Degrees and Certificates
Agenda
May 9, 2007
Sylvania Campus, 2 pm
CC, Conference Rm B

2 :00 Approval of April's minutes

<u>New Business</u>

2:15 New COC Entry-Level Accounting Clerk -14 credits

2:30 Revision AAS Biomedical Engineering Technology

2:45 Revised AAS Paralegal

3:00 Revised One Year Certificate in Machine Manufacturing Technology: CNC Turning

Revised One Year Certificate in Machine Manufacturing Technology: CNC Milling

3:30 New Certificate Emergency Management

New AAS Degree Emergency Management

<u>Discussion Items</u>

Professional Skills Training program – Amy Alday-Murray

College math requirements in certificates and AGS Degree – Scott/Amy

ASOT in Business – "last 16 credits" – Susanne

Retreat Reminder

<p align="center">**PORTLAND COMMUNITY COLLEGE**</p>

<p align="center"># New Associate of Applied Science (AAS) Degree or Certificate
Request Form</p>

Proposed Degree/Certificate Title: Entry-Level Accounting Clerk

Reason for New Degree/Certificate: Between 2003 and 2006 55 PCC students have applied for a 14-credit Employment Skills Training (EST) certificate for the sequence of courses proposed for this Certificate of Completion. In 2005-06, 20 Career Pathways students completed this seqence of courses with a 3.43 GPA. The sequence of courses has been endorsed by the Business SAC committee. The Business Department has identified the following benefits for creating this credential:

   - A Certificate of Completion would carry more recognition with employers than the EST certificate

   - The process for applying to graduate with a Certificate of Completion is more student-friendly than that of the EST.

   - This Certificate of Completion would be marketed to incoming students interested in entry-level work requiring foundational skills in accounting and bookkeeping in a way that is not possible with the EST.

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?

☐ Yes   ☒ No   If No, explain The Business Department is currently in the process of reformulating its Advisory Committee. It is the goal of the Business SAC to seek the review and endorsement of this proposed certificate from the new Advisory Committee. This will be an early agenda item for the new Business Advisory Committee which is scheduled to meet on May 8, 2007. We are moving to seek approval from the Degrees and Certificates committee prior to receiving Advisory Committee endorsement because we would like to make this certificate available beginning fall 2007. In the event that the Advisory Committee is not supportive of this credential we will withdraw this request and make changes based on their feedback.

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)

☒ Communication
☐ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☐ Cultural Awareness
☒ Professional Competence
☐ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.   • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Identify, assess and take advantage of learning opportunities to meet the qualifications for entry level accounting jobs.   • Apply understanding of introductory knowledge and skills in accounting and business to accurately perform basic accounting duties.   • Demonstrate basic computer competency to meet employer expectations.   • Develop short and long-term goals that lead to a career promotion, advanced

	certificate and/or a degree in the Accounting field.

List Degree/Certificate Coursework:

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3
Total Credits		4

Course Number	Course Title	Credit
BA 111	Introduction to Accounting	3
BA 101	Introduction to Business	4
BA 131	Computers in Business	4
BA 228	Comp Accounting Applications	3
Total Credits		14

For New Certificate's of 45 credits or more: Fill out Template for Related Instruction (http://www.pcc.edu/resources/academic/eac/degree/forms.html).

Impact on Other Areas of Instruction:
Have you talked to other area SACs?
☒ No ☐ Yes If Yes, explain how

Contact Information:
Submitted by: Usha Ramanujam and Andrew Roessler
Contact e-mail: usha.ramanujam@pcc.edu and aroess

Next Steps:
1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print New AAS Degree/Certificate Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

3. Staple signed New AAS Degree/Certificate Signature Page Form to a hard copy of New AAS Degree/Certificate Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: Biomedical Engineering Technology
Proposed Degree/Certificate Title: Biomedical Engineering Technology

Reason for Revision:
 Align degree with the CBET certification

Request Implementation Term: summer 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
MP 111	Medical Terminology	4

Does Revision involve changing Degree/Certificate Prerequisites?
☐ No   ☒ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit
MP 111	Medical Terminology	4
BI 121	Intro to Human Anat/Phys I	4
BI 122	Intro to Human Anat/Phys II	4

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☒ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes: (REQUIRED whether or not Outcomes are changing)
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
• Upon successful completion of BMET option students can work as entry level biomedical equipment technicians and they should be able to: • Adapt, operate and maintain medical and radiologic equipment

• Perform safety inspection	
• Troubleshoot and make repairs when necessary	
• Supervise, evaluate, calibrate and maintain biomedical equipment	

Does Revision involve changing Degree/Certificate Outcomes?

☒ No ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
• Upon successful completion of BMET option students can work as entry level biomedical equipment technicians and they should be able to:
• Adapt, operate and maintain medical and radiologic equipment
• Perform safety inspection
• Troubleshoot and make repairs when necessary
• Supervise, evaluate, calibrate and maintain biomedical equipment

For Certificates, does Revision involve changing Related Instruction?

☒ No ☐ Yes

If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?

☐ No ☒ Yes

If Yes, please list **ALL** current and proposed coursework:

Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
EET 111	Electric Circuit Analysis I	5
EET 121	Digital Systems I	3
MTH 111C	College Algebra	5
WR 121	English Composition	4
EET 112	Electric Circuit Analysis II	5
EET 122	Digital Syatems II	3
MTH 112	Elementary Functions	5
EET 188	Industrial Safety	1
BI 121	Intro to Human Anat/Phys I	4
EET 113	Electric Circuit Analysis III	5
EET 123	Digital Systems III	5
EET 178	PC Architecture for Tech	4

CS133U	Introduction to C	4
EET 221	Semiconductor Devices	5
EET 241	Microcomputer Systems	4
CIS 179	Data Comm Concepts I	4
EET 222	Op-Amp Circuits	5
EET 242	Microcontroller Systems	4
EET 280B	CE: Biomedical Equipment-Seminar	4
EET 223	RF Communications Circuits	5
EET 255	Industrial Control Systems	4
EET 254	Seminar	1
EET 280C	CE: BMET Practicum	4-11
	Social Electives	3
	Arts and Humanities (PHL 205-Biomedical Ethics recommended	4

Proposed

Course Number	Course Title	Credit
EET 111	Electric Circuit Analysis I	5
EET 121	Digital Systems I	3
MTH 111C	College Algebra	5
WR 121	English Composition	4
EET 112	Electric Circuit Analysis II	5
EET 122	Digital Syatems II	3
MTH 112	Elementary Functions	5
EET 188	Industrial Safety	1
CIS 179	Data Comm Concepts I	4
EET 113	Electric Circuit Analysis III	5
EET 123	Digital Systems III	5
EET 178	PC Architecture for Tech	4
CS133U	Introduction to C	4
EET 221	Semiconductor Devices	5
EET 241	Microcomputer Systems	4
EET 260	Biomedical Equipment I	4
EET 222	Op-Amp Circuits	5
EET 242	Microcontroller Systems	4
EET 261	Biomedical Equipment II	4
EET 223	RF Communications Circuits	5
EET 255	Industrial Control Systems	4
EET 254	Seminar	1
EET 280C	CE: BMET Practicum	4-11
	Social Electives	3
	Arts and Humanities (PHL 205-Biomedical Ethics recommended	4

Total Number of Credits in Degree/Certificate:
    Current Credits: 108
    Proposed Credits: 108

Contact Information:
    Submitted by: Sanda Nedelcu
    Contact e-mail: sanda.nedelcu@pcc.edu

Next Steps:

1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print Associate of Applied Science/Certificate Revision Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

3. Staple signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: Associate of Applied Science-Paralegal
Proposed Degree/Certificate Title: Associate of Applied Science-Paralegal

Reason for Revision:
 Changes to implement results of surveys conducted by the Department and
to comply with ABA recommendations for programs.

Request Implementation Term: Fall, 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes: (<u>REQUIRED</u> whether or not Outcomes are changing)
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
•

Does Revision involve changing Degree/Certificate Outcomes?
☒ No   ☐ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•

For Certificates, does Revision involve changing Related Instruction?

☒ No   ☐ Yes

If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?

☒ No   ☐ Yes

If Yes, please list **ALL** current and proposed coursework:

Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit

Proposed

Course Number	Course Title	Credit

Total Number of Credits in Degree/Certificate:

Current Credits: 90

Proposed Credits: 90

Contact Information:

Submitted by: Jerry Brask

Contact e-mail: gbrask@pcc.edu

Next Steps:

1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

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Student Name: _____   Evaluator Name: _____

Social Security Number: _____   Date of Evaluation: _____

AAS Degree-
Prerequisite for LA 101 and recommended for all Paralegal classes:
_____ WR 121, equivalent or Dept. Approval

Degree/Program Requirements: The following classes are required for AAS–Paralegal Degree:
_____ WR 122 English
_____ Math 65 Algebra
_____ CAS 133 Basic Computer Skills or Department approved waiver

Credits: 45 Credits – Paralegal Classes
16 Credits – General Education
29 Credits – Electives
90 Credits – Total

PARALEGAL CLASSES (45 credits)-Prerequisite for LA 101 and recommended for all Paralegal Classes is WR 121, equivalent or Dept. Approval. The following classes are offered in the Paralegal program. The AAS degree requires 15 Paralegal classes (45 Credits): **7 of the Paralegal classes are required (marked by *)**. The remaining 8 classes may be chosen by the student, but consultation with the Department Chair /Advisor is strongly recommended. Prerequisites for Paralegal classes may be waived by the Paralegal Department Chair. NOTE: Up to 6 credits of Paralegal course credits may be substituted by CJA, Business or other courses with the **prior consent** of the Department Chair.

_____	LA 101* INTRODUCTION TO LAW - FUNDAMENTALS	(Prerequisite: WR 121)	3
_____	LA 102* INTRODUCTION TO LAW - SUBSTANTIVE AREAS	(Prerequisite: LA 101)	3
_____	LA 103* INTRODUCTION TO LAW - ETHICS	(Prerequisite: LA 101)	3
_____	LA 104 INVESTIGATION TECHNIQUES FOR LEGAL ASSISTANTS	(Prerequisite: LA 101)	3
_____	LA 105 LITIGATION	(Prerequisite: LA 101)	3
_____	LA 106* COMPUTER ASSISTED LEGAL RESEARCH	(Prerequisite: LA 101)	3
_____	LA 107* TECHNIQUES OF INTERVIEW	(Prerequisite: LA 101 or concurrently)	3
_____	LA 109 ESTATE PLANNING		3
_____	LA 111 PROBATE PRACTICE	(Recommended LA 109)	3
_____	LA 113 INCOME TAX LAW		3
_____	LA 116 REAL PROPERTY LAW I		3
_____	LA 124 LAW OFFICE MANAGEMENT		3
_____	LA 203* LEGAL RESEARCH AND LIBRARY USE	(Prerequisite: LA 101)	3
_____	LA 204* APPLIED LEGAL RESEARCH AND DRAFTING	(Prerequisite: LA 203)	3
_____	LA 206 Intellectual Property	(Prerequisite: LA 101)	3
_____	LA 208 FAMILY LAW	(Prerequisite: LA 101)	3
_____	LA 210 ADVANCED ESTATE PLANNING	(Prerequisite: LA 109, LA 111)	3
_____	LA 216 EMPLOYMENT LAW	(Prerequisite: LA 101)	3
_____	LA 219 CONSUMER LAW		3
_____	LA 220 WORKER'S COMPENSATION		3
_____	LA 221 BANKRUPTCY LAW		3
_____	LA 222 CORPORATE LAW PRACTICE		3
_____	LA 224 TORTS/PERSONAL PERSONAL INJURY		3
_____	LA 226 CRIMINAL LAW FOR LEGAL ASSISTANT		3
_____	LA 280A COOPERATIVE EDUCATION: LEGAL ASSISTANT	(18 credits or Dept. approval)	3-6
_____	LA 299 ADVANCED BUSINESS LAW	(Prerequisite: LA 101, LA 102, LA 222)	3

GENERAL EDUCATION REQUIREMENTS (16 credits) – Must have at least one course in each category and not more than 8 credits in any one category):

ARTS and HUMANTIES	SOCIAL SCIENCE	SCIENCE/MATH/CIS
_____	_____	_____
_____	_____	_____
_____	_____	_____

-Over for Electives-

ELECTIVES (29 Credits) – **12 of the 29 credits in this section MUST MEET GENERAL EDUCATION REQUIREMENTS in addition to the 16 General Education credits required on the previous page. Please discuss this with the Dept Chair or Advisor if you have questions.**

The remainder of the General Electives are permitted in any college level (100 or above) course but the following areas are strongly recommended:

<u>Computer Skills</u>   <u>Criminal Justice</u>   (Must take LA 226 to obtain elective credit for CJA classes)

_____   CAS 133   BASIC COMP SKILL/MS OFFICE

_____   CAS 140   BEGINNING ACCESS   _____   CJA 210   ARREST, SEARCH, AND SEIZURE

_____   CAS 170   BEGINNING EXCEL   _____   CJA 222   JUVENILE JUSTICE

_____   CAS 216   BEGINNING WORD   _____   CJA 225   C.J. AND THE U.S. CONSTITUTION

_____   CAS 171   INTERMEDIATE EXCEL   _____   CJA 213   EVIDENCE

_____   CAS 217   INTERMEDIATE WORD   _____   CJA 261   INTRO TO PAROLE AND PROBATION

_____   CAS 109 BEGINNING POWERPOINT   _____   Other CJ Classes may be taken as Electives

_____   Other Computer Applications Skills Classes are encouraged

<u>Business</u>   <u>Communication</u>

_____   BA 131   COMPUTER IN BUSINESS   _____   WR 122   ENGLISH COMPOSITION

_____   BA 212   PRINCIPLES OF ACCNTG II   _____   WR 123   ENGLISH COMPOSITION

_____   BA 226   BUSINESS LAW I   _____   SP 100   INTRO TO SPEECH COMMUNICATION

_____   BA 228   COMPUTER ACCNTG APPS   _____   SP 101   ORAL COMMUNICATIONS SKILLS

_____   Other Business Classes may be taken   _____   SP 111   FUNDAMENTALS OF SPEECH
                      as Electives
                                                                      _____   SP 130   BUSINESS & PROFES. SPEECH COMM.

                                                                      _____   Other Communication Classes may be taken
                                                                                          as General Electives

The department encourages other electives in which students have special interests and which will facilitate use of research, writing, logic, analytic and computer skills, including such areas as Political Science, Psychology, History, and other areas.

Electives Taken:

_____   _____   _____   _____   _____

_____   _____   _____   _____   _____

_____   _____   _____   _____   _____

NOTES/COMMENTS:

_____

_____

_____

_____

RS 7/06

Paralegal Dept. Chair: Jerry Brask; Cascade Campus; Terrell Hall 109; gbrask@pcc.edu; 503-978-5212

04/2007

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PORTLAND COMMUNITY COLLEGE

Associate of Applied Science/Certificate
Revision Request Form

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Current Degree/Certificate Title: 1 Year Certificate in Machine Manufacturing Technology
Proposed Degree/Certificate Title: One-Year Certificate: CNC Turning

Reason for Revision:
 To write certificate outcomes

Request Implementation Term: F 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
MCH	Any combination of MCH courses that total 45 credit hours	45

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes: (REQUIRED whether or not Outcomes are changing)
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
• Not possible to identify because of the broad choices the individual students make to acquire the 45 credit hours

Does Revision involve changing Degree/Certificate Outcomes?
☐ No   ☒ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
•   Gain an understanding of how to operate in, and maintain a safe work environment.
•   Utilize industry standard mechanical drawings to select and interpret processes, procedures, inspection equipment.
•   Identify geometric dimensioning symbols and interpret their use on industry standard mechanical drawings per ASM Y14.5M – 1994 standard.
•   Accurately operate necessary machine tools to produce the part/product to industry specifications and standards.
•   Verify acceptable dimensional tolerances through the use of basic, semi-precision, precision measurement and inspection tools.
•   Accurately perform conversations, computations and calculations that result in parts production to industry standards and specifications.
•   Perform safe maintenance, setup, and operating procedures with manual turning machine tools.
•   Write CNC programs for G & M code compatible controlled CNC turning centers using basic programming skills.
•   Perform safe maintenance, setup and operating procedures with CNC turning centers.
•   •   Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC turning machines.
•   •   Gain industry experience through participation in a cooperative education experience.

For Certificates, does Revision involve changing Related Instruction?
☒ No   ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No   ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Any combination of MCH courses that total 45 credit hours	

Proposed

Course Number	Course Title	Credit
MCH 100	Machine Tool Basics 1.0 cr.	
MCH 105	Blueprint Reading I 1.5 cr.	
MCH 110	Blueprint Reading II 1.5 cr.	
MCH 115	Geometric Dimensioning & Tolerancing 3.5 cr.	
MCH 120	Machine Shop Math 2.0 cr.	
MCH 121	Manufacturing Processes I 4.0 cr.	
MCH 125	Speeds and Feeds 1.0 cr.	
MCH 130	Machine Shop Trigonometry 2.5 cr.	
MCH 135	Basic Measuring Tools 1.5 cr.	
MCH 145	Layout Tools 1.5 cr.	
MCH 150	Precision Measuring Tools 1.5 cr.	
MCH 158	Shop Project Machine Technology II 3.0 cr.	
MCH 180	Turning Machines & Operations 4.0 cr.	
MCH 190	Boring on the Lathe 1.0 cr.	
MCH 195	Threading on the Lathe 3.0 cr.	
MCH 259	CNC Programming-Lathe 5.0 cr.	
MCH 279	CNC Operation-Lathe 4.0 cr.	
MCH 280	Cooperative Education 4.0 cr.	

Total Number of Credits in Degree/Certificate:

   Current Credits: 45
   Proposed Credits: 45.5

Contact Information:

   Submitted by: Michael Flaman
   Contact e-mail: mflaman@pcc.edu

Next Steps:

   1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

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PORTLAND COMMUNITY COLLEGE

Associate of Applied Science/Certificate
Revision Request Form

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Current Degree/Certificate Title: 1 Year Certificate in Machine Manufacturing Technology
Proposed Degree/Certificate Title: One-Year Certificate: CNC Milling

Reason for Revision:
 To write certificate outcomes

Request Implementation Term: F 2007

List Current Degree/Certificate Prerequisites:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
MCH	Any combination of MCH courses that total 45 credit hours	45

Does Revision involve changing Degree/Certificate Prerequisites?
☒ No   ☐ Yes

If Yes, please list proposed prerequisites:
Proposed

Course Number	Course Title	Credit

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?
☒ No   ☐ Yes
If Yes, explain:

List Current Degree/Certificate Outcomes: (REQUIRED whether or not Outcomes are changing)
Sample

Current Degree/Certificate Outcome
• Develop JavaScript extensions to web pages • Upload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
• Not possible to identify because of the brod choices the individual students make to acquire the 45 credit hours

Does Revision involve changing Degree/Certificate Outcomes?
☐ No   ☒ Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
• Gain an understanding of how to operate in, and maintain a safe work environment. • Utilize industry standard mechanical drawings to select and interpret processes, procedures, inspection equipment. • Identify geometric dimensioning symbols and interpret their use on industry standard mechanical drawings per ASM Y14.5M – 1994 standard. • Accurately operate necessary machine tools to produce the part/product to industry specifications and standards. • Verify acceptable dimensional tolerances through the use of basic, semi-precision, precision measurement and inspection tools. • Accurately perform conversations, computations and calculations that result in parts production to industry standards and specifications. • Perform safe maintenance, setup, and operating procedures with manual milling machine tools. • Write CNC programs for G & M code compatible controlled CNC machining centers using basic programming skills. • Perform safe maintenance, setup and operating procedures with CNC machining centers. • Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC machining centers.   • Gain industry experience through participation in a cooperative education experience.

For Certificates, does Revision involve changing Related Instruction?
☒ No   ☐ Yes
If Yes, Fill out Template for Related Instruction
(http://www.pcc.edu/resources/academic/eac/degree/forms.html).

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

Does Revision involve changing coursework requirements?
☐ No   ☒ Yes

If Yes, please list **ALL** current and proposed coursework:
Sample

Course Number	Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3

Current

Course Number	Course Title	Credit
	Any combination of MCH courses that total 45 credit hours	

Proposed

Course Number	Course Title	Credit
MCH 100	Machine Tool Basics 1.0 cr.	
MCH 105	Blueprint Reading I 1.5 cr.	
MCH 110	Blueprint Reading II 1.5 cr.	
MCH 115	Geometric Dimensioning & Tolerancing 3.5 cr.	
MCH 120	Machine Shop Math 2.0 cr.	
MCH 121	Manufacturing Processes I 4.0 cr.	
MCH 125	Speeds and Feeds 1.0 cr.	
MCH 130	Machine Shop Trigonometry 2.5 cr.	
MCH 135	Basic Measuring Tools 1.5 cr.	
MCH 145	Layout Tools 1.5 cr.	
MCH 150	Precision Measuring Tools 1.5 cr.	
MCH 158	Shop Project Machine Technology II 3.0 cr.	
MCH 205	Vertical Milling Machines & Operations 3.5 cr.	
MCH 268	CNC Programming-Mill 5.0 cr.	
MCH 272	Mastercam Level I 5.0 cr.	
MCH 278	CNC Operation-Mill 4.0 cr.	
MCH 280	Cooperative Education 4.0 cr.	

Total Number of Credits in Degree/Certificate:
Current Credits: 45
Proposed Credits: 46

Contact Information:
Submitted by: Michael Flaman
Contact e-mail: mflaman@pcc.edu

Next Steps:
1. a. Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to curriculum@pcc.edu.
    b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

2. Download and print Associate of Applied Science/Certificate Revision Signature Page Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) and get the appropriate signatures.

3. Staple signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

<div align="center">

PORTLAND COMMUNITY COLLEGE

**New Associate of Applied Science (AAS) Degree or Certificate
Request Form**

</div>

Proposed Degree/Certificate Title: Emergency Management

Reason for New Degree/Certificate: Expand PCC offerings in Emergency Services Field

Requested Implementation Term: Winter 2008

Has Degree/Certificate been validated by the Advisory Committee?
☐ Yes   ☒ No   If No, explain No current advisory committee

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)
☒ Communication
☒ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☐ Cultural Awareness
☒ Professional Competence
☐ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.   • Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Discuss and apply the basic theory of Emergency Management in real and practice situations   • Demonstrate knowledge of federal, state and local programs available to respond to disasters   • Demonstrate skills in Critical-Thinking, Decision-Making and Problem-Solving as related to emergency planning and response

All candidates for the Associate of Applied Science degree must complete 16 credits of General Education, 8 of which can be specified by the department issuing the degree. The 16 credits must include at least 1 course, with no more than 8 credits from the following three categories:

1. Arts and Humanities
2. Mathematics, Natural and Physical sciences, Social Science
3. Social Science

List Degree/Certificate Coursework:

Course Number	Sample Course Title	Credit
CAS 110	Intro to Web Graphic-Fireworks	1
CAS 175	Introduction to Flash	3
Total Credits		4

Course Number	Course Title	Credit
	See attached form	
Total Credits		44

For <u>New Certificate's of 45 credits or more</u>: Fill out Template for Related Instruction (http://www.pcc.edu/resources/academic/eac/degree/forms.html).

Impact on Other Areas of Instruction:
Have you talked to other area SACs?
☐ No   ☒ Yes   If Yes, explain how Temporary EM SAC consists of CJA, FP and EMT Department Chairs

Contact Information:
Submitted by: Carol Bruneau
Contact e-mail: cbruneau@pcc.edu

Next Steps:
1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to curriculum@pcc.edu.
   b. If needed, attach Related Instruction Form (http://www.pcc.edu/resources/academic/eac/degree/forms.html) to the same email.

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3. Staple signed New AAS Degree/Certificate Signature Page Form to a hard copy of New AAS Degree/Certificate Request Form (electronic version has already been sent in Step 1). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

DRAFT

Emergency Management

ASSOCIATE OF APPLIED SCIENCE

96 credit hours including 68 credit hours of Emergency Management and other required courses, 12 credit hours of electives from the EM recommended electives list, and 16 credit hours of elective General Education courses. Students should consult a program advisor for help in planning course work and scheduling. Students must meet collage graduation requirements including general education, math and English competencies.

ONE-YEAR CERTIFICATE – EMERGENCY MANAGEMENT

Successful completion of 44 hours of course work; including 28 hour of required EM courses and 16 hours of prescribed electives.

Course of Study   One-year Certificate

EM 101	Intro to Emergency Services	4
ETC 105	Crisis Intervention & CISM	3
EM 110	Theory of Emergency Management	3
EM 114	History of US Hazards, Disasters & EM	4
EM 202	Principles & Practices of Hazard Mitigation	3
EM 203	Principles & Practices of Disaster Response I	4
EM 204	Principles & Practices of Disaster Response II	4
EM 205	Disaster Recovery Operations	3

Must choose two but not more than three from Other Required Course list.

Must choose two but not more than three from Gen Ed List   16

CAREER DESCRIPTION

Emergency Managers are expected to have a broad range of knowledge as they face the varied threats to our modern society and our personal safety. Today's threats include natural disasters, technological threats and terrorism in its many forms. Expertise in Emergency Management is needed in every level of government and in the private sector. This broad range of knowledge comes from education and on the job experiences. Emergency Managers must have a knowledge base of hazards, disasters, planning, science, history and research methods, communications and management. The

profession requires diverse skills including a focused education in the areas of – history of hazards and mitigation, emergency planning, disaster and recovery operations, technology – and effective critical thinking, communications, problem solving and leadership. On the job, an emergency manager is responsible for coordinating disaster response or crisis management activities. They must provide disaster preparedness training, create and design emergency plans and procedures and direct emergency response operations.

Emergency Management Associate of Applied Science Degree

Emergency Management required courses and credits: All 68 credits required .

EM 101	Intro to Emergency Services	4
CJA 101	Cultural Diversity in Criminal Justice Professions	3
EM 103	Intro to Radio Communications	3
ETC 105	Crisis Intervention & CISM	3
EM 110	Theory of Emergency Management	3
EM 114	History of US Hazards, Disasters & Emergency Mgmt	4
EM 202	Principles & Practices of Hazard Mitigation	3
EM 203	Principles & Practices of Emergency/Disaster Response I	4
EM 204	Principles & Practices of Emergency/Disaster Response II	4
EM 205	Disaster Recovery Operations	3
EM 210	Emergency Management Planning: Hazards & Disasters	4
EM 211	Public Policy & Law in Emergency Management	3
EM 221	Business Continuity/Resumption	3
EM 222	Exercise Design	3
EM 223	Terrorism	3
FP 123	Haz Mat Tech	3
HUM 121	Leadership Training I	3
PHL 191	Critical Thinking: Language & Layout of Argument	4
PS 203	State & Local Government	4
WR 121	English Composition	4
WR 227	Technical Writing	4

Emergency Management Electives

12 credits required – select classes from the list below

FP 9070	Major Emergency Tactics & Strategy	3
G 208	Volcanoes & Their Activity	3
G 209	Earthquakes	3
GEO 105	Intro to Human Geography	4
GEO 106	Geography of the Developed World	4
GEO 209	Physical Geography: Weather & Climate	4
GEO 210	The Natural Environment	4

MSD 121   Leadership Skill Development   3

Any Pre-Approved CJA, EMT, ETC or FP courses may be used to fill the
Elective requirement.

General Education Requirement

PSY 101   Psychology & Human Relations   4
SP   111   Public Speaking   4
Plus 8 additional credits from GE list   +8

16 credits from the General Education Course List

Prerequisites

Students must pass all prerequisites with a grade of "C" or higher in order to enroll in any
EM courses with a "200" or higher designator.

New Associate of Applied Science (AAS) Degree or Certificate
Request Form

Proposed Degree/Certificate Title: Emergency Management

Reason for New Degree/Certificate: Expand offerings at PCC in Emergency Services (See attached overview of EM careers)

Requested Implementation Term: Fall 2007

Has Degree/Certificate been validated by the Advisory Committee?
☐ Yes   ☒ No   If No, explain Advisory Committee being formed at this time

Proposed Degree/Certificate addresses the following Core PCC Outcomes:
(*check all that apply*)
☒ Communication
☒ Community and Environmental Responsibility
☒ Critical Thinking and Problem Solving
☒ Cultural Awareness
☒ Professional Competence
☒ Self-Reflection

List Degree/Certificate Outcomes:

Sample Outcomes
• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.
• Upload, test and deploy web pages containing JavaScript

New Degree/Certificate Outcomes
• Articulate a comprehensive Emergency Management philosophy.
• Demonstrate Management, Leadership, and Team Building Skills in real or simulated disaster events.
• Articulate the theory of: Integrated Emergency Management, Comprehensive Emergency Management and All Risks Planning.
• Demonstrate skills in Critical-Thinking, Decision-Making, and Problem Solving as they relate to disaster assessment, planning and response.
• Facilitate the development of comprehensive multi-hazard emergency action plans.
• Demonstrate a working knowledge of systems and standards of Emergency Management and identify resources at all levels of government and in the private sector.

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Total Credits		4

Course Number	Course Title	Credit
	See attached list	
Total Credits		96

For New Certificate's of 45 credits or more: Fill out Template for Related Instruction (http://www.pcc.edu/resources/academic/eac/degree/forms.html).

Impact on Other Areas of Instruction:
Have you talked to other area SACs?
☐ No   ☒ Yes   If Yes, explain how Temporary EM SAC includes: Jim Parks and Kenneth Moore - CJA; Ed Lindsey and Rob Hatton - Fire Protection; Dennese Kelsay and Mark Hornshuh - EMT

Contact Information:
Submitted by: Carol Bruneau
Contact e-mail: cbruneau@pcc.edu

Next Steps:
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List Degree Course Work

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EM 103	Intro to Radio Communications	3
ETC 105	Crisis Intervention & CISM	3
EM 110	Theory of Emergency Management	3
EM 114	History of US Hazards, Disasters & Emergency Mgmt	4
EM 202	Principles & Practices of Hazard Mitigation	3
EM 203	Principles & Practices of Emergency/Disaster Response I	4
EM 204	Principles & Practices of Emergency/Disaster Response II	4
EM 205	Disaster Recovery Operations	3
EM 210	Emergency Management Planning: Hazards & Disasters	4
EM 211	Public Policy & Law in Emergency Management	3
EM 221	Business Continuity/Resumption	3
EM 222	Disaster Exercise Design	3
EM 223	Terrorism	3
FP 123	Haz Mat Tech	3
HUM 121	Leadership Training I	3
PHL 191	Critical Thinking: Language & Layout of Argument	4
PS 203	State & Local Government	4
WR 121	English Composition	4
WR 227	Technical Writing	4

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GEO 210	The Natural Environment	4
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Any Pre-Approved CJA, EMT, ETC or FP courses may be used to fill the Elective requirement.

General Education Requirement

PSY 101	Psychology & Human Relations	4
SP 111	Public Speaking	4
Plus 8 additional credits from GE list		+8

16 credits from the General Education Course List