

Degrees and Certificates Minutes

DATE: Dec. 10, 2014

Sylvania CC, Conference B, 2pm to 4pm

In Attendance					
	Kathleen Bradach	✓	Joanne Harris		Cheryl Scott
✓	Dorina Cornea-Hasegan	✓	Janeen Hull (Chair)	✓	Dave Stout
	Phil Christain	✓	Alex Jordan		
✓	Beth Fitzgerald	✓	Eriks Puris		
Committee Support					
✓	Kristin Benson		Anne Haberkern	✓	Djambel Unkov
	Kendra Cawley	✓	Joy Killgore		Susan Wilson
✓	Sally Earll	✓	Jessica Morfin		
Guests					
	Gracia Minor		CeCe Cutsforth		Sarah Bentley
	Jan Abushakrah		Jin Kim		Susan Mann
	Rebecca Robinson				

OLD BUSINESS:

- None

DISCUSSION ITEMS:

- **Curriculum Style Guide:**
 - The committee discussed the purpose of the curriculum handbook and the need for standardization of curriculum language and terminology across the district in order to ensure consistency in the way that members of the college describes curricular items (course and program descriptions, titles, formatting, etc...). This is an ongoing discussion and the committee chair would like the committee to review the document and submit feedback in designated upcoming meetings (most likely February).

CONSENT AGENDA ITEMS:

- **Early Education and Family Studies Prerequisites**

	Degree/Certificate Title	Recommended for approval: Y/N	Recommended w/amendments:	Postponed
Portland Community College				
1	Graphic Design AAS	✓		
2	Gerontology AAS	✓		
3	Gerontology Activity Assistant Less Than One-Year CPCC: Amendment: The wording for the WR 121 entry should be changed to match the AAS. It should be changed to: <i>WR 121: English Composition (Or any writing course with WR 121 as a prerequisite)</i>		✓	
4	Gerontology Activity Consultant Less Than One-Year CPCC	✓		
5	Gerontology Activity Director Less Than One-Year CPCC: Amendment: The wording for the WR 121 entry should be changed to match the AAS. It should be changed to: <i>WR 121: English Composition (Or any writing course with WR 121 as a prerequisite)</i>		✓	
6	Management/Supervisory Development AAS	✓		
7	Management/Supervisory Development One-Year Certificate	✓		
8	Medical Assisting One-Year Certificate	✓		
9	Communications Studies Focus Award: <ul style="list-style-type: none"> • Amendment: COMM 214 was added to the list of required courses as an option for one of the two required courses. • Amendment: Wording was changed in order to clarify that students needed to choose from the approved list of courses only. <ul style="list-style-type: none"> ○ Under requirements, it now states: <i>b. Two additional courses from the approved list</i> ○ The header now reads: <i>Additional Courses (choose two)</i> 		✓	
10	Global Studies Focus Award: Amendment: Wording was changed in the introductory paragraph and under the requirement header to clarify the correct amount of credits and courses a student would need to take in order to receive the award. Wording was changed to “... a minimum of four courses for a total of twelve credits or more.”		✓	