

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

**Tuesday, June 21, 2016
9:00am-12:00pm**

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

Committee Members present: Cathy Calise (phone), Lee Ayers-Proboski (phone), Craig Kolins, Wayne Matulich, Kristin Benson, Cyndi Andrews, Alex McHaddad (phone), Marilyn Davis (phone), Rebecca Mathern

Guests Present: Rebecca Vessey (phone), Charles ‘Chuck’ Triplett

Staff Present: Alethia Miller Committee Administrator.

MINUTES

Craig and Alex addressed a typo in the meeting minutes regarding the spelling of their names. The last name, “Kolins” only requires one “L” and the last name “McHaddad” requires the H to be capitalized. Alex McHaddad moved for approval of minutes and Cyndi Andrews seconded the motion. The minutes carried unanimously with the correction addressed above. These corrections were later e-mailed to the committee and revised..

NOMINATION: Chuck Triplett

The Provost Council nominated Chuck Triplett, who serves as Assistant Vice President for University Initiatives and Collaboration, at the University of Oregon to serve on the Advisory Committee as a member and represent the Provost Council. Cyndi Andrews made the motion for approval of Chuck Triplett’s appointment and Kristin Benson seconded the motion. The nomination passed unanimously.

DISCUSSION: 2016-2017 HECC-CPL Advisory Committee Work Plan

The group discussed the development of the document: HECC CPL Advisory Committee Work Plan. Noted in red are changes made at the last meeting. These work plans identify four different categories: Advocating for data collection and refinement, Transcription practices, Transferability, and Professional development. Alethia Miller led the committee through the changes and discussion. The committee worked to fill in the first two columns representing what the Committee needs to know in order to move forward and what actions or steps we should take to move forward. Alethia would complete what is needed to inform the HECC/Legislature of and the Status of when it gets completed.

For the 2016-2017 HECC-CPL Staff Work Plan, Alethia would complete this on her own and share with the committee dates she plans to update them.

The committee decided to redefine the words policy, standard and guideline, by amending the definition of what the committee agreed to for the word “guideline.” Guidelines refer to informal best practices established in order to implement the standards and policies to promote transparency.

DISCUSSION: 2016-2017 HECC CPL Environmental Scan

Alethia Miller walked the committee through the first draft of the environmental scan. The questions were created using the CPL Standards to format each question. The goal was to keep the survey short. Upon review from the committee the survey was expanded taking several factors into consideration. The Committee would email a PDF copy of the survey to the institutions with the intention of giving them time to work on it before receiving the survey. The survey now has additional questions with “check the box” options. It was decided the environmental scan would be sent to the Committee members first. Kristin and Rebecca will work on Question 8 together and report back to the Advisory Committee on what they decided. This will likely be broken up into three questions.

DISCUSSION: Subcommittee and Oregon Administrative Rule (OAR)

The CPL subcommittee will be meeting next week to discuss three items. They will discuss the email communication from the Northwest Commission on Colleges and Universities (NWCCU), updating the Frequently Asked Questions (FAQs), and updating the Oregon Administrative Rules (OARs) recently published by the Office of Degree Authorization. The subcommittee will have both co-chairs, Marilyn Davis and Craig Kollins, John Duarte from Rogue Community College, Rebecca Mathern from Oregon State University and Annie Giradelli from Marylhurst University.

NEXT MONTH

The Committee decided on three housekeeping items. (1) The committee decided not to meet in July (as the committee typically does not meet then). The next meeting will be in August. (2) The committee also decided that the next legislative report will be completed using the document “Strategies for each legislative goal” that the committee reviewed at the last meeting. This will prevent spending additional time on a report that receives little feedback after it has been issued. (3) Alethia shared a copy of the draft CPL webpage that will appear on the new HECC website in Fall 2016. Some edits were suggested by the committee. The webpage was amended to include the FAQs once finalized by the subcommittee and it will now include additional keywords, that are searchable on the HECC website. The webpage will spotlight three institutions that are doing stellar work offering CPL. Alethia will ask Donna for three institutions from pilot project year 1.

For the 2016-2017 academic year, the committee decided on what projects were most important and how to move forward. (1) Pilot Project Year 2 has not been started and so the committee has decided to discontinue the pilot project and focus on the environmental scan. (2) The Committee is

reviewing their legislative goals to determine what types of projects they plan to work on this next year. One of the suggestions from the HECC Data Summit (May 2016) was to partake in an onboarding process for new institutional researchers. The Committee decided to work on this the following year (3) Ultimately the Committee decided that in order to move forward, they need baseline data on what institutions offer CPL, types of CPL and how many students are impacted. Without this information, the Committee has difficulty establishing goals.