

# Creating Effective Academic Policies and Procedures to Administer Credit for Prior Learning (CPL) Pathways

American Council on Education
Center for Education Attainment and Innovation
College and University Partnerships

April 20, 2016

# Webinar Logistics



- Tech Support: For technical assistance, dial 202-939-9700.
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- This webinar is being recorded.
- ➤ To ask a question, use the Q & A panel on the right side of your screen.



# Partnering for Transformative Change in Higher Education:

The American Council on Education (ACE) Credit for Prior Learning Stimulus

Angel Harriott, CWDP
Senior Program Manager
College and University Partnerships
Center for Education Innovation and Attainment
American Council on Education



#### **CPL Stimulus Overview**

#### Request For Proposal (2015) Selection Criteria

- Diverse Institutions Represented
- Implement or Expand CPL
- Establish CPL Advisory Committee
- Collect/Report CPL Data
- Create External Partnerships
- Submit Final Outcomes Report





# CPL Stimulus Program Activities

#### Technical Assistance and Training:

- Marketing CPL to Students
- Internal Marketing Across Campus
- Faculty Development: Assessing CPL
- Capturing and Reporting CPL Data
- CAEL's Tools for CPL (Portfolio)
- Access to 2015 ACE CPL Webinar Series



# Institutional Milestones

#### ACCOMPLISHMENTS (2015-2016)

- Facilitated campus-wide training for Advisors
- Conducted Faculty Lunch & Learn Sessions
- Incorporated CPL into overall enrollment strategy
- Implemented challenge exams, CLEP, military transfer credit, individual assessments, IB, AP
- Created Faculty Learning Communities
  - developed e-portfolio platforms
  - developed portfolio classes for students
- Hosted military CPL summer info event
- Enhanced Websites / Marketing/ Branding
- Formed strategic partnerships





### Moderator



Dr. Richard Irwin
Vice Provost
Academic Innovation & Support Services
University of Memphis



# Session Agenda

- Creating Effective Academic Policies and Procedures: Developing a CPL Advisory Board, Building Strategic Partnerships
- Panelist Discussion / Q&A
- Prior Learning Assessment Policies and Procedures:
  Advising and Testing Operations, Faculty Development
  and CPL Tools
- Panelist Discussion / Q&A



# Panel of Presenters



Amy Danzo

Northern Kentucky University



Dr. Solomon Alao

Morgan State University



Linda Hardges-Scruggs

Morgan State University



# Please answer the polling questions on the right-hand side of your screen.





# Creating Effective Academic Policies and Procedures, Developing a CPL Advisory Board & Building Partnerships to promote Career Pathways

Solomon Alao Linda Hardges-Scruggs Willie Bragg

**MORGAN STATE UNIVERSITY** 



### Implementation Plan

**Objective 1:** Establish a campus-wide committee with key stakeholders for the project

Objective 2: Develop policy on credit for prior learning and competency-based education

**Objective 3:** Develop a Marketing Plan for the Policy and Initiatives

**Objective 4:** Establish IHE Partners and Identify Professional Development Opportunities (PDOs) for Committee members.

**Objective 5:** Acquire Internal and External Grants to Sustain CPL Initiatives



#### **New Student Orientation**

#### Enrollment Management (Best Practices)

- > Inclusion of CPL options, policies and process in the catalog
- ➤ Introduce CPL options to students and parents during orientation to the university (week-long process)
- > Involve advisors and retention coordinators
- ➤ Involve the Office of Transfer, Records and Registration, and Office of Financial Aid in the process
- > Involve Student Organizations and Office of Residence Life



# Prior Learning Assessment (PLA) Options at MSU

Leadership and Advocacy

Credit for Prior Learning provides an opportunity for *all* MSU students to receive credit for college level knowledge and skills acquired outside of the classroom.

	Maria de la Companya
CPL Options Implemented by MSU	CPL Options We Plan to Implement
<ul> <li>Advanced Placement (AP)</li> <li>International Baccalaureate (IB)</li> <li>College-Level Exam Program (CLEP)</li> <li>Military Transfer Credit</li> <li>Challenge Examinations - *9/16</li> </ul>	<ul> <li>Competency-Based (CBE) Courses - 9/16</li> <li>Portfolios 9/17 – 9/18</li> </ul>



#### PLA Student Transfer Credits

Director of the Transfer Center:

Aligns Process and Procedures with University and State Standards

- Articulation System (ARTSYS);
- Maryland Higher Education Commission and
- Code of Maryland (COMAR) transfer policies

#### Implements Standards and Policies

- Timely evaluation and input of transfer credits
- Evaluates and inputs specialized credits

■Military





\$92 per exam set by College Board

\$80 per exam set by College Board

All determined by The International

**TRD** 

**TBD** 

**Baccalaureate Organization (IBO)** 

No Fee – Policies and process

Registration - \$160.00

IB Certificate - \$270.00

\$110.00 per exam

MSU - PL	A Fees
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MSU - PLA Fees	Leadership and Advocacy
CPL-Ontions	Foos

Military Transfer Credit

Portfolios 9/17 – 9/18

College-Level Exam Program (CLEP)

Advanced Placement (AP)

International Baccalaureate (IB)

Challenge Examinations Tuition \$225; Fees \$76; Total = \$301 Competency-Based (CBE) Courses - 9/16



# MSU – Policies & Procedures

	Leadership and Governance	Elements of the Policy		Status of the Policy	
•	Engaged academic and non-academic units	<ul><li>Part 1: Purpose and Compliance</li></ul>	1.	Approved by the Dean's Council in May 2015	
-	Engaged the Vice Presidents and Deans in the process	<ul> <li>Part 2: Institutional Policy and Procedure</li> </ul>	2.	Approved by Academic Affairs in August 2015	
•	Engaged the Deans in a webinar on guidelines for offering CPL options	<ul><li>Part 3. Assessment and Awarding Credits</li><li>Part 4. Information</li></ul>	3.	Approved by the Counsel/Legal in August 2015	
	(February and March, 2015)	Dissemination	4.	Approved by the Board in February 2016	
•	Engaged the General Counsel and Board of Regents (May & August, 2015)		5.	Checklist & Maryland Higher Education Commission (Approval Process)	

#### MSU – DATA OUTCOMES



Leadership and Advocacy

#### Establish and Collaborate with the Data Management Team:

- Office of Assessment
- Institutional Research
- Transfer Center
- Records & Registration
- Admissions
- Academic Affairs
- Center for Continuing and Professional Studies

#### MSU – DATA OUTCOMES



Leadership and Advocacy

Collect, track, aggregate and disaggregate data on CPL Options

- What?
- When? How often?

Establish baseline data and targets (i.e., increase X-option by 10% per year)

- Challenge Examination
- CBE Courses/Programs
  - Education-Praxis Examinations
  - Engineering-Dual Degree
  - Nursing-NCLEX Examination
  - General Education (Critical Thinking, Global Learning and Diversity)

#### Communicate data to stakeholders

- Internal and External
- Annually or as needed

#### MSU – DATA OUTCOMES



Leadership and Advocacy

#### ■ Methods of Assessment

- Total PLA credits awarded by calendar year
- First year retention rates of participants
- Participation in CPL workshops and process (faculty)
- Successful completion of non-introductory courses
- Site supervisor evaluation of student
- Student self-evaluation through survey and/or journal
- Success of graduates connected to CPL options

#### □ Comparative Studies

- Financial Analysis
- > Time to Degree
- Satisfaction with the Institution

# MSU-Creating Effective Partnerships

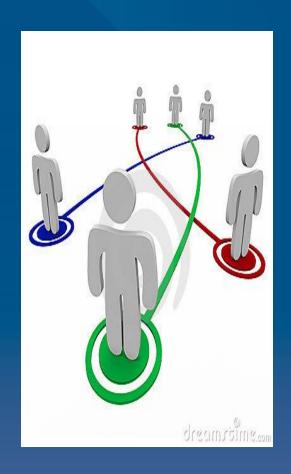


#### **Objective 4: Establish Partners and Prof-Development Opportunities**

Anne Arundel Community College (AACC) Johns Hopkins University (JHU) University of Maryland University College (UMUC)

#### Criteria for Selection

- Balance of 2 and 4-year Institutions
- Articulation Agreements (2-4 year institutions)
- Willingness to Partner with MSU
- Model Best Practices
- National and International Recognition by Peers



# Creating Effective Partnerships



Leadership and Advocacy

#### **Anne Arundel Community College (AACC)**

- Website
- Policies (CPL Options, Fees, Marketing Strategies, Faculty Professional **Development**)

#### **Johns Hopkins University (JHU)**

- Education Platform and Tools
- Assessment System
- Data Management

#### **University of Maryland University College (UMUC)**

- Best Practices in CBE
- Conceptual Framework
- CBE Partnership Workshop (4-hours at MSU)



Focus on Continuous and long-term partnership initiatives



Primary Goal of the Center for Continuing and Professional Studies (CCPS) is to serve the lifelong educational needs of Adult learners (ages 25-50)

- The center received the first \$1 million endowment award from The Bernard Osher Foundation in 2011.
- Since 2011, 184 adult learners campus-wide (all majors) are using or have used the award to obtain an undergraduate degree from MSU.
- ➤ In an analysis conducted CCPS, our CPL options has the potential to decrease 9-credits from the total number of credits (120) required for non-traditional students to complete a degree program.



**Program of Study** 

Architecture & Environmental Design

**Nutritional Science** 

Physical Education

Construction Management

Social Work

Success	Stories	s (2016)		
Bernard	Osher	Foundati	ion Sch	olars

Bernard Osher Fou	
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**Achievement of Graduates** 

President's Achievement Award

Nurse at Mt. Washington Pediatrics, Baltimore, Maryland

Awarded internships: Department of Defense (DOD),

National Aeronautics and Space Administration (NASA);

Teacher at the Baltimore City Public Schools

Current graduate student, Florida International University

(FIU) – Homeless Resource Center, West Palm Beach,

**Florida** 

Enroll in our M.S Program in Project Management

Electrical Engineering employed at DOD Program Coordinator of a Biomedical Science Program at Sociology Morgan

# Next Steps and Sustainability



Leadership and Advocacy

#### Implement all CPL options

- Institutional Challenge Examinations \*9/16
- Competency-Based (CBE) Courses 9/16
- Portfolios 9/17 9/18

Acquired grants (i.e., 15K) to improve all aspects of CPL options & initiatives

Continue to seek opportunities for professional development (ACE, CAEL, etc.) for stakeholders (faculty, advisors, administration)

#### Access Orientation (Best Practices – Lumina Foundation)

- students and their parents
- Topics such as effective transitioning strategies (e.g., focus, goal-setting, time)
- Academic advising & residence life
- Use of resources (e.g., library, deans, chairs, faculty)



# Panel Discussion / Q&A



Amy Danzo

Northern Kentucky University



Dr. Solomon Alao

Morgan State University



Linda Hardges-Scruggs

Morgan State University



#### PRIOR LEARNING ASSESSMENT

# Advising & Testing Operations, Faculty Development and CPL Tools

**Amy Danzo** 

**NORTHERN KENTUCKY UNIVERSITY** 



# Northern Kentucky University

#### Where we were one year ago:

- No CPL data tracking
- Scattered information
- No central contact for students
- Inconsistent policies and procedures



### NKU - New CPL Policy

- Refined to make it more student-friendly and easier to access this type of credit.
- Ensures that the equivalencies were determined through a <u>rigorous review process</u>.
- Developed and approved by an Academic Council at NKU that includes staff and faculty.



# NKU - New CPL Policy, Continued

#### Main components of policy:

- Outline all credit for prior learning options available at institution
- Define number of credit hours of credit for prior learning that is permitted towards a student's degree
- Make clear the fees associated with credit for prior learning
- Have university governing body approve of new, modified, and discontinuation of credit for prior learning options
- Look to CAEL's 10 Standards for Guidance

#### NKU – Website Creation



Leadership and Advocacy

http://testing.nku.edu/CPL.html



#### **Credit for Prior Learning**

#### What is Prior Learning?

College-level learning acquired through non-college experience is called prior learning. Credit is not granted for the experie you have had, but rather for the learning that has resulted from those experiences. Students cannot use Prior Learning Assessment credit to replace an unsatisfactory grade in their GPA. However, students who attempt and pass a form of P Learning Assessment credit may still use this satisfactory credit to meet program, degree, and graduation requirements. Prior Learning Assessment credit will only be granted for students who have enrolled at NKU.

Listed below are the available Credit for Prior Learning options at NKU.

#### American Council on Education Non-Collegiate Sponsored Instruction (ACE)

Credit may be awarded based on educational programs offered by many large corporations or nonacademic institutes. On programs approved and recommended by the <u>American Council on Education</u> will be considered for credit. Students may evaluation of credit by sending the ACE transcript "Registry of Credit Recommendations" and appropriate course outline(s Testing Services.

#### Mail:

Northern Kentucky University Office of Testing Services University Center 101 Highland Heights, KY 41099

#### Industry Credentials

We award credit for the passage of certain professional licensure examinations in fields like Nursing, Respiratory Care, But and Radiology. The list below shows the current Industry Credentials accepted at NKU. Please click the links to show the certifications accepted by NKU, the minimum score, the semester credit hours earned with that score, and the equivalent courses.

# Website highlights all of the CPL Options at NKU:

- 1) Advanced Placement (AP) Exams
- American Council on Education (ACE) Credit
- College Level Examination Program (CLEP) Exams
- 4) Credit for Prior Learning Examination (CPLE)
- 5) DSST Credit by Exam Program
- 6) Industry Credentials or licensure or certification
- 7) International Baccalaureate (IB)
- 8) Portfolio-Based Assessments
- 9) World Language Incentive Program



# NKU Challenge Examinations:

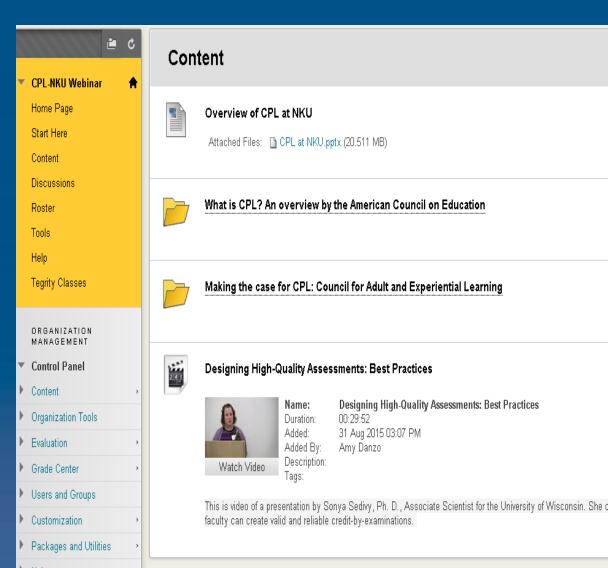
### The Role of Faculty

- Terminology: Credit for Prior Learning Examinations
- We developed a training session for creating reliable, valid examinations.
- We gave faculty a stipend for creating an examination upon completion of their training.
- We made this training available on a Blackboard site for faculty to have access to it in the future.

# NKU Challenge Examinations: Faculty Seminar



Leadership and Advocacy



Hired expert psychometrician - \$1,000 (all expenses payment)

Stipend for each faculty member who attended seminar and created a credit-by-exam - \$250

Students' access to credit for which they have already met the learning outcomes

- Priceless



#### NKU – Testing

- Created Blackboard shell for new faculty-developed Credit for Prior Learning Examinations (CPLE).
- ➤ Students register and pay for exam. Exams are open to all students not just the ones who inquire about them.
  - http://testing.nku.edu/exam.html
  - Students pay \$115 for this exam (as opposed to \$1,092 for the course) which covers administration and exam creation/maintenance.
- Tests are given in a National Certified testing center.
  Monitored, Exam Security, Testing Professionals



#### Role of NKU Advisors

Held faculty/advisor workshop to discuss how to implement Credit for Prior Learning into advising philosophy. Key factors/questions:

- What should you look for in a student's history?
  - Employment, job duties, certifications, trainings, volunteer work
- What questions should you ask?
  - Can I see your resume? Tell me about your job duties?
     What are your educational goals? Did you go through any trainings at work? If so, did you receive any certifications?
- To whom should you refer students?
  - Credit for Prior Learning Specialists (located in Testing Services at NKU)



#### CPL Lunch and Learn

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#### 1. CAEL Video

2. Presentation
What is Prior Learning?
How do we assess it?
Why is it important?



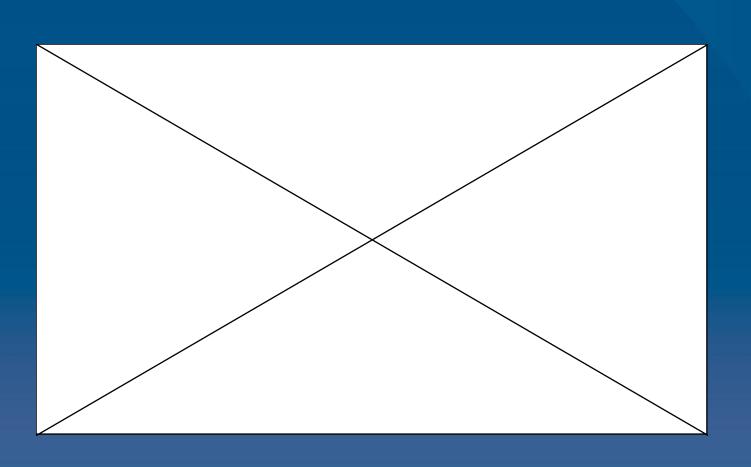




**4. Case Studies**Each table gets a PLA case study to work through.









# NKU Credentials to Credits Program

Worked with Radiology, Respiratory Therapy, Advanced Nursing, and Finance departments to equate certifications to credit.

Current eligible certification include:

Financial Industry Regulatory Authority (FINRA): 3-6 credit hours
The American Registry of Radiologic Technologists (ARRT): 6-50 credit hours
American Registry for Diagnostic Medical Sonography (ARDMS): 6 hours
National Board for Respiratory Care (NBRC): 3-6 hours
Nuclear Medicine Technology Certification Board (NMTCB): 6 hours
National Council Licensure Examination (NCLEX): 19 hours

➤ The information students would have to know to pass these certification tests equated to courses in each department



# Data tracking and reporting

You've got your policy in place – now it's time to talk about data.

- What we decided that we needed:
  - >H.S. GPA
  - >ACT/SAT Scores
- We chose these as opportunities to market CPL
  - ➤ Cumulative NKU G.P.A.
  - ➤Total Earned Hours
  - ➤ Total CPL Hours



# Data tracking and reporting

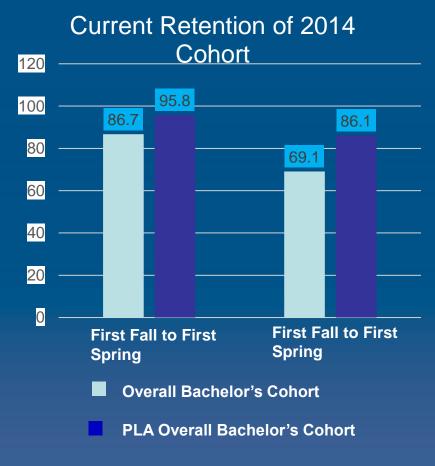
From this data, we can create reports that tell us:

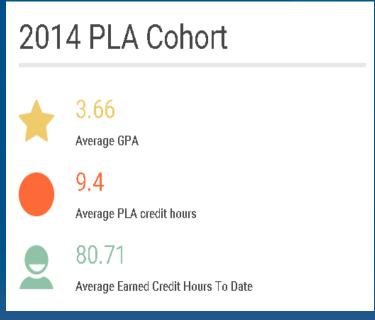
- ➤ Retention and graduation rates of students who have at least one CPL on their transcript
- Tuition Savings for students
- > How to better hone in on marketing
- > How CPL students perform in subsequent courses



# Data tracking and reporting

Leadership and Advocacy





9.4 credits = \$3,420 in tuition savings



Leadership and Advocacy

# Panel Discussion / Q&A



**Amy Danzo Northern Kentucky University** 



Dr. Solomon Alao **Morgan State University** 



**Linda Hardges-Scruggs Morgan State University** 



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#### Credit for Prior Learning Implementation Matrix



NSTITUTIONAL

#### New/Emerging Stage

Has general understanding and information on prior learning. with demonstrated institutional interest.

#### **Developing Stage**

Acknowledges the role of prior learning in postsecondary pathways. Begins to develop standard policies and procedures.

#### Effective Practice Stage

Has broad and deep understanding of credit for prior learning policies and uses that knowledge to integrate, and sustain systematic and accessible CPL practices.

Faculty engagement and development

Student outreach

and support

DEFINITIONS AND ACTIVITIES





CPL options through academic

advising and program coordi-

Creates venues for informationsharing across institutional conin developing and vetting policies/ practices, such as crosswalks and

and advising.



Provides professional opportunities for facalty and staff, including conferences, research, and writing; encourages faculty to include CPL activities in annual reviews, and promotion/







uses other vanues to communicate with students, such as orientation



Informs students of CPL options prior to admission; provides expert advising about prior learning assessment; uses all types of communication tools to share information with students, from outreach with potential students







colicies, and





Selects appropriate CPL tools that fit institu-tional contact, curriculum and recognize diver-sty of learners and their experiences; promotes active as a of CPL in all degree areas; including major requirements and general education; well-managed with a stabilished policies and practices. Embeds CPL within other programs, such as computency-based learning.



American Council on Education @ 2015



Leadership and Advocacy

**Credit for Prior Learning: Charting Institutional Practice** for Sustainability (ACE, 2015)

> For more information on **CPL** implementation contact us:



# Thank you for participating today. Please take a few minutes to complete the webinar evaluation.

