**Peralta Community College District**

**Credit for Prior Learning (CPL)  
  
Faculty Role**

**DRAFT Faculty Process**

**DRAFT Faculty Tasks**

**THE BENEFITS!**

Credit for prior learning (CPL) is a strategy to help students get credit for what they already know and can do, saving them time and money on their educational path. [Research (Opens in a new window)](https://www.cael.org/pla/publication/fueling-the-race-to-postsecondary-success) indicates that students who earn CPL:

* are roughly twice as likely to complete a degree than those who do not;
* accumulate more credits through coursework at the institution than their counterparts, which translates to increased enrollment for colleges;
* save an average of 6-10 months in time to degree compared to their non-CPL counterparts.

**The Credit for Prior Learning (CPL) Umbrella**

Several CPL assessment tools already exist in Peralta.

* Advanced Placement (AP) Tests AP
* Internation Baccalaureate (IB) IB
* College Level Examination Program (CLEP) CLEP
* Credit By Exam (Exam can be a written test or skills demonstration) CBE

We now have the opportunity to add these CPL assessment tools (through faculty evaluation of appropriateness):

* Portfolio Review Portfolio
* Military Transcripts JST
* Industry Certifications Ind. Cert.

**Faculty Role to make course CPL eligible**

Discipline Faculty make the decision

Interested in making a course eligible for CPL?

1. Any classes you think are appropriate for CPL eligibility

2. Imagine how student could show prior learning:

* Military transcript (JST)
* Industry Certification/Credential
* Student Portfolio
* Credit By Exam

3A. Evaluate JST/certifications/credentials and give them the thumbs up

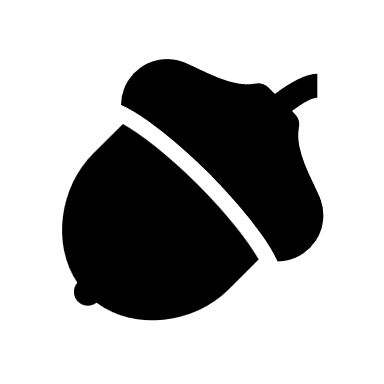
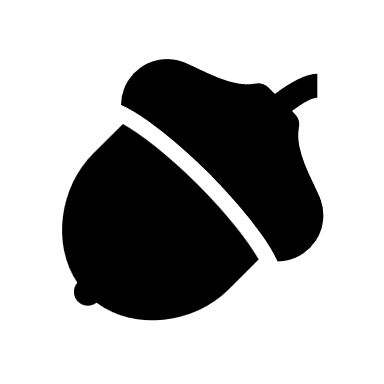
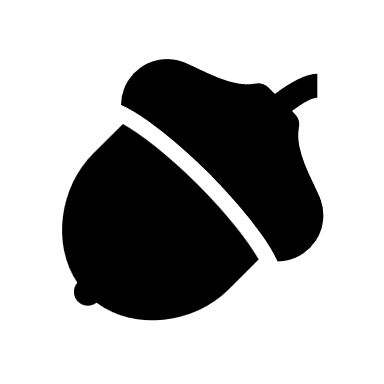
or

3B. Create a portfolio rubric

or

3C. Create a credit by Exam

4. Work with CPL Lead who will take the documents and house them in the appropriate areas

**Today:**  
  
 Review “old” faculty process to make course CPL eligible  
  
 -v-   
  
 Propose draft updated faculty process to make course CPL eligible  
 remove several faculty steps  
 streamline process  
 expedite time it takes to make course CPL eligible



**Current Faculty Process for Course CPL Eligibility**

Current Faculty Process for course CPL Eligibility

* 1. Review the Peralta CPL website and the resources to familiarize yourself with CPL.



1. Contact the CPL Coordinator at cpl@peralta.edu
2. Meet with the CPL Coordinator:

1. Evaluate the course(s) student learning outcomes for appropriateness for CPL.

2. Review and possibly strengthen the course SLOs to support effective CPL assessment.

3. Determine the method(s) of assessment that best suits this course.

a. Industry certification, military transcript, portfolio review, credit by exam.

b. More than 1 method of assessment may be viable, so explore all possibilities.

1. If you determine that the course is a great fit for CPL, inform your department Chair and colleagues and bring them into the conversation.
   1. If the course is being offered at more than one college, all college’s offering the course must use the consultation process to determine CPL.

5A. If Portfolio Review or Credit by Exam is a method of assessment for your course, collaborate with at least one other faculty discipline expert to develop a rubric or exam. The exam can be a written test or can be a skills demonstration. (A CPL Portfolio rubric template will be provided for you.)

1. All colleges offering the course must also agree on an identical Credit By Exam and/or Student Portfolio.

5B. If Industry Certification or Military Transcript is a method of assessment for your course, you will need to provide a copy of the certificate and/or military transcript information to the CPL Coordinator. The Coordinator can also help you determine which military transcripts align with your course learning outcomes by using the [ACE (American council on Education)](https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx) website as a resource.

6. Course CPL method of assessment & materials brought to the Articulation Officer to evaluate any transfer/articulation implications. The Articulation Officer will make sure they meet transfer eligibility requirements (if applicable) and will sign the CPL Eligibility Approval Form as confirmation of transfer/articulation eligibility.

7. The CPL Eligibility Approval Form will then be signed by the discipline faculty, the Department Chair, and the CPL Coordinator. The CPL Coordinator will upload the form to the course in META once a proposal has been created in META.

8. Discipline faculty create a course update proposal in META and add CPL to the course. If portfolio review or credit by exam is a method of assessment for the course, the discipline faculty will upload the portfolio rubric or exam in META.

9. Course update goes to the local Curriculum Committee for approval.

10. Course update goes to district CIPD for endorsement.

11. Course update goes to BOT as informational.

* 1. Course does not get submitted to state as CPL is not a required element for State Inventory.

12. The CPL Coordinator will take the next steps to provide any necessary materials to student services and A&R. The CPL lead will add the course to the CPL Website and Course List page. The CPL lead will update the CPL data base matrix.

13. CPL Effective date will follow the appropriate effective date as defined by the annual Effective date document approved by CIPD at the beginning of each academic year.

**Proposed Draft Faculty Process for Course CPL Eligibility**

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1. Contact the CPL Coordinator at cpl@peralta.edu

2. Meet with the CPL Coordinator:

* 1. Evaluate the course(s) student learning outcomes for appropriateness for CPL.
  2. Review and possibly strengthen the course SLOs to support effective CPL assessment.
  3. Determine the method(s) of assessment that best suits this course.
     1. Industry certification, military transcript, portfolio review, credit by exam.
     2. More than 1 method of assessment may be viable, so explore all possibilities.

3. If you determine that the course is a great fit for CPL, inform your department Chair and colleagues and bring them into the conversation.

1. If the course is being offered at more than one college, all college’s offering the course must use the consultation process to determine CPL.

4A. If Portfolio Review or Credit by Exam is a method of assessment for your course, collaborate with at least one other faculty discipline expert to develop a rubric or exam. The exam can be a written test or can be a skills demonstration. (A CPL Portfolio rubric template will be provided for you.)

1. All colleges offering the course DO NOT NEED TO AGREE ON A COMMON EXAM OR RUBRIC.

4B. If Industry Certification or Military Transcript is a method of assessment for your course, you will need to provide a copy of the certificate and/or military transcript information to the CPL Coordinator. The Coordinator can also help you determine which military transcripts align with your course learning outcomes by using the [ACE (American council on Education)](https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx) website as a resource.

5. Course CPL assessment and materials are brought to the Articulation Officer to evaluate any transfer/articulation implication. The Articulation Officer will make sure they meet transfer eligibility requirements (if applicable) and will sign the CPL Eligibility Approval Form as confirmation of transfer/articulation eligibility.

6. A [CPL Eligibility Approval Form](https://www.palomar.edu/cpl/wp-content/uploads/sites/205/2021/03/CPL-Eligibility-Approval-Form-v021.pdf) will be signed by you, your Department Chair, the Articulation Officer and the CPL Coordinator. This will be uploaded and attached to the course in META along with the portfolio rubric or exam.

1. Note: the effective date of CPL is immediately after the CPL Approval form and CPL assessment tool is uploaded in META and may be immediately updated in the college catalog or at the college’s discretion.

7. The CPL Coordinator will take the following steps:

1. Update the CPL tab with the appropriate CPL method so it will be reflected in the college catalog.
2. Upload the Portfolio or exam to the course in META.
3. Provide any necessary materials to student services and A&R.
4. Add the course to the CPL Website and Course List page
5. Update the CPL database matrix.

**Current Faculty Tasks Delineation for Each type of CPL**

Current Faculty Task Delineation for Each Type of CPL

AP, IB, CLEP requires:

* + 1. AP, IB, CLEP processes exist outside of faculty responsibility. There is nothing for you to do.
    2. These assessment methods are on record at A/R and student scores for these tests are evaluated by the A/R evaluator. They sign off on them and assign the grade.

CBE and Portfolio require:

1. Creating an exam/portfolio rubric and clicking on Credit by Exam/Student Portfolio as CPL to the course (aka create a course update proposal in META) if the course it does not already have CBE/Student Portfolio identified on the CPL tab in META and in the catalog.
2. For every student that requests CBE/Portfolio: filling out and facilitating the process of CBE/Portfolio paperwork, working with the student to set testing/submission date, working with A/R to set up a Canvas shell for the student, grading the test/portfolio, assigning the grade, and signing off on paperwork. The exam can be a written exam or a skills demonstration.

JST and Industry Certification/Credential require:

* + 1. Evaluating a military transcript/industry certification and clicking JST/Industry Certification the transcript as CPL to the course (aka create a course update proposal in META), if the course it does not already that specific military transcript identified on the CPL tab in META and in the catalog.
    2. For every student that request CPL for THAT SPECIFIC JST/Industry Certification: There is nothing you need to do. The transcript has already made the course CPL eligible and are evaluated like AP, IB, and CLEP are evaluated.
       1. NOTE: EVERY DIFFERENT JST/industry certification will require faculty evaluation for appropriateness for CPL and uploaded to the course (aka create a course update proposal in META) as one of the types of CPL.

**Proposed Draft Faculty Tasks Delineation for Each type of CPL**

Proposed Draft Faculty Task Delineation for Each CPL

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* + - 1. AP, IB, CLEP processes exist outside of faculty responsibility. There is nothing for you to do.
      2. These assessment methods are on record at A/R and student scores for these tests are evaluated by the A/R evaluator. They sign off on them and assign a grade.

CBE and Portfolio require:

1. Creating an exam/portfolio rubric if the course does not already have CBE/portfolio identified in the catalog.
2. For every student that requests CBE/portfolio: filling out and facilitating the process of CBE/portfolio paperwork, working with the student to set testing/submission date, working with A/R to set up a Canvas shell for the student, grading the test/portfolio, assigning the grade, and signing off on paperwork. The exam can be a written exam or a skills demonstration.

Military Transcripts (JST) and Industry Certification require:

1. Evaluating a JST/Industry Cert. if the course does not already have that specific JST/Industry Cert. identified in the catalog.
2. For every student that request CPL for THAT SPECIFIC JST/Industry Cert: There is nothing you need to do. The JST/Industry Cert. has already been added to the course as CPL and are evaluated like AP, IB, and CLEP are evaluated
   * 1. NOTE: EVERY DIFFERENT JST/Industry Cert. will require faculty evaluation for appropriateness for CPL eligibility (aka create a course update proposal in META each time) as one of the types of CPL.

**Remember:**

**Faculty Role once course is CPL eligible:**

* AP, IB, CLEP, JST, Industry Cert = nothing!
* Credit By Exam and Student Portfolio:

1. Meet with student to make sure the request is suitable for CBE. Decide on timeframe for when test will be taken.

2. Request Canvas shell for the CBE/student portfolio

3. Evaluate the work and tell student the grade. (They have option to accept, decline or appeal offers of CPL)

4. If they say yes, submit the grade.



**Other Tidbits:**

* CPL was updated by the state in 2019. It revamped what CPL was.
* It now put CBE, JST, Industry Cert, & Portfolio in the same category at AP, IB, CLEP
* We do not update courses to reflect AP, IB, CLEP
* No need to update course for other CPL
* All CPL eligible courses must be identified (documented) in the college catalog
* The CPL tab in META allows that course to get pulled into the CPL section of the catalog.
* The CPL lead (or curriculum chair agreement on who does it) updates the tab in META so it will get pulled into the catalog
* Bakersfield, CCSF, - Palomar:
* “We do not have our curriculum committee approve CPL courses. This would slow down the process by a year, and it wouldn’t be effective for our students. We leave the approval to our discipline faculty - and once faculty approve a course, it takes me, on average, about two weeks to make that CPL course available for students to petition.”