

**PLA Review Board**  
**Friday, October 7, 2022**  
**11:30 am**  
**ZOOM**  
**Meeting Minutes**

**Voting Members Present**

Megan Chambers, Landon LaRocque, Pat McAuliff, Lisa Means, Karen Musa, Christopher Redgraves, Brian Sanders, Donna Smith, Julia Williams, Lupita Tinnen, Eric Tobin

**Voting Members Absent**

Jeffery Johnson, Tonya McMillion

**Non-Voting Members Present**

Ex-Officio Members: Jocelyn Alexander, Candace Hamilton-Meserole, Gloria Hurtado-Diaz, Karen Stewart

Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio Members: De'Airra Holloway, Lily Quezada, Jennifer Waits

Advisory Members: none

**Others Present**

none

**Training Agenda** (*No Meeting Minutes*)

- ◆ PLA Review Board Welcome: Introductions and Overview
- ◆ PLA Review Board Member Information
  - Operating Guidelines
  - Membership List
  - Meeting Calendar
- ◆ PLA Proposal Forms
  - Instructions provided within the forms provide a checklist for what is needed for the proposal packet.
  - One proposal form is required for the entire proposal, but one Evaluation Components & Criteria Form (ECAC) form is required for *each* course.
- ◆ Catalog Guidelines for PLA

Wendy Gunderson called the meeting to order at 2:00 pm.

**PLA Review Board Business/Discussion Items**

- ◆ Chair-Elect: The PLA Review Board is still in need of a Chair-Elect to shadow Chair Donna Smith for the 2022-2023 academic year. The Chair-Elect will then serve as Chair for the 2023-2024 academic year.
  - Members were asked to consider this option between now and the November PLA Review Board meeting.
  - There are no nominations at this time.
- ◆ PLA Planning Packet Update: The PLA Planning Packet for determining individual student PLA eligibility has been finalized. The next step will be to meet with the academic departments to familiarize them with their role in the PLA process within the next month.

- Once academic departments have the necessary information, the next step will be to update Student and Enrollment Services (SES) before the end of the year.
- ◆ PLA-eligible Linked Course Update (NOTE: Courses below may appear in previous meeting minutes.)
  - Added Courses
    - DSAE 2003: *Cardiovascular Concepts*
    - RELE 1021: *Real Estate Marketing*
    - RELE 1025: *Real Estate Mathematics*
  - Deactivated Courses
    - ABDR 1031: *Basic Refinishing*
    - CNBT 1000: *Residential and Light Commercial Construction Drawings*
    - CNBT 1011: *Construction Methods and Materials I*
    - CNBT 2004: *Construction Methods and Materials II*
    - CNBT 2042: *Construction Management I*
    - ITMT 1071: *Configuring and Supporting Microsoft Windows 10 (70-698)*
    - OSH 1005: *OSHA Regulations – Construction Industry*
    - WLDG 1007: *Introduction to Welding Using Multiple Processes*
    - WLDG 1008: *Metal Sculpture*
    - WLDG 1028: *Introduction to Shield Metal Arc Welding (SMAW)*
    - WLDG 1030: *Introduction to Gas Metal Arc Welding (GMAW)*
    - WLDG 1034: *Introduction to Gas Tungsten Arc Welding (GTAW)*
    - WLDG 1071: *Introduction to Foundry Practices*
  - Additionally, it was found that although tuition for credit courses was automatically updated when the tuition increase was approved, the Continuing Education (CE) linked courses were not. An audit was conducted to correct the charges so that CE linked courses mirrored the cost of the credit courses (in-county tuition + approved fees).
    - In the future, CE linked courses will need to be manually updated when tuition and fees change.
- ◆ PLA Operating Guidelines: There are pending changes to the guidelines from a previous PLA Review Board meeting. With quorum met, the next task will be to put the changes to a vote. Pending changes include:
  - IV Duties / c. Chair-Elect:
    - Assumes the Chair position after the summer meeting.
  - V Meetings / a. Meeting Dates
    - "...The next PLA Review Board meeting should be scheduled at the close of each meeting, however, meetings can be called when necessary."
  - Motion to approve edits → seconded → approved
- ◆ December 2021 Meeting Minutes
  - Motion to approve minutes → seconded → approved
- ◆ April 2022 Meeting Minutes
  - Motion to approve minutes → seconded → approved
- ◆ July 2022 Meeting Minutes
  - Motion to approve minutes → seconded → approved

**Next Meeting** – Friday, November 11, 2022 at 10:00 am via Zoom

- Proposals are due by October 21<sup>st</sup>.

Motion to adjourn → seconded → meeting adjourned at 2:30 pm