



# Welcome to the Prior Learning Assessment (PLA) Review Board!

2023-2024

# PLA Review Board 2023-2024 Agenda for Orientation

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# PLA Review Board Overview

The PLA Review Board is charged with:

- ▶ Reviewing all prior learning assessment proposals, including new and revised plans, along with the related processes and procedures.
- ▶ Making recommendations to the designated Academic Officer in accordance with the policies of the Collin College catalog, Collin College Board of Trustees, the Texas Higher Education Coordinating Board (THECB), the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and the US Department of Education (USED).
- ▶ Further, the PLA Review Board is charged with providing an administrative- and faculty-driven forum to address college-wide issues through a curriculum assessment perspective.

# What We Do

All members of the PLA Review Board shall review each PLA proposal to verify the following:

- ▶ The proposal is consistent with the mission and strategic plan of Collin College and is in alignment with the catalog.
- ▶ The proposal is feasible and the curriculum assessment opportunity is clearly defined.
- ▶ The proposal has the required assessment documentation, and it is correct and consistent with current curriculum.
- ▶ The proposed assessment plan covers the designated student learning outcomes appropriately.

# What We Do (Cont'd)

All members of the PLA Review Board shall review each PLA proposal to verify the following:

- ▶ The proposal includes clear documentation that covers the impact to related courses and/or programs in the catalog.
- ▶ The proposal does not create any inconsistencies or conflicts with current curriculum in the catalog.
- ▶ The program has sufficient resources and commitment to support and implement the proposal.
- ▶ The proposal information is consistent with the information and course requirements provided in the catalog.

# When Programs Come to Us

## ► To Propose Something New:

- A program would like to provide a new opportunity for students to complete a written exam to show they have previously learned and mastered the content that covers all student learning outcomes for a specific course.
- A program would like students to have the opportunity to seek credit if they have a current and industry-specific certification that proves mastery of skills that cover all student learning outcomes for a specific course.

## ► To Propose a Revision:

- A program made a curriculum change and therefore, the related PLA opportunity and/or documentation may need to be revised or deleted.
- A program has found that of the PLA opportunities they offer, some are more effective than others in determining whether a student has the knowledge/skills needed to earn PLA credit. This may result in a revision or deletion of the PLA currently offered.

# Membership

- ▶ **PLA Review Board Chair** – formally guides the meetings
  - ▶ selected by voting members
- ▶ **PLA Review Board Chair-Elect** – in training to be chair and leads meetings when the Chair is absent
  - ▶ selected by voting members
- ▶ **CAB Representative** – reports on topics discussed at the Curriculum Advisory Board (CAB) meetings
  - ▶ usually, a volunteer voting member
- ▶ **Ex Officio (non-voting) members**
  - ▶ Institutional Research Office Representative
  - ▶ Testing Center Representative
  - ▶ Office of the Registrar Representative
  - ▶ Advising Representative

# Membership (Cont'd)

- ▶ Fifteen (15) Voting Members
  - ▶ 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 (i.e. a Workforce Dean or Associate Dean or Director with no regular teaching assignment)
  - ▶ A Workforce Program Coach
- ▶ Voting members serve as liaisons to both their administrator and faculty within their respective academic divisions. More importantly, each of you serves as liaisons to the entire faculty of Collin College.



# Membership (Cont'd)

- Members serve a term of three years.
  - ▶ one year = one academic year (including summer)
- Attendance is important.
  - The PLA Review Board voting members are needed to make quorum.
    - For voting matters, a quorum of two-thirds of voting members must be present.
  - A proxy counts toward the quorum vote.
    - For a proxy to be valid, the proxy must already be a member of the PLA Review Board, and they must contain your vote, concerns, and questions.
    - Send proxies to [drsmith@collin.edu](mailto:drsmith@collin.edu) and [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu).
- Members should miss no more than one meeting per year.
  - If you need to miss, please notify:
    - the **Chair, Donna Smith**, at [drsmith@collin.edu](mailto:drsmith@collin.edu), and
    - the **Curriculum Office** at [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu).

# Considerations

- Proposals may have implications to other courses and awards within a program, and possibly in other programs. We should continue to broaden our perspective by looking at the entire program and the college catalog.
- Proposals should be closely reviewed to ensure PLA do not interfere with a program's curriculum and course requirements such as prerequisites or corequisites.
- The content of PLA proposals may become more varied as departments propose both new PLA opportunities and revise existing opportunities.
  - Processes for expedited proposals and informational items may need to be developed.

# Considerations (Cont'd)

- ▶ Although one department “owns” a PLA opportunity, there may be other departments that have faculty who are also qualified to evaluate PLA from another department.
  - ▶ What should this process look like?
- ▶ As more departments become familiar with the PLA proposal and petition processes, stakeholders may want to submit recommended revisions to the PLA Review Board for consideration.
  - ▶ What should this process look like?
  - ▶ What are the main factors that should be considered when reviewing recommendations to our processes?

# Online Resources

- ▶ [Prior Learning Assessment](#) webpage
- ▶ [Departments with PLA Options](#) webpage
- ▶ PLA Review Board intranet
  - ▶ Log in to [CougarWeb](#).
  - ▶ Click on the Faculty tab.
  - ▶ Under Faculty Links, select Curriculum Office.
  - ▶ Click on Prior Learning Assessment.

# Accessing PLA Documents

- ▶ The Curriculum Office will e-mail the PLA documents and the agenda a few days before the meeting.
- ▶ Files will be provided on the I:Drive.
  - ▶ I:\PLA\PLA Review Board Drive
    - ▶ If you still need access, please contact the Curriculum Office at [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu).
- ▶ Files will also be added to the PLA Review Board Teams.