

**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

1:15avAACRep

members  
ointed by the Provost  
aws – Joan Dominick; seconded – Leslie

choose to run  
cessed first  
rding how reps are chosen  
from volunteer to elected  
o university handbook  
(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](mailto: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 coll

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 DANES/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

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