

**PLA Review Board**  
**Friday, April 29, 2022**  
**2:00 pm**  
**CHEC 227**  
**Meeting Minutes**

**Voting Members Present**

Brian Sanders, Megan Chambers, Karen Musa, Jeffery Johnson, Monica Jones, Landon LaRocque, Lisa Means, Donna Smith, Eric Tobin

**Voting Members Absent**

Timothy Arndorfer, Pat McAuliff, Tonya McMillion, Kate Smith, Lupita Tinnen, Julie Williams

**Non-Voting Members Present**

Lacy Castleman, Wendy Gunderson, Candace Hamilton-Meserole, De' Aira Holloway, Gloria Hurtado, Mari Lopez, Sarah Monroe, Karen Stewart

**Non-Voting Members Absent**

Jennifer Waits, Lily Quezada

**Others Present**

Monica Jones

Eric Tobin called the meeting to order at 2:00 pm.

**Discussion Items**

◆ **Nomination of PLA Review Board Chair**

- The nominee will shadow the current chair in the summer and attend the leadership meeting if there's anything to present.
  - Leadership meetings will be held on the second Friday of the month, which are usually done via Zoom. PLA and Curriculum go first, so the time commitment would be approximately 9:00 - 9:45.
  - The three-year term that Review Board members serve will not be interrupted if someone serves as chair.
- Director Donna Smith volunteered for the chair position.
  - Motion to approve Donna Smith as the chair-elect → seconded → approved
    - Donna Smith will also continue to serve as the CAB chair liaison.

◆ **PLA Informational Report**

- Membership: The Review Board is still missing one faculty member. Leadership wanted to have a transfer faculty member on the committee, so one will be appointed to fill the eighth faculty spot before the summer PLA meeting.
  - Currently, all faculty on the committee are currently workforce, so representation from a faculty member on the transfer side (i.e. ACGM courses) is needed.
- New Linked Courses
  - ITCC 2030 [*CCNP Enterprise: Core Networking (ENCOR)*]
  - ITCC 2035 [*CCNP Enterprise: Advanced Routing (ENARSI)*]
  - ITNW 1054 [*Implementing and Supporting Servers (Windows Server)*]
  - RELE 1025 (*Real Estate Mathematics*)
  - PHTC 1011 (*Fundamentals of Photography/Digital*)

- De-linked Courses (*active courses no longer offered as linked*)
  - HITT 1001 (*Health Data Content and Structure*)
  - HITT 1011 (*Health Information Systems*)
  - HITT 2035 (*Coding and Reimbursement Methodologies*)
- Terminated Linked Courses
  - ITCC 2041 (*Cisco CCNA Security*)
  - ITMT 1072 [*Installation, Storage, and Computing with Windows Server 2016 (70-740)*]
  - ITMT 1073 (*Networking Windows Server 2016*)
- ◆ **Update on Revised Forms and Process**
  - Forms that students would use to petition for PLA credit are currently being revised. Additionally, Dr. Hardesty has been working on the form that the actual departments would use when developing the plan with the student.
    - Both forms are about ready to go, but they still need to be reviewed by the departments and then compared to each other to make sure the information provided is consistent.
      - We are currently looking at ways to automate the Department Plan Form (i.e. the PLA Advising Plan Sheet) by moving it online.
- ◆ **Revised PLA Review Board Operating Guidelines**
  - Under *Section IV. Duties*:
    - Chair Elect:
      - Assumes the Chair position after the summer meeting.
  - Under *Section V. Meetings*:
    - a. Meeting Dates. The Review Board will meet a minimum of three (3) times during the academic year (Fall, Spring, Summer). The next PLA Review Board meeting should be scheduled at the close of each meeting, however, meetings can be called when necessary.
  - A repository is available on the I-Drive for all the PLA documentation.
    - A general list of the approved PLA opportunities is listed on Collin's website, but for specific and active PLA course options, internal reports are used.
      - This will be added to the I-Drive.
- ◆ **Institutional Credit by Exam**
  - On the Testing Center form, there's a section for Institutional Credit by Exam. Are we familiar with which exams are offered and should we be finding PLA members who are willing to reach out to them?
    - The only tests that are still being administered through the Testing Center are the Fire Safety exams (six tests in total). Karen Stewart will reach out to the Fire Safety staff to confirm if exams are still offered and which ones they are.
- ◆ **CAB Chair Liaison Report – Donna Smith**
  - There were no CAB updates at the time of the PLA Review Board meeting.
    - Discussion: How can PLA be promoted at Collin in different areas such as CAB?
      - For new programs, ask the proposer(s) if students may already be coming into the program with industry certifications and/or prior work experience.
        - Questions regarding changes to PLA options are included on

CAB proposal documents.

- Maintain an up-to-date linked course list on the website.
- Inform general academic advisors of ways to identify students who may be PLA candidates and provide contact information to the student on which academic department can assist them further.
  - Information on PLA will be presented to Student and Enrollment Services once the PLA forms and processes are finalized.
- Career coaches can flag students who may be PLA candidates for programs that require departmental registration.
- Include mention of possible PLA opportunities in program orientations.
- Include general information on PLA in Collin's new student orientation.

◆ **Approve December Minutes**

- Motion to accept December minutes → seconded → approved

**Next Meeting – Friday, July 15, 2022 at 2:00 pm via Zoom**

Motion to adjourn → seconded → meeting adjourned at 2:35 pm