<u>Minutes from Meeting No. 1 of the Committee #2-Determining what exist & non-existent</u>
Meeting was held on Friday, October 19, 2017 at Macon campus Writing Center. In attendance were: Grace Adams-Square, Stan Ketchel, Tisha Simeral and Sharon Colley. Absent: Alex Ekwuaju, Sharon Mozley-Standridge, and Jeffrey Tarver.

Meeting was called to order at 9:18 am by Sub-Committee Chair, Stan Ketchel. Motion to approve agenda seconded, voice vote, motion carried.

Charge: Contact department chairs not deans to determine what currently exists and what is non-existent. Sub-Committee Chair, Stan Ketchel distributed MGA Academic Affairs organization chart. We will not look at CLEP and PLA that is recognized, we are looking at PLA out of the box. We will leave CLEP determination and acceptance to the department. We will look at what currently exists and leave evaluation to the deans to work with Academic Affairs.

Goal: Streamline the PLA process and determine is there a well-established protocol. We must show an established step by step process.

Q: Do licenses count as a determination? Response: In regards to the FAA, to obtain certification you must have relevant experience which in turn makes you eligible to take the test; if you pass the test then you are awarded PLA. This is an example of a non-academic way to get PLA (a process that should be included in the policy doc).

The committee must determine what information needs to requested.

The committee decided that a comprehensive list was needed. The committee needs to look at established protocols and existing documents to determine what classes are eligible for PLA.

After reviewing Academic Affairs organization chart the committed decided who will make contact to department chairs. Chairs will be asked three questions: 1) What classes are eligible for PLA; 2) what is the process for PLA and/or how do you document for PLA; 3) Has there been any request for PLA?

Stan Ketchel will contact Aviation & Business. Sharon Colley will check with committee member Randy Spaid about the School of Education to obtain clarification on how some laws prevent Education from certifying PLA. Sharon Colley will assume responsibility for contacting Arts & Sciences; Health Sciences & Nursing. Sharon will also review forms used last semester to assess appropriateness for checklist. Tisha Simeral will contact and interview the IT Department

Alex Ekwuaju, & Jeffrey Tarver should be notified to join (Grace will send e-mail invite & minutes).

Minutes will be reviewed and approved by Sharon. Grace will disburse minutes to members.