

## Adult Learning Committee Meeting Minutes

December 2, 2015

1:00pm – 2:30pm

**Attending Members:** Leslie Himot, Sam Pierquet, David Joffe, Judy Abbott, Joan Dominick, Harrison Long, Greg Wiles, Bob Mattox, Gail Markle, Brandi Williams, Elke Leeds

**Guests:** Frank Wills (Military & Veterans' Services)

- Minutes Review
  - Joan moved to approve minutes
  - Harrison seconded
- Digital badge program is ready for people to be added to the program
  - So coordinators can show people who have questions about PLA
- University PLA Coordinator Description
  - Half time faculty with potential to become full-time
  - Prior Learning Assessment will be a section within Technology Enhanced Learning
  - The PLA Coordinator will report to the Associate VP of Technology Enhanced Learning
    - Committee Chairs can rotate, having the AVP as the reporting person is constant
    - The Coordinator should not chair the committee
  - The position has been approved in principle by Dr. Harmon
    - Money has been secured for the position
  - The position should be filled by a permanent faculty member
    - Remove Tenure-Track from the description
    - Allows instructors to apply for the position
  - Compensation should include 'and/or an administrative stipend'
    - Should also review at what percentage a faculty's standing is affected
  - Leave the numbers a bit fluid to allow for adjustment as needed (as demand rises)
    - Time spent on the position will increase as time passes; need to be able to update time requirements/course requirements as needed
    - Leave percentages off
    - Use course(s) to allow for flexibility
  - Updates to requirements
    - To be the lead facilitator on the portfolio assessment course
    - Must be up to date on departmental guidelines
      - Initiate department reviews to ensure guidelines are correct for students
    - Remains a non-voting member of the KSU Adult Learning Committee
      - Keep college representatives as the only voting members of the committee
      - There are currently 11 voting representatives (10 colleges and 1 from Graduate College)
    - Required to maintain data on alternative credit
      - Will be responsible to plan (with committee assistance), create, and report the information to the Office of Institutional Effectiveness
      - Will create a system for the collection and storage of that data
  - Qualifications Updates
    - Teaching experience (for building out and administering the PLA course)
      - Experience with LMS, TEL, etc
    - Helpful to have developed an online or hybrid course previously
      - Using current learning technologies
    - Virtual meeting and collaboration software or applications

- To be available to help students at a distance
- Familiarity with other campus resources
  - Should have an Interest in serving adult/military learners
  - Prior experience working with adult/military learners
- Familiarity with CAEL, prior learning standards, competency-based education, other pathways to credit, other national prior learning standards (American Council on Education credit alternatives)
- Approach Dr. Harmon and inquire if we can get a summer stipend to get the program started
  - Half-time during summer semester
  - Get the coordinator introduced to the information so they know what will be expected prior to fall
  - We won't lose as much time by starting in the summer
- Change start to Summer/Fall 2016
  - Top candidate may already have commitments for the summer
- Should not have to have a formal hiring committee for the position
  - This in an internal search through AAF rather than HR
  - Committee will act in essence as the search committee
- Keep the name as Prior Learning Assessment Coordinator
  - Re-evaluate once the position is full time
  - Students will respond better to coordinator than liaison
- Military Prior Learning: Frank Wills – Director of Military and Veterans Services
  - Several dept chairs having students approach them regarding credit for military experience
- Military credit
  - CLEP
    - Preferred test over DSST
    - The 10 DSST accepted were because there is not a CLEP version for the accepted courses
  - ACE Credit Recommendation
    - All military members or veterans will have ACE Credit Recommendations
      - Does not guarantee the credits will fit into their chosen degree program
    - Based on the MOS – military occupational specialty (aka the service member's job)
    - Credit is determined by volunteer reviewers who go through military data
      - Looks at the information and determines what the training will give credit for
    - Joint service transcript shows
      - MOS training (job training)
        - Including initial training and all additional MOS training
      - CCAF – Community College of the Air Force
        - Much more helpful in creating transcripts than other branches
        - Can award an associate's degree
        - CCAF is accredited
    - Create flowchart to show how the military joint transcripts work
      - Would be helpful to show faculty members to show how credit is recommended
  - DSST – Dantes
    - Full list of available tests: [http://getcollegetcredit.com/assets/pdf/DSST\\_Exam\\_List.pdf](http://getcollegetcredit.com/assets/pdf/DSST_Exam_List.pdf)
    - Only 10 DSST exams were accepted for credit at the Marietta campus
      - List is in Drop Box in DSST folder
- Opportunity exists to consider offering credit based on JST
  - Being proactive in the regard of being a military-friendly school
- Veterans services will be working with the department coordinators with reviewing information

- Will still need definitive data and information showing learning, not just experience
  - Set up training workshops to help facilitate knowledge in the acronyms and data that students may have
    - Half day training sessions for the coordinators
    - Create a retreat, such as when eCore started
      - Somewhere local, but fun
      - Bring in a portfolio expert
      - Someone who can explain the military side
  - Currently, military students lean toward criminal justice, biological sciences, nursing (here at least)
    - We may consider working with departments to get programs developed in these disciplines
    - Consider reaching out to faculty/staff with ties to or interest in the military who could assist with development
  - University coordinator should filter, and then contact department coordinators to see what they will accept
  - Share the descriptions of the tests, ACE evaluator process, etc. to the drop box
    - Speaks to the validity of the processes
- David brought in a sign in sheet to have members sign up for access to the digital badge program
  - David will add everyone to the program so they can access it
- PLA Website
  - We need an image that reflects adult learners
  - Work on the website will be ongoing
    - Please forward any suggestions or information for inclusion
  - Put a table in that shows the required vs. optional courses for departments
- Department PLA Coordinators are currently on hold
  - They will be invited to complete the PLA digital badge, to review the current SPSU plans, and to the retreat