

Adult Learning Committee Meeting Minutes  
Wednesday, October 29, 2015  
9:30 am ~ 11:00 am

Attendees (RSVP):

Elke Leeds- Academic Affairs

Judy Abbott – Operations Manager Technology Enhanced Learning

Nita Paris – Bagwell College of Education

Greg Wiles –

- f* Bylaws can be amended as needed as committee moves forward
- f* Draft typos need to be addressed
  - x Alice Pate will take charge of edits of the bylaws
- f* Bylaws approved by group

10:15am – Updates from working group

- o University PLA coordinator – Joan Dominick, also, Todd Powell, Harrison Long
  - f* Discussion regarding drafting a job description for the University PLA Coordinator
    - x Materials and information referenced can be found in the Dropbox folder, ~~PLA & M~~
  - f* PLA Coordinator Job Description
    - x Quite a variety in what the qualifications for the position
    - x A large difference in whether or not the position is faculty
    - x Differences also in part or full-time
  - f* Start with a part-time position and grow as it grows
  - f* Next Step – Draft a position description and document a need for the position
  - f* Dawn Ramsey, Becky Rutherford could be invited as guests to share their experiences
- o PLA Website – Greg Wiles
  - f* Website should give as much information as possible without overwhelming them
  - f* Follow the same language as other similar websites
    - x Admissions, testing, etc

- f* December 2 – have a proposal for the university PLA Coordinator position
  - x Designed as a half-time position
- f* Fall into spring
  - x develop the PLA course
  - x As well as department specific requirements

10:45am - Coordinators list

- o Will have an event in the spring for a workshop with college coordinators assist with preparing departmental coordinators in assisting adult learners
- o College representatives can share concerns to the committee. Departments should each have their own coordinators to report to the college reps
- o We want to have those departmental POCs by the next month or two. Department coordinators can also be serving on this committee
  - f* College and Departmental Coordinators need to have access to someone that understands non-typical transcripts and training documentation (such as military)
- o Credit by Exam form and process
  - f* Developing an e