
Course & Section Assignment: School Process for CPL e-Portfolio

Overview of Process

Purpose: Provide Faculty Assessor and student(s), with e-Portfolio CPL option approval, access to appropriate the LMS e-Portfolio Course.

CNM Experts: The Credit for Prior Learning (CPL) Coordinator and the Academic Affairs Director of Transfer Pathways.

Functional Units Involved: Office of Academic Affairs, School Advisors, Enrollment Services.

Beginning of Process: Student request for CPL e-Portfolio option for equivalent course credit is approved.

Final Results: Student registers for the new online section of CPLP 2097 Independent Study CPL e-Portfolio

Definitions:

CPL Coordinator: Office of Academic Affairs full-time staff member with Certificate of Mastery in in Prior Learning Assessment from the Council for Adult and Experiential Learning (CAEL).

Faculty Assessor: Full or part-time CNM faculty member with recent, relevant, teaching experience in course(s) for which CPL e-Portfolio submission is available, and, who is trained to assess student CPL portfolios according to the CNM standard (or CAEL) for CPL portfolio assessment.

CPL e-Portfolio: Systematically written and compiled work intended to demonstrate students' proficiency and mastery of select course student learning outcomes and demonstrable skills. Students rely on experience gained outside of a formal classroom to reflect on their experience, and through collegiate-level writing, apply their experience(s) to relevant theories and concepts thus demonstrating their level of mastery of course student learning outcomes.

Related Documents and Forms:

- A. CPL Portfolio Assessment Process
- B. CPL e-Portfolio Assessment Compensation Form

Process:

1. Student request for e-Portfolio option for equivalent course credit is approved.
 - 1) School Dean or Associate Dean requests Enrollment Services to open a course section of CPLP 2097 Independent Study CPL e-Portfolio (0 credits).
 - 2) School Dean or Associate Dean requests a course copy of the CPLP 2097 Independent Study CPL e-Portfolio course from Distance Learning.
 - 3) School Dean or Associate Dean provides CRN to School Advisor or designee to let them know the course is ready.
 - 4) School Advisor or designee contacts student.
 - a) Fall 2019: Advisor provides a link to the CNM Marketplace where student will pay fee, online. Once student provides proof of payment to the advisor, student is given permission to enroll.

- b) Beginning Spring 2020: Advisor provides student with permission to enroll. Course fee, \$125, attached and charged to the student's account
- 5) Student registers for the Independent Study CPL e-Portfolio course section.
 - a. Only one student should be registered for each section of the CPLP 2097 Independent Study CPL e-Portfolio course created.

Activity Tracked: The CPL Coordinator, in the Academic Affairs Office, catalogs all faculty assessor training and faculty assessor assignments. Student requests for portfolio submission, approvals and denials of student portfolio submission requests, and final credit award decisions are tracked within the schools and reported once per term to the CPL Coordinator.

Last Reviewed/Revised: Process revised September, 2019.