

**PLA Review Board**  
**Friday, October 6, 2023**  
**11:30 am**  
**CHEC 225**  
**Meeting Minutes**

**Voting Members Present**

Megan Chambers, Michele Culpepper, Jeffery Johnson, Landon LaRocque, Pat McAuliff, Lisa Means, Karen Musa, Christopher Redgraves, Maria Rodriguez, Brian Sanders, Donna Smith, Lupita Tinnen, Eric Tobin, Julia Williams

**Voting Members Absent**

Kelley Reynolds

**Non-Voting Members Present**

Ex-Officio Members: Candace Hamilton-Meserole, Gloria Hurtado-Diaz, De' Aira Pugh, Karen Stewart  
Advisory Members: André Cameron, Wendy Gunderson, Mari Lopez, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio Members: Lily Quezada, Jennifer Waits  
Advisory Members: none

**Others Present**

Jocelyn Alexander

**Training Agenda (No Meeting Minutes)**

- ◆ PLA Review Board Orientation: Welcome and Introductions
  - PLA Review Board Overview
    - Our Charge
    - What We Do
    - When Programs Come to Us
  - Considerations
  - Online Resources
  - Accessing PLA Documents

Chair Donna Smith called the meeting to order at 12:40 pm.

**PLA Review Board Business/Discussion Items**

- ◆ Status of July PLA Review Board Recommendations
  - The PLA proposals for *Health Professions – Certified Nurse Aide (CNA)* and *HVAC* approved at the PLA Review Board's July meeting were reviewed by leadership in August. Questions were brought up regarding HVAC's score requirements for the written exam and the skills demonstration, which were addressed by the academic department after the meeting. Additionally, HVAC was requested by leadership to monitor how students do on both components of the PLA assessment and to identify which topics these students struggle with the most (if any).
    - Both proposals were approved by leadership and have been posted to the *Departments with PLA Options* webpage.

- ◆ Ad Hoc Committee – Operating Guidelines and Procedures
  - The PLA Review Board Operating Guidelines and Procedures state it must be updated once a year. The last time it was revised was on 10.22.22, so it is time to assemble an ad hoc committee of 4-5 members, including Chair Donna Smith, to:
    - Review the document to determine if any of its content is no longer relevant to our current processes, and to
    - Add verbiage to confirm the parameters of an electronic vote in the event that quorum is not met.
  - Chair Donna Smith will e-mail the PLA Review Board members for volunteers who would like to serve on the ad hoc committee.
  - This document is due to the Curriculum Office by Wednesday, October 25<sup>th</sup>, so that the office can prepare the document with the committee’s recommended edits, and then e-mail them to the PLA Review Board members prior to the November meeting.
- ◆ Chair Elect
  - A Chair Elect is still needed. This member will shadow the Chair in preparation to serve as Chair for the following 2024-2025 academic year. If you would like to volunteer or nominate another member of the PLA Review Board, please e-mail Chair Donna Smith at [drsmith@collin.edu](mailto:drsmith@collin.edu) and copy the Curriculum Office at [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu).
- ◆ Linked Course Report
  - Deactivated Courses
    - GISC 2002, *Geographic Information Systems (GIS) Design with Raster Analysis*
    - GISC 2020, *Intermediate Geographic Information Systems (GIS)*
    - GISC 2031, *Advanced Problems in Geographic Information Systems (GIS)*
    - GISC 2059, *Web-Served Geographic Information Systems (GIS)*
  - Additionally, the Geospatial Information Systems (GIS) Linked Course Departmental Process Plan is currently under review.
- ◆ July Meeting Minutes
  - Motion to approve minutes → seconded → passed

**Next Meeting** – Friday, November 3, 2023 at 10:00 am via Zoom

Motion to adjourn → seconded → meeting adjourned at 1:00 pm