

Degrees and Certificates Committee Minutes

Date: March, 11, 2015

Sylvania, CC Conf. Room 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					
Mark Hornshuh			Linda Mollino, from OCCC, via teleconference		

OLD BUSINESS:

- None

DISCUSSION ITEMS:

- **DOI Report, Cheryl Scott- None**
- **EAC Chair Report: Janeen Hull -None**
- **Curriculum Style Guide**
 - The Committee discussed the history and need for the style guide and how it standardizes the language and formats the way that curricular items will be presented in the future. The intention is to standardize curricular items to avoid ambiguity.
 - Questions posed by the committee:
 - Will it allow the Curriculum Office to change something that doesn't fit the style guide? Yes. Provides guidelines for faculty to use when writing proposals, but also standardizes certain formatting and language; if submissions are received that don't meet standards, will be standardized (unless SAC has need for non-standard format/language – because of external requirements, discipline-specific needs, etc.)
 - Recommendations from the committee:
 - A section for writing Related Instruction
 - Consider renaming the document
 - Next course of action:
 - The Style Guide will be presented to the EAC leaders group in April. Once guide text is final, an implementation plan will need to be developed to address existing curriculum and catalog information that doesn't comply with guide.

- **Calendar and Location 15-16**
 - Due to the nature and previous history and complexity of scheduling, there has been a scheduling overlap for the June Curriculum and DAC meetings. The Chair would like the committee to reconsider the date for the June meeting so that it doesn't overlap with Curriculum; overlap can create problems when related items are on both committee agendas on the same day.
 - Committee recommendation to hold June meeting on Monday June 8. Chair will consult with other committees and any change will be announced to the college.
 - The Chair would like the committee to consider the location for next year's meeting. Currently, the committee meets at Sylvania. In the 2013-14 academic year, the committee met at the Downtown Center.
 - The Chair opened up the possibility of moving the meeting to Cascade, the Downtown Center or staying at the Sylvania location.
- **DAC Retreat**
 - The Chair would like to resume its annual retreat. Date and location for the next retreat to be announced (most likely fall term 2015).
- **Committee Membership**
 - While most committee members will continue their membership with DAC for the 2015-2016 academic year, Joanne Harris will be relinquishing her seat. She will be replaced by two new members recruited from Cascade campus. Gratia Minor will also be joining the committee as a new member from Rock Creek for the next academic year.
- **Math Markup Language in Courseleaf**
 - The Math SAC has been working with curriculum staff and Courseleaf to find an ADA-compliant way to render Math equations in the CCOGs. The solution will use LaTeX which will appear as coding in Courseleaf - coding text can be recognized because it is preceded by (\ and followed by \) – but render as equations in the CCOG website. Primarily in the SAC-controlled fields of the CCOG so shouldn't be much of an issue for DAC, but FYI.

CONSENT AGENDA ITEMS:

All items can be viewed in Courseleaf, which can be accessed through your MyPCC account.

- Fire Protection Degree Electives

New Business:

Portland Community College All items can be viewed in Courseleaf, which can be accessed through your MyPCC account.			
Degree/Certificate Item	Recommended for approval:	Recommended w/amendments:	Postponed
1. Emergency Medical Technician – Paramedic AAS	✓		
2. Emergency Medical Services One-Year Certificate	✓		
3. Landscape Technology Prerequisites: Discussion: This item was amended after the committee suggested a period should be added after “certificate” to clarify this statement: “Prerequisites and requirements vary depending upon the degree or certificate see following details.”		✓	
Oregon Coast Community College Please view the paperwork for these proposals in the agenda .			
4. OCCC: Certified Nursing Assistant Level 2 CPCC Discussion: This item was amended with corrections of all typos in the overall document. Also, in Outcome 6, “the person” was changed to “the person’s”.		✓	
5. NEW: OCCC: Acute Care Nursing Certificate Discussion: This item was postponed due to outcomes.			✓