

AQIP Action Project Registration

Title: Credit for Prior Learning Initiative

Version: one

Institution: South Central College

Status:

Submitted:

Category:

Timeline

Planned project kickoff date: 2/11/2016

Target completion date: 12/31/2016

Actual completion date:

Project Detail

1. Project Description

Describe this Action Project's goal in 100 words or less. Be sure to identify the key organizational areas (departments, programs, divisions, etc) and key organizational processes that this action project will affect, change and/or improve.

Implementing a Competency Certification and Credit for Prior Learning (CPL) process will provide the college an opportunity to meet the workforce needs of business and industry. The project goal is to provide the college with the following organizational and implementation tools:

- Organizational Flow Chart to visually show CPL process at SCC.
- Establish a fee and budget structure for CPL development, implementation and operation.
- Create and update student forms for CPL Registrar documentation.
- Establish faculty internal assessment mechanisms for awarding CPL credit
- Educate campus community on the CPL process and its impact on student recruitment and retention.

2. Reasons For Project

2a. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities.

South Central College (SCC) is a member of the Minnesota State Colleges and University System (MnSCU). The CPL project aligns with the system goal of increased student success and retention. The project also aligns with the needs of non-traditional students in the SCC student market area. The project will also improve effectiveness in the following areas:

- Meeting student needs.
- Developing methods for competency assessment.
- Documenting student learning.
- Evaluating student learning.

2b. Explain how this project relates to any strategic initiatives or challenges described in the institution's systems portfolio.

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The CPL Initiative advances the SCC Strategic goal, which is to align with the MnSCU system goal: Student Persistence and Retention. See “Charting the Future” 2.22 Advance Strategies and Capacity for Competency Certification and Credit for Prior Learning.

3. Project goals, milestones and deliverables

List the project goals, milestones and deliverables along with corresponding metrics, due dates and other measures for assessing the progress to each goal. Be sure to include formal evaluations when the project progress will be reviewed.

Goal: Implementation and Operation of CPL system for students at SCC

Milestone(s) for this Goal with due date(s): Student use and operation by 8/01/2016.

Deliverable(s) for this goal with due date(s):

- Create a college process flow chart for CPL.
- Establish a cost center and budget for the development, implementation and operation of CPL.
- Establish a CPL student fee structure.
- Provide CPL faculty development workshops on 4/29/16 and 8/17/16.

Evaluation/Assessment of this goal 12/31/2016

4. Organizational Areas Affected/Members involved

4a. List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project.

Faculty, Deans, Sr. Associate to the President, Registrar, Transfer Coordinator, Advisors/Recruiters, Veterans Services, Admissions, Curriculum Development, Students (adult learners in particular), Business Office, Center for Business & Industry, Human Resources, Bargaining Units.

4b. Describe how various members of the learning community will participate in this action project.

Representation on the project team includes members from LAS and Technical faculty, Deans, Sr. Associate to the President, Transfer Coordinator, Advising/Admission, and Registrar team. Team objectives will be addressed by subgroups who have the most knowledge and/or vested interest in the objective outcomes. Members of the campus community will provide input, feedback, and involvement as the team works on objectives for which outcomes have a direct effect on their campus roles.

4c. Show the breadth of involvement by individuals and groups over the project's duration.

Broader campus involvement and the degree of this involvement will be determined by the specific objectives addressed. Some objectives may require more participation by advising and registration teams. Other objectives, such as developing an internal faculty assessment, will be driven primarily by faculty. Team members who are concurrently involved with the separate task group addressing CPL policy and procedure will communicate regularly between groups to avoid overlap of efforts.

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5. Project Outcome Measures

Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals. Describe how the institution will monitor project progress/success during, and at the completion of the project. Be sure to specifically state the measures that will be evaluated and when.

Objective 1:

Objective: Create a college process flow chart for CPL.

Measure: Creation of flow chart.

Criteria for Success: Final draft reviewed and accepted by SCC community.

Timing of evaluation: June 1, 2016

Objective 2:

Objective: Establish a cost center and budget for the development, implementation and operation of CPL.

Measure: Establish cost center and budget for CPL.

Criteria for Success: SCC will create cost center and approve budget for CPL implementation and operation.

Timing of evaluation: June 1, 2016

Objective 3:

Objective: Establish a CPL student fee structure.

Measure: Adopt student fee structure.

Criteria for Success: SCC will approve student fee structure.

Timing of evaluation: August 1, 2016

Objective 4:

Objective: Provide CPL faculty development workshops.

Measure: Create agendas for the workshops.

Criteria for Success: Increased faculty awareness of CPL due to the workshops.

Timing of evaluation: April 29, 2016 and August 17, 2016.

Objective 5:

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Objective: Create and update student forms for CPL registrar documentation.

Measure: Create forms for CPL.

Criteria for Success: Forms usable for Fall semester operation.

Timing of evaluation: August 1, 2016

Objective 6:

Objective: Establish faculty internal assessment mechanisms for awarding CPL credit.

Measure: Templates developed and shared for CPL assessment.

Criteria for Success: Templates completed and piloted.

Timing of evaluation: December 31, 2016

Objective 7:

Objective: Educate campus community on CPL operation and its impact on retention and recruitment of students.

Measure: Incorporate CPL information during two professional development workshops.

Criteria for Success: Faculty and staff attendance at workshops.

Timing of evaluation: December 31, 2016

6. Project Challenges

Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals.

The project requires a cultural shift in the approach to prior student learning experiences outside of traditional higher education systems. Currently, SCC has limited CPL work completed to provide students with opportunities to assess student learning beyond a test-out procedure for a limited number of courses. The project requires the SCC community to look at a holistic solution to student learning applicable to competencies in program awards.

7. Additional information

Provide any additional information that the institution wishes for reviewers to understand regarding this action project.