

Degrees and Certificates Agenda
May 9, 2012
CLIMB 304
2pm to 4pm

Old Business:

Review April 11th, 2012 Minutes

Discussion Items:

EAC Chair Report

Related Instruction in AAS Degrees (Continued from October)

Northwest has questioned PCC's practice of allowing GEN ED to serve as proxy for Related Instruction because a student could potentially apply courses that do not clearly align with their intended professional degree and/or the focus area. The college has provided a written response to this concern. However, as various PCC groups have discussed this practice, there appears to be an interest to revisit the relationship between gen ed courses, AAS, and RI and determine if any changes need to be made.

New Business:

2:30 Revision: Renewable Energy Technology AAS CGCC: Susan Lewis: Increase credit total, increase credits of two courses, increase elective credits, adding two courses, removing one course, removing social science Gen Ed, revise electives list.

Revision: Renewable Energy Technology Certificate CGCC: Susan Lewis: Increasing credit total, increase credits of two courses, removing two courses, removing social science Gen Ed, adding three courses, changing related instruction.

Consent Agenda:

Paralegal AAS: Modifying language for Electives list footnote.



**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:	Renewable Energy Technology	Proposed Title:	
Current Credits:	96	Proposed Credits:	97
Overview and rationale for proposed changes:	<p>To update courses with changes in credit/hour amounts. Remove MTH 112 to accommodate the additional credits with the expectation that necessary elements of MTH 112 are covered in EET 112. Replace Social Science Gen Ed elective with PSY 101 to better meet related instruction requirements for human relations in the certificate. Replace EET 188 with the new course RET 188 which includes OSHA 10 content. Move EET 254 to 2nd term (previously in 5th term) in response to student requests to offer it earlier in the program. Revise elective list to include only Gen Ed eligible courses and increase number of credits to satisfy Gen Ed requirements.</p>		
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.	<ol style="list-style-type: none"> 1. Increase credits for RET 141 from 3 to 5 2. Increase credits for RET 101 from 1 to 2 3. Remove EET 188 4. Add RET 188 5. Remove Social Science Gen. Ed. 6. Add PSY 101 7. Delete MTH 112 8. Increase credits for RET Elective from 3 to 4 9. Revise RET elective list to include only Gen Ed courses 10. Increase overall credits of degree from 96 to 97 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<p>The PSY department was notified that an additional load of students will be taking PSY 101 to fulfill this new requirement.</p> <p>The MTH department was notified that RET students will no longer be required to take MTH 112.</p>

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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
MTH 95	Intermediate Algebra	4	
WR 115	Introduction to Expository Writing	4	
RD 115	College Reading	4	
CAS 133	Basic Computer Skills/Microsoft Office	4	

Proposed Prerequisites			
Course Number	Course Title or Placement level		
No change			
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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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
<i>Students who complete this degree should be able to:</i>	
1. Qualify for employment in the renewable energy field as technicians.	NA this is a CGCC certificate
2. Service/repair renewable energy systems and assist engineers with the design of renewable systems by applying knowledge of electrical, electronics, mechanical, control systems and hydraulics/pneumatics concepts.	
3. Communicate effectively both at the individual level and within team settings.	
4. Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.	
5. Apply ethical and professional practice within the field of renewable energy.	
6. Achieve success in continuing their education toward completion of a four-year degree in engineering technology or engineering should that be their goal.	

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
No change	

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
First Term			First Term		
EET 111	Electrical Circuit Analysis I	5	EET 111	Electrical Circuit Analysis I	5
RET 121	Mechanical Power I	5	RET 121	Mechanical Power I	5
RET 101	Introduction to Wind Turbine Operations	1	RET 101	Introduction to Wind Turbine Operations (increase credits)	2
MTH 111	College Algebra	5	MTH 111	College Algebra	5
Second Term			Second Term		
EET 112	Electrical Circuit Analysis II	5	EET 112	Electrical Circuit Analysis II	5
RET 120	Basic Hydraulics	5	RET 120	Basic Hydraulics	5
MTH 112	Elementary Functions (remove)	5	PSY 101	Psychology & Human Relations (add)	4
WR 121	English Composition	4	WR 121	English Composition	4
			EET 254	EET Seminar (moved from fifth term)	1

Third Term			Third Term		
EET 113	Electrical Circuit Analysis III	5	EET 113	Electrical Circuit Analysis III	5
RET 122	Mechanical Power II	5	RET 122	Mechanical Power II	5
RET 141	Electric Motor Controls	3	RET 141	Electric Motor Controls (increase credits)	5
	Social Science General Education (remove)	3	RET 188	Industrial Safety & OSHA 10 (add)	2
EET 188	Industrial Safety (remove)	1			
Fourth Term			Fourth Term		
EET 221	Semiconductor Devices/Circuits	5	EET 221	Semiconductor Devices/Circuits	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
PE 182H	Physical Education	1	PE 182H	Physical Education	1
CAS 170	MS 2007 Excel	3	CAS 170	MS 2007 Excel	3
	RET Electives*	3		RET Electives** (revised list) (increase credits)	4
Fifth Term			Fifth Term		
EET 222	Operational Amplifier Circuits	5	EET 222	Operational Amplifier Circuits	5
EET 122	Digital Systems II	3	EET 122	Digital Systems II	3
RET 119	Programmable Controllers	3	RET 119	Programmable Controllers	3
EET 254	EET Seminar (move to 2nd term)	1		Arts or Humanities Gen. Ed.	3
	Arts or Humanities Gen. Ed.	3			
Sixth Term			Sixth Term		
EET 273	Electronic Control Systems	3	EET 273	Electronic Control Systems	3
EET 123	Digital Electronics III	5	EET 123	Digital Electronics III	5
RET 223	Power Generation	5	RET 223	Power Generation	5
RET 102	Alternate Energy Power Generation	1	RET 102	Alternate Energy Power Generation	1
	Credit Total	96		Credit Total	97

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

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	

Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Renewable Energy Technology Certificate
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Fall, 2012

Submitted By:	Susan Lewis
Email:	slewis@cgcc.cc.or.us

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC - 4th floor via campus mail.

* Original RET Electives

Art 231	Drawing	3 cr
BA 101	Intro to Business	4 cr
BA 111	Intro to Accounting	3 cr
BA 131	Computers in business	4 cr
BA 177	Payroll Accounting	3 cr
BA 205	Solving Communication Problems	4 cr
BA 206	Management Fundamentals	3 cr
BA 211	Principles of Accounting I	3 cr
BA 212	Principles of Accounting II	3 cr
BA 213	Principles of Accounting III	3 cr
BA 222	Financial Management	3 cr
BA 224	Human Resource Management	3 cr
BA 226	Business Law I	4 cr

BA 228	Computer Accounting Applications	3 cr
BA 238	Sales	3 cr
BA 285	Human Relations-Organizations	3 cr
CAS 140	Beginning Access	3 cr
CAS 171	Intermediate Excel	3 cr
CH 100	Fundamentals for Chemistry	4 cr
CH 104	General Chemistry	5 cr
CH 105	General Chemistry	5 cr
CH 106	General Chemistry	5 cr
EC 200	Intro to Economics	4 cr
EC 201	Principles of Economics: Microeconomics	4 cr
EC 202	Principles of Economics: Macroeconomics	4 cr
EMS 100	Intro to Emergency Medical Services	3 cr
EMS 105	EMT Basic Part I	5 cr
EMS 106	EMT Basic Part II	5 cr
EMS 113	Emergency Response Communication/Documentation	2 cr
EMS 114	Emergency Response Patient Transport	2 cr
EMS 120	EMS: First Responder	3 cr
HE 112	First Aid and Emergency Care	1 cr
JPN 101	First Year Japanese	5 cr
JPN 102	First Year Japanese	5 cr
JPN 103	First Year Japanese	5 cr
JPN 201	Second Year Japanese	5 cr
JPN 202	Second Year Japanese	5 cr
JPN 203	Second Year Japanese	5 cr
MTH 243	Statistics I	4 cr
PHY 201	General Physics	4 cr
SP 215	Small Group Communication	4 cr
SPA 101	First Year Spanish-First Term	4 cr
SPA 102	First Year Spanish-Second Term	4 cr
SPA 103	First Year Spanish-Third Term	4 cr
SPA 201	Second Year Spanish-First Term	4 cr
SPA 202	Second Year Spanish-Second Term	4 cr
SPA 203	Second Year Spanish-Third Term	4 cr
WLD 190B	Basic Welding Practice	2 cr

WR 227	Technical Writing	4 cr
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****Revised RET Electives**

CH 100	Fundamentals for Chemistry	4 cr
CH 104	General Chemistry	5 cr
CH 105	General Chemistry	5 cr
CH 106	General Chemistry	5 cr
EC 200	Intro to Economics	4 cr
EC 201	Principles of Economics: Microeconomics	4 cr
EC 202	Principles of Economics: Macroeconomics	4 cr
JPN 101	First Year Japanese	5 cr
JPN 102	First Year Japanese	5 cr
JPN 103	First Year Japanese	5 cr
JPN 201	Second Year Japanese	5 cr
JPN 202	Second Year Japanese	5 cr
JPN 203	Second Year Japanese	5 cr
MTH 112	Elementary Functions	5 cr
MTH 243	Statistics I	4 cr
MTH 251	Calculus	4 cr
PHY 201	General Physics	4 cr
SP 215	Small Group Communication	4 cr
SPA 101	First Year Spanish-First Term	4 cr
SPA 102	First Year Spanish-Second Term	4 cr
SPA 103	First Year Spanish-Third Term	4 cr
SPA 201	Second Year Spanish-First Term	4 cr
SPA 202	Second Year Spanish-Second Term	4 cr
SPA 203	Second Year Spanish-Third Term	4 cr
WR 227	Technical Writing	4 cr



**CERTIFICATE
REVISION REQUEST
FORM**

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SECTION #1 OVERVIEW

Current Title:	Renewable Energy Technology	Proposed Title:	
Current Credits:	52	Proposed Credits:	53
Overview and rationale for proposed changes:	To update courses with changes in credit/hour amounts. Remove MTH 112 to accommodate the additional credits with the expectation that necessary elements of MTH 112 are covered in EET 112. Replace Social Science Gen Ed elective with PSY 101 to better meet related instruction requirements for human relations. Replace EET 188 with the new course RET 188 which includes OSHA 10 content. Add EET 254 (previously in second year of degree program) in response to student requests to offer it earlier in the program.		
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	<ol style="list-style-type: none"> 1. Increase RET 141 credits from 3 to 5 2. Increase RET 101 credits from 1 to 2 3. Remove MTH 112 4. Remove Social Science Gen. Ed. 5. Add PSY 101 (related instruction – human relations) 6. Remove EET 188 7. Add RET 188 8. Add EET 254 9. Increase overall credits from 52 to 53 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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.	<p>The PSY department was notified that an additional load of students will be taking PSY 101 to fulfill this new requirement.</p> <p>The MTH department was notified that RET students will no longer be required to take MTH 112.</p>

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
MTH 95	Intermediate Algebra	4	
WR 115	Introduction to Expository Writing	4	
RD 115	College Reading	4	
CAS 133	Basic Computer Skills/Microsoft Office	4	
Proposed Prerequisites			
Course Number	Course Title or Placement level		
No change			

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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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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:	
1. Qualify for employment in the renewable energy field as entry level operators.	NA this is a CGCC certificate
2. Assist technicians with repair/servicing/manufacturing of renewable energy systems by applying basic knowledge of electrical, electronics, mechanical, and hydraulics/pneumatics concepts.	
3. Communicate effectively both at the individual level and within team settings.	
4. Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice.	
5. Apply ethical and professional practice within the field of renewable energy.	
6. Achieve success in continuing their education towards completion of a two-year AAS degree should that be their goal.	

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
No change	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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

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- 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
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If yes, how?	The certificate is the first year of the AAS degree. A degree revision is being submitted as well.	
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall, 2012	

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


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					Renewable Energy Technology			
Enter course information in light yellow areas (totals will be automatically calculated)					Related instruction Hours in:			
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
courses used for stand-alone related instruction				0				No RI
MTH	111	College Algebra	5	150	150.00			150.00
WR	121	English Composition	4	120		120.00		120.00
PSY	101	Psychology & Human Relations	4	120			120.00	120.00
Totals			13	390	150.00	120.00	120.00	390.00
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?		
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?		

		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:	Jerry Brask	Email:gbrask@pcc.edu	Phone:5212
Title of Degree/Certificate:	AAS-Paralegal	Requested Implementation Term:	2012-2013 catalog		
What type of change are you requesting?	<input type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change		<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input checked="" type="checkbox"/> Other-change: Restricted Gen Ed List		
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:			
Explanation of Other:	<p><i>Twenty-seven credits must be from a restricted General Education list with at least one class taken in each area (Social Science, Arts and Letters, and Science, Math and Computer Science) as per ABA requirements. Students should consult Department Chair. General Education courses that are not approved to be used in the Restricted General Education area are: ART: 115, 116, 117, 131, 141, 142, 143, 181, 197, 198, 220, 231, 237, 240, 243, 248,253, 256, 270, 271, 277, 279, 281, 284, 287, 291, 292, 293, 294 ESOL: 150, 152, 154, 160,162, 164, 166, 250, 252, 253, 254, 255, 260, 262, 264, 265, all TA courses, all FN courses,and all CIS courses.</i></p> <p>Above language in the current handbook identifying the Restricted General Education List would be modified as follows: Add: Art 119, All CS classes and All ESOL classes.</p>				