membership.