

**Adult Learning Committee**  
**Meeting Minutes – Wednesday, December 5, 2018, 3:30-5:00pm**  
**Distance Learning Center – Innovation Lab w/Virtual Option**

**Attendees:**

ALC Members: Karen Chatelain-Smith, Justin Cochran, Amy Hillen, Chris Hutt, Lindsay Lee, Gail Markle, Kaitlin Maginnis, Darrin Theriault, Lynn Varagona, Greg Wiles, Becky Rutherford, Jessica Stephenson, Michael Beach, Carolee Larson

1. Welcome:

- Gail opened the meeting at 3:30pm.
- October 2018 ALC meeting minutes were approved.

2. CAEL Conference Highlights. Darrin shared the following feedback from his time attending CAEL's 2018 international annual conference in Cleveland, OH:

- PLA Master Course
  - 42 attendees, diverse group with 2-year, 4-year, R1, R2, R3, teaching institutions represented.
  - Audience included deans, associate deans, AVPs, faculty, PLA coordinators, academic advisors, adult learner coordinators, registrar/enrollment services.
  - Other states as system-level examples: Tennessee, Colorado, Ohio
  - Opportunities for faculty involvement: ACE evaluators, CLEP advisory panel
  - Prior learning studies (posted in D2L): Lumina Foundation study (2013), "America's Call for Higher Education Redesign"; CAEL study (2010), "Fueling the Race to Postsecondary Success"
  - Office of Institutional Research involvement is important: what is our "breaking term?" If students can reach X-term, more likely to complete
  - Re-examine Joint Service Transcript evaluation process?
- 1st time conference participants' overview with Dr. Marie Cini, President, CAEL:
  - The academy must connect with industry
  - Program development / policy changes are best when data driven
  - Faculty buy-in is critical
  - PLA **increases** enrollment; students with PLA take 9.9 more credit hours on average
- Dave Clayton, Senior VP, Consumer Insights, Strada Education Network presentation:
  - 95 million Americans have no credentials past high school diploma
  - Retention and progression are important: students who stop are much less likely to return and/or complete – PLA can help
- Student-Veterans and PLA
  - University of Louisville and University of Wyoming – exemplars in this area
  - U of W supports two Veteran specific courses
  - U of L has a robust, well-established PLA program for all students

3. PLA automated system. Although the automated system was not ready for full demonstration, Lindsay and Darrin walked the committee through the process using a series

of screen shots captured on PowerPoint slides. The committee had the following recommendations:

- Justin suggested separating the course designator from the course number as a data management best practice. Currently the course field contains both data elements, e.g. BIOL 2221. Justin's recommendation is to have the course descriptors e.g. BIOL in one drop-down menu, with all the specific BIOL PLA courses in the next drop-down option, e.g. 2221, 2222, etc.
  - Recommended including a "quick-link" to the PLA home page in Owl Express for the students to reference while submitting PLA requests.
4. PLA policy update. The committee continues to revise the existing PLA policy to reflect the latest PLA best practices and to make the document more relevant based on outcomes from the Adult Learner 360 survey, the upcoming shift to the automated PLA system, to make the policy more student-centric, and changing the language to emphasize that academic departments have the decision making authority on their respective PLA course offerings/programs.
  5. College and department updates or success stories. Darrin discussed potential PLA growth within two of Cole's academic departments: Economics, Finance, and Quantitative Analysis; and Marketing based on his conversations with Dr. Katzman and Dr. Burns.
  6. New business:
    - With the change to spring semester and shifting class schedules, the committee agreed to meet one Wednesday each month (specific days, TBD) from 9:00 – 10:30am. This meeting schedule maximizes committee participation.
    - Darrin asked the committee if there was interest in doing 30-minute information sessions with leading adult learner experts across Georgia and perhaps nationally. The committee agreed it would be useful to occasionally include external adult learner experts to generate new ideas and conversations. Darrin will invite Roz Barnes-Fowler, USG Director of Adult Learner Initiatives to an upcoming ALC meeting.
  7. Closing comments. Gail adjourned the meeting at 4:51pm and announced the next meeting will take place Wednesday, January 23rd, 2019 at the Distance Learning Center.