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 aligned 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:	Renewa	ble Energy Technology	Proposed Title:			
Current Credits:		96	Proposed Credits:	97		
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 in the certificate. Replace EET 188 with the new course RET 188 which includes OSHA 10 content. Move EET 254 to 2 nd term (previously in 5 th 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.					
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.	 Increase credits for RET 141 from 3 to 5 Increase credits for RET 101 from 1 to 2 Remove EET 188 Add RET 188 Remove Social Science Gen. Ed. Add PSY 101 Delete MTH 112 Increase credits for RET Elective from 3 to 4 Revise RET elective list to include only Gen Ed courses 					
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses 10. Increase overall credits of degree from 96 to 97 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. The PSY department was notified that an additional I be taking PSY 101 to fulfill this new requirement. The MTH department was notified that RET students required to take MTH 112.		Ifill this new requirement. as notified that RET students will no longer be				

SECTION # 2 PREREQUISITES AND OUTCOMES All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.					
Curre	nt Prerequisites	Does the revision involve changing degree prerequisites?	☐ Yes	⊠ No	
Cours	e Number	Course Title or Placement level			
MTH 9		Intermediate Algebra	4		
WR 11		Introduction to Expository Writing	4		
RD 11		College Reading	4		
CAS 1	33	Basic Computer Skills/Microsoft Office	4		
Propo	sed Prerequisites				
Cours	e Number	Course Title or Placement level			
No cha	ange				
Current Outcomes: Required whether or not outcomes are being family member, community citizen, global citizen, and life-long learne classroom activity "in here"? Good outcomes statements will suggest this "out there" and they will describe what students can DO with what studen		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	Does the revision involve changing degree outcomes?		
	changed.	committee will review the outcomes. For guidance on writing good outcome statements.	□Yes	⊠No	
	y which college AAS deg outcomes.	gree outcome aligns to individual core outcomes. It is possible that all core ou	itcomes may not be	e address by the AAS	
Degre	e Outcome			Core Outcome	
Studer	nts who complete this de	egree should be able to:			
Qualify for employment in the renewable energy field as technicians.				NA this is a CGCC certificate	
2.	Service/repair renewable	e energy systems and assist engineers with the design of renewable systems by apply	ing knowledge of		
electrical, electronics, mechanical, control systems and hydraulics/pneumatics concepts.					
3.	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	COURSE TITLE	CDEDITO	COURSE	COURSE TITLE	CDEDITE
NUMBER	COURSE TITLE	CREDITS	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	2
				(increase credits)	
MTH 111	College Algebra	5	MTH 111	College Algebra	5
Second			Second		
Term			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 II	I	5	EET 113	Electrical Circu	uit Analysis III	5
RET 122	Mechanical Power II		5	RET 122	Mechanical Po	ower II	5
RET 141	Electric Motor Controls		3	RET 141	Electric Motor	Controls (increase credits)	5
	Social Science General Edu	ication (remove)	3	RET 188		ety & OSHA 10 (add)	2
EET 188	Industrial Safety (remove)	•	1	INET 100	illuustilai salt	cty & OSHA 10 (aud)	
LL1 100	industrial Salety (Telliove)		т				
Fourth				Fourth			
Term	Carala and salara Davida a /Olasa d	1-		Term	C	Davids on 10 leavelts	
EET 221 EET 121	Semiconductor Devices/Circui Digital Systems I	IS	<u>5</u> 3	EET 221 EET 121	Semiconductor I Digital Systems		<u>5</u> 3
PE 182H	Physical Education		ა 1	PE 182H	Physical Educati		<u>ა</u> 1
CAS 170	MS 2007 Excel		3	CAS 170	MS 2007 Excel	OII	3
0/10 1/0	RET Electives*		3	0/13 170		** (revised list) (increase credits)	4
	TET Elostivos				RET Electrics	(revised list) (mercase eredits)	•
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 (3
EET 254	EET Seminar (move to 2 nd	term)	1		Arts or Humanit	ies 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		<u>3</u> 5	EET 123	Digital Electronic		<u>s</u> 5
RET 223	Power Generation		<u>5</u>	RET 223	Power Generation		<u>5</u>
RET 102	Alternate Energy Power Gener	ration	1	RET 102		y Power Generation	1
1102	Three rides Energy Tower Gone	Credit Total	96	1121 102	7 intorriate Errorg	Credit Total	97
SECT	ΓΙΟΝ # 4 (Please			fice for su	pport in fill	ing out this section if need	
Is this a statewide degree? ☐ Yes ☐		☐ Yes ⊠ No		change been a the consortiu		☐ Yes ☐ No	
Is this a degree option? ☐ Yes ☐		☐ Yes ⊠ No	If yes, n	ame of the ba	ase degree:		

Are there any career pathway(s) or related certificates attached to this degree?	⊠ Yes ☐ No	If yes, name of career pathway(s) or related certificate	Renewable Energy Technology Certificate
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation)		n 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
--------	-------------------	------

**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

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 Renewable Energy Technology **Current Title: Proposed Title: Current Credits:** 53 52 **Proposed Credits:** To update courses with changes in credit/hour amounts. Remove MTH 112 to accommodate the Overview and rationale for proposed changes: 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 1. Increase RET 141 credits from 3 to 5 include, addition or deletion 2. Increase RET 101 credits from 1 to 2 of courses, title changes, 3. Remove MTH 112 credit changes, prerequisite 4. Remove Social Science Gen. Ed. changes, outcome changes, 5. Add PSY 101 (related instruction – human relations) course changes etc. 6. Remove EET 188 Use consistent words -7. Add RET 188 8. Add EET 254 Add, Remove, Increase, Decrease, Change 9. Increase overall credits from 52 to 53 Are you adding or removing If yes, have you communicated with The PSY department was notified that an additional load of a course which is from \boxtimes the SAC or the dean? Are they aware students will be taking PSY 101 to fulfill this new requirement. another discipline? of the financial and/or schedule Yes Consider this question for impact of this change? Provide The MTH department was notified that RET students will no program prerequisites and details of the conversation including longer be required to take MTH 112. required courses No who was contacted.

SECTION #2 REVISION AREAS				
	Prerequisites			
Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	⊠ 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 Describe what we intend students to be able to do "out there" (in life roles member, community citizen, global citizen, and life-long learner), as oppose classroom activity "in here"? Good outcomes statements will suggest contains "out there" and they will describe what students can DO with what the			e revision involve ertificate outcomes?	
changed.	committee will review the outcomes. For guidance on writing good outcome statements.	□Yes	⊠No	
Identify which certificate outco	ome aligns to individual core outcomes. It is possible that all core outcomes ma	y not be address by	y the certificate	
Certificate Outcome			Core Outcome	
Students who complete this co	ertificate should be able to:			
1. Qualify for employment in the renewable energy field as entry level operators.				
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 postoutcomes.	ssible that all core outcomes may not be	e address by the certificate		
Certificate Outcome		Core Outcome		
No change				
Related Instr	ruction			
Does the revision involve changing or adding Related Instruction?	⊠Yes	□No		
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html				
Additional Comments Or Changes				

SECTION #3 COURSE BY	COURSE COMPARISON
List all courses (current AND proposed) in the order that they are disterm by term sequence on this form. If they identified within categor	
If you are adding a course place it in the preferred term or category, if you want to rearrange the order of courses within the term by term. If you are removing a course identify the course with (remove) and be left the course title is changed identify the course with (title change) and if the course credits have changed identify the course with (increase if you need more lines to accommodate the courses, right click and in	sequence do so on this form. old the text. od bold the text. or decrease credit) and bold the text.
The information you provide on this form will be reflected in the PCC	catalog pages and GRADplan. Please ensure it is correct.
Current Certificate Information	Proposed Certificate Information

Course Number	Course Title	Credits	Course Number	Course Title	Credits
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 (add)	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			
	Credit total	52		Credit total	53

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)						
Is this a Related Certificate?	⊠ Yes □ No	Is this a Career Pathway?		☐ Yes ⊠ No		
If yes, what is the base degree?	Renewable Energy	Technology	Will the propo degree?	sed change affect the Career Pathway or base		

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? If yes ☐ Yes ☑ No		es, has the change been approved by the consortium?		
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					Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
cour	courses used for embedded related instruction			0				No RI
				0				No RI
	0					No RI		
				0				No RI
cours	ses used for	stand-alone related instruction		0				No RI
MTH	111	College Algebra	5	150	150.00			150.00
WR 121 English Composition 4		4	120		120.00		120.00	
PSY	101	Psychology & Human Relations	4	120			120.00	120.00
Totals 13		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?	Course title changeAddition of an electiveDegree or certificate title c	Deletion	umber change of an elective hange: Restricted Gen Ed List		
Fill in the s	ections below as applicable. If a	section is not applicable	e, fill in N/A.		
Current Course Title:		Proposed Course Title:			
Current Course Number:		Proposed Course Number:			
	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.				
Explanation of Other:	Above language in the current he Education List would be modified ESOL classes.				