Degrees and Certificates Agenda

November 5, 2008

Spruce Room 2pm to 4pm

2:00 Review of October minutes

Consent Agenda-Steve Smith

 New Business

- New AAS Electronic Engineering Technology: Mechatronics/Automation/Robotics Engineering Technology- Sanda Williams

- Revision-AAS Emergency Management-Carol Bruneau

AAOT Report: Susanne Christopher

Registrar's Report: Rebecca Mathern

Curriculum Report: Steve Smith- New Degree and Certificate forms

PORTLAND COMMUNITY COLLEGE

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

Proposed Degree/Certificate Title: Electronic Engineering Technology: Mechatronics/Automation/Robotics Engineering Technology.

This is an option within the exisiting EET degree

Reason for New Degree/Certificate: Automation industry needs. Positioning for the growing field of robotics/mechatronics. Assist high school students with a complete career pathway aligning HS with our PCC's AAS degree and BS degrees such as BSEET of OIT and BSEE of PSU.

Requested Implementation Term: Fall 2009

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
• 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
• Graduates can work as technicians in the manufacturing and servicing/repair of the automated systems or as engineers' aids assisting them with the design of automated system.

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

Course Number	Course Title	Credit
CAS 175	Introduction to Flash	3
Total Credits		4

Course Number	Course Title	Credit
	Prerequisites	
	Completion of WR 121 and placement into MTH 95	
EET 111	Electric Circuit Analysis I	
EET 121	Digital Systems I	5
PHY 201	General Physics	3
MTH 111	College Algebra 111C	4
EET 112	Electric Circuit Analysis II	4
EET 122	Digital Systems II	5
EET 188	Industrial Safety	3
MTH 112	Elementary Functions	1
PHY 202	General Physics	5
EET 113	Electrical Power	4
EET 123	Digital Systems III	5
CS 161	Computer Science I	5
PHY 203	General Physics	4
Gen Ed:	Social Science Elective Credits	4
CS 162	Computer Science II	4
EET 221	Semiconductor Devices	5
EET 241	Microcomputer Systems	4
DRF 270	Solid Works Fundamentals	3
or CMET 113	Engineering Technology Graphics	(3)
or DRF 126	Introduction to AUTOCAD	(3)
CMET 213	Fluid Mechanics	3
MCH 121	Manufacturing Process	4
EET 222	Op Amp Circuits	5
EET 242	Microcontrollers	4
EET 254	Seminar	1
EET 255	Industrial Control Systems	4
EET 256	Capstone Project	2
or EET 280A	Industry Internship	(2)
EET 270	Robotics	3
Gen Ed	Arts and Humanities Elective Credits	4
Tech Electives:	5 cr of the followings	(5)
MCH 158	Project Machine Tech II	3
ELT 125	Basic PLC	2
ELT 126	Intermediate PLC	2
ELT 225	Advanced PLC	2
MT 101	Intro to Semiconductor Manufacturing	1
MT 102	Intro to Semiconductor Dev	1
MT 104	Intro to Solar Voltaic Process	1
EET 178	PC Architecture	4
EET 223	RF Communication	5
MT 222	Quality Control Methods in Manufacturing	3
Total Credits		107

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 : I contacted the departments that have courses included in this option-computer, drafting, engineering, machine manufacturing, microelectronics technology and electrical trades. The MT's objection was cleared and the rest of the departments did not have any objections.

Contact Information:

Submitted by: Sanda Williams

Contact e-mail: Sanda.Williams@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.

	EET: Mech/Auto/Robotic AAS	
EET 111	Electric Circuit Analysis I	5
EET 121	Digital Systems I	3
PHY 201 *	**General Physics**	**4**
MTH 111 *	**College Algebra 111C**	**4**
EET 112	Electric Circuit Analysis II	5
EET 122	Digital Systems II	3
EET 188	Industrial Safety	1
MTH 112 *	**Elementary Functions**	**5**
PHY 202 *	**General Physics**	**4**
EET 113	Electrical Power	5
EET 123	Digital Systems III	5
CS 161 **	**Computer Science I**	**4**
PHY 203 *	**General Physics**	**4**
Gen Ed:	**General Education Elective Credits (Any)**	**4**
CS 162 **	**Computer Science II**	**4**
EET 221	Semiconductor Devices	5
EET 241	Microcomputer Systems	4
DRF 270	Solid Works Fundamentals	3
or CMET 113 or DRF 126	Engineering Technology Graphics Introduction to AutoCad	
CMET 213	Fluid Mechanics	3
MCH 121	Manufacturing Process	4
EET 222	Op Amp Circuits	5
EET 242	Microcontrollers	4
EET 254	Seminar	1
EET 255	Industrial Control Systems	4
EET 256	Capstone Project	
or EET 280A	Industry Internship	2
EET 270	Robotics	3
Gen Ed	**Arts and Humanities Elective Credits**	**4**
Tech Electives:	**5 cr of the followings**	**5**
MCH 158	Project Machine Tech II	3
ELT 125	Basic PLC	2
ELT 126	Intermediate PLC	2
ELT 225	Advanced PLC	2
MT 101	Intro to Semiconductor Manufacturing	1
MT 102	Intro to Semiconductor Development	1
MT 104	Intro to Solar Voltaic Process	1
EET 178	PC Architecture	4
EET 223	RF Communication	5
MT 222	Quality Control Methods in Mfg	3

* Could be used for Gen Ed Math & Science

** Could be used for Social Science

PORTLAND COMMUNITY COLLEGE

Associate of Applied Science/Certificate
Revision Request Form

Current Degree/Certificate Title: Emergency Management AAS
Proposed Degree/Certificate Title: Same

Reason for Revision:
 Remove HUM 121 and replace it with HUM 221 and increase the credit total of the degree to 97.

Request Implementation Term: Fall 2008

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: (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
EMERGENCY MANAGEMENT   AAS Degree Outcomes   This degree program is designed to provide individuals with the knowledge, skills and abilities to provide leadership and guidance in the response to a variety of disasters.

The coursework and overall academic experience will prepare students to:

- 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.

- Demonstrate skills in reading, writing and public speaking.

-

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).

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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
HUM 121	Leadership Training I	3

Proposed

Course Number	Course Title	Credit
HUM 221	Leadership Development	4

Total Number of Credits in Degree/Certificate:

Current Credits: 96
Proposed Credits: 97

Contact Information:

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

EMERGENCY MANAGEMENT 96 CREDITS CURRENT				EMERGENCY MANAGEMENT 97 CREDITS PROPOSED		

EM 101	Introduction to Emergency Services	4		EM 101	Introduction to Emergency Services	4
CJA 101	Cultural Diversity in Criminal Justice Professions	3		CJA 101	Cultural Diversity in Criminal Justice Professio	3
EM 103	Introduction to Radio Communications	3		EM 103	Introduction to Radio Communications	3
ETC 105	Crisis Intervention & CISM	3		ETC 105	Crisis Intervention & CISM	3
EM 110	Theory of Emergency Management	3		EM 110	Theory of Emergency Management	3
EM 114	History of US Hazards, Disasters			EM 114	History of US Hazards, Disasters	
	& Emergency Mgmt	4			& Emergency Mgmt	4
EM 202	Principles & Practices of Hazard Mitigation	3		EM 202	Principles & Practices of Hazard Mitigation	3
EM 203	Principles & Practices of Emergency/Disaster			EM 203	Principles & Practices of Emergency/Disaster	
	Response I	4			Response I	4
EM 204	Principles & Practices of			EM 204	Principles & Practices of	
	Emergency/Disaster Response II	4			Emergency/Disaster Response II	4
EM 205	Disaster Recovery Operations	3		EM 205	Disaster Recovery Operations	3
EM 210	Emergency Management Planning:			EM 210	Emergency Management Planning:	
	Hazards & Disasters	4			Hazards & Disasters	4
EM 211	Public Policy & Law in Emergency			EM 211	Public Policy & Law in Emergency	
	Management	3			Management	3
EM 221	Business Continuity/Resumption	3		EM 221	Business Continuity/Resumption	3
EM 222	Disaster Exercise Design & Evaluation	3		EM 222	Disaster Exercise Design & Evaluation	3
EM 223	Terrorism	3		EM 223	Terrorism	3
		50				**50**
Other required courses:				**Other required courses:**		
FP 123	Haz Mat Awareness/Operation	3		FP 123	Haz Mat Awareness/Operation	3
HUM 121	Leadership Training I (Removed)	3		**HUM 121**	**Leadership Training I (Removed)**	**3**
PHL191	Critical Thinking: Language			**HUM 221**	**Leadership Development (ADD)**	**4**
	& Layout of Argument	4		PHL191	Critical Thinking: Language	
PS 203	State & Local Government	4			& Layout of Argument	4
WR 227	Technical Writing	4		PS 203	State & Local Government	4
		18		WR 227	Technical Writing	4
Emergency Management Electives –						**22**
12 credits required – select classes from the list below				**12 credits required – select classes from the list below**		
FP 9070	Major Emergency Tactics & Strategy	3		FP 9070	Major Emergency Tactics & Strategy	3

G 201	Physical Geology	4	G 201	Physical Geology	4
G 208	Volcanoes & Their Activity	3	G 208	Volcanoes & Their Activity	3
G 209	Earthquakes	3	G 209	Earthquakes	3
GEO 105	Introduction to Human Geography	4	GEO 105	Introduction to Human Geography	4
GEO 106	Geography of the Developed World	4	GEO 106	Geography of the Developed World	4
GEO 209	Physical Geography: Weather & Climate	4	GEO 209	Physical Geography: Weather & Climate	4
GEO 210	The Natural Environment	4	GEO 210	The Natural Environment	4
GS109	Physical Science (Meteorology)	4	GS 109	Physical Science (Meteorology)	4
MSD 121	Leadership Skill Development	3	MSD 121	Leadership Skill Development	3
Any Pre-Approved CJA, EMT, ETC or FP courses may be used to fill the Elective requirement.			Any Pre-Approved CJA, EMT, ETC or FP courses may be used to fill the Elective requirement.		
General Education Requirement			**General Education Requirement**		
PSY 101	Psychology & Human Relations	4	PSY 101	Psychology & Human Relations	4
SP 111	Public Speaking	4	SP 111	Public Speaking	4
Plus 8 additional credits from the General Education Course List for a total of 16 credits.			**Plus 4 additional credits from the Math and Science areas and 4 credits from either the Arts & Humanities, Social Science or Math & Science areas.**		
	Total	**96**		**Total**	**97**

To: Degrees and Certificates Committee Members

CC: Christine Chairsell, ASA VP

        Veronica Garcia, Dean of Enrollment Services

From: Rebecca Mathern, Registrar

        Steve Smith, Director of Curriculum

RE: Proposed Changes to Catalog Requirements

Date: November 2008 D & C Meeting

The focus of our revisions are on the comprehensive and specific degree requirements that must be clarified or modified in order to move toward a degree audit system and bring added clarity in our catalog and to our students.

This month the focus is on one consent topic and several issue topics that will require discussion.

Again, please contact Steve, Susanne or myself with any questions about the proposed changes as we move forward in this process.

Catalog language clarification action items- CONSENT

OLD LANGUAGE (2008-09 catalog)	PROPOSED LANGUAGE (2009-10 catalog)
Two-Year (and One-Year) Certificate *Restrictions* (p 22)	Two Year (and One Year) Certificate *Requirements*

Discussion for committee consideration and recommendation

Recommend: Addition to **Degree, Certificate and Course Overview** section of the catalog:

Students must apply for graduation within one year of completing coursework at PCC. If it has been longer than one year, students must petition for an exception to this policy. The petition must be approved by the Registrar's Office. If the student completed a CTE program, the CTE department chair must also approve the petition. Even when a petition is approved, the student would need to be readmitted and then be responsible for the coursework in the current catalog as of the date of their readmission to the college.

Rationale: The point of the time limit is to encourage students to apply for graduation immediately. There are students as far back as 22 years applying for a degree- not an accurate reflection of when a degree was awarded if skills are 22 years old. The student records office gets these requests at least once a month.

Other schools are all over the map on how to deal with this situation. It seems most reasonable to require that a student be currently enrolled (this definition automatically includes up to one year after the last term of enrollment) so the course work can be current if necessary.

Recommend: Pass/No Pass Credit Maximums (add to the Comprehensive Degree Requirements)

A maximum of 24 credits of Pass/No Pass grades will apply to any degree. Specific AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.

Rationale: Students who transfer to other schools end up not being able to use P/NP grades for some courses. It is impossible to always advise students accurately on this topic because it all depends on a student's major, school of choice, course for P/NP grade, etc. Below is data that supports this recommendation.

Note: Once a recommendation is finalized, there will be a subsequent recommendation for certificates that aligns with the degrees.

<u>**Max P/NP credits used for the degree**</u>

PSU- 45	OSU- 36	U of O- 45 (to be taken A/F at UO	Chem- 16	Clack-no limit but must have a GPA	Mt. Hood- ?

PSU, OSU, UO includes upper and lower division credits

Summary of PCC Graduates between 10/1/06 and 10/29/08 who earned P/NP grades

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AAOT    Total     491
  P/NP   < 12     457    93%
  P/NP   < 24      24    5%
  P/NP   < 36       9    2%
  P/NP   < 48       1
  P/NP   >= 48      0


AAS     Total Degrees   1543
P/NP Credits      < 12   1001  65%
            < 24   288   19%
            < 36    47    3%
            < 48    24    2%
            >= 48  183   12%


AGEN    Total     854
            < 12   736   86%
            < 24    96   11%
            < 36    13   1.5%
            < 48     3   .4%
            >= 48    6   .7%


AS      Total     702
            < 12   631   90%
            < 24    58    8%
            < 36    11    2%
            < 48     0
            >= 48    2


ASOT-B  Total      91
            < 12    89   98%
            < 24     2    2%
            < 36     0
            < 48     0
            >= 48    0
```

Recommend: AAS General Education Requirements

OLD LANGUAGE (2008-09 catalog)	PROPOSED LANGUAGE (2009-10 catalog)
No more than two courses may come from program prerequisites or from courses required by specific programs. (p 23)	No more than two courses may come from courses required by the specific AAS degree.

Rationale: In the five programs where this occurs (Dental Hygiene, Nursing, Veterinary Technology, Biomedical Engineering, Radiography,, this could be seen as unreasonable because students need to take more coursework than the program requirements list just because their department happens to have prerequisites that are gen ed courses. If the student can "choose" to use those classes as their gen ed courses, it will prevent him/her from having to take 4 or 8 additional credits. Here is an example:

Program Prerequisites	General Education List	Program Requirements
Bio 111	Psy 101	Program Class 1
Bio 112	Psy 109	Program Class 2
	Math 112	Bio 112
	Soc 213	Math 111
	Hist 211	Gen Ed Choice 1
		Gen Ed Choice 2

Transfer Articulation Policy- multiple options

Current college comprehensive degree requirements policy states: All candidates for a degree must have a 2.0 grade point average (C average) or higher for course applied to the degree.

Current Practice
Bring in A, B, C and P (when P is C or better).
Do not bring in GPA from other institutions.
Courses are viewed on unofficial transcript as TA, TB, TC, TP.
Rationale-Students are less likely to fall into financial aid timeframe, SAP, other compliance problems (such as Veterans Affairs).

Proposed Change as discussed by staff
Bring in A, B, C, D and P (when P is C or better; D may or may not work for this P due to prerequisites).
In order to adhere to policy, the GPA from courses being applied to the degree must be calculated to ensure 2.0 minimum (including the transfer courses).
Courses are viewed on unofficial transcript as TA, TB, TC, TD, TP.
Rationale- Students can use transfer D's toward graduation but students are more likely to fall into financial aid timeframe, SAP, other compliance problems (such as Veterans Affairs). This policy falls more in line with other Oregon schools.

Residency Requirements for Certificates- NOTE: The 2 year requirements do not change but the one year certification did not have the experimental course information and the less than one year certification did not have any information listed (it was not in current or previous catalogs).

OLD LANGUAGE (2008-09 catalog)	PROPOSED LANGUAGE (2009-10 catalog)
Two Year Certificate Requirements	No change

1. At least 24 credits must be earned at PCC, 18 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC. 2. Only nine credits of 199 and 299 Experimental Courses apply.	
One Year Certificate Requirements 1. At least 12 credits must be earned at PCC, 9 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC.	One Year Certificate Requirements 1. At least 12 credits must be earned at PCC, 9 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC. 2. Only six credits of 199 and 299 Experimental Courses apply.
	Less than One Year Certificate Requirements 1. At least 6 credits must be earned at PCC, 6 of which must apply to the certificate requirements. The final six credits that apply to the certificate must be earned at PCC. 2. Only three credits of 199 and 299 Experimental Courses apply.