

PLA Review Board
Friday, July 12, 2024
10:00 am
Zoom
Meeting Minutes

Voting Members Present

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

Voting Members Absent

Jeffery Johnson, Karen Musa

Non-Voting Members Present

Ex-Officio Members: Karen Stewart, Jennifer Waits

Advisory Members: André Cameron, Wendy Gunderson, Sarah Monroe

Non-Voting Members Absent

Ex-Officio Members: Gloria Hurtado-Diaz, De' Aira Pugh, Lily Quezada

Advisory Members: none

Others Present

Jocelyn Alexander, Leon Deutsch, Kimberly Forcum

Chair Donna Smith called the meeting to order at 10:00 am.

New PLA Proposals

◆ **Vocational Nursing – Kimberly Forcum**

◆ **New PLA Opportunity**

- VNSG 1502, Applied Nursing Skills I
 - Step 1: Industry Certification
 - CMA (Certified Medical Assistant)
 - AAMA (American Association of Medical Assistants)
 - Step 2: Departmental Exam
 - Step 3: Skills Demonstration
- **PLA Review Board Discussion:**
 - PLA member: Regarding the skills demonstrations, what is the testing timeline if the student needs remediation?
 - Proposer: The remediation is done at that moment and then the student is given about a week to practice before returning to have their skills checked again.
 - Advisory member: There are four pages for the skills demonstrations. When does the faculty determine if remediation is necessary: after any specific skill or upon completion of the page of the skills demonstration?
 - Proposer: It would be at the end of the page. We give them the opportunity to complete the entire check-off on that set of skills. If they weren't successful at any point on that page, then we remediate on the section(s) where they didn't do well. They will not need to demonstrate

- any section on the page where they performed successfully prior to remediation.
- Medical Assisting representative: Sometimes, those checkoffs look overwhelming, but from a clinical standpoint, it's usually a set of skills they do in a short amount of time.
 - Advisory member: To clarify, if the student needs remediation somewhere on the first page, they would come back to successfully complete those specific sections before moving on to the second page. If not, then the testing ends there, and they would not qualify for the PLA opportunity. Is that correct?
 - Proposer: We plan to provide an optional PLA bootcamp led by both Medical Assisting and Vocational Nursing faculty, and the student will be given copies of the skills demonstrations at this bootcamp. We will highlight areas to try to bridge any gaps that we might see, so we can help those students. We want them to do all checkoffs in one day with a particular faculty member and we will remediate anything that isn't successful. They will then practice and come back about a week later so they can test in those areas.
 - PLA member: For PLA testing [in the Health Sciences], who provides the testing? Is it full-time faculty or can it be adjunct faculty?
 - PLA member: [For Respiratory Care,] we use both. It just depends on the timing of it and who's available.
 - Advisory member: Whether they're adjunct or full-time, they'll still need to meet the minimum faculty credentials for the course rubric as outlined in the FCI (Faculty Credentialing Inventory).
 - Advisory member: Initially, the key component of the PLA proposal was the departmental exam as listed on the first page. However, after reading through the proposal, it should really be the certification plus the departmental exam plus the skills demonstration. If the PLA Review Board agrees, the motion to approve could include the request to include this revision, which would be made before the proposal is sent to leadership for their consideration.
 - Testing Office representative: If the proposal is approved [by the PLA Review Board and leadership], we will need to make a note to relay the information related to the different parts of the PLA testing. It will be added to Workday in the PLA testing area, so everything can be tracked when a student passes that part. There's a whole section under Educational Records for PLA options, certifications, and departmental tests, including a section for education which can have all PLA.
 - Advisory member: That's not just for tests done in the Testing Office, correct?
 - Testing Office representative: It should be all PLAs.
 - Advisory member: Is it the Testing Office that loads that into Workday?
 - Testing Office representative: Currently, it is Lily Quezada. She would need to create the test that goes there. The Testing Office can help with that if needed, but Lily is the one who has access.
 - Advisory member: If this proposal is approved by both the PLA Review Board and leadership, do you want us to e-mail what we have from this proposal?
 - Testing Office representative: A process will need to be set up so the information can be properly added and then tracked.

- Advisory member: The Curriculum Office can send that information after the proposal is approved. However, the departmental exams included in the proposals may not be the final versions. We can instruct the proposer to send any updated exams to the primary contact.
- Testing Office representative: We'll also check to make sure everyone has read access to these screens in case they need to review the information found there.
- Motion to approve with revision → seconded → passed

Informational Item(s)

- ◆ **Welding – WLDG 1313, WLDG 1317 and WLDG 1435**
 - These courses will be deactivated as of fall 2024. The PLA opportunities for these courses will still be available for eligible students who declared a Welding award through summer 2024. However, these opportunities will not be available to new Welding students as of fall 2024 and forward, because the courses listed above were deactivated per the February 2024 Welding curriculum proposal.

PLA Review Board Business/Discussion Items

- ◆ Departmental Exam + Skills Demonstration Fee(s): There was a question regarding the required flat fee for PLA testing that requires both a departmental exam and a skills demonstration. Per the discussion, the following was clarified:
 - A departmental exam is \$30.00.
 - A skills demonstration is \$30.00.
 - A departmental exam **plus** a skills demonstration is \$30.00.
 - Some departments have noted that they would like to request additional fees for skills demonstrations that are administered by faculty, and which use departmental materials. However, it was clarified that even if additional fees proposed by the department were approved, those fees would not be applied to the department's budget; they would go towards the college's general fund.
- ◆ PLA-eligible Linked Course Report
- ◆ Certificates of Appreciation
 - PLA Review Board members
 - Two of our members will be rolling off this year. Thank you both for your service!
 - Jeffery Johnson (2021-2024)
 - Lupita Tinnen (2021-2024)
 - PLA Review Board Chair
 - Thank you, Donna Smith, for your leadership as the 2022-2023 and the 2023-2024 PLA Review Board Chair!
- ◆ April Meeting Minutes
 - Motion to approve → seconded → passed

Next Meeting – Friday, October 4, 2024 at 11:30 am in CHEC 225

Motion to adjourn → seconded → meeting adjourned at 10:44 am