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

1:15avPLACRep

embers
pinted by the Provost
aws – Joan Dominick; seconded – Leslie

choose to run
ocessed 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 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 Coordintor, military, etc

    Ask colll

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 DANTES/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