Credit for Prior Learning Coordinator

Palomar College CPL Initiative

Role of Credit for Prior Learning (CPL) Coordinator: to oversee, coordinate and ensure accreditation standards regarding the Credit for Prior Learning State Initiative: [ACCJC Policy on Credit for Prior Learning](#)

Reporting Duties: Report to the Faculty Senate and Guided Pathways at the end of each semester regarding CPL data and progress campus-wide

Other Committee Duties: attend regular Curriculum Committee meetings and regular Guided Pathway meetings

Communication Duties: communicate on a regular basis with areas such as : Student Services, Articulation Office, Counselors, Faculty, Evaluations, Pathways.

- Ensure District's compliance with policy affecting prior learning and update policies as needed
- Coordinate academic and instructional practices
- Liaison between student services and instruction in terms of data collection and CPL on transcripts
- Coordinate between faculty, instruction, students and student services to create sections of CPL in Canvas as a temporary work-around for CPL transcription
- Collaborate with Articulation Officer and Transfer Center Director on practices related to CPL
- Collaborate with faculty discipline experts to identify new credit for prior learning opportunities
- Ensure equitable assessments are taking place and portfolio review includes a department approved rubric on file
- Coordinate with Student Learning Outcomes Facilitation training to ensure outcomes are CPL friendly
- PD Workshops for faculty
- CPL workshops for students
- Coordinate CPL workflow - make the student process an easy one - create a form with ATRC for this
- Messaging to students and counselors CPL opportunities
- Website development and maintenance
- Developing and overseeing CPL Intake Survey
- Resource for CPL ACE recommendations for military records
- Collaborate with Norco College on the JST/ACE state-wide database
- Collaborate and share research and best practices with CCCCO and ASCCC and other community colleges on CPL effort