

MILITARY JST

1) Curriculum Committee

- a) Discipline faculty propose courses to allow JSTs

2) Student submission process

- a) Submit request (form) and ACE transcript(s) to A&R through incoming transcript evaluation process

3) Approval process

- a) Evaluators review for credit
- b) Courses not previously approved submitted to discipline faculty for review and approval/denial

CREDIT-BY-EXAM

1) Curriculum Committee

- a) Discipline faculty propose courses to allow credit-by-exam

2) Student submission process

- a) Submit request (form) to discipline Division Office

3) Approval process

- a) Discipline faculty sets exam and grading scale – notified to student
- b) Discipline faculty facilitates and grades the exam
- c) Disciplines faculty submits results to A&R (Jeff)

CREDIT-BY-PORTFOLIO

1) Curriculum Committee

- a) Discipline faculty propose courses to allow credit-by-portfolio
- b) Required/possible materials/criteria

2) Student submission process

- a) Submit request (form) to discipline Division Office

3) Approval process

- a) Discipline faculty review and score portfolio according to a rubric
- b) Discipline faculty will submit results to A&R (Jeff)

CREDIT-BY-INDUSTRY-RECOGNIZED-TRAINING

1) Curriculum Committee

- a) Discipline faculty propose courses to allow credit-by-industry-recognized-training
- b) Required certification/license/credential/coursework and agency having jurisdiction with what courses they count for

c) Recency

2) Student submission process

a) Submit request (form) and certification/license/credential to A&R through incoming transcript evaluation process

3) Approval process

a) Evaluators review for credit

i) Verify certification/license/credential

ii) Verify recency

iii) If not recent, faculty review

b) Certifications/licenses/credentials not previously approved submitted to discipline faculty for review and approval/denial

RECOMMENDATIONS

- 1) Approved courses and methods, required materials, and criteria are posted on a website
- 2) Curriculum Committee CPL course proposal process added to CNET
- 3) For ACE transcripts, approved courses entered in Banner and DegreeWorks
- 4) Use a single form for Credit-by-Exam and Credit-by-Portfolio requests
- 5) Credit for industry recognized training and ACE transcripts added to (incoming) transcript evaluation process
- 6) Use P/NP for grading outside of credit-by-exam
- 7) Copy of exam and rubric housed in Division office
- 8) Credit by portfolio criteria could include:
 - a) Narrate the same techniques as class - theories, experiences, learning exercises
 - b) Can include certifications/licenses/credentials not industry recognized
 - c) Verified via signature, recommendation letter, etc.
 - d) Continuing education
 - i) Course outline, learning objectives, etc.
 - e) Promotions: describe/demonstrate additional responsibilities, experiences, and learnings
- 9) CPL coordinator position or taken over by CTE Committee

CONCERNS

- 1) Examination/portfolio grading/evaluation can be extremely time consuming and lot of work – additional compensation needed (FA is planning to negotiate)
- 2) Financial aid implications/limitations
- 3) Certifications must come from recognized accrediting organization – who determines this?
- 4) Was the certification exam offered in a proctored testing environment?

- 5) Appeals process for any student?
- 6) Noncredit transcript evaluation before transcripts go to the evaluator – probably a counselor
- 7) A&R has to coordinate with Chabot about transcript requirements/changes