DEGREES & CERTIFICATES COMMITTEE

A Standing Committee of the Education Advisory Committee

Monday, December 9th, 2019 | 2pm to 4pm
Sylvania Campus | CC Building Conference Room 233B

MINUTES

Committee – Voting Members ✓					
	Kristin Bryant - *Sabbatical*		Amanda Gallo	✓	Eriks Puris (Chair)
	Laurie Chadwick	✓	Farin Hajarizadeh	✓	Don Ritchie
	Dorina Cornea-Hasegan	✓	Jaime Heberlein	✓	Adrian Rodriguez
	Meredith Farkas	✓	Janeen Hull	✓	Julianne Sandlin
	Beth Fitzgerald	✓	Deb Lippoldt	✓	Cheryl Scott
	Ben Foster	✓	Elizabeth McGlasson	✓	Irene Seto
✓	Wendy Fresh	✓	Poulami Mitra	✓	Stacie Williams
Committee Support – Non-Voting Members ✓					
	Hannah Alzgal	✓	Ryan Clark	✓	Susan Watson
✓	Joshua Andersen	✓	Anne Haberkern	✓	Susan Wilson
	Emily Biskey	✓	Joy Killgore		
✓	Kendra Cawley		Jessica Morfin		
Guests					
Bonnie Altus (HIM)		Tanya Littrell (EXS)			
Elizabeth Brewster (LAT)					
Sarah Gaskins (MUC)					

OLD BUSINESS:

All items can be viewed in CourseLeaf, which can be accessed through your MyPCC account.

Degree/Certificate Title ✓	Recommended for approval:	Recommended w/amendments:	Postponed
1. **N/A** – *Represented by*			

NEW BUSINESS:

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Degree/Certificate Title ✓	Recommended for approval:	Recommended w/amendments:	Postponed
1. **AAS-ADC: Addiction Counselor AAS Degree** – *Represented by* Janeen Hull	✓		
2. **PREREQ-AD01: Addiction Counselor Program Academic Prerequisites and Requirements** – *Represented by* Janeen Hull			✓
3. **AAS-ELT: Environmental Landscape Management Technology AAS Degree** – *Represented by* Elizabeth Brewster		✓	
4. **AAS-LAT: Landscape Technology AAS Degree** – *Represented by* Elizabeth Brewster		✓	
5. **ACERTP-LATE: Landscape Technology Entry Level Less Than One-Year Career Pathway Certificate** – *Represented by* Elizabeth Brewster			✓
6. **NEW: ELECTV-LATE: LAT Entry Level Career Pathway Electives** – *Represented by* Elizabeth Brewster	✓		
7. **ACERTP-LSST: Landscape Service Technician Less Than One-Year Career Pathway Certificate** – *Represented by* Elizabeth Brewster			✓
8. **AAS-EXS: Exercise Science AAS Degree** – *Represented by* Tanya Littrell			✓
9. **ACERTP-EXGF: Group Fitness Leader Less Than One-Year Career Pathway Certificate** – *Represented by* Tanya Littrell			✓
10. **ACERTP-EXHO: Healthy Older Adult Less Than One-Year Career Pathway Certificate** – *Represented by* Tanya Littrell	✓		
11. **ACERTP-EXPT: Personal Trainer Less Than One-Year Career Pathway Certificate** – *Represented by* Tanya Littrell	✓		
12. **AAS-HIM: Health Information Management AAS Degree** – *Represented by* Bonnie Altus	✓		
13. **PREREQ-HIM01: Health Information Management Academic Prerequisites and Requirements** – *Represented by* Bonnie Altus	✓		
14. **ACERTP-CCI: Creative Coding and Immersive Technologies** – *Represented by* Sarah Gaskins	✓		

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CONSENT AGENDA ITEMS:

These items do not require committee recommendation.
All items can be viewed in CourseLeaf, which can be accessed through your MyPCC account

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ELECTV-AD01: Addiction Counselor Degree Electives ✓

ELECTV-FT02: Exercise Science Group Fitness Leader Electives *Postponed till next meeting*

ELECTV-PL01: Paralegal Program Electives ✓

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Notes:

Old Business –

- **N/A**

New Business –

REVISION: AAS-ADC: Addiction Counselor AAS Degree
- AD 256 was removed from elective list and added to the requirements due to the General Education policy change.

REVISION: PREREQ-AD01: Addiction Counselor Program Academic Prerequisites and Requirements
- Postponed: the "Academic Prerequisites and Requirements" section needs revision and clarification on what are the academic prerequisites *prior* to program admittance and what are academic requirements for maintaining eligibility *during* the program.

REVISION: AAS-ELT: Environmental Landscape Management Technology AAS Degree
- LAT is collaborating with ESR to offer this degree.
- Outcomes were revised to include 3 outcomes which are standard for all LAT degrees and certificates and 1 outcome unique to the specific degree and certificate.
- 1st Outcome: added the word "professional" before "practices."

REVISION: AAS-LAT: Landscape Technology AAS Degree
- Outcomes were revised to include 3 outcomes which are standard for all LAT degrees and certificates and 1 outcome unique to the specific degree and certificate.
- 2nd Outcome: added the word "professional" before "practices."

REVISION: ACERTP-LATE: Landscape Technology Entry Level Less Than One-Year Career Pathway Certificate
- Postponed: outcomes need to be substantially revised and updated.

NEW: ELECTV-LATE: LAT Entry Level Career Pathway Electives
- The selection of courses was broadened to capture more interested students.
- The committee approved the elective list **ELECTV-LATE**, but will wait to move forward in the queue till **ACERTP-LATE: Landscape Technology Entry Level Less Than One-Year Career Pathway Certificate** and **ACERTP-LSST: Landscape Service Technician Less Than One-Year Career Pathway Certificate** go before committee next meeting.

REVISION: ACERTP-LSST: Landscape Service Technician Less Than One-Year Career Pathway Certificate
- Postponed: outcomes need to be substantially revised and updated.

REVISION: AAS-EXS: Exercise Science AAS Degree
- Postponed per SAC request.

REVISION: ACERTP-EXGF: Group Fitness Leader Less Than One-Year Career Pathway Certificate
- Postponed per SAC request.

REVISION: ACERTP-EXHO: Healthy Older Adult Less Than One-Year Career Pathway Certificate
- Added HUS 106 and HUS 107 as "or" courses to HUS 102 to provide students with greater schedule flexibility and better graduation completion time.

REVISION: ACERTP-EXPT: Personal Trainer Less Than One-Year Career Pathway Certificate
- Added HUS 106 and HUS 107 as "or" courses to HUS 102 to provide students with greater schedule flexibility and better graduation completion time.

REVISION: AAS-HIM: Health Information Management AAS Degree
- Added CIS 121 and CIS 125D to increase student competencies and computer literacy to prepare students for the evolving electronic health record.
- HIM 260, HIM 261 and HIM 262 are new labs courses not aligned to any lecture courses to allow the program to strategically develop students' HIM core and revenue management skills while applying data management.
- Communication competencies are embedded in the new 3-term lab series.

REVISION: PREREQ-HIM01: Health Information Management Academic Prerequisites and Requirements
- CIS 120 was added as an academic prerequisite.

REVISION: ACERTP-CCI: Creative Coding and Immersive Technologies Less Than One-Year Career Pathway Certificate
- Removed MUC 273 and MUC 275 and added MUC 277 and MUC 282 to better align with 44 credit CCI Certificate and the 96 credit AAS CCI degree.

Consent Agenda –

- **ELECTV-AD01** and **ELECTV-PL01** were approved.
- **ELECTV-FT02** will be postponed till next meeting for **AAS-EXS: Exercise Science AAS Degree** and **ACERTP-EXGF: Group Fitness Leader Less Than One-Year Career Pathway Certificate** to go before committee.

Focus Awards –

- **N/A**

Policies –

- **N/A**

Reports –

ELIWG: Kendra Cawley
- No report

Guided Pathways: Eriks Puris
- The work on naming the broad curricular pathways central to the guided pathways movement has settled on the name "Academic Pathways."
- The "clusters" of SACs and their particular programs and academic subjects has been recommended to the YESS steering committee.
- The plan for organizational structure redesign and how it pertains to SAC organization will be announced in winter term.

EAC Report: Eriks Puris
- The Membership Balance Task Force is still working on membership needs and the hiatus on filling vacant seats will be lifted once this work is completed.

APS: Ryan Clark
- The academic attendance policy is still under review.

DOI Report: Cheryl Scott
- No report

Style Guide:
- No report

DISCUSSION ITEMS:

Small Certificates

- Small certificate programs, like 17 credit **ACERTP-LATE: Landscape Technology Entry Level Less Than One-Year Career Pathway Certificate,** are not required to report program assessment results. HOWEVER, they are still strongly encouraged to conduct program assessment to determine whether students are in fact meeting the certificate outcomes. One way to insure this is to better align small certificate outcomes with those of the larger certificates and degrees that are required to report assessment results.

Degree Outcome Table

- A new one page summary of the requirements for the various PCC degrees.
  - See the December 9th Gen Ed PowerPoint, page 5, on the [DAC website](#).

Cultural Literacy

- A goal of Gen Ed reform at PCC was to ensure that all students are instructed and assessed in PCC's Core Outcomes. Currently, the Gen Ed requirements for the AGS, AS, and AAS degrees do not include a course with a Cultural Literacy designation. How do we ensure that AGS, AS, and AAS graduates are instructed and assessed in the Gen Ed Cultural Literacy outcome?
  - See the December 9th Gen Ed PowerPoint, pages 15 and 16, on the [DAC website](#).
  - The DAC will inform the EAC that the committee is now beginning to consider these issues.
  - The original Cultural Literacy outcome has been suspended and is under review once more. On 2 occasions SAC signature assignments received a score of "0" according to the rubric.
  - Faculty from all Gen Ed courses with a CL designation have convened to begin the process of reviewing and revising the CL outcome.
  - The DAC will not make a recommendation at this time, since the committee does not yet know what the outcome will be.
  - There are two dimensions to this discussion: a philosophical one and a mechanics one. We need clarity and intention on both dimensions.
    - CL is central to [PCC's mission](#), but for academic year 2018-2019 only approximately 550 AAOT students were required to take a Gen Ed course with a CL designation (compared to over 3000 AGS, AS, and AAS students who were not required to take a Gen Ed course with a CL designation). Are we following the college's stated mission?
    - What would a CL assessment look like for CTE? Should CTE programs develop their own program-specific rubric for assessing and scoring for CL in a way that could relate to CL as an institutional outcome?

Degree Outcomes

  - Are the new Gen Ed Outcomes sufficient for institutional learning outcomes and degree outcomes? Will the assessment of the institutional outcomes in the Gen Ed course be sufficient or will the CTE programs have additional

assessment responsibilities? A table with a variety of answers to the answer was briefly examined.

- See the December 9th Gen Ed PowerPoint, pages 15 & 16, on the [DAC website](#).