Prior learning assessment (PLA) Proposal form

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| Department or Division |  | |
| Effective Term: |  | |
| Name of Proposer and Title: | **First and Last Name** | **Title** |
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**Important Note:** Confirm approval with the District Discipline Dean (DDD) of the proposed changes *before* submitting this proposal to the Curriculum Office. All PLA proposals will require approval signatures from the proposer, the DDD, and the Campus Provost once the proposal has completed the review process with the Curriculum Office.

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| PART A: PROPOSAL SUMMARY & RATIONALE | |
| List the proposed PLA opportunities. | Proposed Courses for PLA:   * Course – Insert Rubric, Number, and Title - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc. * Course – Insert Rubric, Number, and Title - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc. * Course – Insert Rubric, Number, and Title - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.   Total Number of Credit Hours Being Proposed as New or Revised PLA Offerings: |
| **Provide a rationale and summary.** | In your rationale:   * Explain why this is needed, how it will benefit students, and how it will impact the department and other departments. * Provide a brief overview and summary of the assessment(s) being proposed and how the assessment process will be implemented by the department. |
| **Provide department contacts.** | Who will be involved in maintaining and verifying student credit through the PLA process in the department for each course? Who will be the main contact for this PLA? Include their contact information and their position at the college. |

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| PART B: PLA COURSE AND ASSESSMENT REQUIREMENTS | |
| COURSE/PROGRAM REQUIREMENTS | |
| List the proposed PLA courses that have prerequisite and/or corequisite requirements. | List the courses and provide an overview of how these course requirements will be fulfilled. (This can be copied from the individual ECAC form).   * Course – Insert Rubric, Number – Insert prerequisite or corequisite requirements as defined by the current catalog. * Course – Insert Rubric, Number – Insert prerequisite or corequisite requirements as defined by the current catalog. |
| Assessment Plan Considerations: | List the PLA courses that are included in the program’s Assessment Plan and provide an explanation for how this will be taken into consideration during the assessment process. Then, provide a summary of any revisions made to the Assessment Plan. |
| Materials and Costs: | List the PLA courses that will require specific materials and/or costs. (This can be copied from the individual ECAC form). |
| **Program Certification/Licensure Requirements:** | If your program prepares students for certification/licensure eligibility, provide a statement from your accrediting body stating how the PLA is considered. Could this PLA opportunity potentially affect the student’s ability to earn their credential? |
| LIST OF ATTACHMENTS INCLUDED IN THIS PROPOSAL | |
| **Certifications:** | Provide a list of certifications being evaluated, the certifying agencies, and the attachments included that provide this information. Then, provide an overview of the content covered by the certification(s). |
| **Exam Criteria/Rubrics:** | Provide a list of the exam and rubric attachments provided with this proposal. |
| **Departmental Plan for Linked Courses:** | Provide a list of the revised departmental plans provided with this proposal. |

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| PART C: PROGRAM AND CATALOG IMPACTS | | | | | |
| Enter the full list of courses eligible for PLA for the program. This includes both existing and proposed PLA opportunities. | Provide a comprehensive list of PLA opportunities in the program. This list should include PLA offered by other academic departments for courses that are required in this program. *Request the current list of PLA opportunities from* [*curriculumoffice@collin.edu*](mailto:curriculumoffice@collin.edu) *if needed.*   * Course – Insert Rubric, Number, and Title [insert (New) if applicable] - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc. * Course – Insert Rubric, Number, and Title [insert (New) if applicable] - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc. * Course – Insert Rubric, Number, and Title [insert (New) if applicable] - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc. | | | | |
| Part 1A: Complete a program impact review.  In the rows below, complete a review of all awards in this program to determine the percentage of awards that are/will be offered as PLA if the proposal is approved. *Add more rows as needed. SCHs = semester credit hours.*  Note: Available PLA should not exceed 75% of any award. (Do not include linked course options in the PLA percentages below). | | | | | |
| Award Title as Listed in the Catalog | | Current SCHs in PLA for Award | New Total of SCHs in PLA for Award (current + proposed) \* | SCHs Required for Award | **Percent of Award Available for PLA**  (New PLA Total/SCHs Required for Award) |
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| Part 1A: If any awards exceed the 75% maximum, please provide the rationale below. | | | | | |
| Part 2A: Complete a catalog impact review.  Search the [current catalog](http://www.collin.edu/academics/catalog.html) - Press CTRL + F on your keyboard and enter the course rubric and number. Do this for every course. This will help you identify all impacted awards in the catalog.  For every award (not in the program) that includes a course that is being proposed as a PLA opportunity, include it in the rows below. This includes any time the course is offered in another program whether it is required, an option, an elective, etc.  Complete the table based on current offerings. Contact the Curriculum Office if you need help filling this section out. *Request the current list of PLA opportunities from* [*curriculumoffice@collin.edu*](mailto:curriculumoffice@collin.edu) *if needed.*  Note: Available PLA should not exceed 75% of any award. (Do not include linked course options in the PLA percentages below). | | | | | |
| Award Title as Listed in the Catalog | | Current SCHs in PLA for Award | New Total of SCHs in PLA for Award (current + proposed) \* | SCHs Required for Award | **Percent of Award Available for PLA**  (New PLA Total/SCHs Required for Award) |
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| Part 2A: If an award exceeds the 75% maximum, please provide the rationale below. | | | | | |