

**PLA Review Board**  
**Wednesday, December 1, 2021**  
**10:00 am**  
**CHEC 107**  
**Meeting Minutes**

**Voting Members Present**

Terrence Brennan, Megan Chambers, De'Aira Holloway, Pat McAuliff, Karen Musa, Lily Quezada, Donna Smith, Kate Smith, Karen Stewart, Eric Tobin, Jennifer Waits

**Voting Members Absent**

Tonya McMillion, Brian Sanders, Julia Williams, Monica Jones, Jeffery Johnson

**Non-Voting Members Present**

Lacy Castleman, Wendy Gunderson, Candace Hamilton-Meserole, Mari Lopez, Sarah Monroe

Eric Tobin called the meeting to order at 10:00 am.

**Discussion Items**

- ◆ **Review revised draft of PLA Review Board Operating Guidelines**
  - It was recommended that PLA Review Board procedures follow established CAB procedures.
  - Under *Section III. Membership*:
    - Specify that term limits are for voting members only.
    - Concerns were raised over how to determine “a representative from Workforce Administration (Workforce Dean or Associate Dean or Director with no regular teaching assignment)”. However, at this time, the PLA Review Board has decided to keep this in place until/unless it’s determined a revision is needed.
    - Remove “A representative from Student Enrollment Services” from the list of Ex-Officio (non-voting) members.
    - Clarify who can represent Advising (an academic advisor, a veteran advisor, a Workforce and Career Coach, and/or someone else)?
  - Under *Section V. Meetings*:
    - A proxy should be sent if a voting member is unable to attend. However, there is some concern about the proxy’s ability to make the same informed decision as a voting member.
      - The role of proxy must be filled by someone who has been trained on the matters at hand and knows the goals and intentions of the absent voting member.
    - After this PLA Review Board Meeting, the quorum requirement will go into effect. Due to the importance of this current meeting in developing PLA processes and procedures, voting will be conducted through e-mail (see *Post-PLA Review Board Meeting Tasks*) below.
  
- ◆ **Review PLA Forms**
  - Where should the student begin the PLA process? Starting at the time of admission? After the student has earned three (3) credit hours? During their first meeting with the department or Workforce/Career Coach?
    - Different student populations may need different starting places. For example, a veteran student may need to start the process with a Veteran Transition Specialist.
  - Training will be needed once the PLA process has been established to help various

- departments know their respective roles when assisting students through said process.
  - Develop a PLA checklist for students to make sure all other potential credit-bearing avenues have been completed.
  - Identify the areas of responsibility for the student, the academic department, and the Registrar's Office.
    - Provide a list for reference.
  - Have the student checklist available on the website and make the list available to departments that will directly (or indirectly) guide students through the PLA process.
  - A QR code could help students by providing relevant online resources as needed, but this is something that's not ready to be implemented at this time.
- ◆ **PLA Approval Form & Planning Worksheet**
  - Make sure forms each have an established name to minimize confusion and review each document to make sure forms are correctly referenced within them.
    - Change the title *PLA Approval Form* to *Prior Learning Assessment Plan*.
  - The form is rather lengthy for the needs of the student. Is there a way to make the content more concise while still providing the detailed information needed to meet the SACS requirement?
  - Students may not know exactly how they've earned credit, a credential, etc., so ensuring that all credit opportunities have been considered will be challenging.
  - The PLA approval form and worksheet should be added to the student's permanent record for reference as needed.
    - Approval forms should also be kept by the relevant academic department.
- ◆ **PLA Petition for Credit**
  - Multiple signatures can be an issue for students, especially if the form is lost somewhere in the process.
- ◆ **Transition Efforts and Staggering Terms**
  - Members will need to confirm if they plan to roll off at the end of this year (summer 2022) or next year (summer 2023), or if they'd like to stay another year to help stagger roll offs.
    - If a member does not contact the Curriculum Office to confirm, it will be assumed that the member plans to roll off next year (summer 2023).
- ◆ **Potential PLA Workgroups**
  - This will be included as a discussion topic at the next PLA Review Board meeting.
- ◆ **Nomination of Chair-Elect**
  - Monica Jones has been promoted to a new position. At this time, we do not have any nominations for a Chair-Elect. We will revisit this at a later PLA Review Board meeting.
- ◆ **CAB Chair Liaison – Donna Smith**
  - For future sessions, CAB Chair Liaison Donna Smith will report on new programs or any major degree plan program changes presented at CAB, especially if these programs have (or will have) PLA opportunities.
- ◆ **Post-PLA Review Board Meeting Tasks**
  - An e-mail will be sent to voting members with the original PLA plan and the revised PLA plan (which will include member recommendations from today's meeting). Voting members will review the revised PLA plan and then submit their vote.
    - The same e-mail will contain the October minutes. Members will review the

- minutes and then submit their vote.
- Members will need to contact the Curriculum Office to confirm their future involvement in the PLA Review Board. See the discussion point, *Transition Efforts and Staggering Terms* for more information.
    - Again, if a member does not contact the Curriculum Office to confirm, it will be assumed that the member plans to roll off next year (summer 2023).
  - For both members and non-members, please send an e-mail to the Curriculum Office with how the PLA processes (whether directly or indirectly) affect your office.
    - If you're part of an academic department that's already processed PLA requests, please provide information on what processes your department is following right now to award PLA credit.
  - An e-mail will be sent in the coming months to help determine the date/time of the next PLA Review Board Meeting.

**Next Meeting – April 29<sup>th</sup>, 2022**

Motion to adjourn → seconded → meeting adjourned at 11:30 am