

**PLA Review Board**  
**Friday, July 14, 2023**  
**10:00 am**  
**ZOOM**  
**Meeting Minutes**

**Voting Members Present**

Landon LaRocque, Lisa Means, Pat McAuliff, Karen Musa, Brian Sanders, Donna Smith, Lupita Tinnen, Julia Williams

**Voting Members Absent**

Megan Chambers, Jeffery Johnson, Tonya McMillion, Christopher Redgraves, Sean Sweeden, Eric Tobin

**Non-Voting Members Present**

Ex-Officio Members: Candace Hamilton-Meserole, De’Aira Pugh, Karen Stewart, Jennifer Waits  
Advisory Members: André Cameron, Wendy Gunderson, Sarah Monroe

**Non-Voting Members Absent**

Ex-Officio Members: Gloria Hurtado-Diaz, Lily Quezada  
Advisory Members: Mari Lopez

**Others Present**

Jocelyn Alexander, Juli Westcott

Chair Donna Smith called the meeting to order at 10:05 am.

**New PLA Proposals**

- ◆ **Health Professions – Certified Nurse Aide (CNA) – Juli Westcott**
- ◆ **New PLA Opportunities**
  - NURA 1301, Nurse Aide for Health Care
    - Industry Certification
      - The Texas Health and Human Services Commission
        - Nurse Aide Training & Competency Evaluation Program
  - NURA 1160, Clinical – Nursing Aide and Patient Care Assistant
    - Industry Certification
      - The Texas Health and Human Services Commission
        - Nurse Aide Training & Competency Evaluation Program
  - **PLA Review Board Discussion:**
    - To clarify, the CNA credential works for any of the tracks that require both NURA 1301 and NURA 1160 including Patient Care Technician (PCT), correct?
      - Correct. This PLA opportunity would apply to both the CNA and PCT tracks, as well as the Activity Care Professional awards.
    - I really liked the way you laid out the PLA opportunities for the AAS, certificate, and OSA outlines. I wish we could see that more from other programs, because it’s a great communication tool to share with students to let them know about opportunities like CLEP, the departmental exam, etc.
      - *Proposer:* Thank you. In Health Professions, we’ve all really tried to work on having stackable credentials whenever possible. It’s a good opportunity for students to get their foot in the door, start building, and

then move into other programs like Surgical Technology, Respiratory Care, Nursing, etc. If you have anyone interested in the Health Sciences, a Health Professions track like CNA is a good way to get them started.

- *Curriculum Office*: To clarify, the departmental exam is actually a PLA opportunity offered by Surgical Technology. However, if the student is awarded PLA credit for HITT 1305 via that opportunity, it will also apply to the CNA awards.
  - *Proposer*: Yes, there's a lot of crossover between many of our programs with some of the foundational courses like medical terminology (i.e. HITT 1305), pathophysiology, and pharmacology.
  - I know you have the CNA program where students can start in high school. Does this feed right into that?
    - Yes.
  - To your point, I know of two students who have moved through the high school CNA program, graduated, and then continued to follow along a Health Science pathway like you said. One is in the Surgical Technology program and the other is pursuing Nursing.
    - About 60-65% of our students now are high school students, so we have about 400 every year. This really does help them, because they can take this and move into getting PCT experience, which is nice.
  - I'm looking at the courses on the outline that you've marked for CLEP, IB, and AP. There isn't anything listed for ENGL 1301 and we do accept credit by exam for all three of those options.
    - Courses that are used towards the technical requirement will have all PLA opportunities listed, but courses that are applied to the 15-credit hour core requirement for the AAS will not, because those opportunities are available for most core courses. However, in the Health Professions program, there are certain core courses that are actually being applied as technical courses. For example, History and Government are not underlined [to indicate they're being applied as core], because they're being used towards the technical requirement instead. You'll see that the PLA opportunities for History and Government are listed on the outline, because they're "technical" courses, but ENGL 1301 is a course that's been applied towards the core requirement for the AAS, so no PLA opportunities are listed on the outline for that particular course.
  - What is CLEP?
    - College Level Examination Program.
- ◆ The PLA proposal documents for Health Professions – CNA were e-mailed to the PLA Review Board members for an electronic vote.
    - Per the results of the electronic vote, the Health Professions – CNA PLA proposal was approved.
  - ◆ **HVAC (Heating, Ventilation, and Air Conditioning) – Brian Sanders**
    - ◆ **New PLA Opportunities**
      - HART 2341, Advanced Electricity
        - New Departmental Exam with Skills Demonstration
      - HART 2438, Air Conditioning Installation and Startup
        - New Departmental Exam with Skills Demonstration
      - HART 2341, Commercial Air Conditioning
        - New Departmental Exam with Skills Demonstration

◆ **Revised PLA Opportunities**

- HART 1401, Basic Electricity for HVAC (*previously HART 1301*)
  - Revised Departmental Exam with Skills Demonstration
- HART 1407, Refrigeration Principles (*previously HART 1307*)
  - Revised Departmental Exam with Skills Demonstration
- HART 1445, Gas and Electric Heating
  - Revised Departmental Exam with Skills Demonstration

◆ **Removed PLA Opportunities**

- HART 1256, EPA Recovery Certification Preparation
  - Departmental Exam with Skills Demonstration
  - Industry Certification
- HART 1401, Basic Electricity for HVAC (*previously HART 1301*)
  - Industry Certification
- HART 1407, Refrigeration Principles (*previously HART 1307*)
  - Industry Certification
- HART 1445, Gas and Electric Heating
  - Industry Certification
- **PLA Review Board Discussion:**
  - Are there any testing fees?
    - *Proposer:* We haven't requested any special testing fee, but we're open to that if the committee suggests it.
    - *Curriculum Office:* There's a \$30.00 fee per exam that's already charged by the college, and the student will need to show proof of payment before taking the assessment, regardless of whether the test is administered by the Testing Center or the academic department.
    - *Curriculum Office:* That is what was determined by the Board. However, any extra fees by the department will need to be approved by the Board, which will first need to come through the PLA Review Board.
  - Is the receipt required before submitting the *Petition for PLA Credit* to Student Information Systems (SIS)?
    - *SIS:* Yes.
  - Just to clarify, if a person has five years of experience and they want to take the courses that require five years of experience (HART 2431, HART 2438, and HART 2341), they would need to successfully complete the PLA opportunities for the three-year experience courses (HART 1401, HART 1407, and HART 1445) before they could begin testing at that level?
    - Correct.
  - Additionally, for the *Certificate Level 1 – HVAC – Entry Certification*, the student wouldn't be able to achieve their award until they've sat [and successfully completed] the certificate's designated capstone [at Collin College]?
    - Correct, and our expectation is that they would progress the same as any other student up to that point, complete that first certificate, and then they would move into their second semester courses that are required in the *Certificate Level 1 – Residential Servicing Certification*.
  - Is it possible for a student to do well on the departmental exam but not so much on the skills demonstration? If so, how would you address this? Do they have a second attempt?
    - Students get one attempt for the departmental exam. They also get one attempt at the skills demonstration, which is graded off of its own rubric that holds the same expectations of earning a score of 80% or better [to earn PLA credit and to continue with the testing sequence]. If they do not

- pass both, then that's the stopping point of their PLA testing sequence and they'll need to begin taking the remaining HVAC courses.
- How do we calculate the 38.33% on the *AAS – HVAC* for PLA?
  - The calculation reflects the student's PLA percentage if they were to successfully complete all the PLA opportunities provided by the HVAC department. So, up to 38.33% of the AAS is eligible for PLA. Students could potentially earn additional PLA credit with the 15 hours in core curriculum.
  - The percentage is calculated based on the number of credit hours, not contact hours.
- Just like with the CNA proposal, the curriculum outline can be an instrument to show students how they can maximize their PLA credits. It might be worth mentioning that the core curriculum courses can be utilized.
  - For promotion purposes?
- Yes. So, when you're sitting down with the student, you're presenting him/her with all of the PLA opportunities that are available, [not just the PLA opportunities for the technical courses].
  - *Curriculum Office*: In the CNA proposal, what we were seeing were courses that could have been used for core, but were instead used towards the technical requirement. That's why those particular core courses were included in the PLA percentage for the AAS award. When the department is reviewing options for the student, they should be exploring the core options, but also looking at the student's transcript to determine if we've already granted them credit. If they accrue more PLA credits, then it will ultimately limit the number of technical PLA credits the student can pursue.
- ◆ The PLA proposal documents for HVAC were e-mailed to PLA Review Board members for an electronic vote.
  - The HVAC PLA proposal was approved.

### **PLA Review Board Business/Discussion Items**

- ◆ Status of April PLA Review Board Recommendations
  - LVN-to-RN: This proposal was approved by leadership. The LVN-to-RN courses were added to the *Approved PLA Opportunities* spreadsheet and the department's contact information was added to the *PLA Options by Department* webpage with the following description.
    - “The program offers equivalent courses for the Licensed Vocational Nurse (LVN) license awarded by the Texas Board of Nursing. Eligible students can petition for this PLA opportunity after successfully completing their first semester in the LVN-to-RN Bridge program.”
  - Early Childhood Educator: This proposal was approved by leadership. The Early Childhood Educator courses were added to the *Approved PLA Opportunities* spreadsheet and the department's contact information was added to the *PLA Options by Department* webpage with the following description.
    - “The program offers equivalent courses for the Child Development Associate (CDA) National Credential™ by The Council for Professional Recognition. Students who are awarded these equivalent courses can apply them to the Certificate Level 1 - Child Development Associate (CDA) and/or the Associate of Applied Science - Early Childhood Educator (0-8 Years).”

- ◆ PLA Review Board Member Term Renewal
  - Members who are coming to the end of their first three-year term were e-mailed to confirm whether or not they intended to stay on for a second, three-year term.
  
- ◆ Chair and Chair-Elect
  - Donna Smith has agreed to serve a second term as Chair of the PLA Review Board for the 2023-2024 academic year. A Chair-Elect will need to be selected to shadow Chair Donna Smith in preparation to serve as Chair for the following 2024-2025 academic year.
  
- ◆ PLA FAQs
  - New PLA FAQs for student reference were drafted and submitted to the PLA Review Board for review.
  - **PLA Review Board Discussion:**
    - Can we revise the phrase, “I accidentally took a Continuing Education...”?
      - Okay. We can change it to, “I **accidentally** took a Continuing Education...”.
    - We would need the academic departments to make sure that the contact person for PLA is still accurate.
      - The *PLA Options by Department* is available online for those academic departments currently offering institutional PLA along with the contact person’s name and email address. Academic departments can reach out to the Curriculum Office if that information needs to be updated.
    - NOTE: Cybersecurity is receiving a new director so that information will need to be updated.
  
- ◆ PLA Proposal Form Review
  - Minor revisions were made to the PLA proposal form and the ECAC form. Members were asked to review the documents so that any questions/concerns could be addressed.
  - **PLA Review Board Discussion:**
    - Why was portfolio deleted?
      - Portfolio is not an opportunity we can offer at this time. It is something we would like the college to consider, but not something we can propose at the moment.
    - How does that impact the Commercial Photography program?
      - For SACSCOC, if you want to give credit for a portfolio, there’s a process Collin hasn’t gone through yet, and it would change how we conduct our accreditation. There’s a separate section on that, but for now, the college isn’t moving forward with it.
    - So, for Commercial Photography, couldn’t we say that the portfolio review could be used for a skills demonstration?
      - Correct.
      - The department will need to know if an amendment must be made, because the skills demonstration of setting up lights and the portfolio review are the two necessary components. One component is more of the skills demonstration and the other is the work they’ve done previously.
    - Would it be possible to use the portfolio as the skills demonstration and create a rubric showing that certain requirements have been met?

- We can do something like that. We do require the portfolio, because we need to see what they can produce, not just what they can do on a test. They may be knowledgeable, but having the skills in something related to the workforce is critical for us.
  - *Curriculum Office*: With that, we can add the “portfolio” back into the form, however, it should be stated that a skills demonstration would be required until we have permission from SACSCOC.
  - Can we just add portfolio next to the skills demonstration?
    - Yes. We can revise it to read, *Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.)*.
- ◆ **Linked Course Report (as of 6.29.23)**
- Added Courses (Spring 2022)
    - MUSP 1013 (*Introductory Group Piano I*)
    - MUSP 1014 (*Introductory Group Piano II*)
  - Added Courses (Fall 2023):
    - GISC 2059 [*Web-Served Geographic Information Systems (GIS)*]
  - Delinked Courses (Fall 2023):
    - AUMT 1005 (*Introduction to Automotive Technology*)
  - Terminated Courses (Fall 2023):
    - ABDR 1031 (*Basic Refinishing*)
    - ABDR 1049 (*Automotive Plastic and Sheet Molded Compound Repair*)
    - ABDR 1055 (*Non-Structural Metal Repair*)
    - AUMT 1007 (*Automotive Electrical Systems*)
    - AUMT 1010 (*Automotive Brake Systems*)
    - AUMT 1016 (*Auto Suspension and Steering Systems*)
    - GISC 2035 [*Programming for Geographic Information Systems (GIS)*]
- ◆ **April Meeting Minutes**
- No motion was made to vote on the minutes, because quorum was not met. The minutes were sent to the PLA Review Board members for an electronic vote.
    - The April Meeting Minutes were approved.

**PLA Review Board Training for 2023-2024** – Friday, October 6, 2023 at 11:30 am in CHEC 225

- No proposals will be scheduled for the October meeting.

The meeting was adjourned at 11:22 am.