

[DRAFT] Second Environmental Scan

- The environmental scan would be sent to:
 - Oregon-based community colleges, four-year universities and private career schools.
 - Who? Send to sector partners / Registrar's Office
- The environmental scan would be sent via email, using Survey Monkey.
- Identify deadline for institutions to submit survey (provide several months to complete)
- Give institutions PDF copy of survey, as a precursor, with copy of CPL Standards prior to sending out Survey Monkey and ask the institution to identify who is responsible for filling out survey
 - Mention at OCCCIR the new environmental scan so that institutions are aware of it.
- We will send out survey this summer [AUGUST/SEPTEMBER]
- TEST the survey by sending it to Advisory Committee members

INTRODUCTION TO SURVEY: [There would be an Executive Summary with Oregon Revised Statutes attached. The summary would entail: (1) what the Advisory Committee has accomplished and (2) where we are headed. It would provide an overview of what the environmental scan seeks to accomplish - establish baseline data compared to 2012.]

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

[Yes]

[No] Describe why not:

[If the answer is no then survey ends.]

Standard 1: Credit for Prior Learning Requisites

Q1. Has-Does your institution have developed institutional policies and procedures for awarding credit in response to the CPL Standards?

~~NOTE: The procedures must ensure credit is awarded only for high quality college-level competencies. The policies and procedures must be transparent to all students, faculty, staff and stakeholders.~~

[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]

If the answer is no, then please describe barriers:

[No]

Q2. Has your institution organized a cross-functional CPL Leadership Team with suggested members including student services, instruction, 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] Instruction

[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 the level of development and where in developmental process]

[No] - If the answer is no, then please describe issues in creating the team barriers:

Q3. Does your institution only award and transcript academic credit only for those courses formally approved by the institution's curriculum approval process(es)?

~~NOTE: Credit must be directly applicable to meet requirements for general education, a certificate, a degree or electives as outlined in college publications. Credit may be awarded through these types of CPL:~~

[Yes] - By subject area and course number

[Check] Credit - By-Exam (CLEP, DAN TES, etc.)

[Check] Industry Certifications

[Check] Institutional Challenge Exams and other exams

[Check] Military Credit ~~(ACE Credit Recommendation Service)~~

• [check] PE only

• [check] Health only

- [check] Occupations

[Check] Portfolios

[Check] Professional Licensure

[Check] Other forms of authentic assessment to award CPL credit

[Yes] - By subject area and elective credit in that subject area

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

[Check] Industry Certifications

[Check] Institutional Challenge Exams and other exams

[Check] Military Credit

- [check] PE only
- [check] Health only
- [check] Occupations

[Check] Portfolios

[Check] Professional Licensure

[Check] Other forms of authentic assessment to award CPL credit

[No] - If the answer is no, then ~~please~~ please describe issues and what you do:
describe barriers:

Standard 2: Evidence-Based Assessment

Q4: Has your institution developed clear internal processes for evidence based CPL assessments?

[Yes]

[No] Describe barriers

Q5: 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

~~Q4. Has your institution provided a guided process to assess student learning and to provide the required evidence for awarding credit. The student must document the connection~~

~~between what they have learned in another setting and the theoretical foundation, knowledge and skills as defined by the course-specific learner outcomes of the credit to be awarded.~~

~~[Yes]~~

~~Note: (1) Evidence shall be evaluated by appropriately qualified teaching faculty. (2) All CPL credit must be based on sufficient evidence provided by the student, the institution, and/or an outside entity such as CLEP, CAEL, ACE, etc. Evidence required by the institution must be based on academically sound CPL assessment methods, including, but not limited to, institutionally developed tests, final examinations, performance-based assessments, demonstrations, presentations, portfolios, or industry certifications.~~

If the answer is no, then please describe barriers:

~~[No]~~

Standard 3: Tuition and Fee Structure

Q65: Does your institution have a tuition and fee structure for CPL?

~~that is transparent and accessible to all students, faculty, staff and stakeholders?~~

[Yes] - Please check the basis for determining direct and indirect costs which may include the following:

~~NOTE: The basis for determining direct and indirect costs may include but are not limited to the following.~~

[Check] Costs for student services to guide the student and to support the assessment process

[Check] Costs associated with faculty workload for the evaluation of CPL

[Check] Costs associated with recognizing and supporting faculty and staff who are involved in the assessment process including any costs related to training and staff development

[Check] Costs related to transcribing credit

[Check] Costs related to scanning documents or archiving material

[Check] Costs for developing a portfolio infrastructure and conducting portfolio assessments

[Check] Other costs associated with assessments as identified by the institution

[Check] ~~No - the institution does not charge a fee~~

[Check] No - the institution charges based on credits and costs above do not affect the fee structure

[No] Describe barriers to fee structure:

~~If the answer is no, then please describe barriers:~~

~~[No]~~

Q7: Is the tuition and fee structure transparent and accessible to all students, faculty, staff and stakeholders?

Standard 4: Transferability and Transcription

~~Q6: Does your institution do the following~~

~~(4.1) Institutions that award CPL shall work with receiving institutions to promote transferability of CPL. (4.2) Each receiving institution shall determine the transferability of CPL credit granted from other institutions.~~

Q8: How does your institution work with receiving institutions to award CPL, and to promote transferability and transcription?

[Fill in the blank]

If the answer is no, then please describe barriers:

~~[No] - Fill in the blank~~

~~Q7: As an institution that awards CPL credit, does the (4.3) documentation used to support credits awarded remain maintained as part of the student's official institutional academic record to ensure compliance with standards set forth by the American Association of Collegiate Registrars and Admissions Officers and state administrative rules?~~

~~If the answer is no, then please describe barriers:~~

~~[No]~~

~~Kristin and Rebeca working on Question 8 Q98. As an institution that awards CPL credit, does the institution ensure that (4.4) All CPL credit that is awarded institutionally be transcribed to comply with applicable state, federal regulations and accreditation policies and standards. This requires notation on the student transcripts identifying the credit as CPL.~~

Q9: 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?

NOTE Standard 4.3 requires that documentation used to support credits awarded will be maintained as part of the student's official institutional academic record to ensure compliance with standards set forth by the American Association of Collegiate Registrars and Admissions Officers and state administrative rules.

If the answer is no, then please describe barriers:

[No]

Q10: 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]

If no notation is made, please describe barriers?

[No]

NOTE Standard 4.4 requires all CPL credit that is institutionally awarded be transcribed to comply with state and federal laws, along with accrediting body policies. Notations on the transcript must identify CPL.

Standard 5: Data Collection and Reporting

Q11: What are your challenges in reporting and collecting 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

~~Q9: Does the Institution collect and report data on the types of CPL awarded, including data related to the number of credits granted and the number of students who receive credit through the types of CPL identified in Standard 1.~~

Note:

Areas to be collected:	Definition
Institutional Challenge Exams and other forms of assessment	Credit granted through the assessment of course student learning offered by the institution.

	Credit granted for tests of learning -- including DSST / DANTES, CLEP, Excelsior, NYU Foreign Language, etc.,
Military Credit (ACE Credit Recommendation Service)	Credit granted through evaluation of ACE published credit recommendations for formal instructional programs offered by non-collegiate agencies, both civilian employers and the military.
Portfolio	Credit granted for the preparation and defense of a collection of evidence by a student to demonstrate and validate college-level credit for learning acquired outside of the classroom. The demonstrated learning must be relevant to the student's degree program.
Other Credit for Prior Learning	Credit granted for other prior learning experiences not listed in above areas. Such as credit granted for industry certifications for proof of applied knowledge and skills in an industry identified area.

~~If the answer is no, then please describe barriers:~~

~~[No]~~

~~Standard 6: Faculty and Staff Development~~

~~Q10. Does your institution have a policy and a strategic plan for faculty and staff development for CPL which includes professional development activities?~~

~~Note: Widespread, overarching knowledge of the institutional opportunities for developing, assessing and recommending CPL should be foundational to this plan.~~

~~[Yes]~~

~~If the answer is no, then please describe barriers:~~

~~[No]~~

Standard 7: Quality Assurance in Response to HB 4059

~~Q124. Does the institution's Cross-Functional Team (refer to Standard 1) Is your institution doing the following:~~

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

~~[Check] including ando an evaluation of student performance in subsequent classes within the same field for which CPL was awarded, as well as~~

~~[Check] do an evaluation of overall academic performance?~~

~~[Yes]~~

~~[Check] Other - please quality assurance measure, please describe:~~

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

[No]

~~Q12. In the future, would your institution feel comfortable submitting evaluative data to the HECC? The HECC shall review the accomplishments of each CPL Leadership Team through a periodic audit process to ensure credit is awarded for high quality assessment activities.~~

[Yes]

~~If the answer is no, then please describe barriers:~~

[No]

Standard 8: Transparency/Access

Q13. Has your institution provided a guided process to get students through the CPL credit awarding process?

[Yes] Describe the process

[No] Describe the barriers

[If the answer is, Yes]

Q13. Where is this guided process available?

[Check] Website

[Check] Catalog

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

~~Q13. Is the institution's CPL information available for students, faculty, staff and stakeholders, like in the college catalog, on the institution's website and searchable using the term "Credit for Prior Learning".~~

~~Note: The following information shall be included in the institution's CPL informational:~~

- ~~• Institutional CPL contacts~~
- ~~• Available CPL opportunities and preparation requirements~~
- ~~• Tuition and Fee Structure(s)~~
- ~~• Risks to students and the cost of assessment where credit may not be awarded~~
- ~~• Information about financial aid~~
- ~~• Information regarding the applicability of CPL towards certificate or degree~~

programs

[Yes]

~~If the answer is no, then please describe barriers:~~

[No]

~~Q14. Does the institution have established (8.2) processes in place for a student to request CPL and for CPL-designated courses?~~

[Yes]

~~If the answer is no, then please describe barriers:~~

[No]

Q14. What are your institutional challenges with transferability in CPL credits?

[Fill in the blank]

Q15. What is your institution doing to promote CPL?

[Fill in the blank]

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