

Adult Learning Committee
Meeting Minutes – Wednesday, January 23, 2019, 9:00-10:30am
Distance Learning Center – Innovation Lab w/Virtual Option

Attendees:

ALC Members: Justin Cochran, Becky Rutherford, Amy Hillen, Greg Wiles, Lynn Varagona, Gail Markle, Michael Beach, Carolee Larson, Todd Powell, Lindsay Lee, Kaitlin Maginnis, Darrin Theriault, Sandra Pierquet. Guest: Leslie Drost

1. Welcome and announcements:

- Meeting opened at 9:00am with Gail welcoming committee members and recognizing one guest, Leslie Drost (First Year Experience Librarian).
- Leslie introduced herself and provided a description of her role at KSU and potential intersections between her department and adult learning initiatives.
- The minutes for the last meeting (December 5, 2018) were not available so we decided to vote on approving these minutes at a later date when they become available.

2. Administrative support:

- Based on reduced staffing in the Distance Learning Center, the ALC no longer has a dedicated person to take notes and capture meeting minutes.
- Darrin requested a team effort for compiling and sharing notes following the monthly meetings to ensure minutes are accurate and thorough.

3. PLA document review:

- We reviewed recently updated PLA documents. Several changes were discussed including changing “Credit by Examination Request Form” to “PLA Request Form” on the Student Services page; adding additional explanation to “What is Prior Learning Assessment?”
- Viewed additional PLA Student Roadmap which presents a visual rendition of the PLA process. The Registrar will do a final check to determine if there are any problems with the system’s determination of student eligibility for PLA.
- Lindsay will make suggested edits then send out to the committee for review and approval.

4. PLA policy through shared governance:

- Gail has reached out to Kevin Gwaltney and Pam Cole regarding the process for getting the PLA policy approved.
- The policy will need to go to chairs, deans and faculty first for feedback and then a second time for a vote. It will then need to be put through the Curriculog process.

5. PLA options on student scheduling system:

- Darrin discussed an upcoming meeting with Paul Parker, Ana Edwards, Tammy Powell and Lindsay Lee to enhance automated student-facing systems to display PLA options for courses that have existing PLA offerings.
- The intent is to make PLA options more visible to students across multiple touch points such as the online class scheduling system.

6. Automated PLA system. Although the system was not ready for a full demonstration during the meeting, Darrin reviewed and discussed the current capability of the automated PLA

system. The goal is to provide the committee with a demonstration of the system's capabilities involving all the steps at an upcoming ALC meeting.

7. The meeting adjourned at 10:30am, with the next meeting scheduled for Wednesday, February 20th, 9:00am in the Distance Learning Center's Innovation Lab.