

Adult Learning Committee Meeting Agenda
Monday, November 16, 2015
1:00pm ~ 2:30 pm

Attendees (RSVP):

Elke Leeds – Academic Affairs
Judy Abbott – Operations Manager Technology Enhanced Learning
Leslie Himot – WellStar College of Health and Human Services
Greg Wiles – Southern Polytechnic College of Engineering and Engineering Technology
Alice Pate – Adult Learning Executive Committee
Joan Dominick – University College
John Carlyle Smith – Enrollment Services
Kim West – A.V.P. Enrollment Services
Sandra Pierquet – Faculty Senate Representative
Gail Markle – College of Humanities and Social Sciences
Mike Dishman – Graduate College
Todd Powell - Adult Learning Executive Committee
Harrison Long - College of the Arts
Diana Gregory - Chairs and Directors Rep.
David Joffe – College of Science and Math

Agenda:

1:00pm – Welcome and Review/Approval of the Minutes

- Harrison requested the minutes be amended to show a date of December 2 to have a draft proposal for the PLA Coordinator position, not a final proposal
- Questions regarding the College Coordinator Event; Mid to late spring time frame
- Motion to approve the minutes – David Joffe; seconded by Leslie Himot

1:15pm – ByLaws – Review Edits – Move to inclusion in handbook

- Question about the role of the executive committee chair and vice chair
 - Chair - Regents Academic Committee on Adult Learning (RACAL) Rep
 - Vice chairs - Two executive committee members
 - The Chair and Vice Chairs should be appointed by the Provost
 - Move to make changes to the Bylaws – Joan Dominick; seconded – Leslie Himot
- ALC Reps will only serve 2 year terms
 - Reps will start changing in Fall 2016
 - Based on a 50% rotation
 - Reps can be re-elected for the role if they choose to run
 - Volunteers to leave committee will be processed first
- Each college bylaws should have something regarding how reps are chosen
 - GPCC needs their section policy changed from volunteer to elected
- Information - Faculty Senate - committee added to university handbook
 - Will take to faculty senate this afternoon (November 16, 2015)

1:30pm – Updates from working group

- University PLA coordinator – Joan Dominick
 - Review work of sub-committee
 - Very productive presentation at last meeting
 - Process in formulating the job description as a draft
 - Will have the draft available by December 2, 2015
 - Would like the position description available to Dr. Harmon by the end of the year
 - For an internal search, we want to be accommodating to the colleges and departments
 - Multitude of information is available in the Drop Box for review
 - These positions are becoming much more prevalent on college campuses
 - Must start developing materials to help students through the process
 - Complete program developed by fall 2016
- PLA Website – Greg Wiles
 - Pla.kennesaw.edu established
 - Amos has provided the shell for the website
 - Information has not been populated
 - We need to start populating the page so users can be directed to site that has all the information they need
 - Start with basics and fill in gaps as needed
 - Would like committee members to work on writing information for pages on site
 - Feel free to visit the site to see what needs to be populated
 - pla@kennesaw.edu resource account has been created for archiving any emails that come in
 - Will help to keep information available
 - We have gathered content from archived SPSU sites
 - Recommendation was to follow the policies and procedures in place at SPSU
 - Information on SPSU sites was very minimal
 - Would like to have significant progress accomplished by December 2
 - Should we have more information on the Contact Us page?
 - PLA Coordinator, military, etc
- Ask college representatives to have a showcase to show what their departments and colleges are working on
 - Can have a good idea of what will be offered for PLA
- Will graduate programs be presented in the same manner as undergraduate programs?
 - Students will have to meet specialized requirements of the graduate programs
 - Will have to make good academic sense and not devalue our programs
 - Have to be more cautious with graduate over undergraduate

1:45pm – Frank Wills – Military credit evaluation presentation

- Will be coming to December 2 meeting to discuss DSST
- Acceptance of DSST exams and scores

- Currently 10 courses can get K credit applied from DSST
- Move forward to put something in place by fall 2016
 - To ensure that students receive the appropriate transfer credit from DANTES/DSST

2:00pm – Credit by Exam process overview (Students/Faculty) - Fall 2016

- Will start using the faculty fellows to research students' downstream success after coming in with PLA/Credit by Exam/Portfolio reviews
- Advanced Standing exams to be changed to Credit by Exam
- A proposal has been submitted to the budget and planning office; sent to Rai Sookram last week
 - To change how the \$60 fee is processed
 - Currently, it goes to a general account, collected by the bursar's office
 - Results in about \$3500 per year
 - Request to re-route 50% of the fee to the testing center to pay the testing fee
 - Helps students not how to pay the testing fee on top of the standard PLA Fee
- Credit by exam form is in drop box for your review
 - Fairly complex paper form that required a variety of signatures
 - Students had to run all over campus to make sure they got all the signatures they needed
 - Required students to acquire a cashier's check
 - Met with Enterprise Systems and Services to automate the process
 - Anticipated fall 2016 to have the form complete (December meeting to see a Visio of the new form)
- Fairly specific stipulations for Credit By Exam
 - Cannot be enrolled in the course for more than 2 weeks; cannot have attempted the course prior; cannot have previously withdrawn from a course; cannot test out of a prerequisite for a course the student is currently enrolled
 - Could someone test out of a course they took and withdrawn at another institution?
 - Should we include that stipulation in the policy?
 - If the policy is re-written, it needs to be very specific and no gray areas
- Envisioned process – Table in Drop Box folder
 - Option to request an existing course or new course
 - Existing Course
 - Students can easily find out if they are eligible to take the exam for existing courses
 - Departments will have to provide specific requirements for the exam; and whether there will be an additional portion (performance, etc)
 - Register for the exam in appointments plus
 - Results will be electronically transmitted to the student, department and registrar
 - New Course
 - Submit Request for consideration to departmental PLA POC
 - Request will be recorded

- Faculty will get electronic request for the course to be included in PLA
 - If yes, course will be developed and listed in the available courses
 - If no, request is archived and tracked
 - Will re-evaluate if multiple requests for the course
 - Departments will have the ability to update and edit their course listing
 - Will ensure we always have relevant data available to students
 - Aim is to have the process in place by fall 2016
- Can departments opt in and opt out of the credit by exam process based on enrollment numbers?
 - Most people that will be trying to test out will be introductory courses, not high level
 - Shouldn't be a concern as introductory classes could use more seats
 - Ultimately, the departments would have the final say
 - Should take into consideration student-centered opportunities when deciding whether to opt in/opt out randomly

2:15pm – Department Coordinators Updates

- Still working on the listing of the department coordinators
- Send the individuals to Elke, Judy, Sara for inclusion on the website
- Ultimate deadline for the coordinators – January 2016
- Default contacts can be used as well until a departmental contact can be chosen