

Overview of CAEL PLA Services in Support of the Building Illinois Bioeconomy TAACCCT Grant

Timeline by Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Activity															
Strategy Session															
PLA 101															
PLA Process Mapping															
Career Advisor Training															
Portfolio Course Development															
Faculty Assessor Training															
Challenge Exam Development Training															
Sector-Specific Template Development															
Marketing Training															
Final Project Meeting															
Travel															

Description of Services:

Strategy Session

- *Description and Objective:* CAEL foresees convening a strategic leadership team to help with each planning stage at the onset of the initiative. The purpose of this meeting is to have some up front discussion on goals of improved services and efficiency related to Prior Learning Assessment. In particular, we discuss goals, challenges, and decisions, and we will review the project timeline.
- *Date and Delivery:* Week of December 12th – web-based meeting
- *Who Should Attend?:* Key leadership from each institution and those with expertise in PLA who can speak to the topics above.

PLA 101*

- *Description and Objective:* CAEL will develop materials and deliver a highly interactive, face to face training for key leadership, practitioners and faculty from each institution within the consortium. This is a foundational workshop that goes over the fundamental principles of PLA, various forms and application within an institution. Maximum capacity is 25 participants.

- *Date and Delivery:* February 2017 (avoiding 2/8-11), onsite delivery likely SIUE or Lincoln Land
- *Who Should Attend?:* Broadly: anyone who needs an understanding of the basics of PLA. This material would be redundant to anyone who has a good understanding of it. Examples include new staff with important PLA roles or those needing deeper understanding; faculty members interested in promoting PLA or developing assessments; or representatives of advising, student services, registrar's office, or other front line staff that can share knowledge with colleagues.

PLA Process Mapping

- *Description and Objective:* CAEL will work with each institution in the consortium to accurately map existing processes, identifying inefficiencies, inconsistencies, redundancies that may hinder student. [Note: Please see included letter to participants that spells out in greater detail what is included and who needs to attend].
- *Date and Delivery:* Late March to Early April 2017; either onsite, virtual or a combination (TBD)
- *Who Should Attend?:* Broadly: anyone who plays a central role in (or knows key details about) the PLA process from the initial inquiry of the student through posting on transcripts. You do not need every single advisor or every single member of the financial aid office to attend, but you do need representatives so they can talk about their role in the overall PLA process. Examples include: central PLA point person, academic affairs, registrar, veterans' coordinator, financial aid officer, advisors (including faculty advisors), transcript analysts, and adult program leader.

Career Advisor Training*

- *Description and Objective:* CAEL will provide Advisor Training to advisor positions at each institution within the consortium. This training will focus specifically on PLA opportunities and the ability to identify students that might be more successful in a formal assessment of their prior learning and help to advise and navigate them through the institutional process. Maximum capacity is 25 participants.
- *Date and Delivery:* May or July 2017, onsite location TBD
- *Who Should Attend?:* Primary: institutional advisors (professional or faculty). Secondary: student support (student facing) staff who may have some advising capacity with students (e.g. financial aid, veterans staff, testing center, PLA coordinators, etc.).

Portfolio Course Development*

- *Description and Objective:* CAEL will develop materials and deliver a highly interactive, face to face training with key faculty and Student Affairs staff from each institution

within the consortium. This training will teach participants to develop a course within their institution to help students to develop a learning portfolio for formal credit bearing assessment. Maximum capacity is 25 participants.

- *Date and Delivery:* Late September / Early October 2017, onsite location TBD
- *Who Should Attend?:* Faculty, Deans

Faculty Assessor Training

- *Description and Objective:* CAEL will develop materials and deliver a highly interactive, face to face training for key faculty from each institution within the consortium. Maximum capacity is 25 participants.
- *Date and Delivery:* Late September / Early October 2017, onsite location TBD
- *Who Should Attend?:* Faculty, Deans (particularly those interested in developing and evaluating portfolio assessments or demonstration of skills assessments)

Challenge Exam Development Training*

- *Description and Objective:* CAEL will develop materials and deliver two sessions; the first session will be delivered through a webinar format, the second session will be in a classroom setting, delivered face-to-face with key faculty from each institution within the consortium. Maximum capacity is 25 participants.
- *Date and Delivery:* Late September / Early October 2017, onsite location TBD
- *Who Should Attend?:* Faculty, Deans (particularly those interested in developing or improving course challenge exams)

Sector Specific Template Development

- *Description and Objective:* CAEL's Sector-Specific Template Development consists of a program review and template development for the bioeconomy sector in Southern Illinois. ****Full scope on this TBD through further conversations with Courtney Breckenridge****

Marketing Training

- *Description and Objective:* CAEL will deliver face-to-face or virtual training with operational leadership and marketing staff from each institution within the consortium and develop a strategy that will emphasize PLA as an enrollment and completion strategy. If delivery is face-to-face, maximum capacity is 25 participants.
- *Date and Delivery:* Late October / Early November (possibly earlier, including summer)

- *Who Should Attend?:* Marketing Staff

Final Project Meeting

- *Description and Objective:* This webinar will be a project culmination conversation to help leadership within the consortium sustain practice related to Prior Learning Assessment and support their community of practice across practitioners to create a space for continued learning.
- *Date and Delivery:* February or March 2018 (possibly earlier)
- *Who Should Attend?:* Consortium leadership

*On-site sessions will have a participant cap of 25 attendees. As a general policy each institution within the consortium will have 5 participants spots to fill for these trainings. CAEL will work with consortium leadership to set registration dates for these sessions to manage the volume of attendees. Based on remaining seats following any given registration date institutions will have the option of sending more staff to bring the training to capacity.

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