Degrees and Certificates Agenda
November 14, 2012
CLIMB 305
2pm to 4pm

Old Business:
Review October 10th, 2012 Minutes

Discussion Items:

EAC Chair Report

Curriculum Office Updates

Revise ASOT-Bus minimum grade requirement

Current grade requirement: All courses must be passed with a grade of "C" or better.

Proposed grade requirement: All courses must be passed with a letter grade of "C" or better.

New Business:
2:30 Revision: Alcohol and Drug Counseling: Addiction Studies Certificate: Jon Gieber:

Delete one course, reduce a course credit, adding two courses, revised outcomes, submitting a career pathway template, making certificate into a career pathway.

2:45 Revision: Graphic Design AAS: Cece Cutsforth:

Electives list changes, outcomes, prerequisites.

3:00 Revision: CAS/OS: Administrative Office Professional AAS: Kelly Peden:

Adding a course, increasing degree credit total, adding a course option.

3:15 Revision: Fire Protection AAS: Doug Smith:

Removing thirteen courses, removing course options, adding seven new courses, course number changes, course title changes, adding six existing courses, electives list changes, outcomes, increasing degree credit total.

Consent Agenda:

Business Administration: Adding BA 235 to Business Program Electives.
Electronics Engineering Technology: Adding EET 179 to electives list.
Electronics Engineering Technology: Course title change to EET 241.
Management/Supervisory Development: Course number change to MSD 198A.
Management/Supervisory Development: Course number change to MSD 198B.

Paralegal: Adding PL 230 and PL 205 to Paralegal Program Electives.

	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:	Addiction Studies Certificate	**Proposed Title:**	Addiction Studies Certificate
Current Credits:	44	**Proposed Credits:**	**44**

Overview and rationale for proposed changes:	The primary reason to change the certificate is to make it available for all students. It currently is limited to students who already have a degree. The certificate is keyed to meet the requirements of the Addiction Counselor Certification Board of Oregon CADC I and CADC II educational requirements. We propose to drop the requirement that students already have a degree in order to earn the certificate. An additional reason to make minor changes to the certificate is to bring it into alignment with changes that were recently made to the AAS degree. Content has been changed so that graduates will meet the ACCBO educational requirement for CADC II certification
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. **Use consistent words – Add, Remove, Increase, Decrease, Change**	1. **DELETE: AD 101** 2. **REDUCE AD 270 A Practicum from 10 credits to 9 credits** 3. **ADD: AD 106 Smoking Cessation.** 4. **ADD: AD 255 Multiple Diagnosis.** 5. **REVISE certificate outcomes.**
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	☐ **Yes** **x☐ 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.**	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	x☐ 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? x☐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:	
One-Year Certificate: Alcohol and Drug Counselor - Addiction Studies • Meet the majority of the Addiction Counselor Certification of Oregon (ACCBO) educational requirements for the Certified Alcohol and Drug Counselor Level II (CADC II). In order to fully meet the educational requirements students will need to take AD 255 Multiple Diagnosis.	

- Have a minimum of 400 hours of the 1000 work experience hours required by ACCBO to be eligible for the CADC I exam.
- Conduct intake addiction specific assessments/evaluations.
- Co-facilitate addiction treatment groups.
- Perform case management functions with clients.
- Complete record keeping obligations.
- Deliver educational presentations.
- Participate in staff meetings.
- Effectively utilize clinical supervision. 1.2009

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:	
One-Year Certificate: Alcohol and Drug Counselor - Addiction Studies • Meet the Addiction Counselor Certification of Oregon (ACCBO) educational requirements for the Certified Alcohol and Drug Counselor Level II (CADC II). • Complete 324 out of required 1000 hours of work experience for CADC I.	Community and Environmental Responsibilities Professional Competence
• Follow established professional addiction counseling standards and clinical procedures to conduct intake assessments and evaluations and co-facilitate addiction treatment groups in a clinical setting.	Communication Critical Thinking and Problem solving Cultural Awareness Professional Competence
• Complete record keeping obligations, deliver educational presentations, and participate in staff meetings in accordance with professional standards.	Communication Critical Thinking and Problem solving Cultural Awareness Professional Competence
• Effectively utilize clinical supervision to hone and further develop addiction specific counseling skills.	Communication Critical Thinking and Problem solving Professional Competence Self-Reflection

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
The current certificate requires that students currently hold a degree. The new certificate does not include this requirement.

SECTION #3 COURSE BY COURSE COMPARISON

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

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

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

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
AD 101	**Alcohol Use and Addiction (delete)**	**3**	AD 102	Drug Use and Addiction	3
AD 102	Drug Use and Addiction	3	AD 104	Multicultural Counseling	3
AD 104	Multicultural Counseling	3	AD 150	Basic Counseling and Addiction	3
AD 150	Basic Counseling and Addiction	3	AD 151	Basic Counseling Skills Mastery	1
AD 151	Basic Counseling Skills Mastery	1	AD 152	Group Counseling and Addiction	3
AD 152	Group Counseling and Addiction	3	AD 153	Theories of Counseling	3
AD 153	Theories of Counseling	3	AD 154	Client Record Management and Addiction	3
AD 154	Client Record Management and Addiction	3	AD 155	Motivational Interviewing and Addiction	3
AD 155	Motivational Interviewing and Addiction	3	AD 156	Ethical and Professional Issues	3
AD 156	Ethical and Professional Issues	3	AD 157	Motivational Interviewing Skills Mastery	1
AD 157	Motivational Interviewing Skills Mastery	1	**AD 270 B**	**Addiction Practicum (reduce credit)**	**9**
AD 270 B	Addiction Practicum	10	AD 270 A	Addiction Practicum Seminar	4
AD 270 A	Addiction Practicum Seminar	4	AD 278	Practicum Preparation	1
AD 278	Practicum Preparation	1	**AD 255**	**Multiple Diagnosis (ADD)**	**3**
			AD 106	**Smoking Cessation (ADD)**	**1**
	Credit total	44		**Credit total**	44

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?**		x☐ Yes ☐ No

certificate revision   5

11/6

If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? x☐ Yes ☐ No
If yes, how?	We currently do not have a Career Pathway Certificate	
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)**		July 1, 2013

Submitted by:	Jonny Gieber
Email:	jgieber@pcc.edu
Phone:	503 740 9478

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.

Alcohol and Drug Counselor Career Pathway

Entrance Considerations:

Location: PCC Cascade
Admission: Application for admission to the College
Prerequisites: http://www.pcc.edu/programs/alcohol-counseling/ Acceptance to program. Competitive admission process.

Addiction Counselor Certification Board of Oregon

http://www.accbo.com

Portland Community College

Career and Technical Program:

Specialty Classes:
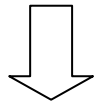- Peer Mentor Class AD 107

- Gambling and Addiction AD 111/AD 112)

Addiction Studies Certificate:
- 44 Credits
- Course Information (link to catalog page)
- Cost (link to PCC tuition and fees page)

Associate of Applied Science: Alcohol and Drug Counseling
- 99 Credits
- Course Information (link to catalog page)

Certification

Approved AMH Recovery Mentor training required for ACCBO Certified Addictions Recovery Mentor

Meets 60 hour educational requirement for ACCBO Certified Gambling Addictions Counselor

Meets ACCBO Core Educational Requirements for CADC I, II, III

Meets ACCBO degree equivalency requirement for CADC II see ACCBO for details).

Labor Market Information Resources:
www.oregon.gov/oha/oei/docs/**nthw-report-120106.pdf**

www.**oregon**.gov/OHA/action-plan/**workforce-report**.pdf

www.qulaityinfo.org

Education beyond the community college:
Warner Pacific, Portland State University and Concordia have all accepted two-year degree AAS degree to contribute to obtaining a 4 year degree.

SECTION # 1 OVERVIEW			
Current Title:	Graphic Design	**Proposed Title:**	same
Current Credits:	97	**Proposed Credits:**	same

	Basic Design and Life Drawing courses were required courses in the 1980s when students took these as they came INTO the program to learn arts foundations. Those foundation concepts are now embedded in the beginning graphic design courses and the Art courses were made into electives and relegated to the final term of the program. It no longer makes sense to have students take beginning art electives at the end of the degree. We are advocating for art electives that will expand on our students' existing graphic design skills set. We propose replacing the Basic Design and Life Drawing courses with ART 140 Digital Photography and ART 271 Printmaking II. Students transferring to PSU need ART 204 and 205 or 206 as PSU Art History pre-requisites. We would like to add these as an option in our Art Electives list so students taking those for PSU pre-requisites can apply them to the PCC Graphic Design degree 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.	**Revise the Graphic Design Art Electives list**
	
	Remove Art Electives:
	     ART 115 Basic Design
	     ART 116 Basic Design
	     ART 117 Basic Design
	     ART 237 Life Drawing
	
	Add Art Electives:
	      ART 140 Digital Photography
	     ART 271 Printmaking II
	     ART 204, 205, 206 History of Western Art

	Revise degree outcomes Revise program prerequisite			
	☒ Yes ☐ No	**If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.**		

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**		
MTH 65	Placement into MTH 65	MTH 65 does not exist as placement level option	

Proposed Prerequisites			
Course Number	**Course Title or Placement level**		
	Placement into MTH 60 or higher	MTH 60 is a placement level option	
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:	
Apply concept theory and design in the development of printed materials that successfully respond to clients' communication needs.	• Communication • Critical Thinking • Cultural Awareness • Professional Competence

Demonstrate technical skills required to produce professional-level communication materials.	• Critical Thinking * Professional Competence
Demonstrate professional graphic design standards and methods to qualify for entry-level employment or transfer to a 4-year school.	• Communication • Critical Thinking • Cultural Awareness • Professional Competence • 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:	
Apply design and concept in the development of solutions responding to clients' communication needs.	• Communication • Critical Thinking • Cultural Awareness • Professional Competence
Produce professional-level communications using technical skills commonly used in the field.	• Critical Thinking * Professional Competence
Produce work which exhibits professional graphic design standards and methods to qualify for entry-level employment or transfer to a 4-year school.	• Communication • Critical Thinking • Cultural Awareness • Professional Competence • Self-Reflection

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.

degree revision   3

11/6

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
ART 131	Drawing	3	ART 131	Drawing	3
GD 101	Macintosh for Graphic Designers	1	GD 101	Macintosh for Graphic Designers	1
GD 114	Introductory Typography	3	GD 114	Introductory Typography	3
GD 120	Graphic Design 1	3	GD 120	Graphic Design 1	3
WR 121	English Composition	4	WR 121	English Composition	4
	General Education	4		General Education	4
GD 116	Intermediate Typography	3	GD 116	Intermediate Typography	3
GD 122	Graphic Design II	3	GD 122	Graphic Design II	3
GD 140	Digital Page Design I	3	GD 140	Digital Page Design I	3
GD 150	Digital Illustration I	3	GD 150	Digital Illustration I	3
SP 111	Public Speaking	4	SP 111	Public Speaking	4
ART 214	History of Graphic Design	4	ART 214	History of Graphic Design	4
GD 124	Graphic Design III	3	GD 124	Graphic Design III	3
GD 141	Digital Page Design II	3	GD 141	Digital Page Design II	3
GD 151	Digital Illustration II	3	GD 151	Digital Illustration II	3
GD 160	Digital Imaging I	3	GD 160	Digital Imaging I	3
ART 270	Printmaking	3	ART 270	Printmaking	3
GD 221	Graphic Design IV	3	GD 221	Graphic Design IV	3
GD 244	Preparing Files for Print	3	GD 244	Preparing Files for Print	3
GD 249 Or GD280A	Graphic Design Studio

CE:Graphic Design | 3 | GD 249 Or GD280A | Graphic Design Studio

CE:Graphic Design | 3 |
GD 260	Digital Imaging II	3	GD 260	Digital Imaging II	3
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
GD 228	Professional Graphic Design Practices	3	GD 228	Professional Graphic Design Practices	3
GD 222	Graphic Design V	3	GD 222	Graphic Design V	3
GD 239	Illustration for Graphic Designers	3	GD 239	Illustration for Graphic Designers	3

degree revision   4

11/6

GD 242	Combined Graphic Programs	3	GD 242	Combined Graphic Programs	3
BA 239 Or	Advertising	3	BA 239 Or	Advertising	3
BA 223	Principles of Marketing	(4)	BA 223	Principles of Marketing	(4)
GD 229	Portfolio Preparation	3	GD 229	Portfolio Preparation	3
	Graphic Design Art Elective	**3**		Graphic Design Art Electives	3
	ART 115 (remove) **ART 116 (remove)** **ART 117 (remove)** **ART 237 (remove)**			**ART 140 Digital Photography (add)** **ART 237 Life Drawing (add)** **ART 204 (add)** **ART 205 (add)** **ART 206 (add)**	
MTH 65	Introductory Algebra	4	MTH 65	Introductory Algebra	4
	General Education	4		General Education	4
	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 ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**	
Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No	**If yes, name of career pathway(s) or related certificate**	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Fall 2013	

Submitted By:	**Cece Cutsforth**
Email:	**ccutsfor@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:	Administrative Office Professional AAS	**Proposed Title:**	
Current Credits:	94	**Proposed Credits:**	95
Overview and rationale for proposed changes:	We are adding the 1 credit seminar Cooperative Education (OS 280G) as a requirement to go along with the existing 4 credit Cooperative Education work experience as it is currently a co-requisite requirement for OS 280F in our Administrative Assistant AAS degree. We are also adding an option in the college-specific requirements section for students to choose either CAS 111D (Dreamweaver) or CAS 181W (WordPress) for creating web pages.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	1. **Add OS 280G, 1 credit** 2. **Include CAS 181W as an option to CAS 111D in college-specific requirements** 3. **Increase credits required to earn the degree**		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	☐ Yes ☒ No	**If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.**	

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

degree revision   1

11/6

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:	
1. Produce professional, error-free, timely documents by using current and emerging software and hardware technology.	Critical Thinking & Problem Solving
2. Effectively communicate their own creative and critical ideas; respond effectively both verbally and in written format to the spoken, written, and visual ideas of others.	Communication
3. Use critical thinking, organization and problem solving to effectively manage numeric, alphabetic and digital data.	Critical Thinking & Problem Solving
4. Assess and analyze new tasks to determine what computer technology should be utilized to effectively complete the tasks.	Professional Competence
5. Establish and follow procedures to manage digital and hard copy office documents.	Professional Competence

degree revision   2

6. Apply planning and time management principles to accomplish workplace efficiency and achieve company objectives.	Professional Competence
7. Perform general office tasks: plan and participate in meetings, coordinate travel arrangements, schedule appointments, greet clients/customers, and process mail.	Professional Competence
8. Understand roles within teams, work units, departments, and organizations to identify the effect of systems on the activities of a business or an organization.	Critical Thinking & Problem Solving/Self-Reflection
9. Exhibit people skills to deal effectively with a variety of personalities and diverse individuals.	Cultural Awareness
10. Manage equipment, supplies, and other resources to maintain office efficiency.	Professional Competence
11. Collaborate with others to develop and implement company vision, goals, and tasks.	Professional Competence
12. Assess the effectiveness of office practices and procedures and recommend and implement necessary changes.	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

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
BA 101	Intro. to Business.	4	BA 101	Intro. to Business.	4
CAS 133	Basic Comp. Skills/MS Office	4	CAS 133	Basic Comp. Skills/MS Office	4
CAS 170	Beginning Excel	3	CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3	CAS 216	Beginning Word	3
CAS 246	Integrated Computer Projects	4	CAS 246	Integrated Computer Projects	4
OS 220	Business Editing Skills	4	OS 220	Business Editing Skills	4
OS 131	10-key for Calculators	1	OS 131	10-key for Calculators	1
OS 240	Filing & Records Management	4	OS 240	Filing & Records Management	4
OS 245	Office Systems & Procedures	4	OS 245	Office Systems & Procedures	4
BA 111	Intro. to Accounting	3	BA 111	Intro. to Accounting	3
BA 205	Solving Comm. Problems w/Technology	4	BA 205	Solving Comm. Problems w/Technology	4
BA 285	Human Relations-Organizations	3	BA 285	Human Relations-Organizations	3
BA 228	Computerized Accounting	3	BA 228	Computerized Accounting	3
WR 121	English Composition	4	WR 121	English Composition	4
Math	Mth 65 or higher	4	Math	Mth 65 or higher	4
Gen. Ed.	Choose from PCC lists	16	Gen. Ed.	Choose from PCC lists	16
BA 224	Human Resources Management	3	BA 224	Human Resources Management	3
CAS 171	Intermediate Excel	3	CAS 171	Intermediate Excel	3
BA 206	Management Fundamentals	3	BA 206	Management Fundamentals	3
BA 226	Business Law	4	BA 226	Business Law	4
OS 280 F	Co-op Work Experience	4	OS 280 F	Co-op Work Experience	4
CAS 217	Intermediate Word	3	**OS 280G**	**Co-op Work Experience (seminar) (ADD)**	**1**
CAS 111D/E	Beginning Web Design	3	CAS 217	Intermediate Word	3
			CAS111D	Beginning Web Design	3
			Or CAS 111E	Beginning Website Creation: Expression	(3)
			or CAS 181W	**CMS Website Creation: WordPress (add)**	(3)
CAS 122	Keyboarding for Speed & Accuracy	3	CAS 122	Keyboarding for Speed & Accuracy	3
	Credit Total	**94**		**Credit Total**	**95**

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?**		
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**		☒ Yes ☐ No
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**		☒ Yes ☐ No
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Fall 2013	

Submitted By:	**Kelly Peden**
Email:	**kpeden@pcc.edu**

Next steps:

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

degree revision   5

11/6

Descktop Items> PCC>Course Content and Outcomes Guide>New Degree>	AASRevisionfor2013-3014.docx	1026/2012
Portland Community College	**ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM**	**Directions: Fill out completely and return electronically to:** dac@pcc.edu **Signature pages should be intercampus mailed to: Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Fire Protection Technology	**Proposed Title:**	Fire Protection Technology
Current Credits:	100	**Proposed Credits:**	101

Overview and rationale for proposed changes:	The Advisory Committee has advised that the degree address issues concerning the knowledge based needed by future and current employees that are less technical in nature and more supervisory and administrative oriented. This will involve changes to the degree outcomes, removal of courses, addition of new courses, revised course titles and course numbers, and addition 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). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	1. Remove: FP 101, FP 111, FP 112, FP 123, FP 133, FP 200, FP 201. FP 232, ALL(4) FP 280A, EMS 105, EMS 106, HPE 295 2. Remove as options: FP 132 for FP 200. FP 293, 294, and 295 for FP 170/FP 203A. FP 213 and FP 270 for FP 214. 3. Add new courses to core requirements: FP 130, FP 289, FP207, FP 225, FP 273, FP 274, FP 275 4. Number Change: FP 203A to FP 170 5. Number and Title Change: FP 202- Fixed Systems and Extinguishers to FP 137-Fire Protection Systems 6. Number and Title Change: FP 211-Building Construction for Firefighters to FP 166-Building Construction for Fire Protection 7. Add existing courses to core requirements: FP 240, SP 111, SP 214, WR 227, PSY 101, FP 295 8. Add Fire Protection elective requirements 9. Change degree prerequisites 10. Change degree outcomes 11. Increase total credit requirement for degree

Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	☒ Yes ☐ No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	Remove HPE 295: Janeen Hull and Levi Query from FT & PE have been involved in conversations regarding replacing this course with FP 289 and in the development of FP 289. John Saito has been an integral member of these conversations. It was agreed that the specific nature and demographics of fire protection students and their needs for the profession, FP 289 would be more appropriate. Remove EMS 105 and EMS 106: Dennese Kelsay and Mark Hornshuh from EMS have been in conversation with Fire Protection about moving these courses from the degree and into the Fire Protection certificate so the impact will be minimal. Add SP 111 and SP 214 Add PSY 101 Add WR 227

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**		
FP 112	Fire Academy Part II		
WR 115	Introduction to Expository Writing or placement into WR 121		
MTH 60	Introductory Algebra-First Term or placement into MTH 65		
RD 90	Reading 90 or placement into RD 115		

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:	

Outcome 1. Upon completion of the program the student will meet the fire-related performance objectives in NFPA 1001, *Standard for Fire Fighter Professional Qualifications*, 2008 edition, Fire Fighter I and II, which include:
   (a) Perform duties safely and effectively in accordance with the fire department organizational structure.
   (b) Communicate effectively with the general public, crew members, supervisors, and other emergency responders.
   (c) Operate safely and effectively on an emergency scene
   (d) Perform safely and effectively as a member of a team during a rescue operation.
(e)   Perform prevention, preparedness, and maintenance activities related to reducing the loss of life and property due to fire through hazard identification, inspection, and response readiness.
	Professional Competence
	
	Communications, Cultural Awareness
	
	Professional Competence, Self-Reflection
	
	Critical Thinking & Problem Solving,
	Community & Environmental Responsibility

Outcome 2. Upon completion of the program the student will meet all the requirements of NFPA 472, Standard for Competencies of responders to Hazardous Material/Weapons of Mass Destruction Incidents which include:
   (a) Recognize the presence of the hazardous materials/WMD, protect themselves, call for trained personnel, and secure the scene. (Awareness)
  (b) Respond to hazardous materials/WMD incidents for the purpose of protecting nearby persons, the environment, and property from the effects of the release. (Operations)
	Community & Environment, Critical Thinking
	
	Professional Competence, Community & Environmental Responsibility, Critical Thinking

Outcome 3. Upon completion of the program the student will meet the application requirements set by the National Registry of Emergency Medical Technicians which includes:
   (a) Act in accordance with the ethical and professional medical standards of the entry level EMT Basic
   (b) Meet the academic eligibility requirements for taking both cognitive and practical State and National Certification examinations at the EMT Basic level
   (c) Demonstrate communication skills of the medical environment in order to develop and maintain professional client relationships at the EMT Basic level
   (c) Demonstrate the professional and technical skill set necessary to meet the EMT Basic standard of care in a safe manner under diverse conditions.
	Self-Reflection
	
	Professional Competence
	
	Communication, Cultural Awareness
	
	Critical Thinking Professional Competence

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	
Outcome 1: Use an understanding of emergency services organizational structures at the local, state, and national level to develop, implement, and maintain programs that are designed to meet the needs of the organization and the community.	Communication, Professional Competence, Critical Thinking & Problem Solving, Community & Environment Responsibility
Outcome 2: Enhance an organization's ability to thrive in a diverse and changing environment by carrying out supervisory and managerial responsibilities in a manner that reflects professional standards, ethics, and social responsibility during emergency and non-emergency operations and respond to current trends, technologies, and socioeconomic and political factors that impact the emergency services.	Communications, Community & Environment Responsibility, Critical Thinking & Problem Solving, Cultural Awareness, Professional Competence
Outcome 3: Strengthen organizational effectiveness by using an understanding of the history, current practices, and legal aspects of human resources standards to make effective on-the-job supervisory and managerial decisions and facilitating effective work relationships and resolving conflicts in a diverse workplace with skillful application of a broad range of communication skills.	Communication, Critical Thinking & Problem Solving, Cultural Awareness, Professional Competence
Outcome 4: Respond to the needs of diverse customer base in times of emergencies, in prevention and preparation of emergencies and recovery from emergency events by applying problems solving skills with a variety of customer service strategies.	Communication, Community & Environment Responsibility, Critical Thinking & Problem Solving, Cultural Awareness, Professional Competence
Outcome 5: Implement strategies and procedures and work safely in the emergency services environment by applying a proper understanding of procedures developed to ensure the reduction of line of duty injuries and deaths.	Communication, Professional Competence, Critical Thinking, Professional Competence, Self-Reflection
Outcome 6: Assess, examine, and reflect on personal professional competences and beliefs and how these impact and relate to the emergency services environment and actively build skills by identifying assessing, and taking advantage of learning opportunities that contribute to personal and professional growth in a supervisory or managerial role.	Communications, Cultural Awareness, Professional Competence, Self-Reflection

degree revision   4

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
PHL 202	Ethics	4	PHL 202	Ethics	4
	General Elective-Social Science	4		General Elective-Social Science	4
	General Elective-Science, Mathematics, & Computer Studies	4		General Elective-Science, Mathematics, & Computer Studies	4
	General Education Elective	4		General Education Elective	4
FP 101	**Principles of Emergency Services (remove)**	3	SP 111	**Public Speaking (add)**	4
FP 111	**Firefighter I Skills Academy (remove)**	10	FP 130	**Fire Protection Hydraulics and Water Supply (add)**	3
FP 112	**Firefighter II Skills Academy (remove)**	7			
FP 121	Fire Behavior and Combustion	3	FP 121	Fire Behavior and Combustion	3
FP 122	Fundamentals of Fire Prevention	3	FP 122	Fundamentals of Fire Prevention	3
FP 123	**Hazardous Materials Awareness and Operations (remove)**	3			
FP 211	Building Construction for Firefighters **(number and title change)**	3	**FP 166**	**Building construction for Fire Protection (number and title change)**	3
FP 133	**Wildland Firefighter (remove)**	3			
FP 202	Fixed Systems and Extinguishers **(number and title change)**	3	**FP 137**	**Fire Protection Systems (number and title change)**	3

FP 200 Or FP 132	Fire Service Hydraulics and Water Supply (remove)	3	FP 289	Emergency Service Lifetime Fitness and Conditioning (add)	3
FP 203A	Intro to Firefighting Tactics & Strategy (number and title change)	3	FP170	Intro to Firefighting Tactics & Strategy (number change)	3
FP 201	Emergency Service Rescue (remove)	4	FP 240	Emergency Services Instructor I (add)	3
or FP 295 or FP293 and FP 294	(remove as options for FP 170/FP 203A)				
FP 210	Multicultural Strategies for Firefighters	3	FP 210	Multicultural Strategies for Firefighters	3
FP 212	Fire Investigation ,Cause Determination	3	FP 212	Fire Investigation, Cause Determination	3
FP 214	Occupational Safety & Health for the Fire Science	3	FP 214	Occupational Safety & Health for the Fire Science	3
or FP 213 or FP 270	(remove as options for FP 214)		FP 225	Fire Department Customer Service (add)	3
FP 232	Fire Apparatus Driver/Operator II (remove)	2	FP 207	Fire Service Based EMS (add)	3
HPE 295	Health and Fitness for Life (remove)	3	FP 273	Fire Service Human Resource MGT. (add)	3
FP 280A	Cooperative Education: Fire Science (remove)	3	FP 274	Introduction to Fire and Emergency Administration (add)	3
FP 280A	Cooperative Education: Fire Science (remove)	3	FP 275	Community and Government Relations (add)	3
FP 280A	Cooperative Education: Fire Science (remove)	3	FP 295	Major Emergency Tactics/Strategy (add)	3
FP 280A	Cooperative Education: Fire Science (remove)	3	PSY 101	Psychology and Human Relations (add)	4
EMS 105	EMT Basic Part I (remove)	5	WR 227	Technical and Professional Writing 1 (add)	4
EMS 106	EMT Basic Part II (remove)	5	SP 214	Interpersonal Communication: Process & Theory (add)	4
				Fire Protection Electives (add)	18
				Fire Protection Electives	
			FP 101	Principles of Emergency Services (add)	3
			FP 111	Fire Academy: Part I (add)	10

		FP112	Fire Academy: Part II (add)		7	
		FP 123	HM: Awareness & Operations (add)		3	
		FP 133	Wildland Firefighter (add)		3	
		FP 201	Emergency Service Rescue (add)		4	
		FP 250	Emergency Services Instructor II (add)		3	
		FP 260	Emergency Services Instructor III (add)		3	
		FP 270	Fire Officer I (add)		4	
		FP 271	Fire Officer II (add)		4	
		FP 280A	Cooperative Education: Fire Science (add)		3	
		EMS 105	EMT Basic: Part I (add)		5	
		EMS 106	EMT Basic: Part II (add)		5	
		FP 161	Vehicle Extrication (add)		1	
		FP 200	Fire App Driver/Operator (add)		3	
		FP 215	Urban Interface Fire Ops. (add)		3	
		FP 232	Fire App Driver/Operator II (add)		2	
		FP 242	Flam. Explo. & Toxic Materials (add)		3	
		FP 243	Laws Affecting Fire Fighting (add)		1	
		FP 245	FD Budgets (add)		1	
		FP 248	Public Rel. Info. & Ed. (add)		1	
		FP 293	Adv. Firefighting Tactics & Strategy (add)		1	
		FP 294	Incident Command (add)		2	
	Credit Total		**100**	**Credit Total**		**101**

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)			
Is this a statewide degree?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**	
Are there any career pathway(s) or related certificates attached to this degree?	☒ Yes ☐ No	**If yes, name of career pathway(s) or related certificate**	**Fire Protection Pre-Employment Certificate**

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

Submitted By:	**Doug Smith**
Email:	**doug.smith@pcc.edu**

Next steps:

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

degree revision   8

11/6

	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:	Phil Seder	Email:phillip.seder@pcc.edu	**Phone:X8274**
Title of Degree/Certificate:	Add new course to Business Program Electives list. Applies to all business degrees and certificates	**Requested Implementation Term:**	**Fall 2013**

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:	**Social Media Marketing**	**Proposed Course Title:**	
Current Course Number:	**BA 235**	**Proposed Course Number:**	
Electives List Title:	Business Program Electives		
Explanation of Other:			

<table>
<tr><td rowspan="4"><img> Portland Community College logo</td><td colspan="2"><p>CONSENT AGENDA FORM</p><p>This form maybe used instead of coming to the Degree and Certificate Meeting.</p><p>Directions: Fill out completely and return electronically to: <a>dac@pcc.edu</p></td></tr>
</table>

	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:	**Sanda Williams**	sanda.williams@pcc.edu	**971-722-4527**
Title of	**Electronics Engineering Technology: Renewable Energy Systems AAS and Renewable Energy Systems certificate**	**Requested Implementation Term:**	**Winter 2013**
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:	**Fuel Cell Systems**	**Proposed Course Title:**	
Current Course Number:	**EET 179**	**Proposed Course Number:**	
Electives List Title: -	Renewable Energy Systems Program Electives		
Explanation of Other:			

	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:	Sanda Williams	sanda.williams@pcc.edu	Phone:971-722-4527
Title of Degree/Certificate:	EET AAS and all AAS options Biomedical Engineering Technology AAS Renewable Energy Systems AAS, Mechatronics/Automation/Robotics AAS, Wireless and Data Communications)	Requested Implementation Term:	Summer 2013
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:	Microcomputer Systems	Proposed Course Title:	Programming for Electronics
Current Course Number:	EET 241	Proposed Course Number:	EET 241
Electives List Title:			
Explanation of Other:			

11/6

	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:	Rebecca Robinson	**Email:** **Rebecca.robinson@gmail.com**	**Phone: 6147**
Title of Degree/Certificate:	AAS Management/Supervisory Development	**Requested Implementation Term:**	**Spring 2013**
What type of change are you requesting?	☐ Course title change ☐ Addition of an elective ☐ Degree or certificate title change	X☐ 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:	**Male/Female Comm Differences**	**Proposed Course Title:**	**Male/Female Comm Differences**
Current Course Number:	**MSD 198A**	**Proposed Course Number:**	**MSD 138A**
Electives List Title:	Male/Female Comm Differences		
Explanation of Other:	**Changing to permanent course number.**		

	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:	Rebecca Robinson	**Email: Rebecca.robinson@gmail.com**	**Phone: 6147**
Title of Degree/Certificate:	AAS Management/Supervisory Development	**Requested Implementation Term:**	**Spring 2013**
What type of change are you requesting?	☐ Course title change ☐ Addition of an elective ☐ Degree or certificate title change	X☐ 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:	**Exploring the 7 Habits of Highly Effective People**	**Proposed Course Title:**	**Exploring the 7 Habits of Highly Effective People**
Current Course Number:	**MSD 198B**	**Proposed Course Number:**	**MSD 138B**
Electives List Title:	Expl 7 Habits High Effect Peop		
Explanation of Other:	**Changing to permanent course number.**		

11/6

	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:**971-722-5212
Title of Degree/Certificate:	AAS-Paralegal Paralegal Certificate	**Requested Implementation Term:**	**Winter, 2013**
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:	**E-Discovery**	**Current Course Number:**	**PL 230**
Current Course Title:	**Advanced Litigation**	**Proposed Course Number:**	**PL 205**
Electives List Title:	Paralegal Program Electives		
Explanation of Other:			