A Proposal for the Assessment of Prior Learning

Prior Learning Assessment Team

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December, 2012
Introduction

To advance innovative learning opportunities, Connecting What Matters, Oakton’s strategic plan for 2013-2017, identifies prior learning assessment (PLA) as an area of focus: “increase opportunities to earn Oakton credit by invigorating credit for prior learning...opportunities.”

To this end, the Academic Council and, subsequently, a Prior Learning Assessment Team, reviewed current practices at Oakton; principles, policies, and procedure guidelines set forth by the Council for Adult and Experiential Learning (CAEL); and model programs at “best practice” institutions as identified by CAEL. The PLA Team also reviewed Oakton forms and procedures currently in use for the awarding of credit via PLA and services provided by CAEL. The Team presented a draft proposal to the Faculty Senate on November 13 and to the Council of Chairs and Coordinators (COCAC) on November 26, responded to questions and invited additional feedback through November 29. A copy of the Power Point used in the presentation is provided in Appendix A. The Academic Council also discussed the draft proposal.

This PLA Team proposal is based on this work as well as considerations about the Oakton culture and critical role of Oakton faculty in prior learning assessment. The proposal addresses all avenues by which students might earn credit for learning obtained outside of Oakton courses or the transfer of credits from other colleges and universities. Because portfolio assessment is both new to Oakton and more complex than other PLA approaches, the proposal provides more detail on portfolio assessment than other PLA approaches.

Over the past years, Oakton has begun to develop more systematic ways to respond to students’ requests for prior learning credit. During that time, the majority of requests have come from Law Enforcement students seeking to accelerate completion of their associate’s degree for entry into a baccalaureate program and/or to become eligible for promotion within their police departments. From October, 2010, through June, 2012, 15 students participated in prior learning assessment intake advising. Of these, seven completed and submitted portfolios for review by Oakton faculty in the Law Enforcement department. A total of 96 credits were awarded, ranging from 6 to 27 per student.

Overview

Key Terms

For purposes of both this proposal and subsequent work in prior learning assessment at Oakton, we have adopted this terminology:

- Prior learning assessment (PLA) refers to all avenues through which students might earn credit by presenting acceptable evidence of learning outside of Oakton courses or the
transfer of credits from other colleges and universities. The evidence must demonstrate
the student has the knowledge, skills and behaviors expected of students who
successfully complete the Oakton course for which prior learning credit is awarded.

- **Portfolio assessment** refers to a specific approach to awarding credit for prior learning.
  Students present a portfolio that contains artifacts that demonstrate they have the
  knowledge, skills and behaviors expected of students who successfully complete the
  Oakton course for which prior learning credit is awarded. Faculty members who are
  both knowledgeable about the discipline and trained to perform portfolio assessment
  assess the portfolio to determine whether it demonstrates the student has the requisite
  knowledge, skills and behavior.

- **Credit for prior learning.** Credit is awarded for learning, as assessed through evidence.
  It is not awarded for experience or activities.

**Educational Philosophy and Principles Regarding PLA**

We recommend that Oakton take an active rather than a passive stance with regard to PLA
and ensure that students are made aware of PLA as a valid educational option and provided an
appropriate level of support to participate in the PLA process. This will require the College
to provide comprehensive information about PLA on the website and through print
materials. Further, it will require that outreach and advising staff provide basic
information regarding PLA to interested students and provide initial screening for
PLA for students; we expect PLA will be of most interest and be most appropriate for adult
students. The College will also provide more specific information about portfolio preparation
for students seeking credit through this approach.

Key principles of PLA at Oakton are:

- Decisions about the awarding of credit for prior learning rest with the faculty in the
discipline. They determine whether or not to accept standardized tests as evidence of
learning, and what scores must be obtained on these tests; they assess portfolio or
other evidence of learning. The one exception to this is that so long as Oakton
participates in the Council for Adult and Experiential Learning (CAEL) Learning Counts
program, the College is obliged to accept credit through this program.

- The College is not obliged to award credit if the evidence of learning does not
demonstrate the student has the knowledge, skills and behaviors expected of students
who successfully complete the course for which credit is sought.

- The PLA program is housed within Academic Affairs, and includes collaboration between
Academic and Student Affairs in its design, implementation and evaluation. Support
from Information Technology and Accounting Services will also be required.
Preparation and delivery of PLA workshops for students and PLA faculty assessor training will be done by Oakton personnel or consultants hired by the College, and not outsourced to another agency such as CAEL. This will ensure that contents and processes align with Oakton’s policies and culture.

CAEL Standards and this Oakton Proposal

In developing this proposal, the PLA Team has used standards of good practice provided by the Council for Adult and Experiential Learning (CAEL), which has provided leadership and quality assurance in PLA for nearly forty years. The CAEL standards are provided in Appendix B.

Oakton’s Relationship with CAEL

Oakton has an existing relationship with CAEL and has learned a good deal about the assessment of prior learning, especially using portfolios, through CAEL. Two years ago Oakton became a partner with CAEL in Learning Counts, an initiative to create centralized prior learning assessment services through CAEL. Partner status is ongoing and requires Oakton to: maintain an institutional membership in CAEL; refer students to CAEL to take the portfolio preparation course (CAEL 100); and accept credit recommendations resulting from CAEL assessment of student portfolios. Though two students were referred to CAEL, none enrolled in CAEL 100 or submitted portfolios. Oakton will remain a partner of Learning Counts unless it formally requests a change in that status.

CAEL membership is $750 per year. There is no additional fee for participating in Learning Counts.

Recommendations

The PLA Team respectfully submits the following recommendations for implementing a PLA Program at Oakton. Recommendations 1 – 9 relate to credit for prior learning in general. Recommendations 9-16 relate to credit through portfolio assessment specifically.

Recommendations related to credit for prior learning in general

1. Affirm the existing general policy regarding credit for prior learning:

   A student who has been officially accepted as an Oakton student and who has earned at least six credits at the College with a grade of “C” or better may apply credits for prior learning for no more than one-half of his or her academic program required for the certificate or associate degree being sought at Oakton Community College. Equivalency credits will be posted on the student’s transcript with the Oakton course prefix and number for which such equivalency credit is granted, and with a notation that such credits were earned through proficiency.

   A fee for assessing credit for prior learning may be levied, and if credit is awarded, tuition and/or other related fees may be charged.
Other colleges and universities may not accept credit awarded by Oakton for prior learning. Some academic programs may require grades of “A” or “B” in specific courses required for certificate or degree completion.

2. Continue to award credit for prior learning experience through existing approaches:
   a. Advanced Placement Credit (AP)
   b. College Level Examination Program (CLEP)
   c. United States Armed Forces Credit
      i. Service Credit for Health and Physical Education
      ii. United States Armed Forces Institute Credit
      iii. Defense Activity for Non-Traditional Education Support (DANTES) examinations
   d. Credits earned at a non-regionally accredited or non-recognized institution
   e. College-approved proficiency examinations
   f. Credit for previous foreign-language learning
   g. Credit for previous high school courses
   h. Credit through American Council on Education/College Credit Recommendation Service (ACE/CCRS)
      i. Credit for completion of approved apprenticeship on-the-job training experiences in fields in which the College offers a curriculum; such proficiency credits are applicable only to the specific program(s) to which these credits relate.
   j. Credit for experiential learning (but we recommend clarifying what this means, not using the term ‘experiential learning’ and revising the definition – see 4.a - 4.c.).

3. Eliminate the current prior learning provision that provides for credit through evaluation by an accredited college or university with which Oakton has contracted to provide certification of college course equivalencies through portfolio evaluation.

4. Create new approaches to award credit for prior learning:
   a. Credit through Oakton faculty affirming that successful completion of a higher level course in a sequence demonstrates the student has acquired the knowledge, skill and behavior commensurate with successful completion (grades of A, B or C) of the lower level course in the sequence. (Note: this approach is currently in effect but is not explicitly spelled out).
   b. Credit through Oakton faculty affirming the student has knowledge and skills of an Oakton course or courses through the awarding of a bachelors degree from an institution that does not require a course comparable to the Oakton course or the awarding of proficiency credit by another institution.
   c. Credit through proficiency as determined through ROADMath, Oakton’s developmental math courses. (Note, this approach is currently in effect but is not explicitly spelled out).
   d. Credit through Oakton faculty affirming that learning from non-credit courses, continuing education, professional training, licensing or similar learning alternatives demonstrates the student has acquired the knowledge, skill and behavior commensurate with successful completion (grades of A, B or C) of an Oakton course or courses.
   e. Credit through portfolio assessment by Oakton faculty (Note: this approach is currently in effect but is not well developed, organized or implemented in a systematic manner).
5. Encourage all programs/departments to review courses to determine the potential for awarding credit through prior learning assessment, using one or more of the approaches noted above.

6. Revise and use a common format, as much as possible, for all forms related to awarding credit for prior learning. This may include sign-off by dean of the division(s) in which credit is being awarded. See Appendix C for draft forms.

7. Create appropriate information regarding PLA at Oakton (e.g., a page(s) on the Oakton website, brochure for external audiences, information for Oakton personnel including faculty, advisors, etc.). Asst. VP for Academic Affairs takes the lead on this, working with College Advancement, Advising Services, and the PLA Team.

8. Adopt the following fee schedule, to be reviewed and affirmed or adjusted by the President’s Council at least bi-annually. The Portfolio Assessment activities are explained later in the proposal. We note that the recommendation for Testing Center fees is a recommendation to the Student Services, specifically Asst. Director of Student Success Leana Cuellar, who is the Learning Center administrator (the Testing Center is part of the Learning Center). The PLA Team researched fees and discovered different fees are charged for different tests. We believe the fee structure should be the same as we could discover no rationale for the differing fees.

9. Create Banner codes to permit more careful tracking of revenue generated from prior learning assessment, including fees for taking tests in the Testing Center, the Portfolio Preparation Workshop, portfolio assessment fees, the administrative fee for each credit awarded, etc.

<table>
<thead>
<tr>
<th>Approach / Activity</th>
<th>Specific fee</th>
<th>Fee per credit hour for credits awarded</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Credit for Health &amp; PED</td>
<td>None</td>
<td>None</td>
<td>Benefit extended to members of the military and veterans</td>
</tr>
<tr>
<td>US Armed Forces Institute Credit</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>DANTES</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>None</td>
<td>$15 per credit hour for each credit awarded</td>
<td>Current fee of $10 per credit hour has been in place since 1999, when it was raised from $2.00. There are administrative costs associated with reviewing materials, talking with students, transcripting credits. Use the phrase ‘Administrative fee for credits awarded.’</td>
</tr>
<tr>
<td>CLEP</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Credits earned at a non-regionally accredited or non-recognized institution</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Credit for previous foreign-language learning</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Credit for previous high school courses</td>
<td>None</td>
<td>None</td>
<td></td>
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<tr>
<td>Credit through American Council on Education/College Credit Recommendation Service (ACE/CCRS)</td>
<td>None</td>
<td>None</td>
<td></td>
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<tr>
<td>Credit for completion of approved apprenticeship on-the-job training</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Credit non-credit courses, continuing education, workshops, professional training/licensing, or proficiency awarded by another institution.</td>
<td>None</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Approach / Activity</td>
<td>Specific fee</td>
<td>Fee per credit hour for credits awarded</td>
<td>Notes</td>
</tr>
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<td>----------------------------------------------------------</td>
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</tr>
<tr>
<td>• Credit for mathematics through ROADMath</td>
<td>None</td>
<td>None</td>
<td>No form is required. After each semester ends, a report is issued through Pearson (the software that ROADMath uses) and reviewed by Bob Sompolski; then IT runs a report which applies a Math Code. Then the IT Specialist in the Registrars Offices extracts the data and awards the credit from the report.</td>
</tr>
<tr>
<td>• Tests administered in the Learning Center, including Oakton departmental proficiency exams</td>
<td>$20 fee for each test plus cost of test, postage and handling if such costs are applicable.</td>
<td>$15 per credit hour for each credit awarded</td>
<td>Departmental proficiency exams may be attempted a maximum of two times for the same course. See above for explanation of $15 per credit hours fee.</td>
</tr>
<tr>
<td>• Portfolio assessment – overview workshop (required)</td>
<td>None</td>
<td></td>
<td>Fee covers assessment of one portfolio in a discipline, which may include evidence for multiple courses within the discipline. It also includes a resubmission within 3 months of the date the initial portfolio is returned to the student.</td>
</tr>
<tr>
<td>• Portfolio assessment – portfolio assessment fee</td>
<td>$50</td>
<td>$15 per credit hour for each credit awarded</td>
<td>Fee includes assessment of one portfolio as described above.</td>
</tr>
<tr>
<td>• Portfolio assessment – portfolio preparation workshop (optional unless required by Asst. Dean of Academic Affairs)</td>
<td>$100</td>
<td>$15 per credit hour for each credit awarded</td>
<td>Departmental proficiency exams may be attempted a maximum of two times for the same course. See above for explanation of $15 per credit hours fee.</td>
</tr>
</tbody>
</table>

**Recommendations related to credit through portfolio assessment specifically**

10. Terminate participation in CAEL’s Learning Counts in Fall 2013, when Oakton’s own portfolio assessment program is launched.

11. Assign the Assistant Dean for Academic Affairs the responsibility for implementing portfolio assessment in collaboration with others in Academic Affairs, Student Affairs, Information
Technology and Accounting Services.

12. Design, prepare materials for, and deliver two workshops for students interested in portfolio assessment. Contract with outside consultant to design and prepare materials and, potentially to deliver the workshops and/or train Oakton personnel to do so.

- Overview – required one-hour workshop for all students interested in portfolio assessment. They must participate before being permitted to submit a portfolio or take the portfolio preparation workshop. No fee.

- Portfolio Preparation – optional non-credit workshop of approximately 20 contact hours to teach students how to prepare portfolio and have them actually create a portfolio. Optional except Asst. VP may require the workshop for students who have submitted portfolios that are of such poor quality that student will not be permitted to submit a new portfolio before participating in the workshop. Fee includes assessment of one portfolio. The rationale for the fee is that it includes the workshop and assessment of one portfolio, and is at an amount that conveys seriousness of both the workshop and of the students within it. $100 fee recommended.

13. Design, prepare materials for, and deliver a training workshop for faculty assessors. Faculty assessors, full and part-time faculty, must successfully complete the workshop before assessing portfolios. Part-time faculty must be recommended by their department chairs. Part-time faculty will be compensated in accordance with Adjunct Faculty Association negotiated agreement. Anticipate the workshop will be approximately six hours.

14. Assessors will be compensated the full-time faculty substitute pay rate for each course for which a student is seeking credit through portfolio assessment. The same compensation will be used for full and part-time faculty assessors. For example, if the substitute pay rate is $35/hour, the faculty assessor will be paid $35 for each course, regardless of the course credit hours. A faculty member assessing a portfolio for which a student is seeking credit in two courses will be paid two-times the substitute pay rate, etc. If more than one faculty assessor is needed to assess a portfolio, each person will be paid for the specific course for which he or she is assessing the evidence of learning.

15. Launch portfolio assessment with specific focus on five CTE programs: Computer Information Systems, Fire Science, Graphic Design, Human Services, and Law Enforcement. The rationale is that these programs have large enrollments, include all four divisions, and have a number of skill-based courses.

16. Specific recommendations regarding the portfolio, which is a compilation of evidence that the student has the knowledge, skills and behaviors of students who have successfully completed (grades of A, B, C) the course(s) for which credit is sought, include:
A portfolio is a compilation of evidence in a specific discipline. Evidence may relate to one or more Oakton courses within the discipline. A student seeking credit for courses in more than one discipline must submit a separate portfolio for each discipline.

A fee of $50 for the assessment of each portfolio will be charged regardless of the number of courses within the discipline for which the student is seeking credit. The portfolio preparation workshop fee includes assessment of one portfolio.

Student must identify the Oakton course(s) for which credit is being sought.

Assessments will be done by faculty in the discipline who have successfully completed the faculty assessor workshop. More than one faculty member in the discipline may assess a single portfolio if their course-specific expertise is needed.

Faculty assessors may require meetings with students to discuss portfolios.

Faculty may determine the portfolio provides evidence of learning in additional or other courses in the discipline beyond the one(s) identified by the student submitting the portfolio.

The faculty assessor(s) will provide feedback to the student regarding the adequacy and quality of evidence presented in the portfolio. The feedback must be in writing and is intended to provide guidance to students whose evidence is not adequate to demonstrate learning as well as affirmation of excellent evidence.

17. Portfolio resubmissions. A student who does not receive credit for the course(s) for which the portfolio was assessed may resubmit the portfolio one time for no additional fee. The student may have received credit for some courses and resubmit only for the courses for which credit was not approved. The resubmission must take place within three months of the date the original portfolio was returned to the student. A portfolio resubmitted after this period will be considered a new portfolio and the portfolio assessment fee will be charged.

**Portfolio Assessment Process for Student**

The process a student would follow to obtain credit through portfolio assessment is depicted in the following schematic.
Process for Portfolio Assessment

Student pursues academic advising or meets with program/department chair

Advisor or chair provides basic information / screens for portfolio assessment (e.g., does student seem viable candidate, work experience, etc.). Is there potential?

End of portfolio assessment

Student meets with portfolio assessment advisor (to be determined), who explains portfolio assessment and determines interest; advisor consults with chairs as appropriate to determine if student’s prior learning is relevant (chair provides advice but cannot stop student from submitting portfolio).

Required Portfolio Assessment Overview

Asst. Dean for Academic Affairs reviews draft portfolio for general content and format; may require student to take Portfolio Preparation Workshop

Faculty assessor sends credit recommendation to Asst. Dean

End of portfolio assessment

Student prepares portfolio

Student does not prepare portfolio. End of portfolio assessment

Asst. Dean submits portfolio to faculty assessor – assessor may require meeting with student to discuss portfolio

Portfolio returned to Asst. Dean and then to student for revision / resubmission

Credit awarded; Asst. Dean informs Registration Services; student pays administrative fee for awarding credit

Portfolio returned to Asst. Dean and then to student for revision / resubmission

Student does not prepare revised portfolio. End of portfolio assessment

Student submits revised portfolio. One revision per portfolio is permitted.

Student does not prepare portfolio.
The PLA Team recommends the following timeline for implementing a revised credit for prior learning program and portfolio assessment in particular. Because portfolio assessment is both new and more complicated than other forms of credit for prior learning, the timeline devotes more detail to this approach.

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
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<tbody>
<tr>
<td>November, 2012</td>
<td>• Informational meetings with IT and Accounting Services to discuss general contents of PLA recommendation and support needed from IT and Accounting Services (specific details to come later).</td>
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<tr>
<td></td>
<td>• Meeting with Joi Smith and Sebastian Contreras, Jr., to discuss general contents of PLA recommendation and, in particular, the role of Student Affairs in portfolio assessment.</td>
</tr>
<tr>
<td></td>
<td>• Meeting with Academic Council to discuss general contents of PLA recommendation and, in particular, the recommendation to begin portfolio assessment with six specific CTE programs: Computer Information Systems, Fire Science, Graphic Design, Human Services, and Law Enforcement.</td>
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<td></td>
<td>• Meeting with chairs/deans of the six specific CTE programs.</td>
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<td></td>
<td>• Meet with Faculty Senate (November 13) and COCAC (November 26) to discuss general contents of PLA recommendations.</td>
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<tr>
<td>January, 2013</td>
<td>• Revise existing prior learning assessment (now called Alternative Credit) policies. Policies are general so details of procedures and implementation are not needed at this time.</td>
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<td>• Revise catalog copy to comport with revised policies.</td>
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<td>• Consultant(s) begin design and preparation of materials for Portfolio Assessment Overview, Portfolio Preparation Workshop, and Faculty Assessor Training.</td>
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<tr>
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<td>• Revise and finalize prior learning assessment plan and procedures.</td>
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<td>• Finalize guides for advisors and for students.</td>
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<td>• Convene informational meeting with advisors, student development faculty and other staff members.</td>
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<tr>
<td>February</td>
<td>• Revise prior learning assessment forms.</td>
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<td>• Recruit faculty assessors.</td>
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<tr>
<td>March</td>
<td>• Complete design and materials for Faculty Assessor Training.</td>
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<td></td>
<td>• Hold Faculty Assessor Training.</td>
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<td></td>
<td>• Complete design and preparation of materials for Portfolio Assessment Overview and Portfolio Preparation Workshop.</td>
</tr>
<tr>
<td>April-July</td>
<td>• Finalize details.</td>
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<td>• Train advisors and other relevant staff.</td>
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<tr>
<td>August</td>
<td>• Launch revised prior learning assessment program and, specifically, portfolio assessment.</td>
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<td></td>
<td>• Schedule and deliver Portfolio Assessment Overview.</td>
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<tr>
<td>TO BE CONTINUED</td>
<td>•</td>
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</tbody>
</table>
Next Steps

The final proposal is being submitted to the Vice President for Academic Affairs in early December. The team expects the Vice President and team will collaborate to determine who will take the lead on executing necessary tasks for implementing Oakton’s new Prior Learning Assessment program, and move forward.

The proposed timetable is tight and will require fairly rapid decisions regarding revisions and acceptance of the proposal. Delays will necessitate revisiting the implementation plan and/or timetable.
Appendix A

Power Point Presented to Faculty Senate and COCAC – November 2012

A Proposal for the Assessment of Prior Learning, November 2012

Prior Learning Assessment Team:
Trudy Bers, Vincent Donehue Jr, Doris Grometh, Adam Hayashi, George Scharm, Jillian Verstraete, Lynn Woodbury, with Donna Younger

Overview

Prior learning assessment (PLA), refers to all avenues through which students might earn credit by presenting acceptable evidence of learning outside of Oakton courses or the transfer of credits from other colleges and universities.

Key Terms

**Portfolio assessment,**
refers to a specific approach to awarding credit for prior learning.
Students present a portfolio that demonstrates they have the knowledge, skills and behaviors expected of students who successfully complete the Oakton course for which prior learning credit is awarded.

Key Terms

**Credit for prior learning,**
is awarded for learning, as assessed through evidence - credit is not awarded for experience or activities.

Principles of PLA at Oakton

- Decisions about awarding credit rest with the faculty in the discipline
- Oakton is not obliged to award credit
- The PLA program is housed within Academic Affairs
- Preparation and delivery of PLA workshops for students and faculty assessors will be done by Oakton personnel and not outsourced

Recommendations (General)

Recommendations 1-6, relate to credit for prior learning in general, pages 3-4 in proposal

1) **Affirm existing general policies**
A student who has earned at least six credits at Oakton with a grade of "C" or better may apply credits for prior learning. Credit for prior learning can be used for no more than one-half of his or her academic program.

2) **Continue to award credit through existing approaches**
Recommendations (General)

3) Eliminate current portfolio provision to outsource evaluation. Current policy provides for credit through evaluation by an accredited college or university with which Oakton has contracted to provide certification of college course equivalencies through portfolio evaluation.

4) Create new approaches to award credit for prior learning, through Oakton faculty affirming:
   a. Successful completion of a higher level course in a sequence.
   b. The student has knowledge and skills of an Oakton course (based on evidence).
   c. Credit through proficiency as determined through ROADMath, Oakton’s developmental math courses.
   d. Learning from non-credit courses, continuing education, professional training, licensing or similar learning alternatives.
   e. Evidence in portfolio.

Recommendations (General)

5) Revise and use a common format for all forms.
6) Create appropriate information, internal & external, regarding prior learning assessment (PLA).
7) Adopt a new fee schedule.
8) Create banner codes to permit more careful tracking of revenues.

Recommendations (Specifically)

Portfolio Assessment (Specifically)
Recommendations 9-16, relate to credit through portfolio assessment, pages 6-8 in proposal.

9) Terminate participation in CAFIPS 1 Learning Counts in fall 2013.
10) Assign the Assistant Dean of Academic Affairs responsibility for implementation.

Recommendations (Specifically)

Portfolio Assessment (Specifically)

11) Two workshops for students interested in portfolio assessment;
   Overview – 1 hour, free. 
   Portfolio Preparation – optional, approximately 20 contact hours, teach students how to prepare portfolio, have them create a portfolio. $100 fee recommended which (includes workshop and assessment of one portfolio).

12) Faculty Assessor Workshop:
   Training workshop for faculty assessors. Faculty assessors, full and part-time faculty, must successfully complete the workshop before assessing portfolios.

13) Faculty assessor compensation:
   Assessors will be compensated the full-time faculty substitute pay rate for each course for which a student is seeking credit through portfolio assessment.
Recommendations
Portfolio Assessment (Specifically)

14] Launch with focus on six CTE programs:
   Computer Information Systems (CIS);
   Fire Science (FIR); Graphic Design (GRD);
   Human Services (HSV); Law Enforcement
   (LAE); Nursing (NUR)

15] Specific recommendations regarding portfolios:
   - A portfolio is a compilation of evidence in a
     specific discipline
   - $50 assessment fee for each portfolio
   - Student must identify the Oakton course(s)
     for which credit is being sought
   - Assessments will be done by faculty in the
discipline who have successfully completed
the faculty assessor workshop

- Faculty may determine the portfolio provides
  evidence of learning in additional or other
courses in the discipline beyond the one(s)
  identified by the student submitting the portfolio
- The faculty assessor(s) will provide feedback to
  the student

16] Portfolio resubmissions:
   - A student may resubmit the portfolio one
time for no additional fee
   - The student may resubmit only for the
courses for which credit was not approved
   - The resubmission must take place within
   three months after the original portfolio was
   returned to student
   - A portfolio resubmitted after this period will
   be considered a new portfolio and portfolio
   assessment fee will be charged.

Portfolio Process for Students

See “Process for Portfolio
Assessment,” p. 9 in proposal

Suggested Timeline

Launch Fall 2013
See pp. 10-11 in Proposal for details
Next Steps

1) Feedback to Prior Learning Assessment Team
   Send to tbers@oakton.edu by November 29

2) Submit revised policies to Board of Trustees
   (spring)

3) Implement
   PLA team and Vice President of Academic
   Affairs will collaborate to determine who will
   take lead on various implementation steps.
Appendix B

Council on Adult and Experiential Learning (CAEL) Standards

1. Credit should be awarded only for learning and not for experience.

2. College credit should be awarded for college level learning.

3. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.

4. Competence levels and credit awards must be made by subject matter/academic experts.

5. Credit should be appropriate to the academic context in which it is accepted.

6. Credit awards and transcript entries should be monitored to avoid duplicating credit.

7. Policies and procedures (including appeals) should be fully disclosed and prominently available.

8. Fees charged for assessment should be based on services not amount of credit.

9. Personnel involved in assessment should receive adequate training.

10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised.
Appendix C

New and Revised Credit for Prior Learning Forms

- Credit for Previous Foreign Language Experience
- Credit for Standardized Examination - (Advanced Placement/AP, DANTES, CLEP, ACE-CCRS)
- Credit through Military Services - (Service Credit for Health & PED, US Armed Forces Institute Credit)
- Credit through Portfolio Assessment - Student Application
- Credit through Portfolio Assessment – Faculty Certification
- Credit through Portfolio Assessment - Certification to Registrar Services to Award Credit through Portfolio Assessment
- Credit by Departmental Proficiency Examination
- Credit for Non-credit Courses, Workshops, Professional Training / Licensing, and proficiency awarded by another institution.
- Request for Evaluation of Credits from Other Schools or Sources - (current form)
Prior Learning Assessment
Credit for Previous Foreign Language Experience
In compliance with Oakton Board of Trustees Policy 6109

If you have earned at least six credits at Oakton with a grade of C or better, you may apply credits for learning experiences for no more than one-half of your academic program required for graduation.

Name: __________________________________________________________________________
Address: ________________________________________________________________________

Telephone: Home: __________ Work: __________ Cell: ________________________________
Email: __________________________________________________________________________
Oakton ID or SSN: ____________________________________________________________________

I am applying for previous foreign language experience credit for this course(s).

Course Prefix, Number and Title: ____________________________________________________ Credit Hours: ______

____________________________________________________

Signature:___________________________________________ Date:__________________________

For Office Use Only

To: Director of Registrar Services
From: ____________________ Chair, Modern Languages

The above-named student has completed the following foreign language course(s) with a final grade of B or higher:

Course Prefix, Number and Title: ____________________________________________________ Credit Hours: ______

____________________________________________________

Proficiency credit is to be awarded for the following course(s):

Course Prefix, Number and Title: ____________________________________________________ Credit Hours: ______

____________________________________________________

Signature:___________________________________________ Date:__________________________
Chair of Modern Languages

Signature:___________________________________________ Date:__________________________
Dean of the division

To: Cashier’s Office
From: ____________________ Chair, Modern Languages
Signature of Chair

Administrative fee for awarding PLA credit: $__________

Signature of Clerk Date

Signed copies to: Asst. Dean for Academic Affairs, Chair, Division office, Student
Prior Learning Assessment
Credit for Standardized Examination
(Advanced Placement/AP, CLEP, DANTES, ACE-CCRS)
In compliance with Oakton Board of Trustees Policy 6109

If you have earned at least six credits at Oakton with a grade of C or better, you may apply credits for learning experiences for no more than one-half of your academic program required for graduation.

Name: __________________________________________________________________________
Address: ________________________________________________________________________

Telephone: Home: ___________________ Work: ___________________ Cell: ___________________
Email: __________________________________________________________________________
Oakton ID or SSN: _________________________________________________________________

I am applying for credit for this course(s) based on my score on a standardized examination such as AP, CLEP or DANTES. I have submitted my official test results to the Oakton Office of Registrar Services.

Course Prefix, Number and Title: ___________________________ Credit Hours: ____________
________________________________________________________________________________
________________________________________________________________________________
Signature: ___________________________ Date: __________________________

For Office Use Only

The above-named student has submitted an official record of the standardized examination and is/is not eligible for credit:

Examination: ____________________________ Score: ____________ Score meets requirement for awarding credit (Y/N) ____________________________

☐Yes ☐No ____________________________ ____________ ____________________________ ____________

☐Yes ☐No ____________________________ ____________ ____________________________ ____________

☐Yes ☐No ____________________________ ____________ ____________________________ ____________

Signature: ___________________________ Date: __________________________
Registrar Services

To: Cashier’s Office
From: Registrar Services

Administrative fee for awarding PLA credit: (note there is no fee for DANTES): $ ____________

Signature of Clerk _______ Date __________

Signed copies to: Asst. Dean for Academic Affairs, Chair, Division office, Student
Prior Learning Assessment
Credit through Military Services
(Service Credit for Health & PED, US Armed Forces Institute Credit)

In compliance with Oakton Board of Trustees Policy 6109

If you have earned at least six credits at Oakton with a grade of C or better, you may apply credits for learning experiences for no more than one-half of your academic program required for graduation.

Name: ___________________________________________
Address: __________________________________________
Telephone: Home:_______________________ Work:__________________________ Cell:____________________________
Email: __________________________________________________________________________________________________
Oakton ID or SSN: ___________________________________________

I am applying for credit for this course(s) based on my score on a standardized examination such as AP, CLEP or DANTES. I have submitted my official test results to the Oakton Office of Registrar Services.

Course Prefix, Number and Title: ____________________________ Credit Hours: ____________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Signature:___________________________________________ Date:__________________________

For Office Use Only

The above-named student has submitted an official record or document verifying he/she has met requirements for credit:

Document: Course Prefix, Number and Title: Credit Hours:
___________________________________________
___________________________________________
___________________________________________

Signature:___________________________________________ Date:______________

Registrar Services

To: Cashier’s Office
From: Registrar Services

Administrative fee for awarding PLA credit: (note there is no fee for credit through military service: $____________

Signature of Clerk

Date

Signed copies to: Asst. Dean for Academic Affairs, Chair, Division office, Student
Prior Learning Assessment
Credit through Portfolio Assessment
Student Application

In compliance with Oakton Board of Trustees Policy 6109

Complete a separate form for each course for which credit is being sought.

If you have earned at least six credits at Oakton with a grade of C or better, you may apply credits for learning experiences for no more than one-half of your academic program required for graduation.

Name: __________________________  _______________________________________
Address: ___________________________________________________________________
Telephone: Home:_______________________Work:__________________________Cell:______________________________
Email:______________________________________________  ____________________________________________
Oakton ID or SSN:_______________________________________________________

I am applying for credit for prior learning through portfolio assessment for this course.

Course Prefix, Number and Title: __________________________  Credit Hours: __________

______________________________________________________________

I understand that Oakton College reserves the right to review the evidence of learning outcomes achieved through prior learning, to determine Oakton course equivalencies for this prior learning, to evaluate the extent to which evidence indicates knowledge and skills commensurate with those expected of a student earning a C in the course(s), and to award Oakton credit accordingly. Some programs may require a minimal grade of “A” or “B” for alternate credit to be awarded. I further understand that submission of evidence does not in any way obligate the College to award credit.

Signature:____________________________________  Date:__________________________

The Oakton Community College Board of Trustees recognizes that college-equivalent learning can result from a variety of experiences. Therefore, provision is made for students with wide varieties of educational experiences to convert their experiences into college credit on the basis of demonstrated evidence of their having achieved learning objectives, knowledge and skills equivalent to those expected of a student successfully completing the equivalent course at Oakton.

A fee of $50 for each portfolio will be charged. A portfolio may include evidence of one or more courses within a single discipline. If credit is awarded, an administrative fee for awarding credit will also be charged.

To:  Cashier’s Office
From:  Asst. Dean of Academic Affairs

Portfolio assessment fee ($50 for each portfolio to be assessed)  $__________

Signature of Clerk  __________________________  Date

Signed copies to: Asst. Dean of Academic Affairs, Chair, Division office, Student
Prior Learning Assessment
Credit through Portfolio Assessment
Faculty Certification
In compliance with Oakton Board of Trustees Policy 6109

Student Name: ____________________________________________________________
Address: ____________________________________________________________________________________________
__________________________________________________________________________________________
Telephone: Home: ___________________ Work: ___________________ Cell: ___________________ Email: __________________________________________
Oakton ID or SSN: ________________________________________________________________

For Office Use Only

To be completed by Faculty member, whether or not credit is recommended. Evidence assessed must remain on file in the Office of the Asst. Dean for Academic Affairs for five years.

Describe the evidence and process for assessing the evidence that was used to evaluate whether or not learning outcomes, knowledge and skills commensurate to those expected of a student earning a C or higher grade in the equivalent Oakton course(s) were demonstrated. Where credit for prior learning is recommended, indicate equivalent Oakton courses.

<table>
<thead>
<tr>
<th>Evidence assessed</th>
<th>Process for assessing</th>
<th>Equivalent Oakton Course: Prefix – Number – Title</th>
<th>Do you recommend credit for this course (Yes or No)</th>
<th>Oakton Credits (if credit is recommended)</th>
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</tbody>
</table>

Signature: __________________________________ Date: ___________________
Faculty

Signature: __________________________________ Date: ___________________
Dean of the division

Signed copies to: Asst. Dean for Academic Affairs, Chair., Division office, Student
Prior Learning Assessment  
Credit through Portfolio Assessment  
Certification to Registrar Services to Award Credit through Portfolio Assessment  
In compliance with Oakton Board of Trustees Policy 6109

For Office Use Only

| Student Name:   _____________________________________________ |
| Address: __________________________________________________ |
| Telephone: Home:_______________________Work:__________________________Cell:______________________________ |
| Email: _____________________________________________________ |
| Oakton ID or SSN: ____________________________________________ |

Based on the assessment of student portfolios by Oakton faculty, the student named above should be awarded credit in the following Oakton courses after payment of the administrative fee for awarding credit for prior learning.

<table>
<thead>
<tr>
<th>Oakton Course: Prefix – Number – Title</th>
<th>Number of Oakton credits</th>
<th>Administrative fee (approved fee x credits)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Signature: ___________________________________________ Date: ________________

Asst. Dean for Academic Affairs

Signed copies to: Registrar Services, Student
Prior Learning Assessment
Credit by Departmental Proficiency Examination
In compliance with Oakton Board of Trustees Policy 6109

If you have earned at least six credits at Oakton with a grade of C or better, you may apply credits for learning experiences for no more than one-half of your academic program required for graduation.

Name: ___________________________________________ Address: ___________________________________________

Telephone: Home: ___________________ Work: ___________________ Cell: ___________________
Email: __________________________________________________________________________________________
Oakton ID or SSN: _____________________________________________________________

I wish to take a proficiency examination(s) in the following course(s). Include course prefix, number of complete title.

Course Prefix, Number and Title: ____________________________ Credit Hours: ____________
___________________________________________________________________________________________

Proficiency examinations are given by Oakton Community College for only certain courses listed in the current catalog. Credits will be awarded only to students who have already earned at least 6 semester credit hours at Oakton with a grade of “C” or better.

Signature: __________________________________ Date: __________________

Prior to scheduling the examination, you must pay a fee for the test. The fee for taking the proficiency examination is non-refundable. Should you fail the examination, your fees will not be refunded nor will they be applied to any other financial obligation at Oakton Community College. The maximum number of times you may take the proficiency examination for the same course an administrative fee for awarding credit will be charged.

For Office Use Only

Test Administration fee $_____________ OCC Receipt # ___________ Date: ________________

Administrative fee for awarding PLA credit: $_____________ OCC Receipt # ___________ Date: ________________

To: Registrar Services
From: Sebastian Contreras, Jr., Director of Student Success

The proficiency examination was administered to the student named above.

Course prefix, number and title: _______________________________________________________

The results of the examination are: ☐ Pass ☐ Fail Semester credit hours to be awarded: ____________

Signature: ___________________________ Date: __________________
Faculty evaluating test

Signature: ___________________________ Date: __________________
Dean of the division

Signature: ___________________________ Date: __________________
Sebastian Contreras, Jr.

Signed copies to: Asst. Dean for Academic Affair, Chair, Division office, Director of Student Success, Student
Prior Learning Assessment
Credit for Non-Credit Courses, Continuing Education, Workshops, Professional Training / Licensing, Proficiency Awarded by Another Institution
In compliance with Oakton Board of Trustees Policy 6109

If you have earned at least six credits at Oakton with a grade of C or better, you may apply credits for learning experiences for no more than one-half of your academic program required for graduation.

Name: ________________________________________________________________________________________________
Address: ______________________________________________________________________________________________
Telephone: Home:_______________________Work:__________________________Cell:______________________________
Email:______________________________________________
Oakton ID or SSN:_______________________________________________________

I am applying for credit for learning that occurred in non-credit courses, continuing education, workshops, professional training / licensing, or proficiency awarded by another institution. I believe this is equivalent to the learning that would occur in the following Oakton course(s):

Course Prefix, Number and Title: ____________________________________________ Credit Hours: __________
________________________________________________________________________________
________________________________________________________________________________

I understand that Oakton College reserves the right to review the evidence of learning outcomes achieved through prior learning, to determine Oakton course equivalencies for this prior learning, to evaluate the extent to which evidence indicates knowledge and skills commensurate with those expected of a student earning a C in the course(s), and to award Oakton credit accordingly. Some programs may require a minimal grade of “A” or “B” for alternate credit to be awarded. I further understand that submission of evidence does not in any way obligate the College to award credit.

Student Signature:___________________________________________     Date:__________________________

Submit to Department Chair

For office use only – to be completed by Department Chair

Describe the evidence and process for assessing the evidence that was used to evaluate whether or not learning outcomes, knowledge and skills commensurate to those expected of a student earning a C or higher grade in the equivalent Oakton course(s) were demonstrated. Where proficiency credit is recommended, indicate equivalent Oakton courses.

<table>
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<tr>
<th>Evidence assessed</th>
<th>Process for assessing</th>
<th>Equivalent Oakton Course: Prefix – Number – Title</th>
<th>Do you recommend credit for this course (Yes or No)</th>
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</tr>
</tbody>
</table>

Signature: _______________________________________________  Date: ________________

Faculty

Signature: _______________________________________________  Date: ________________

Dean of the division

Signed copies to: Registrar Services (original), Student, Dean of the Division (copies)
Request for Evaluation of Credits from Other Schools or Sources

Note: Complete this form only if you are requesting a transfer of credits from a U.S. institution. If you wish to have credits transferred from a foreign (including Canadian) institution, please see a credential analyst.

Name ___________________________________________________________ Student ID No. _____________________________

Last First MI

Address ______________________________________ City ________________________________ State/Zip _______________

Major at Oakton ________________________________ Educational Plans: ☐ A.A. ☐ A.S. ☐ A.A.S. ☐ A.F.A. ☐ A.S.E.

(check one) ☐ Certificate

List below the schools or sources from which you wish to have credits transferred. Where necessary, be sure to include on the line provided any other name, such as a maiden name, that may appear on your record. If you have not already done so, request each of the schools below to forward an official transcript of your work to:
Enrollment Center, Oakton Community College, 1600 East Golf Road, Des Plaines, IL 60016-1268.

All transcripts listed below must be on file in order for the evaluation process to begin.

School or source: ___________________________________________________________________________________________

School or source: ___________________________________________________________________________________________

School or source: ___________________________________________________________________________________________

School or source: ___________________________________________________________________________________________

Name on records if different from your present name: ______________________________________________________________

If any of the above transcripts have previously been evaluated by Oakton, please indicate which ones.

________________________________________________________________________________________

I hereby request that my transcripts from the above institutions be evaluated.

Signature of Student ___________________________ Date ___________________________