

**PLA Review Board**  
**Friday, December 2, 2022**  
**10:00 am**  
**ZOOM**  
**Meeting Minutes**

**Voting Members Present**

Landon LaRocque, Pat McAuliff, Lisa Means, Karen Musa, Christopher Redgraves, Sean Sweeden, Lupita Tinnen, Eric Tobin, Julia Williams

**Voting Members Absent**

Megan Chambers, Jeffery Johnson, Tonya McMillion, (Brian Sanders - Proxy Landon Larocque), Donna Smith

**Non-Voting Members Present**

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

Advisory Members: Wendy Gunderson, Mari Lopez, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio Members: De'Aira Holloway, Lily Quezada

Advisory Members: none

**Others Present**

none

Dean Wendy Gunderson called the meeting to order at 10:00 am.

**New PLA Proposals**

- ◆ **Hospitality and Foodservice Management – Eric Tobin**
  - TRVM 2301: *Introduction to Convention/Meeting Management*
    - Industry Certification
      - \* Certificate in Meeting Management (CMM)
        - From Meeting Planners International (MPI)
    - Departmental Exam
  - **PLA Review Board Discussion:**
    - For the Certificate Level 1 – Foundations of Hotel Operations, what are you doing to prevent students from exceeding the 75% PLA maximum?
      - \* We have forms that are used for tracking. Also, the student would be told if they plan to pursue just the certificate, they would not be eligible to receive PLA credit for [HAMG 1313], which would bring the percentage down to 66.67%. Currently, only six students have declared this award and all of them are entry-level students, most right out of high school, so they won't have a certification like CMM. It shouldn't ever be an issue, but between [the career coach] and myself, we will be making sure students can petition to graduate for that certificate using eligible PLA [without exceeding the 75% maximum].
    - **Discussion Summary** (Minutes: 17:40 – 29:46)
      - \* Departmental exams can be administered by either the Testing Center or the academic department. In either case, a fee of \$30.00 will be charged

to each student for each departmental exam. The student will need to provide a receipt of payment from the Bursar's Office to the department or the Testing Center (depending on where the test is administered) before they can sit for the exam. The **PLA Review Board recommendation** is to add a note to the Evaluation Components and Criteria form for TRVM 2301 to confirm this is a required cost for students.

- ◆ Motion to approve proposal with PLA Review Board recommendation to note \$30.00 testing fee on the Evaluation Components and Criteria Form → second → approved
  
- ◆ **Welding – Brian Sanders (Presented by: Landon LaRocque)**
  - WLDG 1313: *Introduction to Blueprint Reading for Welders*
    - Departmental Exam
  - WLDG 1317: *Introduction to Layout and Fabrication*
    - Departmental Exam with Skills Demonstration
  - WLDG 1407: *Introduction to Welding Using Multiple Processes*
    - Departmental Exam with Skills Demonstration
  - WLDG 1428: *Introduction to Shielded Metal Arc Welding (SMAW)*
    - Departmental Exam with Skills Demonstration
  - WLDG 1430: *Introduction to Gas Metal Arc Welding (GMAW)*
    - Departmental Exam with Skills Demonstration
  - WLDG 1435: *Introduction to Pipe Welding*
    - Departmental Exam with Skills Demonstration
  - WLDG 2443: *Advanced Shielded Metal Arc Welding (SMAW)*
    - Departmental Exam with Skills Demonstration
  - WLDG 2447: *Advanced Gas Metal Arc Welding (GMAW)*
    - Departmental Exam with Skills Demonstration
  - **PLA Review Board Discussion:**
    - Will exams be administered on demand or is there a schedule for them?
      - \* Exams would be on demand. They would be administered one at a time in the sequential order as designated by the department. Two could potentially be taken in the same day, but that isn't recommended.
    - To confirm, do all programs fall below the 75% PLA maximum threshold?
      - \* Yes. The only program that reaches the threshold is the Certificate Level 1 – Entry Welding Certification and out of those four required courses, students are only allowed to test out of three.
    - If they fail an exam, are they eligible to retake it? If so, how long do they have to take to retake it?
      - \* With PLA, students only have one attempt at earning a specific PLA opportunity, so they are not eligible to retake one of our departmental exams if they fail it. For example, let's say a student successfully earns for two courses, but fails the exam for the third course. They would still earn credit for the first two courses, but not for the third; they would then need to take that third class in the program. Also, they would not be able to reenter the PLA process for a period of 24 months.
    - If they aren't eligible to retake it, do they start classes where they stopped PLA? Are the exams administered sequentially?
      - \* Yes, they will begin taking classes at the point where they did not successfully complete the departmental exam. Also, the exams are administered sequentially, which is why if a student fails one of the

- exams, it ends the PLA testing for that particular student.
  - How many professors are part of the testing process? If there are multiple professors, how do you make sure the grading is consistent?
    - \* Only one professor will be administering the exams. The written exams are very straight-forward for grading. For the practicals (i.e. the skills demonstrations), those would be based on industry standards. We have different welding codes that are in place for different processes and applications such as structural welding and pipe welding. We use those codes to determine if a student has successfully demonstrated the desired skill. For our advanced courses, we also do non-destructive testing, so we would take their weld samples and destructive test them to see if they meet the codes set by industry standards.
  - **PLA Review Board Recommendation:** Just like the previous proposal, the \$30.00 testing fee should be added.
- ◆ Motion to approve proposal with PLA Review Board recommendation to note \$30.00 testing fee on every Evaluation Components and Criteria Form → second → approved

#### **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 April 2023 PLA Review Board meeting.
  - There are no Chair-Elect nominations at this time. Members were encouraged to e-mail the Curriculum Office if a member decides to nominate themselves or another member.
- ◆ Program Career Coach – Workforce
  - Welcome New Member: Sean Sweeden
- ◆ PLA Planning Packet Verification Pages
  - The links to the verification pages are now active.
  - A recommendation was made to limit the editing of the SharePoint to only a few people, mainly the Curriculum Office, instead of letting anyone have the ability to update the documents. Additionally, some members requested a PDF of the PLA Planning Packet to review the verification pages in more detail and to submit feedback as needed before the next PLA Review Board meeting in April.
- ◆ Linked Course Report (as of 11.4.22)
  - Added Courses (Spring 2023)
    - HPRS 1060: *Clinical – Health Services/Allied Health/Health Sciences, General*
  - Delinked Courses (Spring 2023):
    - HITT 1005: *Medical Terminology I*
    - HPRS 1001: *Introduction to Health Professions*
    - RTVB 1029: *Scriptwriting*
- ◆ October Minutes
  - Motion to approve minutes → second → approved

**Next Meeting** – Friday, April 14, 2023 at 10:00 am

- Proposals are due by March 24<sup>th</sup>.

Motion to adjourn → second → meeting adjourned at 11:03 am