

Adult Learning Committee Meeting Agenda
Tuesday, September 22, 2015 and Wednesday, September 30, 2015
11:30 am – 1:00 pm

Attendees – 9-22-15:

Elke Leeds – Associate Vice President of Technology Enhanced Learning
Alice Pate – ALC Executive Committee Representative
Jim Rutherford – College of Computing and Software Engineering
Joan Dominick – University College
Brandi Williams – College of Architecture and Construction Management
Harrison Long – College of the Arts
John Carlyle Smith – Enrollment Services – Associate Registrar
Kim West – Enrollment Services – Registrar – Provost Committee
Nihal Khote (for Diana Gregory) – Chairs and Directors Rep.

Attendees – 9-30-15

Elke Leeds – Associate Vice President of Technology Enhanced Learning
Leslie Himot – WellStar College of Health and Human Services
Nita Paris – Bagwell College of Education
Greg Wiles – Southern Polytechnic College of Engineering and Engineering Technology
Sandra (Sam) Pierquet – Faculty Senate Representative
David Joffe – College of Science and Mathematics
Todd Powell – ALC Executive Committee Representative
Frank Wills (for Bob Mattox) – Student Success Services/Veterans' Services
Keith Tudor – Coles College of Business
Gail Markle – College of Humanities and Social Sciences

Agenda:

11:30am – Welcome and Introductions - Lunch

11:45am – Charge the Committee

- Review OWG 18 Recommendations and discuss progress/next steps(handout)
 - Recommendation 4 reviewed and discussed
 - Continue membership in ALC
 - March of this year – Signed by Dr. Harmon
 - Elke Leeds, Alice Pate, Todd Powell part of committee (Adult learning executive committee)
 - Portfolio Review using method in place at SPSU
 - Participation is voluntary, process and opportunity is important and ties into CCG goals
 - PLA coordinator needed from each department – incentives discussed – consider incentives tied to professional development in prior learning assessment
 - Assessor Training is available through ALC via KSU, includes self-paced training via a digital badge program – Available middle October – existing certificate holders needs to complete the updated program to receive a digital badge. Adult Learning Committee will be added to Jubi for review and feedback as well as program completion.
 - Fee-based for each portfolio to be assessed (\$250)
 - Catherine Marineau – invite for a workshop (author)
 - Kennesaw Campus Faculty are very unfamiliar with process
 - Departments can decide not to participate in portfolio reviews
 - Need to be able to demonstrate the student has learned the material, not just experience

- Needs to be consistent and automated (if available), electronic payment, electronic notice, electronic registration for review
 - Review Adult Learning Consortium MOU and Working Principles and Agreements (handout)
 - Point 1 - Established Adult Learning Committee
 - Point 2 - See 10 standards handout – reviewed as a committee and confirmed
 - Point 3 – Agreed to inventory and consider nationally accepted tests before considering the development of a departmental test for which one is already available.
 - Point 4 – ALC institutions accept assessed and transcribed courses from other consortium members
 - Discussion and Objections
 - We accept transcribed courses from transfer students
 - Agree to accept from other consortium members (USG Institutions)
 - Higher level courses? More specialized courses?
 - How do we determine if the experience is the same as KSU Course?
 - We must accept anything transferred in from ALC member schools
 - Higher level course transfer/prior learning is not very prevalent – request data
 - Apply courses where they best fit, not necessarily a one-to-one transfer in
 - Must accept, but departments can determine where credit is applied
 - Pull records from SPSU and see what was assessed at what level (John Carlisle Smith/Donna Hutcheson/Wendy Kallina)
 - See what the level of K courses are transferred in and determine if a transfer of over 30 credits is prevalent (John Carlisle Smith/Donna Hutcheson/Wendy Kallina)
 - Departments will review departmental courses and determine what is appropriate/possible for portfolio review
 - Not every course in the course catalog will be reviewable
 - Gated programs will still have their gate in place (GPA, Audition, etc)
 - Performance requirements must still be met
 - Courses that are not reviewable, courses transferred in will go into electives
 - Departments can have discussions regarding what should be reviewable and what shouldn't. Consults will be made available.
 - Point 5 – Consider becoming a member of the SOC – Discontinued nationally
 - Point 6 – Each institution will identify a gateway mechanism for PLA options
 - University PLA Coordinator
 - Student mentor and liaison
 - Contact for departments
 - PLA Course
 - Informational Course - Charge tuition? – Practice at VSU – Committee recommends open and free of charge to access program information and portfolio preparation guidelines.
 - Open course? Web based and Informational
 - Let students access materials to prepare for the portfolio review
 - Can see what is available and what is needed to submit, described process, introduces contacts
 - Potential students - Shows what is available – full portfolio process to potential students
 - Zero Hour course

- Must register into a ‘formal’ zero credit hour course to actually submit the portfolio. Will be recognizable in Banner and Degree Works
 - Once registered into the course, the student must submit prior to the end of the current semester
 - Easier to tell the course was awarded by portfolio review
 - Departmental and PLA Coordinators approval will be required to register for the course – via override vs open registration? Or open registration with approval required to lift hold?
 - Allows for records to be updated, shows all information regarding the process and allows for the collection of data
- Appeals process needs to be designed and overseen by PLA coordinator
- One portfolio per course; not multiple courses per portfolio
- Allow potential students see what is available prior to becoming a student
- Students will still have to meet the admissions process and requirements prior to any prior learning portfolio process is started or credit is awarded
- CLEP Testing for 20 years?
 - Do we have to accept CLEP scores from 20 years ago?
 - Kim West to confirm existing policy (3 years?)
 - Most scores are very recent
 - Military members may potentially have older scores
 - Let’s bring the question back to Mary Ellen and the leadership team (Elke Leeds)
 - Discussion to consider 7 years of scores vs. 20 years
- CLEP Scores
 - We meet the recommendations of 50 for most courses
 - CLEP score must be higher for courses that require a certain level grade for pre-req requirements based on the ACE published grade level guidelines
 - Invesitgate is CLEP offers a writing test to add-on to existing CLEP tests.
 - Does writing need to be assessed for all gen ed courses?
 - Request copy of the CLEP tests for evaluation (Elke via Darrin)
 - Example questions are very low level
 - Can we look at a 3-year history of CLEP scores and see where they are? (John Carlisle Smith)
- AP Testing
 - ALC MOU is a recommendation
- Check with Darrin to see if the writing portion can automatically added to the CLEP testing (Elke)

12:00pm

- Establish fall semester meeting schedule and roles
 - Twice a month
 - Potential dates for October: 14th, 15th, 16th
 - Doodle Poll has been sent out
 - Anticipate meeting two times per month through fall semester.
- Plan for Action Items
 - Identify Department Coordinators/POC. Elke to suggest language and alert Dean’s to request by Adult Learning Committee
 - Identify by end of October

- Ideally person will have experience
- Departmental POC may be faculty, program coordinator, assistant chair, or faculty member
- Department's discretion as to who works within their department
- Staff member may work better as they may know more than just the scope of their area of expertise for administrative coordination
- Compensation?
 - Can coordinators be compensated? \$200 of the \$250 is provided to portfolio reviewers. May be in form of travel/PD or overload.
- Work with Departments to craft and delineate their PLA plans
 - Once the coordinator in place, work with departments to design PLA program
- Marietta Campus Departments with existing plans were contacted over the summer
- Discuss the need for a University PLA Coordinator
 - Half-time faculty or staff?
 - Would be compensated/paid half-time position
 - Faculty senate recommends a faculty member
 - Not advising, though; working with students to evaluate whether their portfolio is strong enough to receive their credit
 - Office available on the Marietta Campus
 - Adult Learning Committee will act as search committee – Aim to have individual in place Spring semester
 - Navigate the PLA process with students and serve as conduit between students and Department POCs
 - Portfolio preparation assistance
 - Conformity to Department's requirements

12:20pm

- Review Advanced Standing Exam Form (handout)
 - Consider name change to Credit-By-Exam
 - Create electronic process with signature and automated routing for application and approvals – Target Spring 2016
 - Met with ESS to adjust form and make a few changes (9/28/15)
 - Will return to the form and process after the meeting
- Discuss process, plans, and procedures for PLA/Adult Learning website and enrollment services support (handout)
 - Please review the flow chart and give feedback prior to next meeting
 - Will send out electronically as well (Sara Bennett)
- Review/discuss existing and proposed KSU policy for residency requirements
 - No limit to credit by exam, CLEP, IB, etc
 - Chairs were concerned by no limit
 - Used to be around 30 hours combined credit by exam
 - There is no limit to credit by exam, but Students must adhere to the residency requirements of the degree program – Can this be stated? (Request return visit to CDA with newly crafted language)
 - Many departments will only have so many courses that are available to be tested out of
 - This can help eliminate the amount of credit by exam credits that a student can have
 - This will also allow students to meet the residency requirements
 - Not many students have more than 30 credit by exam credits – upper level credit by exam success rates are fairly low (Gather data to review last 5 years – John Carlisle Smith)
 - Can be re-visited if data and review shows issues with students having too many credits

- Can potentially put some limits in place if year-to-year data shows an increase in credits
- Review/discuss graduate program requirements for number of credits allowed (Propose representative for Graduate College – Elke to reach out to Graduate Dean)

12:40pm

- Demonstrate KSU's PLA assessor training and digital badge program (David Kirkland)