June Degrees and Certificates Agenda
June 1, 2011
2pm-4pm
CC Conference A

Old Business:
Review May 11, 2011 Minutes

Discussion Items:
EAC Chair report
General Education/Discipline Studies follow-up conversation
AAOT requirement for Health/Wellness/Fitness: Follow-up
300/400 level classes: Registrar's proposal**.**
Focus Award PAC: Follow-up
Committee retreat

New Business:
2:45   **REVISION: Business Administration: Management AAS:** credit revision.

   REVISION: Business Administration: Marketing AAS: credit revision.

   REVISION: Business Administration: Marketing Certificate: credit revision and
   related instruction.
   REVISION: Business Administration: Retail Management AAS: credit revision, electives
   revision.
   REVISION: Business Administration: Retail Management Certificate: credit
   revision.

3:00   **NEW: Biology and Management of Zoo Animals AAS**

3:15   **REVISION: Civil Engineering Technology AAS:** Catalog changes.

   REVISION: Mechanical Engineer Technology AAS: Catalog changes.

3:30   **REVISION: Computer Tomography Certificate:** Core course additions, course
   number/prefix change. Increase certificate credit total.

3:45   **REVISION: Architectural Design and Drafting: Sustainable Building Certificate:** Title
   change, increase certificate credit total, course changes in core and electives.

Consent Agenda:

Criminal Justice AAS: Addition of CJA 117 to Criminal Justice Degree Electives.

Early Education and Family Studies AAS: Outcomes revision.

Early Education and Family Studies Less than one year certificate: Outcomes revision.

![Portland Community College logo]	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 DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Management AAS Degree	**Proposed Title:**	Same
Current Credits:	91	**Proposed Credits:**	92
Overview and rationale for proposed changes:		Update the degree to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.	
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).		**1. Increase credit: BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2.**	

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	☒ No
Course Number	**Course Title or Placement level**		

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 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 customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
Analyze business situations and evaluate solutions in the context of the global business setting.	Cultural Awareness, Critical Thinking, Professional Competence
Work effectively in a team and group setting	Communication, Critical Thinking, Professional Competence, Self-Reflection
Apply an understanding of the management process inclusive of planning, organizing, leading, and controlling resources within organizations.	Communication, Critical Thinking, Professional Competence
Utilize computer applications for appropriate managerial analysis, presentations, and reports.	Communication, Critical Thinking, Professional Competence
Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

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:	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Business Administration - Management Degree Electives	15		Business Administration - Management Degree Electives	15
	Business Administration - Management Degree Support Electives	9		Business Administration - Management Degree Support Electives	9
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
OS131	10-Key on Calculators	1	OS131	10-Key on Calculators	1
	General Education Courses	12		General Education Courses	12
WR121	English Composition	4	WR121	English Composition	4
BA101	Introduction to Business	4	BA101	Introduction to Business	4
BA131	Computers in Business	4	BA131	Computers in Business	4
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
BA226	Business Law I	4	BA226	Business Law I	4
BA224	Human Resources Management	3	BA224	Human Resources Management	3
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA212	Principles of Accounting II	3	BA212	Principles of Accounting II	3
BA206	Management Fundamentals	3	BA206	Management Fundamentals	3
BA211	Principles of Accounting I	3	BA211	Principles of Accounting I	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
CAS121	Beginning Keyboarding	3	CAS121	Beginning Keyboarding	3
	Or			Or	
CAS122	Keyboarding for Speed and Accuracy	(3)	CAS122	Keyboarding for Speed and Accuracy	(3)
CAS216	Beginning Word	3	CAS216	Beginning Word	3
	Or			Or	
CAS217	Intermediate Word	(3)	CAS217	Intermediate Word	(3)
CAS170	Beginning Excel	3	CAS170	Beginning Excel	3
	Or			Or	
CAS171	Intermediate Excel	(3)	CAS171	Intermediate Excel	(3)
EC201	Principles of Economics: Microeconomics	4	EC201	Principles of Economics: Microeconomics	4
	Or			Or	
EC202	Principles of Economics: Macroeconomics	(4)	EC202	Principles of Economics: Macroeconomics	(4)

	Credit Total	91			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			Requested implementation date:	fall 2011
Submitted By:	Phil Seder			
Email:	Phillip.seder@pcc.edu			

	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 DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Marketing AAS	**Proposed Title:**	Same
Current Credits:	91	**Proposed Credits:**	92
Overview and rationale for proposed changes:	Update the degree to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.		
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).	**1. Increase credit: BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2.**		

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	☒ No
Course Number	**Course Title or Placement level**		

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 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 customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
Analyze market situations and evaluate possible marketing solutions in the context of the local business setting	Communication, Professional Competence
Identify situations unique to the global environment and evaluate possible marketing solutions in the context of that business setting.	Cultural Awareness, Critical Thinking, Professional Competence
Work effectively in a team or group setting.	Communication, Critical Thinking, Professional Competence, Self-Reflection
Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.	Cultural Awareness, Critical Thinking, Professional Competence
Use computer applications for appropriate marketing analysis, presentations, and reports.	Cultural Awareness, Critical Thinking, Professional Competence
Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

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:	

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	**COURSE TITLE**	**CRE DITS**	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
BA203	Introduction to International Business	3	BA203	Introduction to International Business	3
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
BA131	Computers in Business	4	BA131	Computers in Business	4
BA101	Introduction to Business	4	BA101	Introduction to Business	4
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credits)**	**4**
BA211	Principles of Accounting I	3	BA211	Principles of Accounting I	3
BA226	Business Law I	4	BA226	Business Law I	4
BA239	Advertising	3	BA239	Advertising	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA238	Sales	3	BA238	Sales	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
BA250	Small Business Management	3	BA250	Small Business Management	3
	Business Electives For Business Administration Programs	13		Business Electives For Business Administration Programs	13
	General Education Courses	8		General Education Courses	8
BA280B	CE: Business Experience - Seminar	1	BA280B	CE: Business Experience - Seminar	1
	And			And	
BA280A	Business Experience	2	BA280A	Business Experience	2
	or			or	
CAS140	Beginning Access	(3)	CAS140	Beginning Access	(3)
	or			or	
CAS111D	Beginning Web Site Creation:Dreamweaver	(3)	CAS111D	Beginning Web Site Creation: Dreamweaver	(3)
	or			or	

CAS171	Intermediate Excel	(3)	CAS171	Intermediate Excel	(3)
	or			or	
CAS111F	Beginning Web Site Creation: FrontPage	(3)	CAS111F	Beginning Web Site Creation: FrontPage	(3)
	or			or	
CAS231	Publisher	(3)	CAS231	Publisher	(3)
BA234	International Marketing	3	BA234	International Marketing	3
	Or			Or	
	Business Electives For Business Administration Programs	(3)		Business Electives For Business Administration Programs	(3)
CAS121	Beginning Keyboarding	3	CAS121	Beginning Keyboarding	3
CAS170	Beginning Excel	3	CAS170	Beginning Excel	3
CAS216	Beginning Word	3	CAS216	Beginning Word	3
EC200	Introduction to Economics	4	EC200	Introduction to Economics	4
SP111	Public Speaking	4	SP111	Public Speaking	4
WR121	English Composition	4	WR121	English Composition	4
	Credit Total	**91**		**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		**Requested implementation date:**	**fall 2011**
Submitted By:	**Phil Seder**		
Email:	**Phillip.seder@pcc.edu**		

		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:	Marketing Certificate	**Proposed Title:**	Same
Current Credits:	44	**Proposed Credits:**	45
Overview and rationale for proposed changes:	Update the certificate to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.		
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).	**1. Increase credit: BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2. submit Template of Related Instruction in Certificates**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

	Does the revision involve changing certificate prerequisites?		

Current Prerequisites		□ Yes	⊠ No
Course Number	**Course Title or Placement level**		

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:	
Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
Analyze market situations and evaluate possible marketing solutions in the context of the local business setting	Communication, Professional Competence
Identify situations unique to the global environment and evaluate possible marketing solutions in the context of that business setting.	Cultural Awareness, Critical Thinking, Professional Competence
Work effectively in a team or group setting.	Communication, Critical Thinking, Professional

	Competence, Self-Reflection
Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.	Cultural Awareness, Critical Thinking, Professional Competence
Use computer applications for appropriate marketing analysis, presentations, and reports.	Cultural Awareness, Critical Thinking, Professional Competence
Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

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:	

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

Separate related instruction form submitted.

SECTION #3 COURSE BY COURSE COMPARISON

	Current Certificate Information			Proposed Certificate Information	
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	Business Administration - Business Program Electives	3		Business Administration - Business Program Electives	3
	Business Administration - Business Program Electives	3		Business Administration - Business Program Electives	3
WR121	English Composition	4	WR121	English Composition	4
BA238	Sales	3	BA238	Sales	3
BA239	Advertising	3	BA239	Advertising	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA280B	CE: Business Experience - Seminar	1	BA280B	CE: Business Experience - Seminar	1
BA280A	Cooperative Education: Business Experience	3	BA280A	Cooperative Education: Business Experience	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
CAS216	Beginning Word	3	CAS216	Beginning Word	3
BA101	Introduction to Business	4	BA101	Introduction to Business	4
BA131	Computers in Business	4	BA131	Computers in Business	4
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
CAS121A	Beginning Keyboarding	1	CAS121A	Beginning Keyboarding	1
	Or			Or	
	Business Administration - Business Program Electives	(3)		Business Administration - Business Program Electives	(3)
	Credit total	**44**		**Credit total**	**45**

SECTION #4 (Please contact the Curriculum Office for your approved course listing before completing.)

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:	Phil Seder
Email:	Phillip.seder@pcc.edu
Phone:	971-722-8274

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.

Template for Related Instruction in Certificates

45 to 60 credits		Marketing Certificate			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	**Total RI**
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No 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
courses used for stand-alone related instruction				0				No RI
BA	111	Intro to Accounting	3	90	90.00			90.00
BA	285	Human Relations - Organization	3	90			90.00	90.00
WR	121	English Composition	4	120		120.00		120.00
Totals			**10**	**300**	**90.00**	**120.00**	**90.00**	**300.00**
Minimum for 1 yr certificate:					48.00	48.00	48.00	**240.00**
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

	YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?	X	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	X	

	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 DC / 4th floor

SECTION # 1 OVERVIEW

Current Title:	Retail Management AAS Degree	**Proposed Title:**	Same
Current Credits:	95	**Proposed Credits:**	94
Overview and rationale for proposed changes:		Update the degree to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit. Decrease the number of elective credits.
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).		**1. Increase credit of BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2. Reduce business elective requirement – from 10 credits to 8 credits (no 5 credit business electives exist).** **3. Reduce total credits required for the AAS**

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**	☒ **No**
Course Number	**Course Title or Placement level**		

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 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:	
Use management skills to effectively utilize company resources in a retail environment.	Professional Competence, Critical Thinking,
Recommend and implement appropriate retail strategies in different business environments.	Professional Competence, Critical Thinking,
Use data analysis skills to identify and analyze business data common in a retail environment. Make recommendations based on the data analysis.	Critical Thinking and Problem Solving,
Use soft and hard skills in technology and communication to be effective in positions within the retail environment.	Community and Environmental Responsibility, Communication
Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Cultural Awareness, Professional Competence
Evaluate career opportunities within the retail industry and assess the personal skills needed within the industry for career advancement	Self Reflection, Critical Thinking,

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:	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION	PROPOSED DEGREE INFORMATION

COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
HE112	First Aid and Emergency Care	1	HE112	First Aid and Emergency Care	1
EC201	Principles of Economics: Microeconomics	4	EC201	Principles of Economics: Microeconomics	4
EC202	Principles of Economics: Macroeconomics	4	EC202	Principles of Economics: Macroeconomics	4
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
BA250	Small Business Management	3	BA250	Small Business Management	3
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA213	Principles of Accounting III	4	BA213	Principles of Accounting III	4
BA212	Principles of Accounting II	3	BA212	Principles of Accounting II	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA238	Sales	3	BA238	Sales	3
BA226	Business Law I	4	BA226	Business Law I	4
BA224	Human Resources Management	3	BA224	Human Resources Management	3
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
BA206	Management Fundamentals	3	BA206	Management Fundamentals	3
	General Education Courses	4		General Education Courses	4
	General Education Courses	4		General Education Courses	4
WR121	English Composition	4	WR121	English Composition	4
	Business Administration - Business Program Electives	**5**		**Business Administration - Business Program Electives (decrease credit)**	**4**
	Business Administration - Business Program Electives	**5**		**Business Administration - Business Program Electives (decrease credit)**	**4**
SP130	Business and Professional Speech Communication	4	SP130	Business and Professional Speech Communication	4
SP111	Public Speaking	4	SP111	Public Speaking	4
SP140	Introduction to Intercultural Communication	4	SP140	Introduction to Intercultural Communication	4
BA251	Office Management	3	BA251	Office Management	3
BA280A	CE: Business Experience	2	BA 280A	CE: Business Experience	2
BA131	Computers in Business	4	BA131	Computers in Business	4
	Or			Or	
CIS120	Computer Concepts I	(4)	CIS120	Computer Concepts I	(4)
MTH30	Business Mathematics (or higher)	4	MTH30	Business Mathematics (or higher)	4
	Or			Or	
MTH60	Introductory Algebra - First Term (or higher)	(4)	MTH60	Introductory Algebra - First Term (or higher)	(4)
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
	Or			Or	
BA211	Principles of Accounting I	(3)	BA211	Principles of Accounting I	(3)
	Credit Total	**95**		**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	Retail Sales and Service		Requested **implementation date**:		fall 2011
Submitted By:	Phil Seder				
Email:	Phillip.seder@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:	Retail Management Certificate	**Proposed Title:**	Same
Current Credits:	34	**Proposed Credits:**	35
Overview and rationale for proposed changes:	Update the certificate to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.		
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).	**1. Increase credits of BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	fall 2011	

SECTION #2 REVISION AREAS
Prerequisites

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

Course Number	Course Title or Placement level	

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:	
The outcomes were developed and approved by the statewide consortium. They retain the spirit of the PCC goal of degree and certificate outcomes. • Written business communication • Oral communications • Business mathematics • Bookkeeping or general accounting • Microcomputer applications • Introduction to management • Marketing management • Human resources management • Retail management	

- Merchandising
- Leadership and human relations

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:	

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
BA211	Principles of Accounting I	3	BA211	Principles of Accounting I	3

BA223	Principles of Marketing	3	BA223	Principles of Marketing (increase credit)	4
BA224	Human Resources Management	3	BA224	Human Resources Management	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
BA206	Management Fundamentals	3	BA206	Management Fundamentals	3
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
SP111	Public Speaking	4	SP111	Public Speaking	4
MTH30	Business Mathematics	4	MTH30	Business Mathematics	4
	Or			Or	
MTH60	Introductory Algebra - First Term (or higher)	(4)	MTH60	Introductory Algebra - First Term (or higher)	(4)
BA131	Computers in Business	4	BA131	Computers in Business	4
	Or			Or	
CIS120	Computer Concepts I	(4)	CIS120	Computer Concepts I	(4)
	Credit Total	34		Credit Total	35

SECTION #4 (Please contact the Curriculum Office for your approved course listing <u>before</u> completing.)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☒ Yes ☐ No
If yes, what is the base degree?	Retail Management	**Will the proposed change affect the Career Pathway or Related Certificate?** ☒ Yes ☐ No	
If yes, how?	It will increase the number of credits by 1		

Is this a statewide certificate? ☒ Yes ☐ No	**If yes, has the change been approved by the consortium?** ☒ Yes ☐ No

Submitted by:	Phil Seder
Email:	Phillip.seder@pcc.edu
Phone:	971-722--8274

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.

	NEW ASSOCIATE OF APPLIED SCIENCE DEGREE REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be sent via intercampus mailed to: Curriculum Office DC/4th floor

SECTION # 1 OVERVIEW

Proposed Title:	Biology and Management of Zoo Animals	Proposed Credits:	108

Reason for new degree:	The Oregon Zoo requested in writing that we jointly develop a two year degree to train zoo keepers. Obtaining a position as a keeper in an accredited zoo or aquarium virtually requires a college degree plus hands on animal experience. This program would provide both. Only nine colleges in the country offer a similar program and only two of these Pikes Peak Community College in Colorado and Moorpark College in California are located west of the Mississippi River. So we will be meeting a regional as well as national need for zoo keepers. In addition there will be no negative impact among community colleges in the Pacific Northwest. After carefully considering the existing programs at the nine colleges, our advisory committee has constructed a two year program that meets the highest academic standards of the national zoo accrediting body, the American Zoo and Aquarium Association (AZA) plus provides the maximum number of internship hours allowed by the state of Oregon. We have assembled an exemplary advisory committee consisting of the Deputy Director and General Curator of the Oregon Zoo, two animal curators, senior veterinarian, manager, deputy manager and research scientist of the Conservation Department, plus a member of the College of Sciences from Oregon State University as well as the senior veterinarian at the Oregon National Primate Research Center. Nationally recognized and respected the Oregon Zoo provides us with a strong regional partner. They will provide access to their facilities and collections, use of their equipment, designate zoo professionals as advisory committee members and mentors, as well as part-time instructors. Kim Smith, Oregon Zoo Director, has indicated a willingness to provide internship opportunities outside this program specifically in marketing, accounting, web design plus other zoo departments. They are strongly committed to increasing diversity. The Oregon National Primate Research Center has also offered to provide a training site for student internships and their head veterinarian has agreed to serve on the advisory committee. Zoo keeping is a rewarding profession for many individuals. It offers good salaries and benefits, plus provides a

career ladder leading to lead and supervising keeper, curator and ultimately zoo director positions. Potential employers of these graduates would be the 221 accredited zoos and aquaria in this country plus more than 2,400 exotic animal facilities regulated by the U.S. Department of Agriculture including the Oregon National Primate Research Center. Graduates would potentially have the ability to transfer to three four-year colleges that have existing articulating agreements with some of the existing programs. These include the University of West Florida, State University of New York Oswego and Friends University in Kansas. Working with the Curriculum Office articulation agreements with Oregon State and Portland State Universities will be pursued once program approval has been obtained.

Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	☒ **Yes** ☐ **No**	**Explain: Both Building Construction Technology and Landscape Technology would likely be providing instruction for specified courses within the program: BMZA 265 Exhibit Construction Maintenance and Repair and BMZA 107 Basic Horticulture for Zoo Keepers. Both programs strongly support the proposal. Speech has indicated a willingness to offer a special section of Speech 211 for these students. There is some overlap with the existing Veterinary Technology program but these students focus on domestic rather than exotic animals plus they enthusiastically support this new program.**	**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**
	High School Diploma or GED certificate	
WR 121	**English Composition or higher with C or better**	**4**
MTH 65	**Introductory Algebra 2nd term or higher with C or better or placement into MTH 95 or higher**	**4**
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		☒ **Yes** ☐ **No**

PROPOSED OUTCOMES

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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html

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
1. Work collaboratively, competently, safely and ethically with a team of zoo professionals in providing quality animal management for captive populations.	Professional Competence Communication Critical Thinking and Problem Solving Self reflection
2. Communicate effectively in written and oral format within the work team, with zoo visitors and through outreach programs	Professional competence Community and Environmental Responsibility Critical Thinking and Problem Solving Self reflection
3. Advocate for conservation biology through outreach programs and personal interactions with zoo visitors.	Professional Competence Community and Environmental Responsibility Critical Thinking and Problem Solving Self reflection

4. Critically analyze and apply zoo specific principles to ensure high quality practice in the areas of:
  a. Care and husbandry of captive populations
  b. Animal management for captive populations
  c. Sustainable population management
  d. Wild population management
  e. Exhibit design and maintenance
  f. Exhibit water quality and plant care
	Professional Competence
	Critical Thinking and Problem Solving
	Communication – both oral and written
	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 with *.

PROPOSED DEGREE COURSEWORK		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**
BMZA 100	Introduction to Zoo Science	1
BMZA 101	Animal Management I – Introduction	4
BMZA 103	Conservation Biology	4
BMZA 105	Introduction to Comparative Vertebrate Anatomy and Physiology I	4
BMZA 106	Introduction to Comparative Vertebrate Anatomy and Physiology II	4
BMZA 107	Basic Horticulture for Zoo Keepers	4
BMZA 110	Animal Nutrition	4
BMZA 150	Captive Population Management	4
BMZA 201	Captive Population Management II – Amphibians and Reptiles	4
BMZA 202	Captive Population Management III – Birds	4
BMZA 203	Captive Population Management IV – Mammals	4
BMZA 220	Veterinary Procedures and Treatments for Zoo Keepers	4
BMZA 231	Introduction to Animal Behavior	4
BMZA 232	Zoo Animal Behavior Management	4
BMZA 240	Water Quality Management	4
BMZA 260	Exhibit Design	4
BMZA 265	Exhibit Construction, Maintenance and Repair	4
BMZA 270	Biology and Management of Zoo Animals Seminar	1
BMZA 271	Internships I (repeated six times)	24 total
SP 111	Public Speaking *	4
PSY 101	Psychology and Human Relations *	4
PE 181D	Circuit Weight Training 1 Coed	1
CG 209	Job Finding Skills	1
	Remaining General Education Requirements	8
	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 degree been approved by the consortium?**	☐ **Yes** ☒ **No**	**Requested implementation date:**	**Fall 2012**
Is this a degree option?	☐ **Yes** ☒ **No**	**If yes, name of the base degree:**			
Eligible Training Provider Application	Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu				
Submitted By:	Dean Kruse				
Email:	dkruse@pcc.edu				

	ASSOCIATE OF APPLIED SCIENCE DEGREE	**Directions: Fill out completely and return electronically to:**
Portland Community College	**REVISION REQUEST FORM**	**dac@pcc.edu** **Signature pages should be intercampus mailed to:** **Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Civil Engineering Technology	**Proposed Title:**	Civil Engineering Technology
Current Credits:	101	**Proposed Credits:**	101

Overview and rationale for proposed changes:	Make a change to the catalog copy
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).	**Wording to be added to the catalog at the end of the "prerequisites and requirements" section.** **"Completion of CMET131 with a 'C' or higher grade will meet the PCC math competency requirement for the AAS degree."**

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**		
	No changes		
Proposed Prerequisites			

Course Number	Course Title or Placement level	
	No changes	
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 x☐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:	
• 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.	

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:	
No changes	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	No changes				
	Credit Total			**Credit Total**	

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

Is this a statewide degree?	☐ Yes x☐ No	Has the change been approved by the consortium?	☐ Yes ☐ No
Is this a degree option?	☐ Yes x☐ No	**If yes, name of the base degree:**	
Are there any career pathway(s) or related certificates attached	☐ Yes x☐ No	**If yes, name of career pathway(s) or related certificate**	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)			

Submitted By:	**Jan Chambers, CMET SAC chair**
Email:	**jchamber@pcc.edu**

![Portland Community College logo]	**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 DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Mechanical Engineering Technology	**Proposed Title:**	Mechanical Engineering Technology
Current Credits:	101	**Proposed Credits:**	101
Overview and rationale for proposed changes:	Submit changes for the catalog		
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).	**Wording to be added to the catalog at the end of the "prerequisites and requirements" section.** **"Completion of CMET131 with a 'C' or higher grade will meet the PCC math competency requirement for the AAS degree."**		

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**		
	No changes		
Proposed Prerequisites			

Course Number	Course Title or Placement level	
	No changes	
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 x☐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:	
• 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.	

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:	
No changes	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	No changes				
	Credit Total			**Credit Total**	

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

Is this a statewide degree?	☐ Yes x☐ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No
Is this a degree option?	☐ Yes x☐ No	**If yes, name of the base degree:**	
Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes x☐ No	**If yes, name of career pathway(s) or related certificate**	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			

Submitted By:	**Jan Chambers, CMET SAC chair**
Email:	**jchamber@pcc.edu**

	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**

Portland Community College

SECTION #1 OVERVIEW

Current Title:	Computed Tomography Certificate	**Proposed Title:**	**Computed Tomography Certificate**
Current Credits:	17	**Proposed Credits:**	**19**

Overview and rationale for proposed changes:	Two additional courses are being added to the certificate program. CTT 104 - Cross Sectional Anatomy Review will be included to address all pertinent body section images and imaging methods that technologists learned at the beginning of the Program. Comments from graduate assessments indicated the need for this course to foster continued competency in image selection and production. CTT 113 – CT Registry Review is added to prepare students for the national certification examination. This capstone course will also be available to current non-credentialed technologists who will be sitting for the national examination but who did not complete all certificate program courses. Their professional clinical experience will determine placement into this course. Course numbers have changed and course prefix has changed from RAD to CTT. These changes have already been approved by the Curriculum Committee
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.	1. **Add CT 113, 1 cr** 2. **Add CTT 104, 1 cr** 3. **Change Course number/prefix** 4. **Increase certificate credit requirements**

SECTION #2 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes** xx☐ **No**
Course Number	**Course Title or Placement level**	
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 xx ☐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
Upon completion of this program, students will:	
1. provide competent health care to the community using the skills and knowledge of a CT and PET professional	CO 1,3 and 4
2 perform CT and PET procedures safely and effectively in a professional manner meeting health care industry standards	CO 2 and 4
3. abide by professional ethical standards in order to provide the highest quality care to the community	CO 3,4,5 and 6

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 xx ☐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**
RAD 251	Cross-Sectional Anatomy-Neck + Thorax	1	**CTT 103**	Cross-Sectional Anatomy-Neck + Thorax	1

RAD 252	Cross-Sectional Anatomy –Abdomen + Pelvis	1	**CTT 101**	Cross-Sectional Anatomy –Abdomen + Pelvis	1
RAD 253	Cross-Sectional Anatomy –Head + Spine	1	**CTT 102**	Cross-Sectional Anatomy –Head + Spine	1
RAD 254	CT Physics + Instrumentation	2	**CTT 111**	CT Physics + Instrumentation	2
RAD 255	CT Protocols, Procedures + Pathology Correlation	2	**CTT 112**	CT Protocols, Procedures + Pathology Correlation	2
RAD 270	CT Clinical Education I	5	**CTT 271**	CT Clinical Education I	5
RAD 271	CT Clinical Education II	5	**CTT 272**	CT Clinical Education II	5
			CTT 113	**CT Registry Review (ADD)**	**1**
			CTT 104	**Cross-Sectional Anatomy Review (ADD)**	**1**
	Credit total	17		**Credit total**	19

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

Is this a Related Certificate?	☐ Yes x☐ 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 xx☐ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	

Submitted by:	Virginia Vanderford/Gayle Wright
Email:	vvanderf@pcc.edu or gwright@pcc.edu
Phone:	Ext. 4907 or 4032

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.

![Portland Community College logo]	**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:	Sustainable Building Certificate	**Proposed Title:**	**Sustainable Design Certificate**
Current Credits:	42	**Proposed Credits:**	**43**
Overview and rationale for proposed changes:	This revision adds ARCH prerequisites to the Certificate, and moves several required courses to electives lists. The electives list expands to include choices from ARCH, BCT, BIO, ESR, GEO, ID, and LAT, providing more choice for students to pursue specific interests. One newly developed ARCH class will be required. The Certificate name changes to reflect the focus on design rather than building.		
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.	1. Add ARCH 101, 110, 124, 126, 136 to prerequisites for the Certificate; or Departmental approval for previous experience. 2. Add ARCH 134 3. Delete ARCH 101, ARCH 124, BCT 206. 4. Move courses from ESR, PHL, and SOC from required to the electives lists. 5. Add BI, BCT, ESR, GEO, ID, and LAT are added to electives lists. 6. Change certificate title from Sustainable Building Certificate to Sustainable Design Certificate.		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	**X Yes**	**No**
Course Number	**Course Title or Placement level**		
MTH 60 (Placement into)	Placement into Introductory Algebra-1st Term		
WR 121 (Placement into)	Placement into English Composition		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
MTH 60 (Placement into)	Placement into Introductory Algebra-1st Term	
WR 121 (Placement into)	Placement into English Composition	
ARCH 101	**Graphics I**	
ARCH 110	**Introduction to Architectural Drawing**	
ARCH 124	**Introduction to Building Systems**	
ARCH 126	**Introduction to AutoCAD**	
ARCH 136	**Intermediate AutoCAD**	
	Or Department Approval	
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 X 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:	
• Design homes that are energy and resource efficient, and demonstrate consideration of health and environmental responsibility.	Critical Thinking and Problem Solving Professional Competence
• Assess and advise client on a building's impact on the environmental, including production, construction, and operation, over the lifetime of the building.	Community and Environmental Responsibility
• Apply an understanding of the cultural influence, philosophic concern and human impact on the built environment.	Community and Environmental Responsibility Cultural Awareness
• Communicate sustainable principles within the design profession, using industry specific terminology and graphics.	Professional Competence

Revised Outcomes: NO CHANGE	
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:	

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☐Yes X 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**	**Cred its**	**Course Number**	**Course Title**	**Credits**
ARCH 101	**Architectural Graphics 1 (Remove)**	**3**		*(Removed)*	
ARCH 113	Site Planning	2	ARCH 113	Site Planning	2
ARCH 124	**Introduction to Building Systems (Remove)**	**3**	**ARCH 134**	**Energy & Alternative Materials & Codes (Add)**	2
ARCH 131	Sustainable Building Strategies	4	ARCH 131	Sustainable Building Strategies	4
ARCH 204	Green Residential Studio	4	ARCH 204	Green Residential Studio	4
ARCH 224	Active & Passive Bldg Systems	4	ARCH 224	Active & Passive Bldg Systems	4
ARCH 280	CE: Arch Design & Drafting	4	ARCH 280	CE: Arch Design & Drafting	4

ID 121	Sustainable Materials for Residential Interiors	3	ID 121	Sustainable Materials for Residential Interiors	3
BCT 206	**Sustainable Construction Practices (Remove)**	**3**		*(Removed)*	
ESR 171 Or **ESR 172**	**Environmental Science: Biological Perspectives (Remove)** **Environmental Science: Chemical Perspectives (Remove)**	**4**		*(Moved to General Environmental Electives, below)*	
PHL 206	**Introduction to Environmental Ethics (Remove)**	**4**		*(Moved to General Environmental Electives, below)*	
SOC 228	**Environmental Sociology (Remove)**	**4**		*(Moved to General Environmental Electives, below)*	
				Design & Building Electives (Add)	**12**
				General Environmental Electives (add)	**8**
				Design & Building Electives	
			ARCH 256	Detail Drawings with AutoCAD	3
			BCT 108	Introduction to Building Science - Energy Efficient Housing	3
			BCT 115	Introduction to Residential Greenroofing	1
			BCT 116	Alternative Building Design	3
			ID 236	Lighting Design	3
			LAT 272	Sustainable Landscaping	3
				General Environmental Electives	
			BI 200B	Prin of Ecology: Field Biology	4
			ESR 171	**Environmental Science: Biological Perspectives (Add)**	**4**
			ESR 172	**Environmental Science: Chemical Perspectives (Add)**	**4**
			GEO 210	The Natural Environment	4
			PHL 206	Introduction to Environmental	4

				Ethics	
		SOC 228		Environmental Sociology	4
		Credit total	42		**Credit total**	43

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

Is this a Related Certificate?	☐ Yes **X** No	Is this a Career Pathway?	☐ Yes **X** 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 **X** No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2012	

Submitted by:	Denise Roy
Email:	droy@pcc.edu
Phone:	971.722.4166

	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:	Jim Parks	**Email: jparks@pcc.edu**	**Phone: x5236**
Title of Degree/Certificate:	AAS in Criminal Justice	**Requested Implementation Term:**	**Next term after approval**
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:	**N/A**		**Proposed Course Title:**	**Intro. to Homeland Security**
Current Course Number:			**Proposed Course Number:**	**CJA 117**
Electives List Title:	Criminal Justice Degree Electives			
Explanation of Other:				

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	**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**	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:	Sally Earll	**Email:** sally.earll@pcc.edu	**Phone: 7812**
Title of Degree/Certificate:	Early Education and Family Studies AAS	**Requested Implementation Term:**	immediately

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

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

Explanation of Other:	Revise degree outcomes and clarify the committee comments from the June 2010 meeting. The committee had some concerns about whether the outcomes should be condensed and asked the EEFS SAC to review them and look at streamlining the outcomes. Upon review by the EEFS SAC and the Curriculum Office we believe the outcomes meet the needs of the SAC for national accreditation and assessment purposes and they meet the PCC outcomes guidelines. Proposal: Update Early Education and Family Studies AAS degree outcomes. Students exiting the program with an AAS in EEFS will … • use their understanding of young children's characteristics and needs, and of the multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children (critical thinking & problem solving; professional competence) • apply a recognition of the importance and complex characteristics of children's families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children's development and learning (cultural awareness; self

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	reflection). • use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning. (professional competence, communication, critical thinking & problem solving) • employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children (critical thinking & problem solving; communication; cultural awareness). • identify and conduct themselves as members of the early childhood profession. (professional competence) • know and use ethical guidelines and other professional standards related to early childhood practice (professional competence) • identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. (Self reflection; communication) • act as informed advocates for sound educational practices and policies (communication; community & environmental responsibility).

	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.**

		Email: sally.earll@pcc.edu	**Phone: 7812**
Submitted by:	Sally Earll		
Title of Degree/Certificate:	Early Education and Family Studies Less than One-Year Certificate	**Requested Implementation Term:**	immediately
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.

Explanation of Other:	Revise degree outcomes and clarify the committee comments from the June 2010 meeting. The committee had some concerns as to whether the outcomes should be condensed and asked the EEFS SAC to review them and look at streamlining the outcomes. Upon review by the EEFS SAC and the Curriculum Office we believe the outcomes meet the needs of the SAC for national accreditation and assessment purposes and they meet the PCC outcomes guidelines. Proposal: Update Early Education and Family Studies Less than One-Year Certificate. Students exiting the program with an Early Childhood Certificate • use their understanding of young children's characteristics and needs to create environments that are healthy, respectful, supportive, and challenging for all children. (critical thinking & problem solving; professional competence) • use their understanding of the importance and complex characteristics of children's families and communities to create respectful reciprocal relationships that support and involve all families in their children's development and learning. (cultural awareness; self-reflection)

	• use observation and documentation, in partnership with families and other professionals, to positively influence children's development and learning. (professional competence, communication) • employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children (critical thinking & problem solving; communication; cultural awareness). • know and use professional standards related to early childhood practice. (professional competence) • identify themselves as collaborative learners who demonstrate reflective perspectives on their work, making decisions that integrate knowledge from professional sources. (Self reflection; communication)