

EXECUTIVE SUMMARY

The responsibility for implementing HB 4059 was given to the Higher Education Coordinating Commission (HECC) with the passage of HB 4059 (2012). A Credit for Prior Learning (CPL) Advisory Committee was appointed by the HECC to organize and complete work associated with achieving the goals as set forth in HB 4059 (ORS 350.110). The Committee is represented by all four postsecondary sectors in the State of Oregon. The CPL Advisory Committee annually adopts a work plan and provides progress reports to the HECC and the HECC Student Success and Institutional Collaboration (SSIC) Subcommittee in the form of annual reports.

What has the CPL Advisory Committee accomplished thus far?

1. **Preliminary Environmental Scan:** An environmental scan was completed in 2012 for all four postsecondary sectors. To compile results, the Advisory Committee requested information from a designated point person for each sector. This was not an exhaustive study, nor a comprehensive measurement detailing which institutions participate in CPL; it was merely a method to collect data.
2. **CPL Standards:** HECC directed Oregon postsecondary institutions to adopt a set of Credit for Prior Learning (CPL) Standards and to use these Standards to implement assessment processes for awarding CPL. The Standards were developed to recognize and acknowledge that credit awarded for prior learning is granted only for evidence of learning and not solely on the basis of experience. Foundational to these Standards is faculty involvement and use of their expertise to assess credit awarded to students. During the fall of 2013, the Standards were reviewed by Oregon's postsecondary institutions. Feedback was reviewed by the Advisory Committee and the full HECC during the winter of 2013-14. The Standards were adopted by the HECC in May 2014.

What is the purpose of the environmental scan? This environmental scan should not be mistaken for a compliance survey. It is strictly for the CPL Advisory Committee to have a better understanding of how to improve awareness of the CPL Standards and what items may prove to be challenging or confusing for institutions. All data will be compiled and aggregated for the purpose of improving services to the institutions and students they serve. Names of institutions will be withheld.

Thank you for your willingness to participate. This is what we envision when reviewing the survey at the institution:

1. This survey will be sent to the Chief Academic Officer at the institution with the expectation that the survey will be completed with input from various sectors at the institution associated with CPL.
2. The Chief Academic Officer may decide to send the survey to the cross-functional leadership team including members from the registrar's office, institutional researchers etc.
3. Once the survey has been completed, we expect it will be returned to the Chief Academic Officer's office to be inputted using Survey Monkey.

If you have questions or comments regarding the survey, please do not hesitate to contact: Alethia Miller, CPL Committee Administrator

E-mail: Alethia.Miller@state.or.us Phone: 503-947-2440

Thank you for your participation and willingness to address institutional challenges and barriers.

Sincerely,

CPL Advisory Committee Members

PRELIMINARY QUESTION

Does your institution offer Credit for Prior Learning (CPL)?

[Yes] Please provide hyperlink to where this is transparent to students and stakeholders:

[No] Describe why not:

[If the answer is no then survey ends.]

There are 19 survey questions below

Standard 1: Credit for Prior Learning Requisites

Question 1: Does your institution have institutional policies and procedures for awarding credit in response to the CPL Standards?

[Yes] – Already have – Please insert hyperlinks to institutional policies that relate to CPL:

[Yes] – Plan to develop

[Please describe how it is in the works below]

[No] If the answer is no, please describe barriers:

Question 2: Has your institution organized (has plans to organize) a cross-functional CPL Leadership Team? As a reminder, to ensure quality, each Oregon institution offering CPL shall organize a cross-functional leadership team with suggested members including student services,

administrators, faculty, the registrar's office, financial aid and other personnel associated with awarding or processing CPL credit.

[Yes] – Already have

[Check the following]

[Check] Student Services

[Check] Instructional administrators

[Check] Faculty

[Check] Registrar's Office

[Check] Financial Aid Office

[Check] Other Personnel [Please describe others]

[Yes] – Plan to develop / in developmental stages

[Please describe (1) the level of development, (2) where in developmental process and (3) when this plan will be completed]

Question 3: Does your institution award and transcript academic credit only for those courses formally approved by the institution's curriculum approval process(es)?

[Yes]

[No]

Question 4. What types of CPL credit are you awarding?

[Check] Credit – By-Exam (CLEP, DANTES, etc.)

[Check] Industry Certifications

[Check] Institutional Challenge Exams and other exams

[Check] Military Credit

[Check] Portfolios

[Check] Professional Licensure

[Check] Other forms of authentic assessment to award CPL credit- Fill in: _____

[No] - If the answer is no, then please describe how you provide credit for CPL:

Q5. What types of military credit are being awarded? i.e. PE, health, occupations etc.

Standard 2: Evidence-Based Assessment

Question 6: Has your institution developed clear internal processes for evidence-based CPL assessments?

[Yes]

[No] If the answer is no, please describe barriers:

Question 7: Has your institution developed academically sound evidence-based assessment methods in the following areas:

[Check] Institutionally developed tests

[Check] Final examinations

[Check] Performance-based assessments

[Check] Demonstrations

[Check] Presentations

[Check] Portfolios

[Check] Industry Certifications

[Check] Other – Please describe

[No] If the answer is no, please describe barriers:

Standard 3: Tuition and Fee Structure

Question 8: Does your institution have a tuition and fee structure for CPL?

[Yes]

[No] If the answer is no, please describe barriers:

Question 9: What are the tuition costs associated with CPL to the students?

Fill in: _____

Question 10: Is the tuition and fee structure transparent and accessible to all students, faculty, staff and stakeholders?

[Yes]

[No] If the answer is no, please describe barriers:

Standard 4: Transferability and Transcription

Question 11: Does your institution work with receiving institutions to award CPL, and to promote transferability?

If the answer is yes, please describe how this is done.

[Yes] – Fill in the blank

[No] If the answer is no, please describe barriers:

Question 12. What are your institutional challenges with transferability of CPL credits?

[Fill in the blank]

Question 13: Is the documentation used to support credits awarded (Standard 4.3) maintained as part of the student's official record in compliance with state administrative rules and institutional policy?

If the answer is yes, please describe:

[Yes] – Fill in the blank

[No] If the answer is no, then please describe barriers:

Question 14: As an institution that awards CPL credit, how do you notate on the official transcript when credit is awarded via CPL (Standard 4.4). Please describe.

[Yes]

[No] If no notation is made, please describe barriers:

Standard 5: Data Collection and Reporting

Question 15: What are your challenges in reporting and collecting CPL data to the HECC?

Check the boxes that apply:

[Check] Section area

[Check] CIP codes

[Check] Term awarded

[Check] Difficulty navigating HECC reporting system

[Check] Other Fill in: _____

Other – I have not been asked to report CPL to the HECC.

Standard 7: Quality Assurance in Response to HB 4059

Question 16. If your institution is doing the following, please check the appropriate box(es):

[Check] Conducting ongoing evaluations of institutional CPL policies, standards, procedures, and practices

[Check] Evaluating student performance in subsequent classes within the same field for which CPL was awarded

[Check] Evaluating overall academic performance of students who are awarded CPL

[Check] Please describe other quality assurance measures

Standard 8: Transparency/Access

Question 17. Has your institution developed a guided process to assist students through the CPL credit awarding process?

[Yes] Describe the process

[No] Describe the barriers

Question 18. Where is this guided process described?

[Check] Website

[Check] Catalog

[Check] Searchable in institutional website using term, "Credit for Prior Learning"

[Check] Other _____

Question 19. What is your institution doing to promote CPL to students and other stakeholders?

[Fill in the blank]
