

**Higher Education Coordinating Commission  
Credit for Prior Learning Advisory Committee**

**Tuesday, May 19, 2016  
9:00am-12:00pm**

**Chemeketa Community College  
4000 Lancaster Drive NE, Salem, OR 97309  
Building 3, Room 120**

**Committee Members present:** Cyndi Andrews, Kristin Benson (phone), Chris Brantley, Marilyn Davis (phone), Craig Kollins (phone), Rebecca Mathern (phone), Alex Mchaddad (phone), Wayne Matulich, David Plotkin

**Guests Present:** Vicki Wise (Phone)

**Staff Present:** Donna Lewelling, Committee Administrator and Alethia Miller Committee Administrator.

**MINUTES**

Kristin Benson addressed a typo in the meeting minutes regarding the spelling of her first name. Alex Mchaddad moved for approval of minutes and Cyndi Andrews seconded the motion. The minutes carried unanimously with the correction addressed above.

**DISCUSSION: 2016-2017 HECC-CPL Advisory Committee Strategies for each Legislative Goal**

The group discussed the development of the document: 2014-2017 CPL Advisory Committee Strategies for each Legislative Goal. Noted in red are changes made two meetings ago. In blue are changes developed from the last meeting (March, 2016). This was divided into two work plans for both the Advisory Committee and Staff (HECC). These work plans identify four different categories: Advocating for data collection and refinement, Transcription practices, Transferability, and Professional development. Donna Lewelling led the committee through the changes.

The group began the discussion by asking what are the long-term goals of the committee. The committee agreed their intention has been to provide transparency for colleges and universities that are providing CPL. The second question addressed was the type of influence the group can leverage. The committee decided on doing a second environmental scan. The first scan was completed in 2012 and now would be a good time to do a second one. This would be used to bolster the legislative report due in December. The committee would also examine transfers between Chemeketa and Eastern Oregon University, due to their seamless transfers. It was suggested the committee needs to actively work toward increasing marketing. There was discussion that the environmental scan would be different from 2012 because the state has defined CPL standards.

## **DISCUSSION: 2016-2017 HECC CPL Advisory Commission Work Plan and 2016-2017 HECC CPL Staff Work Plan**

Donna Lewelling and Alethia Miller walked the committee through the two work plans. Several items that were assigned to the Advisory Committee were moved to HECC staff. Many of these items were identified as the staff being the primary facilitator. Several items require dual support from both the Advisory Committee and HECC staff, typically requiring staff technical support and resources, while the Advisory Committee provides the policy guidance. Clarification was requested on what is a standard compared to a policy and/or guideline, as these words were used interchangeably throughout the document and need to be defined. It was decided that standards refer to the literal CPL Standards established by the committee. Policies refer to rules implemented by the HECC and the HECC would assist in establishing statewide support. Guidelines refer to institutional rules established to implement the standards and policies.

## **DISCUSSION: Subcommittee and Oregon Administrative Rule (OAR)**

It was decided that the team would create a CPL subcommittee to discuss three items. First, the subcommittee would determine whether Standard 1 from the Northwest Commission on Colleges and Universities (NWCCU) would require updating based on the e-mail communication with NWCCU. Once the determination on whether the Standard 1 needs to be updated is finalized, then the committee can proceed to the second item. Second, the subcommittee would also work to finalize the Frequently Asked Questions (FAQs). These would be placed on the HECC website where the CPL information is located. Third, the subcommittee would review the Oregon Administrative Rules (OARs) recently published by the Office of Degree Authorization – HECC. The subcommittee would be composed of Marilyn Davis, Craig Kollins, John from Rogue Community College, a public university registrar and an independent college/university registrar.

## **NEXT MONTH**

The committee decided on surveying the institutions to determine where they are now and this would act as a second environmental scan. The first draft of the survey will appear at the June meeting for review. Wayne Matulich suggested that the survey will begin with an Executive Summary of what the Advisory Committee has done in the last four years, and where we are now with the CPL Standards. Questions will refer to the CPL Standards – ex: Standard 1, and asking whether they have formed a cross functional team as indicated in the CPL Standards. Chris Brantley suggested we clearly identify our intention with the survey to not confuse institutions. Craig Kollins suggested this was a good idea because Portland Community College was already requesting this information from subject area committees and has received almost 85 responses out of 90 groups. Mr. Kollins suggested we utilize the ACE document e-mailed last month to the committee to identify institutional questions for the legislative report.