

Catalog: Prior Learning Course Updates SOP

I. Importance of maintaining up-to-date Prior Learning courses

An accurate college catalog is paramount as it serves as a comprehensive and authoritative guide for students, faculty, staff, and the broader community. It acts as a repository of essential information about academic programs, courses, policies, and resources offered by the institution. Students rely on the catalog to plan their academic journey, make informed course selections, and understand graduation requirements. Faculty and advisors use it to provide accurate guidance and support to students. Moreover, the catalog represents the institution's commitment to transparency and accountability, ensuring that all stakeholders have access to up-to-date and reliable information. By maintaining accuracy, including for courses eligible for prior learning credit, the college catalog promotes a seamless educational experience, fosters academic success, and instills trust in the institution's commitment to its learners' growth and development.



II. Continuous Monitoring and Assessment

A. Regularly scheduled prior learning course data updates



- Workforce will update CQI with changes annually
- Updates for the following academic year will be submitted no later than Jan 15 each year.
 - a) This includes modifications to PLA (ie. new categories/categories removed)
 - b) Removal of PLA from a course
 - c) New course with PLA

B. Using Curriculog to track change requests

- Updates will be submitted using the Curriculog form:

PLA Annual Submission		
<div><div></div><div></div><div></div></div> 3 mandatory 3 total		

C. Any changes or updates after the deadline must be done on a course by course basis, and will require provost approval. Use the following Curriculog form:

PLA change to published catalog		
<div><div></div><div></div><div></div><div></div><div></div></div> 5 mandatory 5 total		

D. Identifying areas for improvement and updates

- Annually or more often if needed, workforce and CQI will meet to discuss the process and potential improvements

III. Timely Catalog Updates

- A. Keeping a defined schedule for catalog updates
- If updates are not received by the deadline the PLA displayed in the catalog will be inaccurate until the following year. It is extremely important that this deadline is met.
 - In the case where an update is missed, rather than have inaccurate information in the catalog, references to PLA may be removed entirely from the catalog

Banner Steps:

PLA requests go through a workflow in curriculog. *Always* check banner to see if the PLA has already been added to the course in SCADETL.

Go to SCADETL-enter the term for the PLA update. Go to the degree attributes tab. Select maintenance and copy degree program attributes. Select insert. Enter the new PLA type.