

## **Degrees and Certificates**

### **Agenda**

June 6, 2007

Sylvania Campus, 2 pm

CC, Conference Rm A

2pm

Approval of April and May's minutes

#### New Business

2:15

Revision AAS Emergency Medical Technician - Paramedic

2:30

New Video Production Certificate

2:45

New AAS Degree Culinary Arts

New One Year Certificate Culinary Arts

New Certificate of Completion Culinary Arts

#### Discussion Items

Year Review

Retreat

EAC Updates

**PORTLAND COMMUNITY COLLEGE**

**Associate of Applied Science/Certificate  
Revision Request Form**

**Current Degree/Certificate Title:** AAS: Emergency Medical Technician - Paramedic

**Proposed Degree/Certificate Title:** same

**Reason for Revision:**

To comply with statewide Department Of Education degree requirements for EMT-Paramedic

**Request Implementation Term:** immediate

**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
MTH 65	Introductory Algebra - 2 <sup>nd</sup> term	4
WR 121	English Composition	4

**Does Revision involve changing Degree/Certificate Prerequisites?**

No       Yes

If Yes, please list proposed prerequisites:

**Proposed**

Course Number	Course Title	Credit
MTH 20	Basic Math (Arithmetic)	4
WR 115	Introduction to Expository Writing	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
<ul style="list-style-type: none"><li>Develop JavaScript extensions to web pages</li><li>Upload, test and deploy web pages containing JavaScript</li></ul>

Current Degree/Certificate Outcome
<ol style="list-style-type: none"><li>Demonstrate synthesizing facts and principles from the biophysical-psychosocial science throughout human development in the assessment and communication process for patients of all ages.</li><li>Demonstrate competency in integration of pathophysiological principals and assessment findings to formulate a field impression and implement the treatment plan for</li></ol>

clients/patients with a variety of traumatic injuries, body and system problems, diseases, medical emergencies, and behavioral/psychiatric disorders throughout the life span.

3. Identify the paramedic role within the health care system and serve as a healthy role model for public, peers and other health care professionals.
4. Demonstrate knowledge of the EMS systems and competency performing skills as outlined in the U.S. Department of Transportation Functional Job Analysis that is contained in the D.O.T. Paramedic curriculum.
5. Demonstrate knowledge and skills necessary as a certified PHTLS, ACLS and PALS/PEPP provider in the EMS system.
6. Integrate pathophysiological principles of pharmacology and assessment findings to formulate a field impression and implement a pharmacologic management plan.
7. Demonstrate effective communication with peers and direction of a medical team during emergency medical care procedures.
8. Identify the paramedic's roles and legal/ethical issues that impact decisions made in the out-of-hospital environment.
9. Demonstrate accurate and succinct written and/or oral reporting with regards to patient care.

**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: 121

Proposed Credits: 107

**Contact Information:**

Submitted by: Dennese Kelsay

Contact e-mail: dkelsay@pcc.edu

**Next Steps:**

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

**PORTLAND COMMUNITY COLLEGE**

**Associate of Applied Science/Certificate  
Revision Request Form**

**Current Degree/Certificate Title:** Video Production Certificate

**Proposed Degree/Certificate Title:** Video Production Certificate

**Reason for Revision:**

IVP Program is being merged with the Multimedia Program to eliminate duplication, utilize resources, and to simplify marketing

**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
	Application Writing Competence (Completion of WR121 with a "C" or better) Interview and subject matter test	

**Does Revision involve changing Degree/Certificate Prerequisites?**

No       Yes

If Yes, please list proposed prerequisites:

**Proposed**

Course Number	Course Title	Credit
MM110	Introduction to Multimedia	1
WR121	English Composition	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
<ul style="list-style-type: none"><li>Develop JavaScript extensions to web pages</li><li>Upload, test and deploy web pages containing JavaScript</li></ul>

Current Degree/Certificate Outcome
<ul style="list-style-type: none"><li>None available</li></ul>

**Does Revision involve changing Degree/Certificate Outcomes?**

No       Yes

If Yes, list proposed outcomes:

<b>Proposed Degree/Certificate Outcome</b>
Students will be able to set-up and operate studio, and field video, and audio recording equipment.
Students will be able to set-up and operate lighting equipment.
Students will be able to produce and direct video projects with specific communication goals to targeted audiences.
Students will be able to manage a video production including budgets, timelines, personnel, and location variables.
Students will be able to edit video and audio content for various modes of delivery.
Students will be able to analyze video scripts, assemble resources, and critically and creatively advise clients to meet their communication goals.
Students will be able to plan, research, design, write and create video presentations using industry standard tools.
Students will be able to perform various roles and duties in order to gain the entry-level requirements necessary for employment in the video production industry.
•

**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**

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

**Current**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit</b>
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IVP 101	Video Production 1	9
IVP 102	Video Production 2	9
IVP 103	Video Production 3	9
GenEd	General Education	9

### Proposed

Course Number	Course Title	Credit
MM120	Multimedia Design	2
MM130	Multimedia Graphics and Elements Production	3
MM260	Multimedia Video Production I	4
MM235	Digital Video Editing and Production	3
MM230	Graphics for Multimedia	4
MM237	Video Compositing and Effects	4
MM261	Multimedia Video Production II	4
MM238	Creating Professional DVDs	4
MM262	Multimedia Video Production III	4
MMElectives	Choice of 9 credit in MM courses	9
MM Co-Op	Cooperative Work Experience in Multimedia	3

### Total Number of Credits in Degree/Certificate:

Current Credits: 36

Proposed Credits: 44

### Contact Information:

Submitted by: Beth Fitzgerald

Contact e-mail: [efitzger@pcc.edu](mailto:efitzger@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](mailto: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.
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## PORTLAND COMMUNITY COLLEGE

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

**Proposed Degree/Certificate Title:** Culinary Arts - AAS Degree

**Reason for New Degree/Certificate:** Fulfill Advisory Committee request and industry need; complementary addition to existing Hospitality, Tourism, Recreation Management program; partnership with secondary program; part of HTRM/Culinary Arts Career Pathway.

**Requested Implementation Term:** Fall 2007

**Has Degree/Certificate been validated by the Advisory Committee?**

Yes       No      If No, explain

**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:**

<b>Sample Outcomes</b>
<ul style="list-style-type: none"><li>• Demonstrate an ability to analyze one's own subjective experience, interpersonal relationships, and the social-cultural context.</li><li>• Upload, test and deploy web pages containing JavaScript</li></ul>

<b>New Degree/Certificate Outcomes</b>
<ul style="list-style-type: none"><li>• Develop skills and knowledge appropriate for management employment in the foodservice industry, in kitchen, bakery or foodservice venues.</li><li>• Apply food and bakery production and operational functions.</li><li>• Demonstrate a strong understanding of the major functions of the kitchen, including food theory, sanitation and safety practices, production methods, use of tools and equipment and practical experience in running a small catering operation.</li><li>• Apply team development skills as an integral part of every foodservice organization.</li><li>• Apply the use of ingredients and the development of a menu and individual dishes.</li><li>• Be proficient in operational functions and principles in the foodservice industry.</li><li>• Discuss the importance of the value of persons in a team.</li><li>• Proficiency in kitchen production.</li><li>• Develop communication skills needed at the management level in the foodservice industry.</li><li>• Utilize technical/computer skills for kitchen communication, product purchasing and cost control.</li><li>• Apply skills for human relations activities.</li><li>• Apply effective routine, technical, and persuasive styles of written</li></ul>



communication.

- Apply effective verbal communications in various settings.
- Demonstrate necessary professional skills for conducting business in the foodservice industry.
- Demonstrate effective communications, problem-solving, and human relations skills.

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
<b>Total Credits</b>		4

Course Number	Course Title	Credit
HTM 100	Introduction to Hospitality Industry	3
HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Managers	3
HTM/CA 141	Customer Service in the Hospitality Industry	2
CA 160	Culinary Theory	3
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 205	Restaurant & Menu Marketing	4
CA 220	Food and Beverage Cost Control	4
CA 265	Culinary Arts Practicum II	7
CA 270	Foodservice Purchasing	3
CA 275	Nutrition for the Food Service Professional	3
CA 292	Garde Manger & Presentations	3
HTM 280A	CE: HTMR Experience	3
HTM 280B	CE: HTMR Exper. - Seminar	1
CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills	4
PSY 101	Psych. and Human Relations	4
SP 111	Public Speaking	4
WR 121	English Composition	4
WR 122	English Composition	4
WR 227	Technical Writing I	3
	General Education: Math/Sciences/Computer Sciences	4
	General Education (any distribution area)	4
	Elective (if necessary) to bring total credits to 900	2
<b>Total Credits</b>		90

**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:       Lori Gates

Contact e-mail:     gates@TillamookBay.cc

**Next Steps:**

1. a. Save completed New AAS Degree/Certificate Request Form and Submit as an email attachment to [curriculum@pcc.edu](mailto: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.
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**PORTLAND COMMUNITY COLLEGE**

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

**Proposed Degree/Certificate Title:** Culinary Arts - One-Year Certificate

**Reason for New Degree/Certificate:** Fulfill Advisory Committee request and industry need; complementary addition to existing Hospitality, Tourism, Recreation Management program; partnership with secondary program; part of HTRM/Culinary Arts Career Pathway.

**Requested Implementation Term:** Fall 2007

**Has Degree/Certificate been validated by the Advisory Committee?**

Yes       No      If No, explain

**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:**

<b>Sample Outcomes</b>
<ul style="list-style-type: none"><li>• Demonstrate an ability to analyze one’s own subjective experience, interpersonal relationships, and the social-cultural context.</li><li>• Upload, test and deploy web pages containing JavaScript</li></ul>

<b>New Degree/Certificate Outcomes</b>
Develop proficiency in kitchen production and the communication skills needed in the foodservice industry. <ul style="list-style-type: none"><li>• Develop skills and knowledge appropriate for employment in the Foodservice industry, in kitchen, bakery or foodservice venues: become familiar with food and bakery production, operations.</li><li>• Demonstrate an understanding of the major functions of the kitchen, including food theory, sanitation and safety practices, production methods, use of tools and equipment and practical experience in running a small catering operation.</li><li>• Explain why team development is an integral part of every foodservice organization</li><li>• Understand the use of ingredients and the development of a menu and individual dishes.</li><li>• Be proficient in operational functions and principles in the foodservice industry.</li><li>• Understand the value of persons in a team.</li><li>• Develop technical/computer skills for kitchen communication, product purchasing and cost control.</li><li>• Identify skills for human relations activities.</li><li>• Be knowledgeable about necessary professional skills for conducting business in the foodservice industry.</li><li>• Demonstrate effective communications, problem-solving, and human relations</li></ul>

skills.

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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
<b>Total Credits</b>		<b>4</b>

Course Number	Course Title	Credit
HTM 100	Introduction to Hospitality Industry	3
HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Managers	3
HTM/CA 141	Customer Service in the Hospitality Industry	2
CA 160	Culinary Theory	3
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 220	Food and Beverage Cost Control	4
CA 270	Foodservice Purchasing	3
HTM 280A	CE: HTMR Experience	3
HTM 280B	CE: HTMR Exper. - Seminar	1
CAS 133	Basic Computer Skills	4
PSY 101	Psych. and Human Relations	4
SP 111	Public Speaking	4
WR 121	English Composition	4
MTH 60	Introductory Algebra or higher	4
<b>Total Credits</b>		<b>53</b>

**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:      Lori Gates  
Contact e-mail:      gates@TillamookBay.cc

**Next Steps:**

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**PORTLAND COMMUNITY COLLEGE**

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

**Proposed Degree/Certificate Title:** Culinary Arts - Certificate of Completion

**Reason for New Degree/Certificate:** Fulfill Advisory Committee request and industry need; complementary addition to existing Hospitality, Tourism, Recreation Management program; partnership with secondary program; part of HTRM/Culinary Arts Career Pathway.

**Requested Implementation Term:** Fall 2007

**Has Degree/Certificate been validated by the Advisory Committee?**

Yes       No      If No, explain

**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:**

<b>Sample Outcomes</b>
<ul style="list-style-type: none"><li>• Demonstrate an ability to analyze one’s own subjective experience, interpersonal relationships, and the social-cultural context.</li><li>• Upload, test and deploy web pages containing JavaScript</li></ul>

<b>New Degree/Certificate Outcomes</b>
<ul style="list-style-type: none"><li>• Develop skills and knowledge appropriate for entry-level employment in the foodservice industry, in kitchen, bakery or other foodservice venues.</li><li>• Understand broad food service concepts.</li><li>• Demonstrate quality customer service skills and practices.</li><li>• Demonstrate an understanding of the contemporary forces that shape the foodservice industry.</li><li>• Demonstrate an understanding of the major functions of the kitchen including food theory, sanitation and safety practices, production methods, use of tools and equipment and practical experience in running a small catering operation.</li><li>• Explain why team development is an integral part of every foodservice organization.</li><li>• Understand the use of ingredients and the development of a menu and individual dishes.</li><li>• Be proficient in operational functions and principles in the foodservice industry.</li><li>• Understand the value of persons in a team.</li><li>• Practice effective verbal communications in the kitchen environment.</li><li>• Be able to identify effective communications, problem-solving, and human relations skills.</li></ul>

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
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**List Degree/Certificate Coursework:**

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

Course Number	Course Title	Credit
HTM 100	Introduction to Hospitality Industry	3
HTM 105	Food Service Management	3
HTM 107	Sanitation and Safety for Managers	3
HTM/CA 141	Customer Service in the Hospitality Industry	2
CA 160	Culinary Theory	3
CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1
CA 220	Food and Beverage Cost Control	4
HTM 280A	CE: HTMR Experience	3
HTM 280B	CE: HTMR Exper. - Seminar	1
CAS 133	Basic Computer Skills	4
<b>Total Credits</b>		34

**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:       Lori Gates  
 Contact e-mail:     gates@TillamookBay.cc

**Next Steps:**

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 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.

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