

I. The Charge

The Prior Learning Assessment Review Board is charged with designing paths and processes to value the informal learning experiences of students, as well as award credit through a verifiable process in accordance with the policies of the Collin College Board of Trustees, the Texas Higher Education Coordinating Board (THECB), and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

II. Administrative Support

The Office of Academic Affairs and Academic Services provides coordination and administrative support to the Prior Learning Assessment Review Board. This includes:

- Provide technical support to the Review Board.
- Provide updates and changes regarding best practices with prior learning assessment.
- Inform the Review Board of any input or feedback relevant to proceedings.

III. Membership

- a. The Prior Learning Assessment Review Board membership is comprised of faculty, staff, and administrators from throughout the district which will not exceed 15 voting members. The PLA Review Board is comprised of:

- A minimum of eight (8) faculty [including at least one (1) transfer faculty]
- A maximum of four (4) directors with regular teaching assignments
- A representative from Continuing Education
- A representative from Workforce Administration (Workforce Dean or Associate Dean or Director with no regular teaching assignment)
- A Workforce Program Coach

Ex-Officio (non-voting) members

- A representative from the Institutional Research Office
- A representative from Testing
- A representative from the Office of the Registrar
- A representative from Advising

b. Selection

Appointment of faculty, directors with regular teaching assignments, and the Workforce Program Coach are made by the deans or the dean's designee.

Appointment of Continuing Education and Workforce Administration representatives will be appointed by the appropriate leadership team member or designee.

Ex-Officio members are appointed by the appropriate leadership team member or designee.

Annually, the Chair-Elect officer position shall be nominated and voted on by the Board members prior to the fall semester.

c. Succession

If the Chair is unable to attend a Review Board meeting or otherwise serve as Chair, the Chair-Elect shall replace the Chair until the return of the elected Chair or the next Chair election. The Chair-Elect shall also serve as “chair-in-training” during the academic year. Officers will transition at the conclusion of the summer term. The Chair-Elect will assume the Chair duties after the Summer PLA meeting.

d. Length of Term Limits

PLA Review Board voting members serve a three-year term. One year served equates to one academic year (including summer term). It shall be the Board’s goal to maintain a rotation that best limits turnover. Members may serve up to two consecutive terms before rolling off for at least one year.

IV. Duties

a. Review Board Members:

- All members of the Prior Learning Assessment (PLA) Review Board will work to review and maintain Prior Learning Assessment which is systematic, equitable, and efficient by reviewing the following:
 - All PLA proposals submitted to the PLA Review Board.
 - Serve on at least one workgroup and/or any ad-hoc subcommittees.
 - Methods of assessment for prior learning to ensure compliance and consistency with the policies of Collin College.
 - The process for awarding prior learning credit complies with SACSCOC and THECB guidelines.
 - Recommendation of new or revised policies and procedures to Vice President of Academic Affairs for final approval.
 - Documentation of processes for evaluating and awarding prior learning credit.
 - Completion of an annual review of PLA policies to recommend changes.

b. Chair:

- Perform all duties listed above as well as the following:
 - Facilitates all PLA Review Board Meetings.
 - Oversee PLA Review Board workgroups and/or any ad-hoc subcommittees.
 - Provides support to the college community on PLA matters.
 - Works with the Curriculum Office to develop and provide PLA Review Board training.
 - Works with the curriculum department to finalize PLA Review Board membership, PLA proposals, and all meeting agendas.
 - Works with initiator to finalize or revise proposals following the PLA Review Board meetings.
 - Schedules and presents PLA Board proposal recommendations to the Academic and Student Services Council (ASSC) for final approval.
 - Works with the curriculum department to report annually on the program utilization to inform future practices.

c. Chair-Elect:

- Perform all member duties listed above, and the duties of the chair in their absence, as well as the following:
 - Works with the chair and the curriculum office to develop and provide PLA Review Board training.
 - Shadows the chair during the academic year and attends planning and leadership meetings as requested.

- Assumes the Chair position after the summer meeting

V. Meetings

- a. Meeting Dates. The PLA Review Board will meet a minimum of three (3) times during the academic year (Fall, Spring, Summer). The next meeting should be scheduled at the close of each meeting, however, meetings can be called when necessary.
- b. Proxy Designation. When a PLA Review Board member expects to be absent from a scheduled meeting, the member will make every attempt to notify the Chair prior to the meeting and appoint another voting member as proxy to vote on their behalf. This proxy vote will be effective for that meeting only; this designation will be appended to the minutes.
- c. Quorum. For voting matters, a quorum of two-thirds of voting members must be present; any proxy designations will count toward quorum.
- d. Voting. For voting matters, a quorum of 10 voting members must be present and any proxy designations will count toward a quorum. Only voting members of the PLA Review Board will be eligible to participate in recommendation voting. In the absence of a voting quorum, the Chair may call for an electronic vote to be conducted via e-mail. Electronic voting responses must be submitted in a single e-mail to the Chair and the Curriculum Office.
- e. Minutes. Approved minutes will be posted on the Curriculum website.