Welcome to the Prior Learning Assessment (PLA) Review Board!

2024-2025

PLA Review Board 2024-2025 Agenda for Orientation

- Welcome/Introductions

- PLA Review Board Overview

  - ➥ Who We Are

  - ➥ What We Do

  - ➥ When Programs Come to Us

  - ➥ Considerations

- Prior Learning Assessment

- Online Resources

Membership

- Fifteen (15) Voting Members
  - A minimum of eight (8) faculty, including at least one (1) transfer faculty
  - A maximum of four (4) directors with regular teaching assignments
  - A representative from Continuing Education
  - A representative from Workforce Administration (i.e. a Workforce Dean or Associate Dean or Director with no regular teaching assignment)
  - A Workforce Program Coach
- Voting members serve as liaisons to both their administrator and faculty within their respective academic divisions. More importantly, each of you serves as liaisons to the entire faculty of Collin College.

Membership (Cont'd)

- Members serve a term of three years.
  - ➡ one year = one academic year (including summer)
- Attendance is important.
  - The PLA Review Board voting members are needed to make quorum.
    - For voting matters, a quorum of two-thirds of voting members must be present.
  - A proxy counts toward the quorum vote.
    - For a proxy to be valid, the proxy must already be a member of the PLA Review Board, and they must contain your vote, concerns, and questions.
    - Send proxies to mlchambers@collin.edu and curriculumoffice@collin.edu.
- Members should miss no more than one meeting per year.
  - If you need to miss, please notify:
    - the **Chair, Megan Chambers,** at mlchambers@collin.edu, and
    - the **Curriculum Office** at curriculumoffice@collin.edu.

Membership (Cont'd)

- **PLA Review Board Chair** – formally guides the meetings
  - selected by voting members

- **PLA Review Board Chair-Elect** – in training to be Chair and leads meetings when the Chair is absent
  - selected by voting members

- **CAB Representative** – reports on topics discussed at the Curriculum Advisory Board (CAB) meetings
  - usually, a volunteer voting member

- **Ex Officio (non-voting) members**
  - Institutional Research Office Representative
  - Testing Center Representative
  - Office of the Registrar Representative
  - Advising Representative

PLA Review Board Overview

The PLA Review Board is charged with:

- Reviewing all prior learning assessment proposals, including new and revised plans, along with the related processes and procedures.

- Making recommendations to the designated Academic Officer in accordance with the policies of the Collin College catalog, Collin College Board of Trustees, the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the US Department of Education (USED).

- Further, the PLA Review Board is charged with providing an administrative- and faculty-driven forum to address college-wide issues through a curriculum assessment perspective.

What We Do

All members of the PLA Review Board shall review each PLA proposal to verify the following:

- The proposal is consistent with the mission and strategic plan of Collin College and is in alignment with the catalog.

- The proposal is feasible, and the curriculum assessment opportunity is clearly defined.

- The proposal has the required assessment documentation, and it is correct and consistent with current curriculum.

- The proposed assessment plan covers the designated student learning outcomes appropriately.

What We Do (Cont'd)

All members of the PLA Review Board shall review each PLA proposal to verify the following:

- The proposal includes clear documentation that covers the impact to related courses and/or programs in the catalog.

- The proposal does not create any inconsistencies or conflicts with current curriculum in the catalog.

- The program has sufficient resources and commitment to support and implement the proposal.

- The proposal information is consistent with the information and course requirements provided in the catalog.

When Programs Come to Us

To Propose Something New:

- A program would like to provide a departmental exam to eligible students so they may have the opportunity to demonstrate their mastery of a course's content as outlined in the student learning outcomes.

- A program would like students to have the opportunity to seek credit if they have a current and industry-specific certification that proves mastery of skills that cover all the student learning outcomes for a specific course.

To Propose a Revision:

- A program made a curriculum change and therefore, the related PLA opportunity and/or documentation may need to be revised or removed.

- A program has found that of the PLA opportunities they offer, some are more effective than others in determining whether a student has the knowledge, skills, and abilities needed to earn PLA credit. This may result in the revision or removal of the PLA opportunity currently offered.

Accessing PLA Documents

- The Curriculum Office will e-mail the PLA documents and the agenda about one week before the meeting.

- Files will be provided on the I:Drive.

  - I:\PLA\PLA Review Board Drive

    - If you still need access, please contact the Curriculum Office at curriculumoffice@collin.edu.

- Files will also be added to the PLA Review Board in Teams.

Considerations

➥ Proposals may have implications to other courses and awards within a program, and possibly in other programs. We should continue to broaden our perspective by looking at the entire program and the college catalog.

➥ Proposals should be closely reviewed to ensure PLA do not interfere with a program's curriculum and course requirements such as prerequisites or corequisites.

➥ As more departments become familiar with the PLA proposal and petition processes, stakeholders may want to submit recommended revisions to, or request clarification on, those processes.

  ➥ What should these processes look like?

  ➥ What are the main factors that should be considered when reviewing recommendations to our processes?

Prior Learning Assessment

- National
  - National Exam
    - Advanced Placement (AP)
    - College Level Examination Program (CLEP)
    - International Baccalaureate (IB)

- Institutional
  - Departmental Exam
  - Skills Demonstration
  - Industry Certification

Some Key Points

- Transfer coursework is not considered PLA, but it does not count towards the 25% students must earn through the college to earn their award.

  - **SACSCOC** **Principle 9.4**: *At least 25 percent of the credit hours required for an undergraduate degree are earned through instruction offered by the institution awarding the degree.*

    - This is why we have a "75% PLA Maximum".

- Students can use different types of PLA, but they must work with the academic department to ensure they stay within the 75% PLA maximum when petitioning for credit.

- PLA credit cannot be awarded for work experience.

  - Prior learning must be documented, so an assessment method like a departmental exam with a skills demonstration could be used.

Online Resources

- [Collin College Catalog](#)

- [Prior Learning Assessment](#) webpage

- [Departments with PLA Options](#) webpage

- PLA Review Board intranet

  - Log in to [CougarWeb](#).

  - Type in "PLA" into the Search Bar.

  - Click on **Curriculum – Prior Learning Assessment** in the search results.

    - Click the star in the top right-hand corner of the page to create a shortcut.

Questions?