Degrees and Certificates Agenda
December 2, 2009
Conference Room A
2pm-4pm

2:00 Old Business: Approval of November Minutes

2:15 Adult High School Diploma-Steve Smith
2:20 Discussion Item: Academic Handbook A110, A111-Susanne Christopher, Kendra Cawley
2:30 Discussion Item: 300-400 level courses-Susanne Christopher

3:00 Computer Application Systems-Administrative Office Professional-AAS-Revision-Kelly Peden- This degree, (AOP) is a statewide program that provides connected instruction and pathways for completion between participating Oregon community colleges. Students may start at PCC, but complete and transfer credits to any of the participating colleges. PCC joined this consortium in 2007 and has been working with the other community colleges in the consortium for the past two years to determine requirements for this statewide degree. The core cluster and focus areas were determined by state measurement indicators and supported by an advisory committee formed by the consortium. The next step for the consortium is to work with area four-year institutions to create a pathway for transfer options. The rationale for this is that this degree will prepare students to earn a management degree where those additional courses are deemed more appropriate.

3:15 Aviation Maintenance Technology-AAS-Revision-Gilbert Bynoe- Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours, has precipitated a corresponding change in not only the certificate but the degree requirements for the AMT program. The original revision of the AMT Powerplant certificate through revision of the pre-requisites affects also the Aviation Maintenance Technology AAS.AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate and degree coursework to that of a pre-requisite course.

Aviation Maintenance Technology-Two Year Certificate-Revision-Gilbert Bynoe- Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. Revising the AMT Powerplant certificate through revision of the pre-requisites affects also the Two-year Aviation Maintenance Technology Certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the two One-year certificate's coursework necessitates a similar correction to the Two-year certificate.

Aviation Maintenance Technology-Powerplant Certificate -Revision-Gilbert Bynoe- Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the certificate coursework will realign the two single AMT mechanic rating certificates, Airframe and Powerplant, to

both be recognized as one-year certificates. The Airframe is currently 59 credit hours and the Powerplant is currently 61.

Aviation Maintenance Technology-Airframe Certificate-Revision-Gilbert Bynoe- Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. Revising the AMT Powerplant certificate through revision of the pre-requisites affects also the one-year AMT Airframe certificate.AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the certificate coursework will realign the two single AMT mechanic rating certificates, Airframe and Powerplant, to both be recognized as one-year certificates. The Airframe is currently 59 credit hours and the Powerplant is currently 61. Each would be reduced by one credit hour.

3:30 Civil Engineering Technology-AAS-Revision-Greg Gerstner- The Writing pre-requisite and outcomes have been altered. There is no change in course work

Mechanical Engineering Technology-AAS-Revision-Greg Gerstner- The Writing pre-requisite and outcomes have been altered. There is no change in course work

Civil Engineering Technology: Green Technology and Sustainability Option-New-Greg Gerstner - To provide the Civil Engineering Technology student with Green Technology and Sustainability methodologies to better prepare the student to practice sustainable engineering.

Mechanical Engineering Technology: Green Technology and Sustainability-New-Greg Gerstner- To provide the Mechanical Engineering Technology student with Green Technology and Sustainability methodologies to better prepare the student to practice sustainable engineering.

Civil Engineering Technology Two Year Certificate-Related Instruction-Greg Gerstner-Addition of Related Instruction.

Mechanical Engineering Technology Two Year Certificate-Related Instruction-Greg Gerstner-Addition of Related Instruction.

3:45 Medical Assisting Certificate-Revision-Susan Lewis CGCC- Requesting to increase the program reading and writing prerequisites and clarify the math requirement to better meet the needs of the medical community that supports our program. Our MA Advisory Committee has requested that our graduates have higher reading, writing and math skills. Proposed changes to MA certificate program prerequisites have proceeded through the CGCC Curriculum Committee process. While the new prerequisites differ from PCC prerequisites for this certificate, there has been conversation between the Chief Academic Officer at CGCC (Dr. Susan Wolff) and the Dean of Instructional Support at PCC (Dr. Kendra Cawley) resulting in an understanding that these changes fall within the purview of CGCC decision making as the college moves forward toward independent accreditation.

Portland Community College	ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION # 1 OVERVIEW

Current Title:	**Computer Applications/Office Systems: Administrative Assistant: Office Management AAS**	**Proposed Title:**	**Administrative Office Professional AAS**
Current Credits:	94	**Proposed Credits:**	94
Overview and rationale for proposed changes:	This degree is a statewide program that provides connected instruction and pathways for completion between participating Oregon community colleges. Students may start at PCC, but complete and transfer credits to any of the participating colleges. PCC joined this consortium in 2007 and has been working with the other community colleges in the consortium for the past two years to determine requirements for this statewide degree. The core cluster and focus areas were determined by state measurement indicators and supported by an advisory committee formed by the consortium. There are a few more BA classes required (which used to be electives) and a couple less CAS/OS courses required. The next step for the consortium is to work with area four-year institutions to create a pathway for transfer options. The rationale for this is that this degree will prepare students to earn a management degree where those additional courses are deemed more appropriate.		
List of specific changes that are being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	**The following courses are being moved from the electives and added to the required courses:** 1. BA 101 Intro. to Business 2. BA 224 Human Resources management 3. BA 226 Business Law I 4. BA 228 Computer Accounting Applications 5. CAS 111D Beginning Web Site Creation: Dreamweaver or CAS 111E Beginning Web Site Creation: Expression Web 6. CAS 122 Keyboarding for Speed & Accuracy 7. Math 65 or Higher		

	The following courses which were previously required are now removed: 1. CAS 123 Production Keyboarding 2. CAS 140 Beginning Access 3. MTH 30 Business Mathematics 4. 6cr of Business Electives 5. BA 211 Principles of Accounting 6. Writing Class higher than 121 7. The "or" from CAS 133 Basic Computer Skills/MS Office "OR" 4 Electives 8. 8cr of CAS Electives

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☒ **No**

SECTION # 3 PREREQUISITES AND OUTCOMES

Current Prerequisites	**Does the revision involve changing degree prerequisites?**	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
CAS 121	Beginning Keyboarding	Keyboarding by touch	
WR 115	Intro. to Expository Writing	Placement into this level or higher	
Mth 20	Basic Math	Placement into this level or higher	

Proposed Prerequisites

Course Number	**Course Title or Placement level**	
CAS 121	Beginning Keyboarding	Keyboarding by touch
WR 115	Intro. to Expository Writing	Placement into this level or higher
Mth 20	Basic Math	Placement into this level or higher

Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing degree outcomes?	☒Yes ☐No

- Produce professional, error-free, timely documents by using current and emerging software and hardware technology.
- Effectively communicate their own creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others.
- Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.
- Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
- Establish and follow procedures to manage digital and hard copy office documents.
- Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.
- Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.
- Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.
- Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.
- Manage equipment, supplies, and other resources to maintain office efficiency.
- Collaborate with others to develop and implement company vision, goals, and tasks.
- Assess the effectiveness of office practices and procedures and recommend and implement necessary changes.

Proposed Outcomes:

1. Produce professional, error-free, timely documents by using current and emerging software and hardware technology. Evaluate and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.
2. Perform general office tasks: plan and participate in meetings; coordinate travel arrangements; schedule appointments; greet clients/customers; process mail; manage equipment, supplies, and other resources in a timely manner to maintain workplace efficiency.
3. Work effectively in a team and group setting by understanding roles within teams, work units, departments, and organizations. Exhibit effective people skills to deal with a variety of personalities and diverse individuals.
4. Effectively communicate creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual

ideas of others. Collaborate with others to develop and implement company vision, goals, and tasks.

5. Analyze the effectiveness of office practices and procedures and recommend and implement necessary changes. Use planning and time management principles to accomplish workplace efficiency and achieve company objectives.
6. Use critical thinking, organization, and problem solving to effectively manage numeric, alphabetic, and digital data. Apply knowledge of basic accounting procedures to the basic record-keeping requirements of a business using applicable technology.

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
CAS 123	Production Keyboarding	3	**BA 101**	**Introduction to Business (ADD)**	**4**
CAS 133	Basic Comp. Skills/MS Office or	4	CAS 133	Basic Computer Skills/MS Office	4
	CAS Electives	4	**or**	**CAS Electives (Remove)**	**4**
CAS 170	Beginning Excel	3	CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3	CAS 216	Beginning Word	3
CAS 246	Integrated Comp. Projects	4	CAS 246	Integrated Computer Projects	4
OS 220	Business Editing Skills	4	OS 220	Business Editing Skills	4
OS 131	10-key for Calculators	1	OS 131	10-key for Calculators	1
OS 240	Filing & Records Management	4	OS 240	Filing & Records Management	4
OS 245	Office Systems & Procedures	4	OS 245	Office Systems & Procedures	4
BA 111	Intro. to Accounting	3	BA 111	Introduction to Accounting	3
BA 205	Solving Comm. Prob. w/Techn.	4	BA 205	Solving Comm. Problems w/Technology	4
BA 285	Human Relations-Organ.	3	BA 285	Human Relations-Organizations	3
CAS 171	Intermediate Excel	3	CAS 171	Intermediate Excel	3
BA 206	Management Fundamentals	3	BA 206	Management Fundamentals	3
WR	Writing course above WR 121	4	OS 280 F	Co-op Work Experience	4
CAS Elec	Restricted Electives	8	CAS 217	Intermediate Word	3
Mth 30	Business Math	4	WR 121	English Composition	4
WR 121	English Composition	4		General Education	16
	BA Electives	4	**BA 228**	**Computerized Accounting (ADD)**	**3**
Gen. Ed.	Choose from PCC lists	16	**CAS 122**	**Keyboarding for Speed & Accuracy (ADD)**	**3**
CAS 140	Beginning Access	3		**Math 65 or higher (ADD)**	**4**
BA 211	Principles of Accounting I	3	**BA 226**	**Business Law I (ADD)**	**4**
			BA 224	**Human Resources Management (ADD)**	**3**

			CAS 111D OR	Beginning Website Creation: Dreamweaver (ADD)	3
			CAS 111E	Beginning Web Site Creation: Expression Web (ADD)	0
				CAS Electives (Remove)	-
			BA 211	Principles of Accounting I (Remove)	-
			WR	Writing course above WR 121 (Remove)	-
			CAS 140	Beginning Access (Remove)	-
				BA Electives (Remove)	-
			Mth 30	Business Math (Remove)	-
			CAS 123	Production Keyboarding (Remove)	-
	Credit Total	94		Credit Total	94

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	☒ Yes ☐ No	Has the change been approved by the consortium?	☒ Yes ☐ No	Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate		Requested implementation date:	Fall 2010		
Submitted By:	Kelly Peden				
Email:	kpeden@pcc.edu				

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	**ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM**	**Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115**

SECTION # 1 OVERVIEW

Current Title:	Aviation Maintenance Technology AAS	**Proposed Title:**	Aviation Maintenance Technology AAS
Current Credits:	109	**Proposed Credits:**	108
Overview and rationale for proposed changes:	Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours, has precipitated a corresponding change in not only the certificate but the degree requirements for the AMT program. The original revision of the AMT Powerplant certificate through revision of the pre-requisites affects also the Aviation Maintenance Technology AAS. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate and degree coursework to that of a pre-requisite course.		
List of specific changes that are being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	1. A reduction of the hours for the Aviation Maintenance Technology Associate of Applied Science to 92 credit hours (currently 93), aligning it with the pre-requisites for the One-year and Two-year AMT certificates. 2. Change AMT 101-Introduction to A&P from a required course to a certificate pre-requisite		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☑ **No**

SECTION # 3 PREREQUISITES AND OUTCOMES			
Current Prerequisites	**Does the revision involve changing degree prerequisites?**	**☑Yes**	**☐ No**
Course Number	**Course Title or Placement level**		
	MTH 60 - Placement		
	RD 90 - Placement		
	WR 90 - Placement		
Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
AMT 101	Introduction to A&P		
	MTH 60 – Placement		
	RD 90 – Placement		
	WR 90 - Placement		
Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing degree outcomes?**	**☐Yes**	**☑No**

- Make independent and accurate airworthiness judgments while inspecting and maintaining aircraft in accordance with applicable airworthiness requirements.
- Recognize common factors within a complex problem and draw upon many sources to formulate a solution.
- View a problem from both the overall perspective, and the specific perspective.
- Discern and discuss the similarities and the differences in the comparison of aircraft systems and components.
- Demonstrate an understanding of the need to commit to developing a plan of action based upon the research and understanding of appropriate maintenance and inspection data.
- Manifest an appropriate attitude toward, and implement a plan of "Safety Awareness" and compliance that includes you, your co-workers, the work area, and the aircraft.

Proposed Outcomes:

No Changes

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
AMT 101	**Introduction to A&P**	**1**	**AMT 101**	**Introduction to A&P (move)**	**1**
AMT 102	Aircraft Electricity I	4	AMT 102	Aircraft Electricity I	4
AMT 203	Aircraft Electricity II	4	AMT 203	Aircraft Electricity II	4
AMT 204	Aircraft Electricity III	4	AMT 204	Aircraft Electricity III	4
AMT 105	Aviation CFR's and Related Subjects	4	AMT 105	Aviation CFR's and Related Subjects	4
AMT 106	Aircraft Applied Science	4	AMT 106	Aircraft Applied Science	4
AMT 107	Materials and Processes	4	AMT 107	Materials and Processes	4
AMT 108	AMT Practicum / General	2	AMT 108	AMT Practicum / General	2
AMT 208	Aircraft Systems	4	AMT 208	Aircraft Systems	4
AMT 109	Assembly and Rigging	4	AMT 109	Assembly and Rigging	4
AMT 211	Composite Structures	4	AMT 211	Composite Structures	4
AMT 212	Sheet Metal	4	AMT 212	Sheet Metal	4
AMT 213	Hydraulic, Pneumatic and Landing Gear Systems	4	AMT 213	Hydraulic, Pneumatic and Landing Gear Systems	4
WLD 210	Aviation Welding	2	WLD 210	Aviation Welding	2
AMT 214	Instruments, Communication and Navigation Systems	4	AMT 214	Instruments, Communication and Navigation Systems	4
AMT 115	Aircraft Structures and Inspection	4	AMT 115	Aircraft Structures and Inspection	4
AMT 216	AMT Practicum / Airframe	2	AMT 216	AMT Practicum / Airframe	2
AMT 121	Turbine Engine Theory and Maintenance	4	AMT 121	Turbine Engine Theory and Maintenance	4
AMT 219	Turbine Engine Overhaul	4	AMT 219	Turbine Engine Overhaul	4
AMT 218	Powerplant Inspections	4	AMT 218	Powerplant Inspections	4
AMT 222	Reciprocating Engine Theory and Maintenance	4	AMT 222	Reciprocating Engine Theory and Maintenance	4
AMT 222	Reciprocating Engine Overhaul	4	AMT 222	Reciprocating Engine Overhaul	4
AMT 120	Propellers and Engine Installation	4	AMT 120	Propellers and Engine Installation	4
AMT 123	Ignition Systems	4	AMT 123	Ignition Systems	4
AMT 124	Fuel Metering Systems	4	AMT 124	Fuel Metering Systems	4

AMT 225	AMT Practicum / Powerplant	2	AMT 225	AMT Practicum / Powerplant	2
	Credit total	**93**		**Credit total**	**92**

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	☐ **Yes** ☑ **No**	**Has the change been approved by the consortium?**	☐ **Yes** ☐ **No**	**Are there any career pathway(s) or related certificates attached to this degree?**	☑ **Yes** ☐ **No**
Is this a degree option?	☐ **Yes** ☒ **No**	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate	**Airframe and Powerplant Mechanic**	**Requested implementation date:**	Fall 2010		
Submitted By:	**Gil Bynoe - x7030** **Dave Kercher - x7451**				
Email:	**gbynoe@pcc.edu** **dkercher@pcc.edu**				

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	CERTIFICATE REVISION REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION #1 OVERVIEW

Current Title:	Two-Year Certificate - Aviation Maintenance Technology	**Proposed Title:**	Two-Year Certificate - Aviation Maintenance Technology
Current Credits:	93	**Proposed Credits:**	92
Overview and rationale for proposed changes:	Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. Revising the AMT Powerplant certificate through revision of the pre-requisites affects also the Two-year Aviation Maintenance Technology Certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the two One-year certificate's coursework necessitates a similar correction to the Two-year certificate.		
List of specific changes that are being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	1. A reduction of the hours for the Two-year Aviation Maintenance Technology Certificate to 92 credit hours (currently 93), aligning it with the pre-requisites for the two One-year certificates, AMT Airframe and AMT Powerplant. 2. Change AMT 101-Introduction to A&P from a required course to a certificate pre-requisite.		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall 2010		

SECTION #2 REVISION AREAS

Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☒ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
	MTH 60 - Placement		
	RD 90 - Placement		
	WR 90 - Placement		
Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
AMT 101	Introduction to A&P		
	MTH 60 – Placement		
	RD 90 – Placement		
	WR 90 - Placement		
Outcomes			
Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing certificate outcomes?**	☐**Yes** ☑ **No**	

- Make independent and accurate airworthiness judgments while inspecting and maintaining aircraft in accordance with applicable airworthiness requirements.
- Recognize common factors within a complex problem and draw upon many sources to formulate a solution.
- View a problem from both the overall perspective, and the specific perspective.
- Discern and discuss the similarities and the differences in the comparison of aircraft systems and components.
- Demonstrate an understanding of the need to commit to developing a plan of action based upon the research and understanding of appropriate maintenance and inspection data.
- Manifest an appropriate attitude toward, and implement a plan of "Safety Awareness" and compliance that includes you, your co-workers, the work area, and the aircraft.

Proposed Outcomes:

No Changes

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ Yes ☑ No

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐ Yes ☒ No

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

The change will move the following Related Instruction hours into a pre-requisite course but will not change the total RI for the certificate.

2 Year Certificate — Aviation Maintenance Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
AMT	101	Intro to A&P	1	30	0	1	6	***7***
AMT	102	Aircraft Electricity I	4	120	45	1	1	***47***
AMT	105	Aviation CFR and Related Subjects	4	120	0	10	10	***20***
AMT	106	Aircraft Applied Science	4	120	60	10	0	***70***
AMT	107	Materials & Processes	4	120	4	5	5	***14***
AMT	108	AMT Practicum / General	2	60	2	4	0	***6***
AMT	109	Assembly & Rigging	4	120	15	15	15	***45***
AMT	115	Aircraft Structures & Inspections	4	120	2	10	10	***22***
AMT	117	Reciprocating Engine Theory & Maint.	4	120	0	23	6	***29***

AMT	120	Propellers & Engine Installation	4	120	3	12	7	**22**
AMT	121	Turbine Engine Theory & Maintenance	4	120	0	29	15	**44**
AMT	123	Ignition Systems	4	120	4	7	8	**19**
AMT	124	Fuel Metering Systems	4	120	0	16	16	**32**
AMT	126	A&P Self Study/Tutorial						
AMT	203	Aircraft Electricity II	4	120	2	4	4	***10***
AMT	204	Aircraft Electriciy III	4	120	0	2	8	***10***
AMT	208	Aircraft Systems	4	120	3	12	5	**20**
AMT	211	Composite Structures	4	120	9	10	10	***29***
AMT	212	Sheet Metal	4	120	28	1	7	**36**
AMT	213	Hydraulics & Landing Gear	4	120	6	10	5	**21**
AMT	214	Instrument, Comm & Nav Systems	4	120	4	10	0	***14***
AMT	216	AMT Practicum / Airframe	2	60	2	4	0	***6***
AMT	218	Powerplant Inspection	4	120	0	6	20	**26**
AMT	219	Turbine Engine Overhaul	4	120	0	3	20	**23**
AMT	222	Reciprocating Engine Overhaul	4	120	10	15	15	**40**
AMT	225	A&P Practicum/Powerplant	2	60	2	4	0	**6**
AMT	228	A&P Shop Practice						
		Totals	**91**	**2730**	**201**	**224**	**193**	**618**
		Minimum for 2 yr certificate:			108	108	108	**540**
		Remaining to meet Min. Requirement:			0	0	0	0

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			**Proposed Certificate Information**		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
AMT 101	**Introduction to A&P**	**1**	**AMT 101**	**Introduction to A&P (Move)**	**1**
AMT 102	Aircraft Electricity I	4	AMT 102	Aircraft Electricity I	4
AMT 203	Aircraft Electricity II	4	AMT 203	Aircraft Electricity II	4
AMT 204	Aircraft Electricity III	4	AMT 204	Aircraft Electricity III	4
AMT 105	Aviation CFR's and Related Subjects	4	AMT 105	Aviation CFR's and Related Subjects	4
AMT 106	Aircraft Applied Science	4	AMT 106	Aircraft Applied Science	4
AMT 107	Materials and Processes	4	AMT 107	Materials and Processes	4
AMT 108	AMT Practicum / General	2	AMT 108	AMT Practicum / General	2
AMT 208	Aircraft Systems	4	AMT 208	Aircraft Systems	4
AMT 109	Assembly and Rigging	4	AMT 109	Assembly and Rigging	4
AMT 211	Composite Structures	4	AMT 211	Composite Structures	4
AMT 212	Sheet Metal	4	AMT 212	Sheet Metal	4
AMT 213	Hydraulic, Pneumatic and Landing Gear Systems	4	AMT 213	Hydraulic, Pneumatic and Landing Gear Systems	4
WLD 210	Aviation Welding	2	WLD 210	Aviation Welding	2
AMT 214	Instruments, Communication and Navigation Systems	4	AMT 214	Instruments, Communication and Navigation Systems	4
AMT 115	Aircraft Structures and Inspection	4	AMT 115	Aircraft Structures and Inspection	4
AMT 216	AMT Practicum / Airframe	2	AMT 216	AMT Practicum / Airframe	2
AMT 121	Turbine Engine Theory and Maintenance	4	AMT 121	Turbine Engine Theory and Maintenance	4
AMT 219	Turbine Engine Overhaul	4	AMT 219	Turbine Engine Overhaul	4
AMT 218	Powerplant Inspections	4	AMT 218	Powerplant Inspections	4
AMT 222	Reciprocating Engine Theory and Maintenance	4	AMT 222	Reciprocating Engine Theory and Maintenance	4
AMT 222	Reciprocating Engine Overhaul	4	AMT 222	Reciprocating Engine Overhaul	4
AMT 120	Propellers and Engine Installation	4	AMT 120	Propellers and Engine Installation	4
AMT 123	Ignition Systems	4	AMT 123	Ignition Systems	4
AMT 124	Fuel Metering Systems	4	AMT 124	Fuel Metering Systems	4
AMT 225	AMT Practicum / Powerplant	2	AMT 225	AMT Practicum / Powerplant	2
	Credit total	**93**		**Credit total**	**92**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☑ No
If yes, what is the base degree?	Aviation Maintenance Technology AAS	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes x No	
If yes, how?	The changes are noted in the above sections. No Outcomes or curricula have been affected. The proposed change moves one credit hour to become a prerequisite.		
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Gil Bynoe and Dave Kercher
Email:	gbynoe@pcc.edu dkercher@pcc.edu
Phone:	x 7030 x 7451

Next steps:

1. Save the completed Associate of Applied Science/Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	CERTIFICATE REVISION REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION #1 OVERVIEW

Current Title:	Aviation Maintenance Technology: Powerplant	**Proposed Title:**	Aviation Maintenance Technology: Powerplant
Current Credits:	61	**Proposed Credits:**	60
Overview and rationale for proposed changes:	Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the certificate coursework will realign the two single AMT mechanic rating certificates, Airframe and Powerplant, to both be recognized as one-year certificates. The Airframe is currently 59 credit hours and the Powerplant is currently 61.		
List of specific changes that are being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	**1. A reduction of the hours for the AMT Powerplant Certificate to 60 credit hours (currently 61), making it a One-Year Certificate under the new State of Oregon guidelines.** **2. Change AMT 101-Introduction to A&P from a required course to a certificate pre-requisite.**		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall 2010		

SECTION #2 REVISION AREAS

Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☒ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
	MTH 60 - Placement		
	RD 90 - Placement		
	WR 90 - Placement		
Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
AMT 101	Introduction to A&P		
	MTH 60 – Placement		
	RD 90 – Placement		
	WR 90 - Placement		
Outcomes			
Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing certificate outcomes?**	☐**Yes** ☑ **No**	

- Make independent and accurate airworthiness judgments while inspecting and maintaining aircraft in accordance with applicable airworthiness requirements.
- Recognize common factors within a complex problem and draw upon many sources to formulate a solution.
- View a problem from both the overall perspective, and the specific perspective.
- Discern and discuss the similarities and the differences in the comparison of aircraft systems and components.
- Demonstrate an understanding of the need to commit to developing a plan of action based upon the research and understanding of appropriate maintenance and inspection data.
- Manifest an appropriate attitude toward, and implement a plan of "Safety Awareness" and compliance that includes you, your co-workers, the work area, and the aircraft.

Proposed Outcomes:

No Changes

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ Yes ☑ No

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐ Yes ☒ No

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

The change will move the following Related Instruction hours into a pre-requisite course but will not change the certificate total RI:

Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	**Total RI**
AMT	101	Introduction to A&P	1	30	0	1	6	***7***
AMT	102	Aircraft Electricity I	4	120	45	1	1	***47***
AMT	105	Aviation CFR and Related Subjects	4	120	0	10	10	***20***
AMT	106	Aircraft Applied Science	4	120	60	10	0	***70***
AMT	107	Materials & Processes	4	120	4	5	5	***14***
AMT	108	AMT Practicum / General	2	60	2	4	0	***6***
AMT	117	Reciprocating Engine Theory & Maint.	4	120	0	23	6	***29***
AMT	120	Propellers & Engine Installation	4	120	3	12	7	***22***
AMT	121	Turbine Engine Theory & Maintenance	4	120	0	29	15	***44***
AMT	123	Ignition Systems	4	120	4	7	8	***19***
AMT	124	Fuel Metering Systems	4	120	0	16	16	***32***
AMT	203	Aircraft Electricity II	4	120	2	4	4	***10***
AMT	204	Aircraft Electricity III	4	120	0	2	8	***10***
AMT	218	Powerplant Inspection	4	120	0	6	20	***26***

AMT	219	Turbine Engine Overhaul	4	120	0	3	20	**23**
AMT	222	Reciprocating Engine Overhaul	4	120	10	15	15	**40**
AMT	225	A&P Practicum/Powerplant	2	60	2	4	0	**6**
		Totals	**61**	**1830**	**132**	**152**	**141**	**425**
		Minimum for 1 yr Certificate-POWERPLANT:			54	54	54	**270**
		Remaining to meet Min. Requirement:			0	0	0	0

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			**Proposed Certificate Information**		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
AMT 101	Introduction to A&P	1	**AMT 101**	**Introduction to A&P (move)**	**1**
AMT 102	Aircraft Electricity I	4	AMT 102	Aircraft Electricity I	4
AMT 203	Aircraft Electricity II	4	AMT 203	Aircraft Electricity II	4
AMT 204	Aircraft Electricity III	4	AMT 204	Aircraft Electricity III	4
AMT 105	Aviation CFR's and Related Subjects	4	AMT 105	Aviation CFR's and Related Subjects	4
AMT 106	Aircraft Applied Science	4	AMT 106	Aircraft Applied Science	4
AMT 107	Materials and Processes	4	AMT 107	Materials and Processes	4
AMT 108	AMT Practicum / General	2	AMT 108	AMT Practicum / General	2
AMT 123	Ignition Systems	4	AMT 123	Ignition Systems	4
AMT 121	Turbine Engine Theory & Maintenance	4	AMT 121	Turbine Engine Theory & Maintenance	4
AMT 219	Turbine Engine Overhaul	4	AMT 219	Turbine Engine Overhaul	4
AMT 124	Fuel Metering Systems	4	AMT 124	Fuel Metering Systems	4
AMT 120	Propellers & Engine Installation	4	AMT 120	Propellers & Engine Installation	4
AMT 117	Reciprocating Engine Theory and Maintenance	4	AMT 117	Reciprocating Engine Theory and Maintenance	4
AMT 222	Reciprocating Engine Overhaul	4	AMT 222	Reciprocating Engine Overhaul	4
AMT 218	Powerplant Inspection	4	AMT 218	Powerplant Inspection	4
AMT 225	AMT Practicum / Powerplant	2	AMT 225	AMT Practicum / Powerplant	2
	Credit total	**61**		**Credit total**	**60**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☑ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☑ No
If yes, what is the base degree?	Aviation Maintenance Technology AAS	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☒ No
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Gil Bynoe and Dave Kercher
Email:	gbynoe@pcc.edu dkercher@pcc.edu
Phone:	x 7030 x 7451

Next steps:

1. Save the completed Associate of Applied Science/Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	CERTIFICATE REVISION REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION #1 OVERVIEW

Current Title:	Aviation Maintenance Technology: Airframe	**Proposed Title:**	Aviation Maintenance Technology: Airframe
Current Credits:	59	**Proposed Credits:**	58
Overview and rationale for proposed changes:	Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. Revising the AMT Powerplant certificate through revision of the pre-requisites affects also the one-year AMT Airframe certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the certificate coursework will realign the two single AMT mechanic rating certificates, Airframe and Powerplant, to both be recognized as one-year certificates. The Airframe is currently 59 credit hours and the Powerplant is currently 61. Each would be reduced by one credit hour.		
List of specific changes that are being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	1. A reduction of the hours for the AMT Airframe Certificate to 58 credit hours (currently 59), aligning the pre-requisites for the two certificates, AMT Airframe and AMT Powerplant. 2. Change AMT 101-Introduction to A&P from a required course to a certificate pre-requisite.		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall 2010		

SECTION #2 REVISION AREAS

Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☒ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
	MTH 60 - Placement		
	RD 90 - Placement		
	WR 90 - Placement		
Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
AMT 101	Introduction to A&P		
	MTH 60 – Placement		
	RD 90 – Placement		
	WR 90 - Placement		
Outcomes			
Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing certificate outcomes?**	☐**Yes** ☑ **No**	

- Make independent and accurate airworthiness judgments while inspecting and maintaining aircraft in accordance with applicable airworthiness requirements.
- Recognize common factors within a complex problem and draw upon many sources to formulate a solution.
- View a problem from both the overall perspective, and the specific perspective.
- Discern and discuss the similarities and the differences in the comparison of aircraft systems and components.
- Demonstrate an understanding of the need to commit to developing a plan of action based upon the research and understanding of appropriate maintenance and inspection data.
- Manifest an appropriate attitude toward, and implement a plan of "Safety Awareness" and compliance that includes you, your co-workers, the work area, and the aircraft.

Proposed Outcomes:

No Changes

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ Yes ☑ No

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐ Yes ☒ No

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

The change will move the following Related Instruction hours into a pre-requisite course but will not change the total RI for the certificate: (See next page for the RI chart.)

1 YR Cert. - Airframe Aviation Maintenance Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
AMT	101	Intro to A&P	1	30	0	1	6	***7***
AMT	102	Aircraft Electricity I	4	120	45	1	1	***47***
AMT	105	Aviation CFR and Related Subjects	4	120	0	10	10	***20***
AMT	106	Aircraft Applied Science	4	120	60	10	0	***70***
AMT	107	Materials & Processes	4	120	4	5	5	***14***
AMT	108	AMT Practicum / General	2	60	2	4	0	***6***
AMT	109	Assembly & Rigging	4	120	15	15	15	***45***
AMT	115	Aircraft Structures & Inspections	4	120	2	10	10	***22***
AMT	203	Aircraft Electricity II	4	120	2	4	4	***10***
AMT	204	Aircraft Electricity III	4	120	0	2	8	***10***

AMT	208	Aircraft Systems	4	120	3	12	5	***20***
AMT	211	Composite Structures	4	120	9	10	10	***29***
AMT	212	Sheet Metal	4	120	28	1	7	**36**
AMT	213	Hydraulics & Landing Gear	4	120	6	10	5	***21***
AMT	214	Instrument, Comm & Nav Systems	4	120	4	10	0	***14***
AMT	216	AMT Practicum / Airframe	2	60	2	4	0	***6***
WLD	210	Aircraft Welding	2	60				
		Totals	**59**	**1770**	**182**	**109**	**86**	**377**
		Minimum for 1yr certificate - AIRFRAME:			54	54	54	**270**
		Remaining to meet Min. Requirement:			0	0	0	0

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			**Proposed Certificate Information**		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
AMT 101	**Introduction to A&P**	**1**	**AMT 101**	**Introduction to A & P (Move)**	**1**
AMT 102	Aircraft Electricity I	4	AMT 102	Aircraft Electricity I	4
AMT 203	Aircraft Electricity II	4	AMT 203	Aircraft Electricity II	4
AMT 204	Aircraft Electricity III	4	AMT 204	Aircraft Electricity III	4
AMT 105	Aviation CFR's and Related Subjects	4	AMT 105	Aviation CFR's and Related Subjects	4
AMT 106	Aircraft Applied Science	4	AMT 106	Aircraft Applied Science	4
AMT 107	Materials and Processes	4	AMT 107	Materials and Processes	4
AMT 108	AMT Practicum / General	2	AMT 108	AMT Practicum / General	2
AMT 208	Aircraft Systems	4	AMT 208	Aircraft Systems	4
AMT 109	Assembly and Rigging	4	AMT 109	Assembly and Rigging	4
AMT 211	Composite Structures	4	AMT 211	Composite Structures	4
AMT 212	Sheet Metal	4	AMT 212	Sheet Metal	4
AMT 213	Hydraulic, Pneumatic and Landing Gear Systems	4	AMT 213	Hydraulic, Pneumatic and Landing Gear Systems	4
WLD 210	Aviation Welding	2	WLD 210	Aviation Welding	2
AMT 214	Instruments, Communication and Navigation Systems	4	AMT 214	Instruments, Communication and Navigation Systems	4
AMT 115	Aircraft Structures and Inspection	4	AMT 115	Aircraft Structures and Inspection	4
AMT 216	AMT Practicum / Airframe	2	AMT 216	AMT Practicum / Airframe	2
	Credit total	**59**		**Credit total**	**58**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☑ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☑ No
If yes, what is the base degree?	Aviation Maintenance Technology AAS	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes X No	
If yes, how?	The changes are noted in the above sections. No Outcomes or curricula have been affected. The proposed change moves one credit hour outside of the certificate credit hours.		
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐No	

Submitted by:	Gil Bynoe and Dave Kercher
Email:	gbynoe@pcc.edu dkercher@pcc.edu
Phone:	x 7030 x 7451

Next steps:

1. Save the completed Associate of Applied Science/Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	**ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM**	**Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115**

SECTION # 1 OVERVIEW

Current Title:	Civil Engineering Technology AAS	**Proposed Title:**	Civil Engineering Technology AAS
Current Credits:	101	**Proposed Credits:**	101
Overview and rationale for proposed changes:	This degree is already established at Portland Community College.		
List of specific changes that are being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	The Writing pre-requisite and outcomes have been altered. There is no change in course work		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☐ **Yes** ☒ **No**

SECTION # 3 PREREQUISITES AND OUTCOMES			
Current Prerequisites	**Does the revision involve changing degree prerequisites?**	☒ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
	Placement into WR 115		
	Completion of MTH 60 or equivalent		
Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
	WR 115 or equivalent placement test score		
	MTH 60 or higher or equivalent placement test score		
Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing degree outcomes?**	☒**Yes** ☐**No**	

- Obtain employment in the civil, mechanical, or manufacturing engineering field.
- Solve civil and/or mechanical engineering problems by applying fundamental knowledge of mathematical, computational, scientific and engineering concepts.
- Acquire, with experience, the ability to identify, formulate, and design solutions to real-world engineering problems.
- Conduct experiments using appropriate laboratory equipment to collect, analyze, and interpret data.
- Use appropriate techniques, skills and modern engineering equipment and computational tools.
- Apply project management and technical skills in the planning, design, fabrication, construction, and operation of engineering systems or components.
- Interpret and create engineering drawings using modern computerized methods.

- Function and communicate effectively both at the individual level and within team settings.
- Understand the impact of engineering solutions in a global, societal, and environmental context.
- Understand professional and ethical responsibilities.
- Engage in life-long learning.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

Proposed Outcomes:

Apply fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world civil engineering problems.

Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.

Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create and interpret engineering drawings, to design civil engineering projects within proper industry acceptable standards and conventions.

Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.

Practice sustainable engineering methodologies.

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
CMET 110	Statics	4			
CMET 111	Engineering Tech Orientation	4			
CMET 112	Technical Algebra/Trigonometry	4			
CMET 113	Engineering Technology Graphics	3			

CMET 121	Strength of Materials	4			
CMET 122	Technical Engineering Physics	4			
CMET 123	Technical Algebra with Analytic Geometry	4			
CH 104	General Chemistry*	5			
CMET 131	Applied Calculus	8			
CMET 227	Applied Electricity Fundamentals	2			
	General Education	7			
CMET 132	Plane Surveying	3			
CMET 133	Materials Technology	3			
CMET 221	Environmental Engineering Technology II	4			
CMET 213	Fluid Mechanics	3			
SP 100	Introduction to Speech Communication* OR	4			
SP 111	Public Speaking*	0			
CMET 228	Construction Materials	3			
CMET 212	Thermodynamics I	4			
CMET 211	Environmental Quality	4			
CMET 241	Structural Steel Drafting	3			
CMET 254	CMET Seminar	1			
CMET 214	Route Surveying	3			
CMET 233	CET Applied Computer Aided Design	3			
CMET 222	Thermodynamics II	4			
CMET 223	Project Management	3			
CMET 236	Structural Design	3			
CMET 280A	Cooperative Education (optional)	0			
WR 121	English Composition	4			
	Credit Total	**101**			

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☒ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate		**Requested implementation date:**		**Fall 2010**	
Submitted By:	**Greg Gerstner**				
Email:	**Greg. gerstner@pcc.edu**				

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	**ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM**	**Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115**

SECTION # 1 OVERVIEW

Current Title:	Mechanical Engineering AAS	**Proposed Title:**	Mechanical Engineering AAS
Current Credits:	101	**Proposed Credits:**	101
Overview and rationale for proposed changes:	This degree is already established at Portland Community College.		
List of specific changes that are being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	The Writing pre-requisite and outcomes have been altered. There is no change in course work		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	☒ **Yes** ☐ **No**

SECTION # 3 PREREQUISITES AND OUTCOMES

Current Prerequisites	**Does the revision involve changing degree prerequisites?**	☒ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
	Placement into WR 115		
	Completion of MTH 60 or equivalent		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	WR 115 or equivalent placement test score	
	MTH 60 or higher or equivalent placement test score	

Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing degree outcomes?**	☒**Yes** ☐**No**

- Obtain employment in the civil, mechanical, or manufacturing engineering field.
- Solve civil and/or mechanical engineering problems by applying fundamental knowledge of mathematical, computational, scientific and engineering concepts.
- Acquire, with experience, the ability to identify, formulate, and design solutions to real-world engineering problems.
- Conduct experiments using appropriate laboratory equipment to collect, analyze, and interpret data.
- Use appropriate techniques, skills and modern engineering equipment and computational tools.

- Apply project management and technical skills in the planning, design, fabrication, construction, and operation of engineering systems or components.
- Interpret and create engineering drawings using modern computerized methods.
- Function and communicate effectively both at the individual level and within team settings.
- Understand the impact of engineering solutions in a global, societal, and environmental context.
- Understand professional and ethical responsibilities.
- Engage in life-long learning.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

Proposed Outcomes:

Apply fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world mechanical or manufacturing engineering problems.

Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.

Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create and interpret engineering drawings, to design machines and manufacturing processes within proper industry acceptable standards and conventions.

Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.

Practice sustainable engineering methodologies.

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
CMET 110	Statics	4			
CMET 111	Engineering Tech Orientation	4			
CMET 112	Technical Algebra/Trigonometry	4			
CMET 113	Engineering Technology Graphics	3			
CMET 121	Strength of Materials	4			
CMET 122	Technical Engineering Physics	4			
CMET 123	Technical Algebra with Analytic Geometry	4			
CH 104	General Chemistry*	5			
CMET 131	Applied Calculus	8			
CMET 227	Applied Electricity Fundamentals	2			
	General Education	7			
CMET 226	Dynamics	3			
CMET 133	Materials Technology	3			
CMET 221	Environmental Engineering Technology II	4			
CMET 213	Fluid Mechanics	3			
SP 100	Introduction to Speech Communication* OR	0			
SP 111	Public Speaking*	4			
CMET 215	Manufacturing Processes	3			
CMET 212	Thermodynamics I	4			
CMET 211	Environmental Quality	4			
CMET 241	Structural Steel Drafting	3			
CMET 254	CMET Seminar	1			
CMET 235	Machine Design	3			
CMET 237	MET Applied Computer	3			

	Aided Design				
CMET 222	Thermodynamics II	4			
CMET 223	Project Management	3			
CMET 236	Structural Design	3			
CMET 280A	Cooperative Education (optional)	0			
WR 121	English Composition	4			
	Credit Total	**101**			

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	☐ **Yes** ☒ **No**	**Has the change been approved by the consortium?**	☐ **Yes** ☒ **No**	**Are there any career pathway(s) or related certificates attached to this degree?**	☐ **Yes** ☒ **No**
Is this a degree option?	☐ **Yes** ☒ **No**	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate		**Requested implementation date:**	**Fall 2010**		
Submitted By:	**Greg Gerstner**				
Email:	**greg.gerstner@pcc.edu**				

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.

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

Portland Community College	NEW ASSOCIATE OF APPLIED SCIENCE DEGREE REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION # 1 OVERVIEW

Proposed Title:	Civil Engineering Technology AAS- Green Technology and Sustainability Option	**Proposed Credits:**	**108**
Reason for new degree:	To provide the Civil Engineering Technology student with Green Technology and Sustainability methodologies to better prepare the student to practice sustainable engineering.		

Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	☒ **Yes** ☐ **No**	**Explain:** CMET has talked to the other SACs offering the 3 classes additional classes about the possibility of using their class in our option. These SACs have been agreeable and enthusiastic to the Green Technology and Sustainability option within CMET.	**Has degree been validated by the Advisory Committee?**	☒ **Yes** ☐ **No**

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
	WR 121 or equivalent placement test score	
	MTH 60 or higher or equivalent placement test score	

PROPOSED OUTCOMES	
Apply fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world civil engineering problems. Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem. Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create and interpret engineering drawings, to design civil engineering projects within proper industry acceptable standards and conventions. Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components. Practice sustainable engineering methodologies with a holistic understanding of the impact of engineering solutions in a global, societal, and environmental context using the latest in green technology and GIS software.	
Proposed Degree 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**

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1. Arts and Letters 2. Social Science 3. Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree.

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
CMET 110	Statics	4

CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4
CMET 113	Engineering Technology Graphics	3
CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4
CMET 123	Technical Algebra with Analytic Geometry	4
CH 104	General Chemistry*	5
CMET 131	Applied Calculus	8
CMET 227	Applied Electricity Fundamentals	2
	General Education	7
CMET 132	Plane Surveying	3
CMET 133	Materials Technology	3
CMET 221	Environmental Engineering Technology II	4
CMET 213	Fluid Mechanics	3
SP 100	Introduction to Speech Communication* OR	4
SP 111	Public Speaking*	0
CMET 228	Construction Materials	3
CMET 212	Thermodynamics I	4
CMET 211	Environmental Quality	4
CMET 241	Structural Steel Drafting	3
CMET 254	CMET Seminar	1
CMET 214	Route Surveying	3
CMET 233	CET Applied Computer Aided Design	3
CMET 222	Thermodynamics II	4
CMET 223	Project Management	3
CMET 236	Structural Design	3
CMET 280A	Cooperative Education (optional)	0
GEO 265	**Introduction to GIS (New)**	**4**
EET 110	**Introduction to Renewable Energy (New)**	**3**
SOC 228	**Introduction to Environmental Sociology* (New)**	**4**
	***Could be used as General Education Credit Total**	**108**

Is this a statewide degree? ☐ **Yes** ☒ **No**

Is this a degree option?	☒ **Yes** ☐ **No**	**If yes, name of the base degree:**	**Civil Engineering Technology AAS-Option**	**Requested implementation date:**	**Fall 2010**
Submitted By:	**Greg Gerstner**				
Email:	**greg.gerstner@pcc.edu**				

Next steps:

1. Save the completed New Associate of Applied Science Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the New Associate of Applied Science Signature Page Form and obtain the appropriate signatures.
3. Staple the signed New Associate of Applied Science Signature Page Form to a hard copy of the New Associate of Applied Science Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	NEW ASSOCIATE OF APPLIED SCIENCE DEGREE REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION # 1 OVERVIEW

Proposed Title:	Mechanical Engineering Technology AAS- Green Technology and Sustainability Option	**Proposed Credits:**	**108**
Reason for new degree:	To provide the Mechanical Engineering Technology student with Green Technology and Sustainability methodologies to better prepare the student to practice sustainable engineering.		

Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	☒ **Yes** ☐ **No**	**Explain:** CMET has talked to the other SACs offering the 3 classes additional classes about the possibility of using their class in our option. These SACs have been agreeable and enthusiastic to the Green Technology and Sustainability option within CMET.	**Has degree been validated by the Advisory Committee?**	☒ **Yes** ☐ **No**

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
	WR 121 or equivalent placement test score	
	MTH 60 or higher or equivalent placement test score	

PROPOSED OUTCOMES

Apply fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world mechanical or manufacturing engineering problems.

Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.

Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create and interpret engineering drawings, to design machines and manufacturing processes within proper industry acceptable standards and conventions.

Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.

Practice sustainable engineering methodologies with a holistic understanding of the impact of engineering solutions in a global, societal, and environmental context using the latest in green technology and GIS software.

Proposed Degree 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**

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1. Arts and Letters 2. Social Science 3. Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree.

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4
CMET 113	Engineering Technology Graphics	3
CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4
CMET 123	Technical Algebra with Analytic Geometry	4
CH 104	General Chemistry*	5
CMET 131	Applied Calculus	8
CMET 227	Applied Electricity Fundamentals	2
	General Education	7
CMET 226	Dynamics	3
CMET 133	Materials Technology	3
CMET 221	Environmental Engineering Technology II	4
CMET 213	Fluid Mechanics	3
SP 100	Introduction to Speech Communication* OR	0
SP 111	Public Speaking*	4
CMET 215	Manufacturing Processes	3
CMET 212	Thermodynamics I	4
CMET 211	Environmental Quality	4
CMET 241	Structural Steel Drafting	3
CMET 254	CMET Seminar	1
CMET 235	Machine Design	3
CMET 237	MET Applied Computer Aided Design	3
CMET 222	Thermodynamics II	4
CMET 223	Project Management	3
CMET 236	Structural Design	3
CMET 280A	Cooperative Education (optional)	0
GEO 265	**Introduction to GIS (New)**	**4**
EET 110	**Introduction to Renewable Energy (New)**	**3**
SOC 228	**Introduction to Environmental Sociology* (New)**	**4**
	***Could be used as General Education Credit Total**	**108**

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a statewide degree? ☐ Yes ☒ No					
Is this a degree option?	**☒ Yes ☐ No**	**If yes, name of the base degree:**	**Mechanical Engineering Technology AAS - Option**	**Requested implementation date:**	**Fall 2010**
Submitted By:	**Greg Gerstner**				
Email:	**greg.gerstner@pcc.edu**				

Next steps:

1. Save the completed New Associate of Applied Science Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the New Associate of Applied Science Signature Page Form and obtain the appropriate signatures.
3. Staple the signed New Associate of Applied Science Signature Page Form to a hard copy of the New Associate of Applied Science Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Portland Community College	**CERTIFICATE REVISION REQUEST FORM**	**Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115**

SECTION #1 OVERVIEW

Current Title:	Civil Engineering Technology	**Proposed Title:**	Civil Engineering Technology
Current Credits:	67	**Proposed Credits:**	**67**
Overview and rationale for proposed changes:	Addition of Related Instruction		
List of specific changes that are being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	**1.** **2.**		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Winter 2010	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ No
Course Number	**Course Title or Placement level**		
	Placement into WR 115		
	Completed MTH 60 or higher		

Proposed Prerequisites

Course Number	Course Title or Placement level	

Outcomes

Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	☐Yes ☒No

List outcomes:

- Obtain employment in the civil, mechanical, or manufacturing engineering field.
- Solve civil and/or mechanical engineering problems by applying fundamental knowledge of mathematical, computational, scientific and engineering concepts.
- Acquire, with experience, the ability to identify, formulate, and design solutions to real-world engineering problems.

- Conduct experiments using appropriate laboratory equipment to collect, analyze, and interpret data.
- Use appropriate techniques, skills and modern engineering equipment and computational tools.
- Apply project management and technical skills in the planning, design, fabrication, construction, and operation of engineering systems or components.
- Interpret and create engineering drawings using modern computerized methods.
- Function and communicate effectively both at the individual level and within team settings.
- Understand the impact of engineering solutions in a global, societal, and environmental context.
- Understand professional and ethical responsibilities.
- Engage in life-long learning.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

Proposed Outcomes:

List outcomes:
1.
2.
3.

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes** ☒ **No**

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at:
(http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits

	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?	**Civil Engineering Technology AAS**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☒ No
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Template for Related Instruction in Certificates

61 to 108 credits — Civil Engineering Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
CMET	112	Technical Algebra/Trigonometry	4	60	60.00			60.00
CMET	123	Technical Algebra/AnalytGeom	4	60	60.00			60.00
CMET	131	Applied Calculus	8	120	120.00			120.00
				0				No RI
				0				No RI
Stand Alone:				0				No RI
WR	121	English Composition		0				No RI
SP	111	Public Speaking		0				No RI
Gen Ed	4cr	Social Science		0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
		Totals	**0**	**0**	**240.00**	**0.00**	**0.00**	**240.00**
		Minimum for 2 yr certificate:			96.00	96.00	96.00	**480.00**
		Remaining to meet Min. Requirement:			0.00	96.00	96.00	240.00

Portland Community College	**CERTIFICATE REVISION REQUEST FORM**	**Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115**

SECTION #1 OVERVIEW

Current Title:	Mechanical Engineering Technology	**Proposed Title:**	Mechanical Engineering Technology
Current Credits:	67	**Proposed Credits:**	**67**
Overview and rationale for proposed changes:	Addition of Related Instruction		
List of specific changes that are being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	**1.** **2.**		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	Winter 2010	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ No

Course Number	Course Title or Placement level	
	Placement into WR 115	
	Completed MTH 60 or higher	

Proposed Prerequisites

Course Number	Course Title or Placement level	

Outcomes

Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	☐Yes ☒No

List outcomes:

- Obtain employment in the civil, mechanical, or manufacturing engineering field.
- Solve civil and/or mechanical engineering problems by applying fundamental knowledge of mathematical, computational, scientific and engineering concepts.
- Acquire, with experience, the ability to identify, formulate, and design solutions to real-world engineering problems.

- Conduct experiments using appropriate laboratory equipment to collect, analyze, and interpret data.
- Use appropriate techniques, skills and modern engineering equipment and computational tools.
- Apply project management and technical skills in the planning, design, fabrication, construction, and operation of engineering systems or components.
- Interpret and create engineering drawings using modern computerized methods.
- Function and communicate effectively both at the individual level and within team settings.
- Understand the impact of engineering solutions in a global, societal, and environmental context.
- Understand professional and ethical responsibilities.
- Engage in life-long learning.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

Proposed Outcomes:

List outcomes:
1.
2.
3.

Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes** ☒ **No**

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html
Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**

	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?	**MechanicalEngineering Technology AAS**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☒ No
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Jan Chambers
Email:	jchamber@pcc.edu
Phone:	

Next steps:

1. Save the completed Associate of Applied Science/Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

Template for Related Instruction in Certificates

61 to 108 credits — Mechanical Engineering Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
CMET	112	Technical Algebra/Trigonometry	4	60	60.00			60.00
CMET	123	Technical Algebra/AnalytGeom	4	60	60.00			60.00
CMET	131	Applied Calculus	8	120	120.00			120.00
				0				No RI
				0				No RI
Stand Alone:				0				No RI
WR	121	English Composition		0				No RI
SP	111	Public Speaking		0				No RI
Gen Ed	4cr	Social Science		0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
		Totals	**0**	**0**	**240.00**	**0.00**	**0.00**	**240.00**
		Minimum for 2 yr certificate:			96.00	96.00	96.00	**480.00**
		Remaining to meet Min. Requirement:			0.00	96.00	96.00	240.00

Portland Community College	CERTIFICATE REVISION REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office RC 5/115

SECTION #1 OVERVIEW

Current Title:	Medical Assisting Certificate	**Proposed Title:**	Same – Medical Assisting Certificate
Current Credits:	44 credits	**Proposed Credits:**	44 credits
Overview and rationale for proposed changes:	We are requesting to increase the program reading and writing prerequisites and clarify the math requirement to better meet the needs of the medical community that supports our program. Our MA Advisory Committee has requested that our graduates have higher reading, writing and math skills. Proposed changes to MA certificate program prerequisites have proceeded through the CGCC Curriculum Committee process. While the new prerequisites differ from PCC prerequisites for this certificate, there has been conversation between the Chief Academic Officer at CGCC (Dr. Susan Wolff) and the Dean of Instructional Support at PCC (Dr. Kendra Cawley) resulting in an understanding that these changes fall within the purview of CGCC decision making as the college moves forward toward independent accreditation.		
List of specific changes that are being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	1. Prior requirements were placement scores to show readiness for WR121, RD115, and MTH60 or transcript showing completion of WR115, RD90 and MTH20 with a grade of “C” or higher. Proposed requirements are transcript showing completion of WR121, RD115 and MTH 20 or higher with a grade of “C” or higher; or placement results indicating no reading course required and placement into MTH 60 or higher .		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	March 1, 2010		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
Readiness for WR121	English Composition		
Readiness for RD115	College Reading		
Readiness for MTH20	Basic Math (Arithmetic)		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
WR121	English Composition	
RD115	College Reading	
MTH20	Basic Math (Arithmetic)	

Outcomes

Current Outcomes: Required whether or not outcomes are being changed.	**Does the revision involve changing certificate outcomes?**	☐**Yes** ☒**No**

List outcomes:

1. Find occupation involved with administrative and clinical aspects of health care in clinics and physicians' offices.
2. Performs variety of clinical and administrative duties.
3. Clinical duties may include: assisting physicians and preparing patients for examination and treatments, taking and recording vital signs and medical histories; performing certain diagnostic tests; preparing, administering and documenting medication; collecting and processing specimens.
4. Administrative duties may include: scheduling and receiving patients, maintaining medical records, handling telephone calls, correspondence and reports; insurance matters; office accounts; and fees and collections.

Proposed Outcomes:	
Does the revision impact PCC Core Outcomes which the certificate supports?	☐ **Yes** ☒ **No**

Related Instruction

Does the revision involve changing or adding Related Instruction?	☐**Yes** ☒**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes ☒ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Susan Lewis Instructional Coordinator, CGCC
Email:	slewis@cgcc.cc.or.us
Phone:	541-506-6047

Next steps:

1. Save the completed Associate of Applied Science/Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Associate of Applied Science/Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.