Degrees and Certificates Agenda
April 10, 2013
Cascade, PSEB 100
2pm to 4pm

Old Business:
Review March 13th, 2013 minutes

Discussion Items:

EAC Report: Susanne Christopher

DOI Report: Cheryl Scott

Curriculum Office Report: Anne Haberkern

CIC Report: Janeen Hull, Phil Christian

Plan for next steps

- College Core Outcome assessment
- General Education in AAS

Proposed clarifications to G303: (see documents within the agenda)

Focus Awards Guidelines

Degree and Certificate Committee Retreat planning

New Business:

3:15 Revision: Dental Hygiene AAS: Nancy Pilgrim

Prerequisites, Remove Catalog Footnotes.

3:30 Revision: Management/Supervisory Development: Customer Service Management Certificate: Rebecca Robinson

Removing one course, adding one course.

Revision: Management/Supervisory Development: Customer Service Professional Certificate: Rebecca Robinson

Removing one course, adding one course.

Consent Agenda:

Landscape Technology: Addition of HOR 255 and 272 to Landscape Design Degree electives and Landscape Management Degree Electives.

Multimedia: Addition of ART 119 and 214 to MM Support Electives.

Management/ Supervisor Development: MSD Support Electives list clarification.

Professional Music Certificate: Adding MUC 126A, 126B, 144B, 167 to electives list.

Proposed Clarification Regarding Catalog Requirements for Students Who "Stop Out":

Current:

To earn an associate degree or a certificate, students must meet the requirements in the catalog that is current when they earn their first credit(s) at PCC, unless they choose to meet the requirements of a later catalog. However, students who do not earn at least one PCC credit each academic year lose the right to meet the requirements of their original catalog. They must then meet the requirements of the current catalog at the time they resume work on their degree or certificate at PCC, or a later catalog. If a student has not been consecutively enrolled (earning at least one credit per academic year) at the time of degree or certificate completion, he/she must meet the requirements of the most current catalog.

Proposed: To earn an associate degree or a certificate, students must meet the requirements in the catalog that is current when they formally declare their degree or certificate at PCC, unless:

- they choose to meet the requirements of a later catalog (any catalog published between the year they declare their degree/certificate and the current catalog) and update the recorded catalog year with Enrollment Services, or
- they earn zero PCC credits for four (4) consecutive quarters; following a break of four or more quarters, the student must complete a new admissions application and meet the requirements of the catalog that is current when they re-enter PCC, or a later catalog (any catalog published between their re-entry year and the current catalog)

Rationales:
- The use of "academic year" as the maximum break in enrollment leads to inequity for students, which we assume was not the original intent of the policy as written. For example:
  - Student A first enrolls and earns credit in Summer 2012, and next enrolls and earns credit in Fall 2013. Student A has been absent from PCC for 4 quarters (Fall 2012, Winter 2013, Spring 2013, Summer 2013). Student A has not earned at least one PCC credit during the 2012-2013 academic year, and thus loses the right to graduate under the 11-12 catalog.
  - Student B first enrolls and earns credit in Fall 2012, and next enrolls and earns credit in Summer 2014. Student B has been absent from PCC for 6 quarters (Winter 2013, Spring 2013, Summer 2013, Fall 2013, Winter 2014, Spring 2014). However, because Student B has earned credit in academic year 12-13 and academic year 13-14, she can continue to use the 12-13 catalog, even though she has been absent from PCC for more terms and more calendar time than Student A.

  The revised wording resolves this issue by replacing "academic year" with "4 consecutive quarters".

- The current wording does not clearly specify that when a student changes their degree or certificate, that student loses the right to graduate under the catalog that was current when they first earned credit *in a different degree or certificate* at PCC. For example, a student who first entered PCC as an AGS student in Fall 2006, stays continuously enrolled, but changes her major/degree to AAS-Nursing in Fall 2011, does not continue to have the right to graduate under the 06-07 catalog requirements *for the AAS in Nursing*; she falls under the 11-12 (or later) catalog requirements for the AAS in Nursing.   The current wording leaves some room for ambiguity, which can be confusing for students and advisors.

Academic Policies and Standards

Portland Community College

Policy/Standard Name: Granting-Degrees-and-Certificates
Policy/Standard Identifier: G303
Authority:
Units responsible for review and update: Academic Standards and Practices
Approval: District President
Responsibility: Vice President of Academic and Student Affairs
Date of Final Approval: June 2011
Effective Date: June 2011
Prior Versions: Yes

Granting Degrees and Certificates

DEGREES AND CERTIFICATES

A complete listing of Portland Community College's degree and certificate programs and transfer disciplines may be found in the Programs and Disciplines section of the catalog.

To earn an associate degree or a certificate, students must meet the requirements in the catalog that is current when they formally declare their degree or certificate at PCC, unless:

- they choose to meet the requirements of a later catalog (any catalog published between the year they declare their degree/certificate and the current catalog) and update the recorded catalog year with Enrollment Services, or

- they earn zero PCC credits for four (4) consecutive quarters; following a break of four or more quarters, the student must complete a new admissions application and meet the requirements of the catalog that is current when they re-enter PCC, or a later catalog (any catalog published between their re-entry year and the current catalog)

Students at Portland Community College will receive degrees and/or certificates based upon an institutional awarding standard. The college will grant degrees and/or certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires completing the appropriate request through the graduation office. Multiple credentials may be institutionally awarded within a student's program of study. For details regarding this standard, see the graduation office website.

An edition of the catalog is valid for six academic years. However, some programs may impose shorter time limits on accepting credits for degree or certificate requirements.

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For CERTIFICATE REQUIREMENTS

See Handbook section C100

For ASSOCIATE DEGREE REQUIREMENTS

See Handbook Sections, A102, A103, A104, A105 and A106

Focus Award Guidelines Draft

1. Focus Awards are comprised of LDC (lower division collegiate) courses and are developed and ==sustained== by full -time faculty. Faculty identify courses addressing a theme or geographical area and lay out possible combinations of courses students can complete to earn the award. Faculty take the lead in advising students pursuing the award, as well as meeting on a regular basis to review courses to be used for meeting award requirements, and review requests to add or delete courses to the list.

    a. ==All CRNs of Focus Award required courses must meet criteria for inclusion in the Focus Award== and meet transfer criteria for AAOT, AS, and/or OTM
    b. Focus Awards have a minimum of 12 credits, with 12-16 credit range seen as the standard range.

2. The Focus award needs to demonstrate connection with a major at one or more of PCC's transfer institutions. PCC faculty should not only review course requirements with 4-year colleagues but should also explore ways in which students can be "handed off" to the major program there and seek specific scholarship opportunities. Ideally, students would have specific contact information for the transfer institutions where they could pursue their interest.

3. Written material describing the Focus award must clearly state that this is not a certificate or degree and is thus not officially sanctioned by the state ==and does not appear on the student's transcript==. It also identifies an Administrative office (s) for student contact, program award tracking and ==presentation==.

4. ==Students should be able to complete a focus award by taking required courses at a primary campus plus online courses.==

5. Proposals for new and revised Focus Awards are submitted to the Degrees and Certificates Committee of the EAC for review.

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Portland Community College

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ASSOCIATE OF APPLIED SCIENCE DEGREE

REVISION REQUEST FORM

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Directions: Fill out completely and return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed to:
Curriculum Office DC / 4th floor

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SECTION # 1 OVERVIEW		

Current Title:	Dental Hygiene AAS	**Proposed Title:**
Current Credits:	108	**Proposed Credits:**	108
Overview and rationale for proposed changes:	**Prerequisite Changes Proposed:** As a Commission on Dental Accreditation (CODA) Accredited Program, the PCC Dental Hygiene students are required to have *"general education content that includes oral and written communications, psychology and sociology (CODA Standard 2-9)."* The intent of the standard describes that *"These subjects provide prerequisite background for components of the curriculum, which prepare the students to communicate effectively, assume responsibility for individual oral health counseling and participate in community health programs."* The dental hygiene program has previously allowed students to take Speech, Sociology and Psychology while enrolled in the two year program. Applicants, however, are awarded two extra points towards their applicant score for each course already taken prior to acceptance in the program. Historically, 95-100% of the applicants have these courses completed prior to applying for the program. For the 2012/13 year, 100% of the applicants had already completed these courses. Yearly there are 100+ applicants for twenty dental hygiene acceptance spots. The addition of these three courses to the prerequisite load will not be a detriment to selecting well-qualified candidates for acceptance into the program. Additionally, as prerequisites, these courses would fulfill the intent of the CODA accreditation standard by providing *"prerequisite background for components of the curriculum, which prepare the students to communicate effectively, assume responsibility for individual oral health counseling and participate in community health programs."*	

List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	1. add a college level Psychology Course (Psy 101 suggested) to the prerequisites. 2. add a college level Sociology Course (Soc 204 suggested) to the prerequisites. 3. add a college level Speech Course (Sp 111 suggested) to the prerequisites 4. remove catalog footnote: Recommended General Education: SP 111, PSY 101, SOC 204

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	☒ Yes	x☐ No
Course Number	**Course Title or Placement level**		
WR 121 **MTH 65 or Higher** **BI 231 and 232 sequence with lab.** **BI 234 Microbiology with Lab** **(completed within last seven years)** **CH 102 or 106**	English Composition Intermediate Algebra , Second Term Human Anatomy and Physiology I and II Microbiology Organic Chemistry		

Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
WR 121 **MTH 65 or Higher** **BI 231 and 232 sequence with lab.** **BI 234 Microbiology with Lab** **(completed within last seven years)** **CH 102 or 106**	English Composition Intermediate Algebra , Second Term Human Anatomy and Physiology I and II Microbiology		

Psy 101, Soc 204, Sp 111 **(or equivalent suggested)**	Organic Chemistry Psychology and Human Relations Sociology in Everyday Life Public Speaking	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	**Core Outcome**
Students who complete this degree should be able to:	
Communicate effectively with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.	Communication
Apply scientific research methods to support evidence-based treatment modalities with specific concern for oral health and overall health.	Critical Thinking and Problem Solving, Professional Competence
Identify problems, investigate and use appropriate methods of reasoning, and develop creative and practical solutions to personal, professional and community issues regarding the delivery of oral health care.	Critical Thinking and Problem Solving
Understand and identify personal and public overgeneralizations and stereotyping and how these attitudes affect oral health beliefs and issues that arise from differences, while providing appropriate and effective care to diverse client populations in an increasing global marketplace.	Cultural Awareness
Competently assess, plan, implement and evaluate individual and/or community needs related to oral disease prevention and therapy in an ever-changing healthcare environment.	Professional Competence
Enhance knowledge as a life-long learner in healthcare by seeking peer support in professional associations, fulfilling continuing education and exploring career and educational advancements.	Professional Competence

Advocate for oral health and overall health for patients/communities by linking them with the appropriate resources and human services for individual needs and practice ethically within the score of practice for dental hygienists as regulated by the State Dental Licensing Board.	Community and Environmental Responsibilities
Fulfill characteristics of a desired employee by demonstrating skills, teamwork, collaboration, respect, efficiency, and customer/patient service.	Communication, Critical Thinking and Problem Solving, Cultural Awareness, Professional Competence
Examine and self assess one's own academic skill, professional competence and personal beliefs as they impact self and others to grow personally and professionally.	Self-Reflection
Place and finish dental restorations in teeth prepared by the dentist as allowed in the Oregon State Practice Act governing dental hygienists.	Professional Competence

Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	**Core Outcome**
Students who complete this degree should be able to:	
N/A	**N/A**

SECTION # 3 COURSE BY COURSE COMPARISON
List all courses (current AND proposed) in the order that they are distributed in the catalog. If listed term by term then identify them in a term by term sequence on this form.   If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.
If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.
If you want to rearrange the order of courses within the term by term sequence do so on this form.
If you are removing a course identify the course with (remove) and bold the text.
If the course title is changed identify the course with (title change) and bold the text.
If the course credits have changed identify the course with (increase or decrease credit) and bold the text.
If you need more lines to accommodate the courses, right click and insert rows.

The information you provide on this form will be reflected in the PCC catalog pages and GRADplan. Please ensure it is correct.					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
DH 101	Dental Hygiene Theory I	4	DH 101	Dental Hygiene Theory I	4
DH 104	Dental Hygiene Practice	3	DH 104	Dental Hygiene Practice	3
DH 113	Dental Anatomy	2	DH 113	Dental Anatomy	2
DH 113L	Dental Anatomy Lab	1	DH 113L	Dental Anatomy Lab	1
DH 121	Oral Health Education & Promotion	1	DH 121	Oral Health Education & Promotion	1
DH 127	Medical Emergencies	2	DH 127	Medical Emergencies	2
	Gen Ed. Elective (SP 111 suggested)	4		**Gen Ed. Elective**	4
DH 102	Dental Hygiene Theory II	2	DH 102	Dental Hygiene Theory II	2
DH 105	Dental Hygiene Practice	3	DH 105	Dental Hygiene Practice	3
DH 110	Cariology	2	DH 110	Cariology	2
DH 128	Oral Histology	2	DH 128	Oral Histology	2
DH 228	Head and Neck Anatomy	2	DH 228	Head and Neck Anatomy	2
DH 236	Ethics and Jurisprudence	1	DH 236	Ethics and Jurisprudence	1
DH 230	Dental Materials	2	DH 230	Dental Materials	2
	Gen Ed. Elective (Psy 101 suggested)	4		**Gen Ed. Elective**	4
DH 103	Dental Hygiene Theory III	2	DH 103	Dental Hygiene Theory III	2
DH 106	Dental Hygiene Practice III	3	DH 106	Dental Hygiene Practice III	3
DH 109	Dental Radiology I	2	DH 109	Dental Radiology I	2
DH 109L	Dental Radiology Lab	1	DH 109L	Dental Radiology Lab	1
DH 129	Oral Pathology	3	DH 129	Oral Pathology	3
DH 246	Pharmacology	3	DH 246	Pharmacology	3
	Gen Ed. Elective (SOC 204 suggested)	4		**Gen Ed. Elective**	4
DH 240	Introduction to Restorative Dentistry	2	DH 240	Introduction to Restorative Dentistry	2
FN 225	Nutrition	4	FN 225	Nutrition	4
DH 204A	Dental Hygiene Practice VI	1	DH 204A	Dental Hygiene Practice VI	1
DH 210	Dental Radiology Lab II	1	DH 210	Dental Radiology Lab II	1
DH 241	Restorative Dentistry I (2 hr Lec /2 hr Lab)	4	DH 241	Restorative Dentistry I (2 hr Lec /2 hr Lab)	4
DH 242	Restorative Dentistry II (2 hr Lec /2 hr Lab)	4	DH 242	Restorative Dentistry II (2 hr Lec /2 hr Lab)	4
DH 201	Dental Hygiene Theory VI	2	DH 201	Dental Hygiene Theory VI	2
DH 204B	Dental Hygiene Practice VI	4	DH 204B	Dental Hygiene Practice VI	4

DH 208	Community Oral Health I	2	DH 208	Community Oral Health I	2
DH 229	Local Anesthesia	2	DH 229	Local Anesthesia	2
DH 260	Periodontology	2	DH 260	Periodontology	2
DH 243	Restorative Dentistry III	1	DH 243	Restorative Dentistry III	1
DH 202	Dental Hygiene Theory V	3	DH 202	Dental Hygiene Theory V	3
DH 205	Dental Hygiene Practice V	5	DH 205	Dental Hygiene Practice V	5
DH 250	Research Methods & Issues in Oral Health	1	DH 250	Research Methods & Issues in Oral Health	1
DH 252	Community Oral Health II	2	DH 252	Community Oral Health II	2
DH 244	Restorative Dentistry IV	1	DH 244	Restorative Dentistry IV	1
DH 203	Dental Hygiene Theory VI	2	DH 203	Dental Hygiene Theory VI	2
DH 206	Dental Hygiene Practice VI	5	DH 206	Dental Hygiene Practice VI	5
DH 253	Community Oral Health	2	DH 253	Community Oral Health	2
DH 245	Restorative Dentistry V	1	DH 245	Restorative Dentistry V	1
	Gen Ed. Elective	4		Gen. Ed Elective	4
	Credit Total	**108**		**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	**Has the change been approved by the consortium?**	☐ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**	
Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No	**If yes, name of career pathway(s) or related certificate**	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		Fall 2014	

Submitted By:	**Nancy Pilgrim, SAC Chair Dental Hygiene**

Email:	**npilgrim@pcc.edu**

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 DC 4th floor

SECTION #1 OVERVIEW

Current Title:	Customer Service Management certificate	**Proposed Title:**	**No change**
Current Credits:	28	**Proposed Credits:**	

Overview and rationale for proposed changes:	As per a request by CCWD, the result of this revision to one course ensures that the career pathway certificate aligns clearly with the associated Management/Supervisory Development AAS.

List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	1. **Delete CAS 133 as an option** 2. **Add CIS 120 as an option**		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	☒ Yes ☐ No	**If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.**	**Emailed SAC chairs for CIS to inform them CIS 120 is an option.**

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ No
Course Number	**Course Title or Placement level**		
	N/A		

Proposed Prerequisites

Course Number	Course Title or Placement level	

Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? ☐Yes ☒No

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Respond to diverse customer needs in an increasingly global environment by applying problem solving skills with a variety of customer service strategies to identify, assess, predict, and achieve customer expectations.	Critical thinking Communication Cultural Awareness Professional Competence
Build enterprise value by developing, leading, and motivating diverse customer service teams to perform effectively in a rapidly changing marketplace.	Critical thinking Communication Cultural Awareness Professional Competence

Revised Outcomes:
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
No change	

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

List all courses (current AND proposed) in the order that they are distributed in the catalog. If listed term by term then identify them in a term by term sequence on this form.   If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.
If you want to rearrange the order of courses within the term by term sequence do so on this form.
If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.
If the course credits have changed identify the course with (increase or decrease credit) and bold the text.
If you need more lines to accommodate the courses, right click and insert rows.

The information you provide on this form will be reflected in the PCC catalog pages and GRADplan. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
MSD 105	Interpersonal Communication	3	MSD 105	Interpersonal Communication	3
MSD 107	Organizations and People	3	MSD 107	Organizations and People	3
MSD 117	Customer Relations	3	MSD 117	Customer Relations	3
MSD 113	Influence without Authority	1	MSD 113	Influence without Authority	1
MSD 151	Dealing with Difficult People	1	MSD 151	Dealing with Difficult People	1
MSD 174	Time Management	1	MSD 174	Time Management	1
CAS 133	**Basic Computer Skills/MS Office (delete)**	**4**	**CIS 120**	**Computer Concepts (ADD)**	**4**
or			or		
BA 131	Computers in Business	(4)	BA 131	Business Technology	(4)
MSD 101	Principles of Management	3	MSD 101	Principles of Management	3
MSD 115	Improving Work Relations	3	MSD 115	Improving Work Relations	3
MSD 121	Leadership Skills	3	MSD 121	Leadership Skills	3
MSD 116	Creative Thinking for Innovative Change	1	MSD 116	Creative Thinking for Innovative Change	1
MSD 157	Conflict Management	1	MSD 157	Conflict Management	1
MSD 177	Team Building	1	MSD 177	Team Building	1
	Credit total	28		**Credit total**	28

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?	**AAS MSD**	**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	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Summer 2013 (Original approved date)	

Submitted by:	Rebecca Robinson
Email:	Rebecca.robinson@pcc.edu
Phone:	971-722-6147

Next steps:

1. Save the completed 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 Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center DC 4th floor via campus mail.

Directions: Fill out completely and
return electronically to:
dac@pcc.edu

Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor

Portland Community College

CERTIFICATE

REVISION REQUEST

FORM

SECTION #1 OVERVIEW

Current Title:	Customer Service Professional	**Proposed Title:**	**No change**
Current Credits:	16	**Proposed Credits:**	**No Change**

Overview and rationale for proposed changes:	As per a request by CCWD, the result of this revision to one course ensures that the career pathway certificate aligns clearly with the associated Management/Supervisory Development AAS.

List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	1. **Delete CAS 133 as an option** 2. **Add CIS 120 as an option**

Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	☒ Yes ☐ No	**If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.**	**Emailed SAC chairs for CIS to inform them CIS 120 is an option for this certificate.**

SECTION #2 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes** ☒ **No**
Course Number	**Course Title or Placement level**	
	N/A	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	N/A	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	**Does the revision involve changing certificate outcomes?** ☐Yes ☒No

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Respond to diverse customer needs in an increasingly global environment by applying problem solving skills with a variety of customer service strategies to identify, assess, predict, and achieve customer expectations.	Critical thinking Communication Cultural Awareness Professional Competence

Revised Outcomes:
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
No change	

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

List all courses (current AND proposed) in the order that they are distributed in the catalog. If listed term by term then identify them in a term by term sequence on this form.   If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.
If you want to rearrange the order of courses within the term by term sequence do so on this form.
If you are removing a course identify the course with (remove) and bold the text.
If the course title is changed identify the course with (title change) and bold the text.
If the course credits have changed identify the course with (increase or decrease credit) and bold the text.
If you need more lines to accommodate the courses, right click and insert rows.

The information you provide on this form will be reflected in the PCC catalog pages and GRADplan. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
MSD 105	Interpersonal Communication	3	MSD 105	Interpersonal Communication	3
MSD 107	Organizations and People	3	MSD 107	Organizations and People	3
MSD 117	Customer Relations	3	MSD 117	Customer Relations	3

MSD 113	Influence without Authority	1		MSD 113	Influence without Authority	1
MSD 151	Dealing with Difficult People	1		MSD 151	Dealing with Difficult People	1
MSD 174	Time Management	1		MSD 174	Time Management	1
CAS 133	**Basic Computer Skills/MS Office (delete)**	**4**		**CIS 120**	**Computer Concepts (ADD)**	**4**
or				or		
BA 131	Computers in Business	(4)		BA 131	Business Technology	(4)
	Credit total	16			**Credit total**	16

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?	**AAS MSD**	**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	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Summer 2013 (original approved date)	

Submitted by:	Rebecca Robinson
Email:	Rebecca.robinson@pcc.edu
Phone:	971-722-6147

Next steps:

1. Save the completed 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 Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center DC 4th floor via campus mail.

<table>
<tr>
<td>Portland Community College</td>
<td>CONSENT AGENDA FORM
This form maybe used instead of coming to the Degree and Certificate Meeting.

Directions: Fill out completely and return electronically to:
dac@pcc.edu</td>
<td>Consent Agenda form may be used for the following:
1. Course title changes
2. Course number changes
3. Addition/Deletion of an elective
4. Change in the number of pass/no pass credits other than the default
5. Degree or certificate title changes
6. Change to open admissions

Other changes need to come before the Degree and Certificate Committee.</td>
</tr>
</table>

Submitted by:	Elizabeth Brewster	**Email:**Elizabeth.brewster1@pcc.edu	**Phone:**x7632
Title of Degree/Certificate:	Landscape Design AAS Degree Landscape Management AAS Degree Landscape Construction AAS Degree	**Requested Implementation Term:**	**ASAP**

What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other

| **Fill in the sections below as applicable. If a section is not applicable, fill in N/A.** |||

Current Course Title:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:	Landscape Design Degree Electives: (add) HOR 255 Spring Annuals and Perennials HOR 272 Summer Annuals and Perennials Landscape Management Degree Electives: (Add) HOR 255 Spring Annuals and Perennials HOR 272 Summer Annuals and Perennials			

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	CONSENT AGENDA FORM	**Consent Agenda form may be used for the following:**
Portland Community College	This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: **dac@pcc.edu**	1. **Course title changes** 2. **Course number changes** 3. **Addition/Deletion of an elective** 4. **Change in the number of pass/no pass credits other than the default** 5. **Degree or certificate title changes** 6. **Change to open admissions** **Other changes need to come before the Degree and Certificate Committee.**

Submitted by:	Beth Fitzgerald	**Email:** **efitzger@pcc.edu**	**Phone: 971-722-5672**
Title of Degree/Certificate:	Multimedia	**Requested Implementation Term:**	**Winter 2014**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	Basic Design- 4D Foundations History of Graphic Design	**Proposed Course Title:**	**N/A**
Current Course Number:	ART119 ART214	**Proposed Course Number:**	**N/A**
Electives List Title:	MM Support Electives		
Explanation of Other:	This is to verify that these MM Support elective courses are included in the Grad Plan system and the catalog as MM Support Electives .		

CONSENT AGENDA FORM

Portland Community College

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4. **Change in the number of pass/no pass credits other than the default**
5. **Degree or certificate title changes**
6. **Change to open admissions**

Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Rebecca Robinson	**Email:**Rebecca.robinson@pcc.edu	**Phone: 6147**
Title of Degree/Certificate: MSD AAS Degree		**Requested Implementation Term:**	**Fall 2013, 2013-2014 catalog**
What type of change are you requesting?	☐ Course title change ☐ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☒ Other **clarify language for elective list**	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	**NA**	**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:	**Management/Supervisory Support Electives**		
Explanation of Other:	**New Language:** Any BA, EC, HE PE1 and any CTE courses not found within the degree course of study. 1 A maximum of 3 PE credits can be applied to this degree. **Old Language:** Any CAS, CIS, EC, BA, HE, OS and PE 1 courses not found within the course of study for the degree. A maximum of 3 PE credits can be applied to this degree		

	Note: Career technical areas: See MSD advisor for qualifying elective course selection in career technical areas.

	CONSENT AGENDA FORM This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: **dac@pcc.edu**	**Consent Agenda form may be used for the following:** 1. **Course title changes** 2. **Course number changes** 3. **Addition/Deletion of an elective** 4. **Change in the number of pass/no pass credits other than the default** 5. **Degree or certificate title changes** 6. **Change to open admissions** **Other changes need to come before the Degree and Certificate Committee.**

Submitted by:	Allen Jones	**Email:**ajones@pcc.edu	**Phone:**5226
		Requested Implementation Term:	**Spring 2013**

What type of change are you requesting?	☐ Course title change X☐ Addition of an elective ☐ Degree or certificate title change	☐Course number change ☐ Deletion of an elective ☐ Other

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.				
Current Course Title:	**MUC 126A Computer Notation and Scoring I** **MUC 126B Computer Notation and Scoring II** **MUC 144B Contemporary Singing II** **MUC 167 The Music Business**			
Current Course Number:				
Electives List Title:	Professional Music Certificate			
Explanation of Other:	n/a			