

Faculty Compensation Process for CPL e-portfolio Assessment

Overview of Process

Purpose: Provide compensation to CNM faculty members who assess course-specific learning e-Portfolio.

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 Deans, School Associate Deans, School Academic Technical Assistant with payroll responsibilities, Full-Time Faculty, Part-time Faculty, and Payroll.

Beginning of Process: Faculty Assessors complete CPL training and note the course(s) within their expertise that they are willing to assess. Two weeks prior to the beginning of each semester, the CPL Coordinator contacts trained/certified Portfolio Assessors to confirm their availability to evaluate course-specific e-Portfolio(s).

Final Results: After the portfolio assessment is complete, all evaluation documentation submitted, and the student has been notified of the assessment outcome, the faculty assessor is compensated \$100.00 for their time and expertise in assessing the student 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/Portfolio 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 e-Portfolios according to the CNM standard for CPL e-portfolio assessment.

Student Learning Outcomes (SLOs): Subject-matter knowledge, or demonstrable skills, determined by subject-matter experts at the State, Institution, and/or Department-level(s) learned as the result of satisfactorily completing the relevant college course or through relevant, advanced, extracurricular experience.

CPL e-Portfolio: Systematically written and compiled work intended to demonstrate student's 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.

Post-portfolio assessments: Some departments require skills-based or other evaluations of student ability to demonstrate necessary subject-knowledge/demonstrable skills (i.e., challenge exam, interview, and task evaluation) *in addition to* the completed portfolio.

Related Documents and Forms:

- A. Faculty Compensation Form for e-Portfolio Assessment
- B. e-Portfolio Assessment Process
- C. Course & Section Assignment: School Process for CPL e-Portfolio

Process:

1. Trained Faculty Assessors are contacted on a rotating-term basis upon Dean/Associate Dean approval. Two weeks prior to the beginning of each semester, Deans, Associate Deans, and Faculty Assessors are contacted to confirm Faculty Assessor availability/approval to assess e-Portfolios, and for which courses.
2. Faculty member and School Dean or Associate Dean complete the appropriate portion of the e-Portfolio Assessment Faculty Compensation Form and submit the form to the school's Academic Technical Assistant with payroll responsibilities.
3. The Academic Technical Assistant with payroll responsibilities:
 - a. maintains the original e-Portfolio Assessment Faculty Compensation Form throughout the assessment process
 - b. assists in signature collection at the end of term after portfolio assessment is complete
 - c. collects deliverables and completed/signed e-Portfolio Assessment Faculty Compensation Form from school Dean or Associate Dean
 - d. ensures that a copy of the Faculty Assessor Compensation Form is processed for Faculty Compensation
 - e. keeps the original e-Portfolio Assessment Faculty Compensation Form and grading rubric according to school procedure/practice
4. When portfolio assessment(s) is complete, the Faculty Assessor enters a grade of credit or no credit into the Learning management System (LMS) and Banner as the student's final portfolio course grade.
5. Faculty Assessor submits their e-Portfolio Assessment Compensation form, with completed rubric to their Dean.
6. Faculty Assessor and Dean complete and sign the payment processing portion of the e-Portfolio Assessment Compensation form and returns the completed form to the Academic Technical Assistant with payroll responsibilities.

Signature Collection: Faculty Assessor and Dean sign the compensation form after portfolio assessment is complete.

Form Distribution:

1. Faculty Compensation for e-Portfolio Assessment form is available on the Academic Affairs Faculty Key Processes page.

Activity Tracked: The CPL Coordinator, in the Office of Academic Affairs, 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 created in May, 2019.