

Adult Learning Committee Meeting Agenda
Thursday, February 11, 2016
1:00 pm ~ 2:30 pm

Agenda:

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

- Proxy approval of minutes this meeting

1:10pm – DSST Credit by Exam Program

- Kim West to present updated materials
 - Handout outlining the exams that will be offered for credit was provided
 - Will be posted in the file share folder and the D2L shell for the committee
 - The exams listed will be offered starting in Fall 2016
 - Minimum scores are required
 - Exams could be used for specific courses or electives
 - Information regarding the exams will be posted on the Registrar's website
 - A link will be provided once the information is available
 - Departments can request additional information from Kim West
 - Will be presented at next Wednesday's chairs meeting (2/17/2016)

1:20pm – Introduction of the new Director of Student Development

- Dr. Matthew Robison
 - Came to KSU January 2016
 - Part of multiple divisions within the university
 - Adult Learner Programs
 - Multicultural Student Retention Services
 - International Student Retention Services
 - GLBTIQ Student Retention Services
 - Volunteer Kennesaw
 - Odyssey Peer Mentoring Program
 - Federal Work-Study Program

1:30pm – PLA Website – Preview and Feedback

- <http://pla.kennesaw.edu>
- New information has been populated and needs review
- Request a sub-group to work on the portfolio review course
 - A zero-hour course that is planned for Spring 2017
 - Waiting until Spring 2017 allows for all coordinating departments to have information available
 - Students will be able to register for the course through Owl Express
 - The portfolio review allows for students to show their prior learning
 - The course will be offered as both a 7-week course and 16-week course
 - Summer will be 7 weeks
 - Spring and Fall will be 16 weeks
 - The course will be offered at both the undergraduate and graduate level
 - 4000 and 8000 level
 - Will require UPCC and GPCC approval
 - Course will be entirely online
 - Open educational resources will be available
 - Students can preview materials prior to registering
 - No charge to students for registering and participating in the course

- Will be a \$250 charge to submit each portfolio
- PLA coordinator to be in place by summer/fall
 - Would like to have the person selected by the April 29 Retreat
- Diana Gregory, Bob Mattox (military information) and Joan Dominick volunteer to review the website and give feedback

1:45pm – ALC Departmental Points of Contact – Retreat Update (April 29th 8:30 – 4:30 MCC)

- April 29th is confirmed date
- Catherine Marienau, Jon Sizemore, and Mary Ellen Dallman are all scheduled to attend
- Dr. Harmon has agreed to speak
- Reserved a room at Marietta Country Club
- Attendees will be grouped by colleges and departments
 - Will work on departmental PLA plans
 - Departmental contacts will be helping to develop these plans
- One representative per department – either departmental point of contact or designee if POC unavailable.
 - Department representative may be faculty, administrators or staff. The department has the flexibility to determine.
 - Nothing binding will be decided at the retreat and every department should have representation
- Will send out a draft agenda and verify the list of departmental coordinators

1:45pm – Application for Advanced Standing Exams

- To provide exams for courses that AP or CLEP does not exist
- The current form is being reworked in the Registrar's Office
 - Kim West, John C. Smith, and Ana Edwards
 - Enterprise Systems and Services is also involved
- A draft of the flow chart outlining the new process is available in the file share folder and the ALC Committee D2L shell
 - New policy still aligns with the existing policies and procedures
- New website to be created and maintained for students to review to see if an exam is available
 - If not, student can request the exam be offered
 - If so, student will select and log in with Net ID and password
- All requirements will be automatically checked prior to registering and the student will be notified if they are missing a requirement
 - Only university requirements will be checked, not departmental requirements
 - Departments can still have their own requirements for the exams
 - Departmental coordinator will be included in the approval process with the department chair
- Once the student arrives at the testing center, they are again verified as eligible to take the test
 - If found to be ineligible, fees will be refunded
- No records will be updated without a check by the Registrar's office
 - Scores will not be posted in Banner until this review is complete
- Allows for a centralized location for students to search for and register for exams that are available
- Once the system is in place, it will be shared with the committee for review

2:00pm – Search Update

- Please help spread the word regarding the position
 - Can provide the requirements for the position
 - Please contact Elke with anyone you feel would be a good candidate

2:10pm – Discussion regarding April 25th Meeting

- Keep the meeting on the calendar for now
 - Can be used as a planning meeting for the retreat
 - Can be cancelled if not needed