

Degrees and Certificates Agenda
March 5, 2008
Sylvania Conference Room A

2:00 Overview of Minutes:

Old Business:

2:00 Trade Extensions - Katrina Cloud

- (New) Certificate of Completion in Construction Trades, General Apprenticeship
- (New) Certificate of Completion in Manual Apprenticeship Trades
- (New) Certificate of Completion in Limited Electrician Apprenticeship Technologies
- (New) Certificate of Completion in Industrial Mechanics and MTX Tech Apprenticeship
- (New) Certificate of Completion in Mechanical MTX Apprenticeship
- (New) Certificate of Completion in Electrician Apprenticeship Technologies

New Business:

2:30 JBAC and AAOT statewide updates-Scott Huff

2:45 (New) Retail Management Certificate-Cheryl Scott

3:00 (Revision) Dental Assisting Certificate-Josette Beach

Curriculum office informational items.

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Retail Management

Reason for New Degree/Certificate: New Statewide Degree as set by the local advisory committee and by the Oregon Retail Management Community College Consortium. This degree is an extension of the current certificate that was recently approved by PCC in Retail Management.

Requested Implementation Term: Fall 2008

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:

Sample Outcomes
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• Students completing this degree should have the skills necessary for successful employment in a variety of retail supervisory and management positions, advancing to store manager level responsibilities.• Students will learn soft and hard skills in technology and communication that will enable them to be effective in their roles within the retail environment.

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
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Course Number	Course Title	Credit
BA 131	Introduction to Business Computing	4
or CIS 120		3
BA 285	Human Relations in Business	4
MTH 30	Business Math	
or MTH 60 or higher		4
WR 121	English Composition	4
BA 205	Solving Communication Problems with Technology	3
BA 206	Management Fundamentals	3
BA 223	Principles of Marketing	4
SP 111	Public Speaking	3
BA 111 or	Introduction to Accounting	
BA 211		3
BA 224	Human Resource Management	3
BA 249	Principles of Retailing and E-tailing	3
BA 212	Principles of Accounting II	4
BA 226	Business Law I	3
BA 251	Supervisory Management	1
HE 110	Cardiopulmonary Resuscitation	4
SP 140	Introduction to Intercultural Communication	3
BA 213	Principles of Accounting III	3
BA 250	Small Business Management	4
EC 201	Principles of Economics I	4
SP 130	Business and Professional Speech Communication	3
BA 238	Sales	2
BA 280A	Cooperative Work Experience	4
EC 202	Principles of Economics II	14
BA Electives		
Total Credits		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: Cheryl L. Scott
 Contact e-mail: cscott@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.

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.

PORTLAND COMMUNITY COLLEGE

Associate of Applied Science/Certificate Revision Request Form

Current Degree/Certificate Title: Certificate in Dental Assisting

Proposed Degree/Certificate Title:

Reason for Revision:

Currently Psychology is not required as a prerequisite for the program. The American Dental Association Commission on Dental Accreditation requires psychology content in the program to bring the student up to the familiarity level. Psychology 101 or above is the course we are recommending for a prerequisite to meet this accreditation standard.

Request Implementation Term: Fall 08

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
WR 115	Intro to Expository Writing (or placement into WR 121	4
Math 10	Fundamentals of Arithmetic (or placement into MTH 20	2
HE 250	Personal Health (or HPE 295 or FN 225)	3

Does Revision involve changing Degree/Certificate Prerequisites?

No Yes

If Yes, please list proposed prerequisites:

Proposed

Course Number	Course Title	Credit
PSY 101	Psychology and Human Relations	4

Does Revision impact PCC Core Outcomes which Degree and/or Certificates support?

No Yes

If Yes, explain: Addition of PSY 101 would support PCC Core Outcomes: Communication, Community and Environmental Responsibility, Cultural Awareness and Professional Competence.

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

Sample

Current Degree/Certificate Outcome
<ul style="list-style-type: none">Develop JavaScript extensions to web pagesUpload, test and deploy web pages containing JavaScript

Current Degree/Certificate Outcome
<ul style="list-style-type: none">Engage in a broad range of communication skills for the purpose of analyzing

- dental situations and anticipating the needs of the dentist and patient using appropriate language and modality.
- Help an organization thrive in a diverse, rapidly changing and increasingly global healthcare environment.
- Identify problems and apply appropriate methods of reasoning to develop creative and practical solutions for personal, professional, client (patient) and dental community issues.
- Respond effectively to diverse client (patient) needs in an increasingly global marketplace by applying problem solving skills.
- Function as a valued team member exhibiting professional skills, ethics, sustainability and social responsibilities by achieving the following: Oregon Radiological Proficiency Certificate,, Oregon Sealant Certificate, Oregon Soft Reline Certificate and acquire the knowledge to successfully pass the Certified Dental Assisting (CDA) exam.
- Actively build personal skills by identifying, assessing and participating in learning opportunities that contribute to personal and professional growth in the dental health care setting.

Does Revision involve changing Degree/Certificate Outcomes?

No Yes

If Yes, list proposed outcomes:

Proposed Degree/Certificate Outcome
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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>).

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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: 45

Proposed Credits: 45

Contact Information:

Submitted by: LeeAnn Redifer, SAC Chair and Josette Beach, Director

Contact e-mail: lredifer@pcc.edu; jbeach@pcc.edu

Next Steps:

- Save completed Associate of Applied Science/Certificate Revision Request Form and Submit as an email attachment to 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.
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