Degrees and Certificates Agenda
January 16, 2012
CLIMB 305
2pm to 4pm

Old Business:

Review December 5th, 2012 minutes

Discussion Items:

EAC Report: Susanne Christopher

DOI Report: Birgitte Ryslinge

CIC Report: Janeen Hull and Phil Christain

Curriculum Office Report: Anne Haberkern

Proposed Focus Award in Sustainability

Revised Focus Award in Health Studies

Focus Award in Asian Studies

See end of agenda for more items

New Business:

2:15 Revision: Administrative Assistant AAS: Diane Shingledecker

Degree electives credit reduction.

2:25 Revision: Civil Engineering Technology AAS: Jan Chambers

Removing two courses, adding two courses, reduction of course credit, course prefix change.

Revision: Mechanical Engineering Technology AAS: Jan Chambers

Removing two courses, adding two courses, reduction of course credit, course prefix change.

Revision: Civil Engineering Technology Green Technology and Sustainability AASO: Jan Chambers

Removing two courses, adding two courses, reduction of course credit, course prefix change, course title change.

Revision: Mechanical Engineering Technology Green Technology and Sustainability AASO: Jan Chambers

Removing two courses, adding two courses, reduction of course credit, course prefix change.

Revision: Civil Engineering Technology Two-Year Certificate: Jan Chambers

Removing two courses, adding two courses, reduction of course credit, prerequisites, course prefix change.

Revision: Mechanical Engineering Technology Two-Year Certificate: Jan Chambers

Removing one course, adding one course, reduction of course credit, prerequisites, credit total reduction, course prefix change.

2:35 Revision: Diesel Service Technology AAS: Tyler Phillis

Removing two courses, two course credit changes, outcomes.

Revision: Diesel Service Technology Two-Year Certificate: Tyler Phillis

Removing two courses, two course credit changes, credit total decrease, related instruction, outcomes.

Revision: Diesel Service Technology Less than One-Year Certificate: Tyler Phillis

Removing two courses, credit total decrease, adding electives list, outcomes.

2:45 Revision: Early Education and Family Studies AAS: Andrew Forshee

Adding three courses, course number changes, course title changes, removing old course.

Revision: Early Education and Family Studies Certificate: Andrew Forshee

Adding two courses, course number changes, course title changes, removing old course.

2:55 Revision: Fitness Technology AAS: Tanya Littrell

Catalog change, outcomes, adding course options, adding three courses, removing one course, removing PE options, course credit changes, course title changes, course number changes.

Revision: Fitness Technology Certificate: Tanya Littrell

Catalog change, outcomes, adding course options, adding three courses, removing one course, removing PE options, course credit changes, course title changes, course number changes.

Revision: Fitness Technology: Healthy Older Adult Fitness CPCC: Tanya Littrell

Catalog change, adding course options, adding two courses, removing one course.

3:05 Revision: Gerontology: Advanced Behavioral & Cognitive Care Certificate: Jan Abushakrah

Adding one course, course credit decreases, total credit increase.

Revision: Gerontology: End of Life Care & Support Certificate: Jan Abushakrah

Adding a course option.

Revision: Gerontology: Horticultural Therapy Certificate: Jan Abushakrah

Course credit increase, course credit decrease.

3:15 Revision: Health Information Management:

Course title changes.

3:25 Revision: Multimedia AAS: Elizabeth Fitzgerald

Removing four courses, adding an electives list.

3:35 Revision: Veterinary Technology AAS: Brad Krohn

Adding one course, removing two courses, prerequisites, credit total reduction.

3:45 Revision: Website Development and Design AAS: Amy Clubb

Adding electives, course title changes.

Revision: Website Development and Design One-Year Certificate: Amy Clubb

Adding electives, course title changes.

Revision: Web Assistant I CPCC: Amy Clubb

Removing one course, outcomes, credit total reduction, course title changes.

Revision: Web Assistant II CPCC: Amy Clubb

Course credit reduction, credit total reduction, course title changes.

3:55 Revision: Computer Information Systems: Network Administration AAS: Terrell Foty

Adding two courses, decreasing electives credits.

4:05 Discussion Items Part II

1. **AGS and AAS Gen Ed Courses Requirement Clarification: Courses? Credits?**

2. **Proposed change to AAOT Health/Wellness/Fitness Requirement**
Details on separate page

3. **Proposed change to AS Health Requirement**
Details on separate page

4. **Proposed change to AS Writing Requirement**
Details on separate page

5. **Proposed change to General Education Requirement for Associate Degrees**
Details on separate page

6. Proposed change to ASOT Business Requirement Wording
Details on separate page

Consent Agenda:

Automotive Service Technology: Course grade option change.

Aviation Science: Airplane and Helicopter: Degree format change.

Business Administration: Retail Management AAS: HE 112 course title change.

Gerontology AAS and Certificate: Addition of GRN 239 to electives. Credit increase to GRN 235, credit decrease to GRN 236.

Management/Supervisory Development: Title changes for MSD 105 and 111.

Ophthalmic Medical Technology: Title changes for OMT 102, 103, MP 140.

Sustainability Focus Award

The Sustainability Focus award recognizes students who have completed a broad range of sustainability related courses. The award is designed to encourage students to learn to see environmental issues from multiple perspectives and to increase their experience in this multi-disciplinary topic. The earning of this focus award can demonstrate to potential employers and transfer colleges that the student has a deep and broad understanding of sustainability issues.

To receive this focus award, please call (971) 722-4419 or email sustainability@pcc.edu. Focus Awards are not to be confused with degrees or certificates, are not officially recognized by the state, and do not appear on transcripts.

Sustainability Focus Award Requirements

1. A minimum of 16 credits.
2. Includes courses from at least 4 different disciplines.

Biology

BI 101 – 4 cr – Biology

One class from:

BI 141 - 4 cr - Habitats (Forest)

BI 142 - 4 cr - Habitats (Marine)

BI 143 – 4 cr - Habitats (Freshwater)

BI 145 - 4 cr - Intro to Fish and Wildlife Conservation and Management

BI 160 – 2 cr – Ecology: Field Biology

BI 163 – 4 cr – Organic Gardening

BI 164 – 4 cr - Bird ID and Ecology

BI 200 – 2,4,6 cr – Principles of Ecology: Field Biology

BI 213 – 5 cr – Principles of Biology

BI 280A – 1-4 cr – Cooperative Education: Biology (must have sustainability-related component)

Environmental Studies

ESR 140 – 4 cr – Overview of Environmental Sustainability

ESR 141 – 4 cr – Individual Sustainability

One class from:

      ESR 171 – 4 cr – Environmental Science: Biology Perspectives

      ESR 172 – 4 cr - Environmental Science: Chemistry Perspectives

      ESR 173 – 4 cr - Environmental Science: Geology Perspectives

ESR 201 – 4 cr – Applies Environmental Studies: Science/Policy Consideration

ESR 203 – 4 cr – Applied Environmental Studies: Project

Health

HE 264 – 3 cr - Health, Food and the Environment

HE 278 – 3 cr – Human Health and the Environment

Philosophy

PHL 206 – 4 cr – Intro to Environmental Ethics

Political Science

PS 280A – 1-4 cr – Cooperative Education: Political Science (must have sustainability-related component)

Sociology

SOC 228 – 4 cr – Intro to Environmental Sociology

SOC 280A – 1-4 cr – Cooperative Education: Sociology (must have sustainability-related component)

English

ENG 269 - 4 cr – Wilderness Literature

Revising the Health Studies Focus Award:

Changes from current catalog page:

- HE 242 (Satisfies the AAOT Health/Wellness/Fitness requirement) **moved** up to Core Health Required Courses
- HPE 295 **reformatted** to HE/PE 295 to reflect recent change
- HE 278 Human Health and the Environment (new since last revision) was **added** to Elective Health Courses
- AD 241 Prevention, Theory and Practice was **removed** from Approved Related Courses
- Minor syntax/grammar changes

Health Studies Focus Award

The Health Studies Award provides students with an introductory body of knowledge in Health Studies to prepare them for further academic study and transfer to a four-year institution. Benefits of this award include:

- Opportunities to build their understanding of the complex factors, forces, and institutions that influence individual, community, environmental, and global health;
- Academic support, guidance, and encouragement through faculty-student mentoring; and
- Opportunities to network with local four-year universities and colleges.

The Health Studies Award prepares students to pursue health studies and related programs at the bachelor level. In Oregon, these programs can be found at Portland State University, Oregon State University, Western Oregon University, and other schools in the Oregon University System and private colleges.

Students receiving the Health Studies Award will have successfully completed a minimum of 15 credits (with a C or better) from the following choices, which must include:

- Core Health Courses
- An additional course from Elective Health Courses
- Remainder of credits from Elective Health Courses or Approved Related Course List

Core Health Courses (required)

HE 250 Personal Health 3, OR

HE 242 Stress and Human Health* 4, OR

HE/PE 295 Health and Fitness for Life 3

AND

HE 251 Community and Public Health Issues 4

Elective Health Courses (one required, additional may be selected)

HE 212 Women's Health* 4

HE 213 Men's Health 4

HE 255 Film and Public Health* 4

HE 264 Health, Food, and the Environment 3

HE 278 Human Health and the Environment 3

Approved Related Courses

ESR 171 Environmental Studies 4

FN 225 Nutrition 4

PSY 215 Human Development 4

PSY 231 Human Sexuality 4

SOC 231 Sociology of Health and Aging 4

Lower division courses that will be accepted as equivalent to PSU's upper division courses. Transfer students will still need to complete upper division credit requirements for the university and/or college.

ASIAN STUDIES
FOCUS AWARD

www.pcc.edu/programs/asian-studies/

The courses included in PCC's Asian Studies Focus Award foster a rich understanding and appreciation of the cultures of Asia. A minimum of sixteen credits from the courses listed below entitles students to receive an Asian Studies Focus Award, which will show prospective employers and transfer colleges a foundational focus on Asia. These studies encourage broad reflection about the nature of culture and how it shapes everything from world views to daily life. Above all, the focus award enables students to develop a multidimensional perspective on Asia, its many cultures, and their own life experience as well.

To receive the Asian Studies Focus Award, a student must complete at least 16 credits from the following choices, which must:

• Include no more than two courses from one discipline (e.g. Art, Japanese, Literature)

• Cover more than one geographic area of Asia

• Include no more than one general course. (ATH 103; BA 203; COMM 140; GEO 107; MUS 108; PS 204; PS 205; R210; WS 201).

Although only two courses from one discipline may apply toward the award, we encourage and wholeheartedly support taking two full years of an Asian language

Courses may be selected from the following:

Anthropology

| ATH 103 | Introduction to Cultural Anthropology | 4 |

Art

ART 207	History of Asian Art: India	4
ART 208	History of Asian Art: China	4
ART 209	History of Asian Art: Japan	4

Business Administration

| BA 203 | International Business | 3 |

Chinese
All language and culture credit courses may apply to the focus award. They vary from 3-5 credits.

Communication Studies
COMM 140 Introduction to Intercultural
            Communication   4

Geography

| GEO 107 | Geography of the Developing World | 4 |

History

HST 105	History of India and the South Asian Region	4
HST 106	History China	4
HST 107	History of Korea and Japan	4

Japanese
All language and culture credit courses may apply to the focus award. They vary from 1-6 credits.

Literature

ENG 207	World Literature: Asian–Indian	4
ENG 208	World Literature: Asian–Chinese	4
ENG 209	World Literature: Asian–Japanese	4

Music
| MUS 108 | Music Cultures of the World | 4 |

Philosophy

PHL 210   Introduction to Asian Philosophy   4

Political Science
PS 204 Comparative Political Systems   4
PS 205 Global Politics   4

Religious Studies
R 210   World Religions   4
R 201   Asian Religions   4

Speech
SP 140 Introduction to Intercultural Communication 4

Women's Studies
WS 201 Women of the World   4

Other

Other courses may apply if they can be shown to have a clear Asian focus and the student's work in the course (e.g. research papers) is focused on Asian Topics.. [This whole section under "other" will also be removed. I'm having trouble with the track changes to show that it was part of the previous iteration and we're removing it.]

To receive this focus award, go to the English and World Languages Division, Sylvania, CT 219.

As part of the process of pursuing the Asian Studies Focus Award, students are encouraged to work with an Asian Studies committee member as a mentor. For more information on the award and to connect with a mentor, contact Bryan Hull, bhull@pcc.edu, or Ron Ross, reross@pcc.edu.

	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 Assistant AAS Degree	**Proposed Title:**	
Current Credits:	93	**Proposed Credits:**	94

Overview and rationale for proposed changes:	Add 1 credit to our Administrative Assistant Degree Electives so that the total number of credits for 100-level courses or above totals 90.

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. Change the number of credits in the Admin Assistant Degree Electives from 12 to 13.**

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.

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 an 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
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	Professional Competence

	Core Outcome
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

appointments, greet clients/customers, and process mail.

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 111	Introduction to Accounting	3	BA 111	Introduction to Accounting	3
BA 205	Solving Comm. Problems with Technology	4	BA 205	Solving Comm. Problems with Technology	4
BA 285	Human Relations-Organizations	3	BA 285	Human Relations-	3

				Organizations	
CAS 123	Production Keyboarding	3	CAS 123	Production Keyboarding	3
CAS 133	Basic Computer Skills	4	CAS 133	Basic Computer Skills	4
or	Admin Assist Degree Elective	(4)	or	Admin Assist Degree Elective	(4)
CAS 140	Beginning Access	3	CAS 140	Beginning Access	3
CAS 170	Beginning Excel	3	CAS 170	Beginning Excel	3
CAS 216	Beginning Word	3	CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3	CAS 217	Intermediate Word	3
CAS 246	Integrated Computer Projects	4	CAS 246	Integrated Computer Projects	4
MTH 30	Business Math	4	MTH 30	Business Math	4
OS 131	10-Key on Calculators	1	OS 131	10-Key on Calculators	1
OS 220	Business Editing Skills	4	OS 220	Business Editing Skills	4
OS 240	Filing and Record Management	4	OS 240	Filing and Record Management	4
OS 245	Office Systems and Procedures	4	OS 245	Office Systems and Procedures	4
OS 280F	CE: Administrative Assistant	4	OS 280F	CE: Administrative Assistant	4
OS 280G	CE: Administrative Assist. – Seminar	1	OS 280G	CE: Administrative Assist. – Seminar	1
WR 121	English Composition	4	WR 121	English Composition	4
	Admin Assist Business Electives	6		Admin Assist Business Electives	6
	Admin Assist Degree Electives	12		**Admin Assist Degree Electives**	**13**
GEN	General Education	16	GEN	General Education	16
	Credit Total	**93**		**Credit Total**	94

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	**Basic Computer Literacy Career Pathway** **Word Processing Career Pathway** **Spreadsheet Career Pathway** **Office Assistant Career Pathway** **Administrative Assistant One-Year Certificate**
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**			Fall 2013

Submitted By:	**Diane Shingledecker**
Email:	**dshingle@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.

	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:	Civil Engineering Technology	**Proposed Title:**	**No change**
Current Credits:	101	**Proposed Credits:**	**No change**

Overview and rationale for proposed changes:	**Eliminate cross-listed courses: CMET113/ENGR102 and CMET132/ENGR226**
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 CMET113; add ENGR102** 2. **Remove CMET132; add ENGR226** 3. **Reduce credit hours of CMET221 Environmental Quality from 4 to 3** 4. **Update course prefix from SP to COMM** 5. **Change title of CMET214**

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.**	**These changes have been encouraged by our dean, Dieterich Steinmetz, and the Curriculum Office; and are being done in conjunction with the ENGR SAC and its chair, Mike Kies.**

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	
WR 115 or equivalent placement test score.	Introduction to Expository Writing	
MTH60 or equivalent placement test score.	Introductory Algebra, first term	

Proposed Prerequisites		

Course Number	Course Title or Placement level	
	No changes	

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 fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world civil engineering problems.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create	• Critical Thinking and

and interpret engineering drawings, to design civil engineering projects within proper industry acceptable standards and conventions.	Problem Solving • Professional Competence • Communication
• Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness • Communication
• Practice sustainable engineering methodologies.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness

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:	
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
CMET 110	Statics	4	CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4	CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4	CMET 112	Technical Algebra/Trigonometry	4
CMET 113	**Engineering Tech Graphics (remove)**	**3**	**ENGR 102**	**Engineering Graphics (add)**	**3**
CH 104	Allied Health Chemistry	5	CH 104	Allied Health Chemistry	5
CMET 121	Strength of Materials	4	CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4	CMET 122	Technical Engineering Physics	4
CMET 123	Tech Algebra w/Analyt Geometry	4	CMET 123	Tech Algebra w/Analyt Geometry	4
CMET 131	Applied Calculus	8	CMET 131	Applied Calculus	8
CMET 227	App Electricity Fundamentals	2	CMET 227	App Electricity Fundamentals	2
WR 121	English Composition	4	WR 121	English Composition	4
	General Education	4		General Education	4
CMET 280A	Co-op Ed, optional		CMET 280A	Co-op Ed, optional	
CMET 132	**Plane Surveying (remove)**	**3**	**ENGR 226**	**Plane Surveying (add)**	**4**
CMET 133	Materials Technology	3	CMET 133	Materials Technology	3
CMET 221	Environmental Systems	4	**CMET 221**	**Environmental Systems (reduce credits)**	**3**
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3
SP 100 or SP 111	Intro to Speech Comm. or Public Speaking	4	**COMM 100 or COMM 111**	**Intro to Speech Comm. or Public Speaking (change of course prefix)**	**4**
CMET 228	Construction Materials	3	CMET 228	Construction Materials	3

CMET 212	Thermodynamics I	4		CMET 212	Thermodynamics I	4
CMET 211	Environmental Quality	4		CMET 211	Environmental Quality	4
CMET 241	Structural Steel Drafting	3		CMET 241	Structural Steel Drafting	3
CMET 254	Civil/Mechanical Engr Tech Sem	1		CMET 254	Civil/Mechanical Engr Tech Sem	1
	General Education	3			General Education	3
CMET 214	Route Surveying	3		CMET 214	**Surveying II (change of title)**	3
CMET 233	CET Applied CAD	3		CMET 233	CET Applied CAD	3
CMET 222	Thermodynamics II	4		CMET 222	Thermodynamics II	4
CMET 223	Project Management	3		CMET 223	Project Management	3
CMET 236	Structural Design	3		CMET 236	Structural Design	3
	Credit Total	**101**			**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	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		**Fall 2013**	

Submitted By:	Jan Chambers, CMET SAC chair	December 12, 2012
Email:	jchamber@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.

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:	Mechanical Engineering Technology	**Proposed Title:**	**No change**
Current Credits:	101	**Proposed Credits:**	**No change**
Overview and rationale for proposed changes:	**Eliminate cross-listed courses: CMET113/ENGR102 and CMET215/ENGR262**		
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 CMET113; add ENGR102** 2. **Remove CMET215; add ENGR262** 3. **Reduce credit hours of CMET221 Environmental Quality from 4 to 3** 4. **Update course prefix from SP to COMM**		
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.**	**These changes have been encouraged by our dean, Dieterich Steinmetz, and the Curriculum Office; and are being done in conjunction with the ENGR SAC and its chair, Mike Kies.**

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	
WR 115 or equivalent placement test score.	Introduction to Expository Writing	
MTH60 or equivalent placement test score.	Introductory Algebra, first term	

Proposed Prerequisites		

Course Number	Course Title or Placement level	
	No changes	

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 fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world mechanical or manufacturing engineering problems.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.	• Critical Thinking and Problem Solving • Professional Competence • Communication

• Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create and interpret engineering drawings, to design machines and manufacturing processes within proper industry acceptable standards and conventions.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness • Communication
• Practice sustainable engineering methodologies.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness

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:	
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
CMET 110	Statics	4	CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4	CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4	CMET 112	Technical Algebra/Trigonometry	4
CMET 113	**Engineering Tech Graphics (remove)**	**3**	**ENGR 102**	**Engineering Graphics (add)**	**3**
CH 104	Allied Health Chemistry	5	CH 104	Allied Health Chemistry	5
CMET 121	Strength of Materials	4	CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4	CMET 122	Technical Engineering Physics	4
CMET 123	Tech Algebra w/Analyt Geometry	4	CMET 123	Tech Algebra w/Analyt Geometry	4
CMET 131	Applied Calculus	8	CMET 131	Applied Calculus	8
CMET 227	App Electricity Fundamentals	2	CMET 227	App Electricity Fundamentals	2
WR 121	English Composition	4	WR 121	English Composition	4
	General Education	4		General Education	4
CMET 280A	Co-op Ed, optional		CMET 280A	Co-op Ed, optional	
CMET 226	Dynamics	3	CMET 226	Dynamics	3
CMET 133	Materials Technology	3	CMET 133	Materials Technology	3
CMET 221	Environmental Systems	4	**CMET 221**	**Environmental Systems (reduce credits)**	**3**
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3
SP 100 or SP 111	Intro to Speech Comm. or Public Speaking	4	**COMM 100 or COMM 111**	**Intro to Speech Comm. or Public Speaking (change of course prefix)**	**4**
CMET 215	**Manufacturing Processes (remove)**	**3**	**ENGR 262**	**Manufacturing Processes (add)**	**4**

CMET 212	Thermodynamics I	4		CMET 212	Thermodynamics I	4
CMET 211	Environmental Quality	4		CMET 211	Environmental Quality	4
CMET 241	Structural Steel Drafting	3		CMET 241	Structural Steel Drafting	3
CMET 254	Civil/Mechanical Engr Tech Sem	1		CMET 254	Civil/Mechanical Engr Tech Sem	1
	General Education	3			General Education	3
CMET 235	Machine Design	3		CMET 235	Machine Design	3
CMET 237	MET Applied CAD	3		CMET 237	MET Applied CAD	3
CMET 222	Thermodynamics II	4		CMET 222	Thermodynamics II	4
CMET 223	Project Management	3		CMET 223	Project Management	3
CMET 236	Structural Design	3		CMET 236	Structural Design	3
	Credit Total	**101**			**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**	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		**Fall 2013**	

Submitted By:	Jan Chambers, CMET SAC chair	**December 12, 2012**
Email:	jchamber@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.

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:	Civil Engineering Technology with Green Technology and Sustainability option	**Proposed Title:**	**No change**
Current Credits:	108	**Proposed Credits:**	**No change**
Overview and rationale for proposed changes:	**Eliminate cross-listed courses: CMET113/ENGR102 and CMET132/ENGR226**		
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 CMET113; add ENGR102** 2. **Remove CMET132; add ENGR226** 3. **Reduce credit hours of CMET221 Environmental Quality from 4 to 3** 4. **Update course prefix from SP to COMM** 5. **Change title of CMET214**		
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.**	**These changes have been encouraged by our dean, Dieterich Steinmetz, and the Curriculum Office; and are being done in conjunction with the ENGR SAC and its chair, Mike Kies.**

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**		

1/10

Course Number	Course Title or Placement level	
WR 121 or equivalent placement test score.	English Composition	
MTH60 or equivalent placement test score.	Introductory Algebra, first term	

Proposed Prerequisites

Course Number	Course Title or Placement level	
	No changes	

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 fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world civil engineering problems.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.	• Critical Thinking and Problem Solving • Professional Competence • Communication

1/10

• Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create and interpret engineering drawings, to design civil engineering projects within proper industry acceptable standards and conventions.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness • Communication
• Practice sustainable engineering methodologies with a holistic understanding of the impact of engineering solutions in a global, societal, and environmental context using the latest in green technology and GIS software.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness

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:	
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
CH 104	Allied Health Chemistry	5	CH 104	Allied Health Chemistry	5
CMET 110	Statics	4	CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4	CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4	CMET 112	Technical Algebra/Trigonometry	4
CMET 113	**Engineering Tech Graphics (remove)**	**3**	**ENGR 102**	**Engineering Graphics (add)**	**3**
CMET 121	Strength of Materials	4	CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4	CMET 122	Technical Engineering Physics	4
CMET 123	Tech Algebra w/Analyt Geometry	4	CMET 123	Tech Algebra w/Analyt Geometry	4
CMET 131	Applied Calculus	8	CMET 131	Applied Calculus	8
CMET 132	**Plane Surveying (remove)**	**3**	**ENGR 226**	**Plane Surveying (add)**	**4**
CMET 133	Materials Technology	3	CMET 133	Materials Technology	3
CMET 211	Environmental Quality	4	CMET 211	Environmental Quality	4
CMET 212	Thermodynamics I	4	CMET 212	Thermodynamics I	4
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3
CMET 214	Route Surveying	3	CMET 214	**Surveying II (change of title)**	3
CMET 221	Environmental Systems	4	**CMET 221**	**Environmental Systems (reduce credits)**	**3**
CMET 222	Thermodynamics II	4	CMET 222	Thermodynamics II	4
CMET 223	Project Management	3	CMET 223	Project Management	3
CMET 227	Applied Electricity Fundamentals	2	CMET 227	Applied Electricity Fundamentals	2
CMET 228	Construction Materials	3	CMET 228	Construction Materials	3
CMET 233	CET Applied CAD	3	CMET 233	CET Applied CAD	3

CMET 236	Structural Design	3		CMET 236	Structural Design	3
CMET 241	Structural Steel Drafting	3		CMET 241	Structural Steel Drafting	3
CMET 254	Civil/Mechanical Engr Tech Sem	1		CMET 254	Civil/Mechanical Engr Tech Sem	1
EET 110	Intro to Renewable Energy	3		EET 110	Intro to Renewable Energy	3
GEO 265	Intro to GIS	4		GEO 265	Intro to GIS	4
SOC 228	Intro to Environ Sociology	4		SOC 228	Intro to Environ Sociology	4
SP 100 or SP 111	Intro to Speech Comm. or Public Speaking	4		**COMM 100 or COMM 111**	**Intro to Speech Comm. or Public Speaking (change of course prefix)**	4
	General Education	7			General Education	7
CMET 280A	Co-op Ed, optional			CMET 280A	Co-op Ed, optional	
	Credit Total	**108**			**Credit Total**	**108**

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:**	**AAS Civil Engineering Technology**
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:	**Jan Chambers, CMET SAC chair**	**December 12, 2012**
Email:	**jchamber@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.

	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:	Mechanical Engineering Technology with Green Technology and Sustainability option	**Proposed Title:**	**No change**
Current Credits:	108	**Proposed Credits:**	**No change**
Overview and rationale for proposed changes:	**Eliminate cross-listed courses: CMET113/ENGR102 and CMET215/ENGR262**		
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 CMET113; add ENGR102** 2. **Remove CMET215; add ENGR262** 3. **Reduce credit hours of CMET221 Environmental Quality from 4 to 3** 4. **Update course prefix from SP to COMM**		
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.**	**These changes have been encouraged by our dean, Dieterich Steinmetz, and the Curriculum Office; and are being done in conjunction with the ENGR SAC and its chair, Mike Kies.**

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	
WR 121 or equivalent placement test score.	English Composition	
MTH60 or equivalent placement test score.	Introductory Algebra, first term	

Proposed Prerequisites

Course Number	Course Title or Placement level	
	No changes	

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 fundamental knowledge of mathematical, computational, scientific and engineering concepts to identify, formulate and design successful resolutions to real-world mechanical or manufacturing engineering problems.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize appropriate laboratory techniques, engineering equipment and computational technology to collect, analyze, and interpret data to acquire scientific knowledge about a stated problem.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize the knowledge of visualization skills, computer aided drawing programs and the ability to create	• Critical Thinking and

and interpret engineering drawings, to design machines and manufacturing processes within proper industry acceptable standards and conventions.	Problem Solving • Professional Competence • Communication
• Apply effective and efficient communication skills, teamwork that fosters inclusion, project and time management skills, ethical engineering practices and professional responsibility in order to plan, design, fabricate, construct and operate engineering systems or components.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness • Communication
• Practice sustainable engineering methodologies with a holistic understanding of the impact of engineering solutions in a global, societal, and environmental context using the latest in green technology and GIS software.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness

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:	
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
CH 104	Allied Health Chemistry	5	CH 104	Allied Health Chemistry	5
CMET 110	Statics	4	CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4	CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4	CMET 112	Technical Algebra/Trigonometry	4
CMET 113	**Engineering Tech Graphics (remove)**	**3**	**ENGR 102**	**Engineering Graphics (add)**	**3**
CMET 121	Strength of Materials	4	CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4	CMET 122	Technical Engineering Physics	4
CMET 123	Tech Algebra w/Analyt Geometry	4	CMET 123	Tech Algebra w/Analyt Geometry	4
CMET 131	Applied Calculus	8	CMET 131	Applied Calculus	8
CMET 133	Materials Technology	3	CMET 133	Materials Technology	3
CMET 211	Environmental Quality	4	CMET 211	Environmental Quality	4
CMET 212	Thermodynamics I	4	CMET 212	Thermodynamics I	4
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3
CMET 215	**Manufacturing Processes (remove)**	**3**	**ENGR 262**	**Manufacturing Processes (add)**	**4**
CMET 221	Environmental Systems	4	**CMET 221**	**Environmental Systems (reduce credits)**	**3**
CMET 222	Thermodynamics II	4	CMET 222	Thermodynamics II	4
CMET 223	Project Management	3	CMET 223	Project Management	3
CMET 226	Dynamics	3	CMET 226	Dynamics	3
CMET 227	Applied Electricity Fundamentals	2	CMET 227	Applied Electricity Fundamentals	2
CMET 235	Machine Design	3	CMET 235	Machine Design	3
CMET 236	Structural Design	3	CMET 236	Structural Design	3

CMET 237	MET Applied CAD	3		CMET 237	MET Applied CAD	3
CMET 241	Structural Steel Drafting	3		CMET 241	Structural Steel Drafting	3
CMET 254	Civil/Mechanical Engr Tech Sem	1		CMET 254	Civil/Mechanical Engr Tech Sem	1
EET 110	Intro to Renewable Energy	3		EET 110	Intro to Renewable Energy	3
GEO 265	Intro to GIS	4		GEO 265	Intro to GIS	4
SOC 228	Intro to Environ Sociology	4		SOC 228	Intro to Environ Sociology	4
SP 100 or SP 111	Intro to Speech Comm. or Public Speaking	4		**COMM 100 or COMM 111**	**Intro to Speech Comm. or Public Speaking (change of course prefix)**	4
	General Education	7			General Education	7
CMET 280A	Co-op Ed, optional			CMET 280A	Co-op Ed, optional	
	Credit Total	**108**			**Credit Total**	**108**

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:**	**AAS Mechanical Engineering Technology**
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:	Jan Chambers December 12, 2012
Email:	jchamber@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.

Portland Community College	**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:	Civil Engineering Technology Two-Year Certificate	**Proposed Title:**	**No change**
Current Credits:	67	**Proposed Credits:**	**No change**
Overview and rationale for proposed changes:	**Eliminate cross-listed courses: CMET113/ENGR102 and CMET132/ENGR226** **Make prerequisites consistent with those of AAS degree**		
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. **Remove CMET113; add ENGR102** 2. **Remove CMET132; add ENGR226** 3. **Reduce credit hours of CMET221 Environmental Quality from 4 to 3** 4. **Change certificate prerequisites.** 5. **Update course prefix from SP to COMM**		

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.**	**These changes have been encouraged by our dean, Dieterich Steinmetz, and the Curriculum Office; and are being done in conjunction with the ENGR SAC and its chair, Mike Kies.**

SECTION #2 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☒ **Yes**　　☐ **No**
Course Number	**Course Title or Placement level**	
	Placement into WR115	
MTH 60	Introductory Algebra, first term	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
WR 115 or equivalent placement test score.	Introduction to Expository Writing	
MTH60 or equivalent placement test score.	Introductory Algebra, first term	
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?**　　☒ **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**

- Obtain employment in the civil, mechanical, or manufacturing engineering field.
- Solve civil and/or mechanical engineering problems by applying fundamental knowledge of mathematical, computational, scientific and engineering concepts.
- Acquire, with experience, the ability to identify, formulate, and design solutions to real-world engineering problems.
- Conduct experiments using appropriate laboratory equipment to collect, analyze, and interpret data.
- Use appropriate techniques, skills and modern engineering equipment and computational tools.
- Apply project management and technical skills in the planning, design, fabrication, construction, and operation of engineering systems or components.
- Interpret and create engineering drawings using modern computerized methods.

- Function and communicate effectively both at the individual level and within team settings.
- Understand the impact of engineering solutions in a global, societal, and environmental context.
- Understand professional and ethical responsibilities.
- Engage in life-long learning.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering..

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:	
• Apply fundamental knowledge of mathematical, computational, scientific and engineering concepts to real-world civil engineering problems.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize the knowledge of visualization skills and computer aided drawing programs.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Apply effective and efficient communication skills, teamwork that fosters inclusion, time management skills, ethical engineering practices and professional responsibility.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness • Communication
• Practice sustainable engineering methodologies.	• Critical Thinking and

	• Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness

Related Instruction	
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 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**
CMET 110	Statics	4	CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4	CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4	CMET 112	Technical Algebra/Trigonometry	4
CMET 113	**Engineering Tech Graphics (remove)**	**3**	**ENGR 102**	**Engineering Graphics (add)**	**3**
CMET 121	Strength of Materials	4	CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4	CMET 122	Technical Engineering Physics	4
CMET 123	Tech Algebra w/Analyt Geometry	4	CMET 123	Tech Algebra w/Analyt Geometry	4
CH 104	Allied Health Chemistry	5	CH 104	Allied Health Chemistry	5
CMET 131	Applied Calculus	8	CMET 131	Applied Calculus	8
CMET 227	App Electricity Fundamentals	2	CMET 227	App Electricity Fundamentals	2
WR 121	English Composition	4	WR 121	English Composition	4
	General Education (Social Science)	4		General Education (Social Science)	4
CMET 132	**Plane Surveying (remove)**	**3**	**ENGR 226**	**Plane Surveying (add)**	**4**
CMET 133	Materials Technology	3	CMET 133	Materials Technology	3
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3
CMET 221	Environmental Systems	4	**CMET 221**	**Environmental Systems (reduce credits)**	**3**
SP 100 or SP 111	Intro to Speech Comm. or Public Speaking	4	**COMM 100 or COMM 111**	**Intro to Speech Comm. or Public Speaking (change of course prefix)**	**4**
	Credit total	67		**Credit total**	67

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?	**AAS Civil Engineering Technology**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No		
If yes, how?				
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		**Fall 2013**		

Submitted by:	Jan Chambers, CMET SAC chair	December 12, 2012
Email:	jchamber@pcc.edu	
Phone:	x4681	

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.

	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**
Portland Community College		

SECTION #1 OVERVIEW

Current Title:	Mechanical Engineering Technology Two-Year Certificate	**Proposed Title:**	**No change**
Current Credits:	67	**Proposed Credits:**	**66**
Overview and rationale for proposed changes:		**Eliminate cross-listed course: CMET113/ENGR102** **Make prerequisites consistent with those of AAS degree**	
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. Remove CMET113; add ENGR102** **2. Reduce credit hours of CMET221 Environmental Quality from 4 to 3** **3. Change certificate prerequisites.** **4. Reduce credits required for certificate, from 67 to 66** **5. Update course prefix from SP to COMM**	

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.**	**These changes have been encouraged by our dean, Dieterich Steinmetz, and the Curriculum Office; and are being done in conjunction with the ENGR SAC and its chair, Mike Kies.**

SECTION #2 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☒ Yes ☐ **No**
Course Number	**Course Title or Placement level**	
	Placement into WR115	
MTH 60	Introductory Algebra, first term	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
WR 115 or equivalent placement test score.	Introduction to Expository Writing	
MTH60 or equivalent placement test score.	Introductory Algebra, first term	

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?** ☒ 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**
- Obtain employment in the civil, mechanical, or manufacturing engineering field. - Solve civil and/or mechanical engineering problems by applying fundamental knowledge of mathematical, computational, scientific and engineering concepts. - Acquire, with experience, the ability to identify, formulate, and design solutions to real-world engineering problems. - Conduct experiments using appropriate laboratory equipment to collect, analyze, and interpret data. - Use appropriate techniques, skills and modern engineering equipment and computational tools.	

- Apply project management and technical skills in the planning, design, fabrication, construction, and operation of engineering systems or components.
- Interpret and create engineering drawings using modern computerized methods.
- Function and communicate effectively both at the individual level and within team settings.
- Understand the impact of engineering solutions in a global, societal, and environmental context.
- Understand professional and ethical responsibilities.
- Engage in life-long learning.
- Achieve success in continuing their education towards completion of a four-year degree in engineering technology or engineering.

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:	
• Apply fundamental knowledge of mathematical, computational, scientific and engineering concepts to real-world mechanical or manufacturing engineering problems.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Utilize the knowledge of visualization skills and computer aided drawing programs.	• Critical Thinking and Problem Solving • Professional Competence • Communication
• Apply effective and efficient communication skills, teamwork that fosters inclusion, time management skills, ethical engineering practices and professional responsibility.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility

	• Cultural Awareness • Communication
• Practice sustainable engineering methodologies.	• Critical Thinking and Problem Solving • Professional Competence • Community and Environmental Responsibility • Cultural Awareness

Related Instruction

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 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**
CMET 110	Statics	4	CMET 110	Statics	4
CMET 111	Engineering Tech Orientation	4	CMET 111	Engineering Tech Orientation	4
CMET 112	Technical Algebra/Trigonometry	4	CMET 112	Technical Algebra/Trigonometry	4
CMET 113	**Engineering Tech Graphics (remove)**	**3**	**ENGR 102**	**Engineering Graphics (add)**	**3**
CMET 121	Strength of Materials	4	CMET 121	Strength of Materials	4
CMET 122	Technical Engineering Physics	4	CMET 122	Technical Engineering Physics	4
CMET 123	Tech Algebra w/Analyt Geometry	4	CMET 123	Tech Algebra w/Analyt Geometry	4
CH 104	Allied Health Chemistry	5	CH 104	Allied Health Chemistry	5
CMET 131	Applied Calculus	8	CMET 131	Applied Calculus	8
CMET 227	App Electricity Fundamentals	2	CMET 227	App Electricity Fundamentals	2
WR 121	English Composition	4	WR 121	English Composition	4
	General Education (Social Science)	4		General Education (Social Science)	4
CMET 226	Dynamics	3	CMET 226	Dynamics	3
CMET 133	Materials Technology	3	CMET 133	Materials Technology	3
CMET 221	Environmental Systems	4	**CMET 221**	**Environmental Systems (reduce credits)**	**3**
CMET 213	Fluid Mechanics	3	CMET 213	Fluid Mechanics	3
SP 100 or SP 111	Intro to Speech Comm. or Public Speaking	4	**COMM 100 or COMM 111**	**Intro to Speech Comm. or Public Speaking (change of course prefix)**	**4**

	Credit total	67		Credit total	66

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?	AAS Mechanical Engineering Technology	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		Fall 2013	

Submitted by:	**Jan Chambers, CMET SAC chair**	**December 12, 2012**	
Email:	**jchamber@pcc.edu**		
Phone:	x4681		

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.

	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:	Associate of Applied Science Degree Diesel Service Technology	**Proposed Title:**	Associate of Applied Science Degree Diesel Service Technology
Current Credits:	92	**Proposed Credits:**	92
Overview and rationale for proposed changes:	The language of the current outcomes were changed to emphasize what students can expect to be able to do in the industry when they graduate. We also added one to address our Advisory Committee's concerns regarding ethical and professional behavior (not necessarily from our graduates, but from technicians in general) that they expect from their employees. Also, the outcome related to continuing education was reworded to encompass the alternatives available within the industry, not just those available from higher education. Removal of CAS/CIS requirement		
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 degree outcomes to reflect emphasis on "out there" abilities after graduation. Remove: CIS120 and its alternative CAS133 from the required courses list. Increase credit: DS106 from 3 to 4 credits. Decrease credit: DS206 from 9 to 8 credits.		
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.**	**Yes. We all agreed that most students entering the program have the general computer skills already and need training only on software packages specific to the industry. We're also getting more requests from students to substitute computer classes they've already taken for this requirement. The entire SAC was present at the meeting which included Russ Dunnington, Robert Bonner, Gary York, Tyler Phillis, Bob Cook and Gratia Minor. We also consulted with our Advisory Committee on this subject and received their endorsement.**

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	

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
Repair and maintain diesel engines and equipment to industry standards.	Community and Environmental Responsibility & Professional Competence
Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.	Communication & Cultural Awareness
Follow safety practices and work ethics as expected in the diesel industry.	Community and Environmental Responsibility
Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and trouble shoot a stated problem.	Communication, Critical Thinking and Problem Solving & Professional Competence
Be prepared to transfer to a four year university diesel related program	Self-Reflection
Be prepared for advancement into management.	Professional Competence

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
Apply skills and knowledge to repair and maintain diesel industry equipment systems to	Community and Environmental Responsibility &

	Professional Competence
Apply employability skills and knowledge to seek and acquire employment.	Communication & Cultural Awareness
Work safely in the diesel industry.	Community and Environmental Responsibility
Utilize appropriate equipment, tooling, and literature to collect, analyze, and interpret data for diesel equipment systems diagnostics and repair.	Communication, Critical Thinking and Problem Solving & Professional Competence
Work ethically and professionally within the diesel industry.	Community and Environmental Responsibility & Professional Competence
Continue education through life-long learning; i.e., four year university, industry training, ASE certifications, etc.	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.

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
CG209	Job Finding Skills	1	CG209	Job Finding Skills	1
CIS120	Computer Concepts I **(remove)**	4	DS101	Engine Rebuild and Lab Procedures	12
CAS133	Basic Computer Skills/Microsoft Office **(remove)**	(4)	DS102	Truck Power Train	6
DS101	Engine Rebuild and Lab Procedures	12	DS103	Fuel Injection Systems	6
DS102	Truck Power Train	6	DS104	Fundamentals of Electricity & Electronics	6
DS103	Fuel Injection Systems	6	DS105	Fundamentals of Hydraulics/AC Systems	6
DS104	Fundamentals of Electricity & Electronics	6	**DS106**	**PMI and Detroit Diesel Electronic Control (increase credit)**	**4**

DS105	Fundamentals of Hydraulics/AC Systems	6	DS202	Heavy Duty Power Train	6
DS106	PMI and Detroit Diesel Electronic Control	3	DS203	Fuel Injection System Diagnosis and Caterpillar Electronic Engine Controls	6
DS202	Heavy Duty Power Train	6	DS204	Diesel Starting, Charging & Electronic Control Systems	6
DS203	Fuel Injection System Diagnosis and Caterpillar Electronic Engine Controls	6	DS205	Mobile and Hydrostatic Hydraulics	6
DS204	Diesel Starting, Charging & Electronic Control Systems	6	**DS206**	**Medium/Heavy Duty Brakes, Suspension and Steering Systems (decrease credit)**	**8**
DS205	Mobile and Hydrostatic Hydraulics	6	WLD217	Diesel Welding	3
DS206	Medium/Heavy Duty Brakes, Suspension and Steering Systems	9		Remaining General Education	16
WLD217	Diesel Welding	3			
	Remaining General Education	12			
	Credit Total	92		**Credit Total**	92

<table>
<tr><td colspan="3" style="text-align:center">SECTION # 4   (Please contact the Curriculum Office for support in filling out this section if needed.)</td></tr>
<tr><td>Is this a statewide degree?</td><td>☐ Yes   ☒ No</td><td>Has the change been approved by the consortium?</td><td>☒ Yes   ☐ No</td></tr>
<tr><td>Is this a degree option?</td><td>☐ Yes   ☒ No</td><td>If yes, name of the base degree:</td><td></td></tr>
<tr><td>Are there any career pathway(s) or related certificates attached to this degree?</td><td>☒ Yes   ☐ No</td><td>If yes, name of career pathway(s) or related certificate</td><td>Diesel Service Technology Less than One-Year Certificate
Diesel Service Technology Two-Year Certificate.</td></tr>
</table>

Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Fall 2013

Submitted By:	Tyler Phillis
Email:	tyler.phillis@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.

	CERTIFICATE	**Directions: Fill out completely and return electronically to:** dac@pcc.edu
Portland Community College	**REVISION REQUEST**	
	FORM	**Signature pages should be intercampus mailed to: Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Diesel Service Technology Two Year Certificate	**Proposed Title:**	Diesel Service Technology Two Year Certificate
Current Credits:	80	**Proposed Credits:**	76

| **Overview and rationale for proposed changes:** | The language of the current outcomes were changed to emphasize what students can expect to be able to do in the industry when they graduate. We also added one to address our Advisory Committee's concerns regarding ethical and professional behavior (not necessarily of our graduates, but of technicians in general) that they expect from their employees.

Removal of CAS/CIS requirement |
|---|---|
| **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** | Revise certificate outcomes to reflect emphasis on "out there" abilities after graduation and;

Remove: CIS120 and its alternative CAS133 from the required courses list.

Increase credit: DS 106 from 3-4 credits
Decrease credit: DS 206 from 9-8 credits

Decrease the overall certificate credits from 80 to 76.
.
Update/revise related instruction template to reflect change in DS 106 |

| **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.** | **Yes. We all agreed that most students entering the program have the general computer skills already and need training only on software packages specific to the industry. We're also getting more requests from students to substitute computer classes they've already taken for this requirement. The entire SAC was present at the meeting which included Russ Dunnington, Robert Bonner, Gary York, Tyler Phillis, Bob Cook and Gratia Minor. We also consulted with our Advisory Committee on this subject and** |

1/10

		received their endorsement.

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☒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**
Repair and maintain diesel engines and equipment to industry standards.	Community and Environmental Responsibility & Professional Competence
Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.	Communication & Cultural Awareness
Follow safety practices and work ethics as expected in the diesel industry.	Community and Environmental Responsibility
Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and trouble shoot a stated problem.	Communication, Critical Thinking and Problem Solving & Professional Competence

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
Apply skills and knowledge to repair and maintain diesel industry equipment systems to industry standards.	Community and Environmental Responsibility & Professional Competence
Apply employability skills and knowledge to seek and acquire employment.	Communication & Cultural Awareness
Work safely in the diesel industry.	Community and Environmental Responsibility
Utilize appropriate equipment, tooling, and literature to collect, analyze, and interpret data for diesel equipment systems diagnostics and repair.	Communication, Critical Thinking and Problem Solving & Professional Competence
Work ethically and professionally within the diesel industry.	Community and Environmental Responsibility & Professional Competence

<table>
<tr><td colspan="2"></td></tr>
<tr><td colspan="2" align="center">Related Instruction</td></tr>
<tr><td>Does the revision involve changing or adding Related Instruction?</td><td align="center">☒Yes   ☐No</td></tr>
<tr><td colspan="2" align="center">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</td></tr>
<tr><td colspan="2" align="center">Additional Comments Or Changes</td></tr>
<tr><td colspan="2"></td></tr>
</table>

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
CG209	Job Finding Skills	1	CG209	Job Finding Skills	1
CIS120	**Computer Concepts I (remove)**	**4**	DS101	Engine Rebuild and Lab Procedures	12
CAS133	**Basic Computer Skills / Microsoft Office (remove)**	**(4)**	DS102	Truck Power Train	6
DS101	Engine Rebuild and Lab Procedures	12	DS103	Fuel Injection Systems	6
DS102	Truck Power Train	6	DS104	Fundamentals of Electricity & Electronics	6
DS103	Fuel Injection Systems	6	DS105	Fundamentals of Hydraulics/AC Systems	6
DS104	Fundamentals of Electricity & Electronics	6	**DS106**	**PMI and Detroit Diesel Electronic Control (increase credit)**	**4**
DS105	Fundamentals of Hydraulics/AC Systems	6	DS202	Heavy Duty Power Train	6
DS106	PMI and Detroit Diesel Electronic Control	3	DS203	Fuel Injection System Diagnosis and Caterpillar Electronic Engine Controls	6
DS202	Heavy Duty Power Train	6	DS204	Diesel Starting, Charging & Electronic Control Systems	6

DS203	Fuel Injection System Diagnosis and Caterpillar Electronic Engine Controls	6	DS205	Mobile and Hydrostatic Hydraulics		6
DS204	Diesel Starting, Charging & Electronic Control Systems	6	**DS206**	**Medium/Heavy Duty Brakes, Suspension and Steering Systems (decrease credit)**		**8**
DS205	Mobile and Hydrostatic Hydraulics	6	WLD217	Diesel Welding		3
DS206	Medium/Heavy Duty Brakes, Suspension and Steering Systems	9				
WLD217	Diesel Welding	3				
	Credit total	80			**Credit total**	76

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?	Associate of Applied Science Degree Diesel Service Technology	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☒ Yes ☐ No	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Fall 2013	

Submitted by:	Tyler Phillis
Email:	tyler.phillis@pcc.edu
Phone:	7204

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.

2 Year Certificate		Diesel Service Technology			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
Example: BKT	101	Basket Weaving Basics	3	90	6	12	8	26
DS	101	Engine Rebuild & Lab Procedure	12	360	65	144	111	320
				0				No RI
DS	102	Fund. Of Truck Power Train	6	180	19	40	44	103
DS	202	Heavy Duty & Auto Tranmission	6	180	16	54	64	134
				0				No RI
DS	103	Fund. Of Fuel System	6	180	39	34	70	143
DS	203	Advanced Fuel System	6	180	23	55	66	144
				0				No RI
DS	104	Basic Electricity	6	180	57	6	21	84
DS	204	Heavy Duty Start & Charging	6	180	68	44	21	133
				0				No RI
DS	105	Fund. of Hydraulics & A/C	6	180	25	36	29	90
DS	205	Mobile & Hydrostatic Hydraulic	6	180	24	36	38	98
				0				No RI
DS	106	PMI & Detroit Electronic Engine	4	120	14	27	28	69
DS	206	Med/HD Truck Brakes	8	240	16	73	48	137
				0				No RI
		Totals	72	360	366	549	540	1455
		Minimum for 2 yr certificate:			96	96	96	480
		Remaining to meet Min. Requirement:			0	0	0	0

![Portland Community College logo]	**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:	Diesel Service Technology Less than one year	**Proposed Title:**	Diesel Service Technology Less than one year
Current Credits:	44	**Proposed Credits:**	40
Overview and rationale for proposed changes:	New outcomes 1 & 4 (in order below) are differentiated from similar outcomes for our 2 year certificate and AAS degree to reflect the students option to customize their certificate. These different outcomes will not require separate or different assessment from the related outcomes in the other certificate or the AAS degree. Removal of CAS/CIS requirement.		
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	Revise program outcomes to reflect current emphasis on "out there" student abilities after graduation. Delete: CIS120 and its alternative CAS133 from the required courses list. Decrease the overall certificate credits from 44 to 40. Add certificate electives and the list of courses.		
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.**	**Yes. We all agreed that most students entering the program have the general computer skills already and need training only on software packages specific to the industry. We're also getting more requests from students to substitute computer classes they've already taken for this requirement. The entire SAC was present at the meeting which included Russ Dunnington, Robert Bonner, Gary York, Tyler Phillis, Bob Cook and Gratia Minor. We also consulted with our Advisory Committee on this subject and**

		received their endorsement.

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☒ **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
Repair and maintain diesel engines and equipment to industry standards.	Community and Environmental Responsibility & Professional Competence
Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.	Communication & Cultural Awareness
Follow safety practices and work ethics as expected in the diesel industry.	Community and Environmental Responsibility
Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and troubleshoot a stated problem.	Communication, Critical Thinking and Problem Solving & Professional Competence

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**
Apply skills and knowledge to repair and maintain selected diesel industry equipment systems to industry standards.	Community and Environmental Responsibility & Professional Competence
Apply employability skills and knowledge to seek and acquire employment.	Communication & Cultural Awareness
Work safely in the diesel industry.	Community and Environmental Responsibility
Utilize appropriate equipment, tooling, and literature to collect, analyze, and interpret data for selected diesel equipment systems diagnostics and repair.	Communication, Critical Thinking and Problem Solving & Professional Competence

Related Instruction	
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 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
CG209	Job Finding Skills	1	CG209	Job Finding Skills	1
CIS120	Computer Concepts I **(remove)**	4	WLD217	Diesel Welding	3
OR				**Diesel Certificate Electives (add)**	**36**
				Diesel Certificate Elective list	
CAS133	Basic Computer Skills / Microsoft Office **(remove)**	(4)	DS101	Engine Rebuild and Lab Procedures	12
WLD217	Diesel Welding	3	DS102	Truck Power Train	6
			DS103	Fuel Injection Systems	6
DS101	Engine Rebuild and Lab Procedures	12	DS104	Fundamentals of Electricity and Electronics	6
DS102	Truck Power Train	6	DS105	Fundamentals of Hydraulics/AC Systems	6
DS103	Fuel Injection Systems	6	**DS106**	**PMI and Detroit Diesel Electronic Control (decrease credit)**	**4**
DS203	Fuel Injection System Diagnosis and Caterpillar Electronic Engine Controls	6	DS202	Heavy Duty Power Train	6
DS202	Heavy Duty Power Train	6	DS203	Fuel Injection System Diagnosis and Caterpillar Electronic Engine Controls	6
			DS204	Diesel Starting, Charging and Electronic	6

			Control Systems	
		DS205	Mobile and Hydrostatic Hydraulics	6
		DS206	**Medium/Heavy Duty Brakes, Suspension and Steering Systems (increase credit)**	**8**
	Credit total	44	**Credit total**	40

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?	Associate of Applied Science Degree Diesel Service Technology	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☒ Yes ☐ No	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Fall 2013	

Submitted by:	Tyler Phillis
Email:	tyler.phillis@pcc.edu
Phone:	7204

	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:	Early Education and Family Studies Associate of Applied Science	**Proposed Title:**	Early Education and Family Studies Associate of Applied Science
Current Credits:	92	**Proposed Credits:**	92
Overview and rationale for proposed changes:	Practicum seminar sequencing changing from one repeatable course (ECE 130 and ECE 260, respectively), to five non-repeatable courses as a means to comply with institutional curricular 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.	1. revise ECE 130 (title change and number change) 2. Add new courses ECE 130b (2.0 credits), ECE 130c (2.0 credits) 3. Revise ECE 260 (title change and number change) 4. Add new course ECE 260b (3.0 credits). 5. new title: HE 112		
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.

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:	
Use their understanding of young children's characteristics and needs, and of the multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.	critical thinking & problem solving; professional competence
Apply a recognition of the importance and complex characteristics of children's families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children's development and learning.	cultural awareness; self reflection
Use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning.	professional competence, communication, critical thinking & problem solving
Employ their understanding of and relationships with children and families and their understanding of	critical thinking & problem

developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.	solving; communication; cultural awareness
Identify and conduct themselves as members of the early childhood profession.	professional competence
Know and use ethical guidelines and other professional standards related to early childhood practice.	professional competence
Identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources.	self reflection; communication
Act as informed advocates for sound educational practices and policies.	communication; community & environmental responsibility

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

ECE120	Intro Early Ed & Fam Studies	3	ECE120	Intro Early Ed & Fam Studies	3
ECE121	Observation & Guidance I	3	ECE121	Observation & Guidance I	3
ECE122	Environments & Curriculum I	4	ECE122	Environments & Curriculum I	4
ECE123	Environments and Curriculum II	4	ECE123	Environments and Curriculum II	4
ECE124	Multicultural Practice: Views	3	ECE124	Multicultural Practice: Views	3
ECE130	**Practicum Seminar**	**2 (6)**	**ECE130a**	**Practicum Seminar 1 (title change/number)**	**2**
ECE133	Practicum 1	3	**ECE130b**	**Practicum Seminar 2 (add)**	**2**
ECE134	Practicum 2	3	**ECE130c**	**Practicum Seminar 3 (add)**	**2**
ECE135	Practicum 3	3	ECE133	Practicum 1	3
ECE200	The Professional in EEFS	3	ECE134	Practicum 2	3
ECE221	Observation and Guidance II	3	ECE135	Practicum 3	3
ECE224	Multicult. Pract: Curriculum	3	ECE200	The Professional in EEFS	3
ECE234	Children w/Special Needs i/ECE	3	ECE221	Observation and Guidance II	3
ECE236	Lang & Literacy in ECE	3	ECE224	Multicult. Pract: Curriculum	3
ECE260	**Advanced Practicum-Seminar**	**3 (6)**	ECE234	Children w/Special Needs i/ECE	3
ECE264	Practicum 4	4	ECE236	Lang & Literacy in ECE	3
ECE265	Practicum 5	4	**ECE260a**	**Advanced Practicum Seminar 1 (title change/number)**	**3**
Electives	Electives	4	**ECE260b**	**Advanced Practicum Seminar 2 (add)**	**3**
GENED	General Education	12	ECE264	Practicum 4	4
HE112	Standard First Aid & CPR/AED	1	ECE265	Practicum 5	4
HE 262	Child Health, Nutrition, Safety	3	Electives	Electives	4
HEC201	Family Partnership Education	3	GENED	General Education	12
HEC 226	Child Development	4	**HE112**	**Standard First Aid & CPR/AED (new title)**	1
WR121	English Composition	4	HE 262	Child Health, Nutrition, Safety	3
			HEC201	Family Partnership Education	3
			HEC 226	Child Development	4
			WR121	English Composition	4
	Credit Total	**92**		**Credit Total**	92

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	Early Education & Family Studies Less Than One-Year Certificate
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)			

Submitted By:	Andrew Garland-Forshee December 28, 2012
Email:	andrew.forshee15@pcc.edu 971-722-4027

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.

SECTION #1 OVERVIEW

Current Title:	Early Education and Family Studies Less Than One-Year Certificate	**Proposed Title:**	Early Education and Family Studies Less Than One-Year Certificate
Current Credits:	39	**Proposed Credits:**	**39**

Overview and rationale for proposed changes:	Practicum seminar sequencing changing from one repeatable course to three non-repeatable courses as a means to comply with institutional curricular requirements.
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. **Revise ECE 130 (title change and number change)** 2. **Add new courses ECE 130b (2.0 credits), ECE 130c (2.0 credits)** 3. **New title: HE 112**

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 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
Use their understanding of young children's characteristics and needs, and of the multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.	critical thinking & problem solving; professional competence
Apply a recognition of the importance and complex characteristics of children's families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children's development and learning.	cultural awareness; self reflection
Use systematic observation, documentation, and other effective assessment strategies in a responsible way,	professional competence,

in partnership with families and other professionals, to positively influence children's development and learning.	communication, critical thinking & problem solving
Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.	critical thinking & problem solving; communication; cultural awareness
Identify and conduct themselves as members of the early childhood profession.	professional competence
Know and use ethical guidelines and other professional standards related to early childhood practice.	professional competence

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:	

Related Instruction

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 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
ECE120	Intro to Early Education & Family Studies	3	ECE120	Intro to Early Education & Family Studies	3
ECE121	Observation & Guidance I	3	ECE121	Observation & Guidance I	3
ECE122	Environments & Curriculum I	4	ECE122	Environments & Curriculum I	4
ECE123	Environments and Curriculum II	4	ECE123	Environments and Curriculum II	4
ECE124	Multicultural Practice: Views	3	ECE124	Multicultural Practice: Views	3
ECE130	**Practicum Seminar**	**2 (6)**	**ECE130a**	**Practicum Seminar 1 (title change/number)**	**2**
ECE133	Practicum 1	3	**ECE 130b**	**Practicum Seminar 2 (add)**	**2**
ECE134	Practicum 2	3	**ECE 130c**	**Practicum Seminar 3 (add)**	**2**
ECE 135	Practicum 3	3	ECE133	Practicum 1	3
HE112	Standard First Aid & CPR/AED	1	ECE134	Practicum 2	3
HE262	Child Health, Nutrition, Safety	3	ECE 135	Practicum 3	3
HEC201	Family Partnership Education	3	**HE112**	**Standard First Aid & CPR/AED (new title)**	1
			HE262	Child Health, Nutrition, Safety	3
			HEC201	Family Partnership Education	3
	Credit total	39		Credit total	39

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?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**			

Submitted by:	Andrew Garland-Forshee December 28, 2012
Email:	andrew.forshee15@pcc.edu
Phone:	971-722-4027

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.

	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:	Fitness Technology	**Proposed Title:**	
Current Credits:	90	**Proposed Credits:**	

Overview and rationale for proposed changes:	The Fitness Technology Faculty would like to set a minimum standard for graduation from the program of C, Pass, or better in all courses required for the degree. The Fundamentals of Instructor Training certificate is no longer available from American Red Cross. PE 181B and PE 181C cover the required material for PE 181A and we would like them to count for graduation if needed. The remaining changes are course changes previously approved in committee.
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 a program requirement in the catalog: All courses must be completed with a P or C or better. 2. Revise outcomes: "Fundamentals of Instructor Training" from outcome #7 3. Add PE181b and PE181c as options for the PE 181 requirement 4. Add PE 282b Professional Activities Special Populations 5. Remove PE Options (removed as course co-requisites at the (12/5/12 Curriculum) 6. Change all 1 credit Professional Activities courses to 2 credits (approved 12/5/12 Curriculum) 7. Change SP 111 to COMM 111 8. Remove: HPE 295 (3 credits) 9. Add: HE 295 (2 credits) 10. Add: PE 295 (1 credit)

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.**	Yes. The removed courses are in Physical Education. The PE Department Chair (Moe O'Connor) and PE SAC Chair (previous SAC Chair: Janeen Hull) were involved in the changes directly.

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	

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:	
Meet qualifications for employment as an entry or higher-level professional in the fitness and wellness industry.	Professional Competence
Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations and individuals with special exercise program requirements (i.e. seniors, youth, and at-risk populations).	Professional Competence, Communication, Critical Thinking & Problem Solving, Cultural Awareness
Apply the knowledge and skills gained in a Fitness Technology AAS Degree when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
Use valid fitness and wellness information to effectively educate clients and the community.	Communication, Cultural Awareness, Community & Environmental Responsibility
Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
Meet requirements for entry into a four-year college program that emphasizes fitness and exercise and/or other related educational, technical, and professional fields.	Professional Competence, Communication

Qualify for nationally recognized fitness certifications, including but not limited to:
    American Red Cross: CPR/AED – Professional Rescuer, First Aid, Sports Safety Training, Bloodborne Pathogens, **Fundamentals of Instructor Training**
    American College of Sports Medicine (ACSM): Certified Personal Trainer
    National Strength & Conditioning Association (NSCA): Certified Personal Trainer
    American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282)
    Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)
	Professional Competence Critical Thinking & Problem Solving

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:	
Meet qualifications for employment as an entry or higher-level professional in the fitness and wellness industry.	Professional Competence
Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations and individuals with special exercise program requirements (i.e. seniors, youth, and at-risk populations).	Professional Competence, Communication, Critical Thinking & Problem Solving, Cultural Awareness
Apply the knowledge and skills gained in a Fitness Technology AAS Degree when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
Use valid fitness and wellness information to effectively educate clients and the community.	Communication, Cultural Awareness, Community & Environmental Responsibility
Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
Meet requirements for entry into a four-year college program that emphasizes fitness and exercise and/or other related educational, technical, and professional fields.	Professional Competence, Communication

Qualify for nationally recognized fitness certifications, including but not limited to:
    American Red Cross: CPR/AED – Professional Rescuer, First Aid, Sports Safety Training, Bloodborne Pathogens
    American College of Sports Medicine (ACSM): Certified Personal Trainer
    National Strength & Conditioning Association (NSCA): Certified Personal Trainer
    American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282)
    Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)
	Professional Competence
	Critical Thinking & Problem Solving

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**
	*Requires 3 of the 4 Professional Activities courses plus the corresponding PE Option (6 credits total)			*Requires 3 of the 5 Professional Activities courses (6 credits total)	
FT 101	Fitness Technology Seminar	3	FT 101	Fitness Technology Seminar	3
FT 102	Injury Prevention and Management	3	FT 102	Injury Prevention and Management	3
FT 131	Structure & Function of the Human Body	4	FT 131	Structure & Function of the Human Body	4
HPE 295	**Health & Fitness For Life (REMOVE)**	3	HE 295	**Health & Fitness For Life Lecture (ADD)**	2
			PE 295	**Health & Fitness For Life Lab (ADD)**	1
PE 181A	Beginning Weight Training	1	PE 181A, B, or C	**Beginning, Int., or Adv Weight Training (ADD 181B, 181C)**	1
PE 282A	*Professional Activities – Group Fitness	1	PE 282A	*Professional Activities – Group Fitness (Increase Credit)	2
PE	***Aerobic Group Exercise Option (REMOVE)**	1			
FT 103	Nutrition for Fitness Instructors	3	FT 103	Nutrition for Fitness Instructors	3
FT 104	Fitness Assessment & Programming I	3	FT 104	Fitness Assessment & Programming I	3
FT 106	Analysis of Movement	3	FT 106	Analysis of Movement	3
PE 281	Professional Activities - Weight Training	2	PE 281	**Professional Activities - Weight Training (title change)**	2
PE 287	*Professional Activities: Aquatics	1	PE 287	***Professional Activities: Aquatics (Increase Credit, title change)**	2
PE	***Aquatics Option (REMOVE)**	1			
FT 105	Fitness Assessment and Programming II	3	FT 105	Fitness Assessment and Programming II	3
FT 107	Exercise Science I	3	FT 107	Exercise Science I	3
PE 283	*Professional Activities: Mind Body Disciplines	1	PE 283	***Professional Activities: Mind Body Disciplines 2 (Increase Credit)**	**(2)**
PE	***Mind/Body Option (REMOVE)**	1			
PE 288	*Professional Activities: Team Sports Training	(1)	PE 288	***Professional Activities: Team Sports Training (Increase Credit)**	(2)
PE	***Team Sports Option (REMOVE)**	(1)			
FT 280	CE: Fitness Technology	4	FT 280	CE: Fitness Technology	4
PSY 101	Psychology and Human Relations	4	PSY 101	Psychology and Human Relations	4
SP 111	Public Speaking	4	COMM 111	Public Speaking (update)	4
FT 203	Fitness Promotion	3	FT 203	Fitness Promotion	3
FT 204	Exercise Science II	3	FT 204	Exercise Science II	3
CG 280A	CE: Career Exploration	1	CG 280A	CE: Career Exploration	1
CG 280A	CE: Career Exploration	1	CG 280A	CE: Career Exploration	1
FT 201	Fitness Assessment and Programming III	3	FT 201	Fitness Assessment and Programming III	3
FT 202	Fitness and Aging	3	FT 202	Fitness and Aging	3
			PE 282B	***Professional Activities: Special Populations (ADD)**	(2)

FT 280	CE: Fitness Technology	4	FT 280	CE: Fitness Technology	4
	ELECTIVES	15		ELECTIVES	15
	GEN ED REMAINING[1]	8		GEN ED REMAINING[1]	8
	[1]Recommended General Education: BI 112, MTH 111			[1]Recommended General Education: BI 112, MTH 111	
	Credit Total	**90**		**Credit Total**	**90**

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	HOAF: Healthy Older Adult Fitness Certificate Fitness Technology: One Year Certificate

Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Fall 2013

Submitted By:	Tanya Littrell
Email:	tanya.littrell@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.

	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:	Fitness Technology	**Proposed Title:**	
Current Credits:	47	**Proposed Credits:**	
Overview and rationale for proposed changes:	The Fitness Technology Faculty would like to set a minimum standard for graduation from the program of C, Pass, or better in all courses required for the degree. The Fundamentals of Instructor Training certificate is no longer available from American Red Cross. PE 181B and PE 181C cover the required material for PE 181A and we would like them to count for graduation if needed. The remaining changes are course changes previously approved in committee.		
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. Add a program requirement in the catalog: All courses must be completed with a P or C or better. 2. Revise outcomes: "Fundamentals of Instructor Training" from outcome #7 3. Add PE181b and PE181c as options for the PE 181 requirement 4. Add PE 282b Professional Activities Special Populations 5. Remove PE Options (removed as course corequisties at the 12/5/12 Curriculum) 6. Change all 1 credit Professional Activities courses to 2 credits (approved 12/5/12 Curriculum) 7. Change SP 111 to COMM 111 8. Delete HPE 295 (3 credits) 9. Add: HE 295 (2 credits) 10. Add: PE 295 (1 credit) 11. Increase credit and title change: PE 282A		
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.**	Yes. The removed courses are in Physical Education. The PE Department Chair (Moe O'Connor) and PE SAC Chair (previous SAC Chair: Janeen Hull) were involved in the changes directly.

SECTION #2 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☒**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:	
1) Meet qualifications for employment as an entry level instructor in the fitness and wellness industry.	Professional Competence
2) Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations.	Professional Competence, Communication, Critical Thinking & Problem Solving
3) Apply the knowledge and skill base gained in a Fitness Technology Certificate when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
4) Use valid fitness and wellness information to effectively educate clients.	Communication, Cultural Awareness, Community & Environmental Responsibility
5) Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
6) Qualify for nationally recognized fitness certifications, including but not limited to: ▪ American Red Cross: CPR/AED – Professional Rescuer, First Aid, Sports Safety Training, Bloodborne Pathogens**, Fundamentals of Instructor Training** ▪ American College of Sports Medicine (ACSM): Certified Personal Trainer ▪ National Strength & Conditioning Association (NSAC): Certified Personal Trainer	Professional Competence Critical Thinking & Problem Solving

▪ American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282) ▪ Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)	

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:	
1) Meet qualifications for employment as an entry level instructor in the fitness and wellness industry.	Professional Competence
2) Develop, demonstrate, and implement appropriate fitness assessments and programs for healthy populations.	Professional Competence, Communication, Critical Thinking & Problem Solving
3) Apply the knowledge and skill base gained in a Fitness Technology Certificate when critically evaluating and interpreting fitness and wellness information.	Critical Thinking & Problem Solving, Self-Reflection
4) Use valid fitness and wellness information to effectively educate clients.	Communication, Cultural Awareness, Community & Environmental Responsibility
5) Identify, evaluate, and take advantage of learning opportunities in the fitness and wellness industry that contribute to personal and professional growth and adaptability.	Critical Thinking & Problem Solving, Self-Reflection
6) Qualify for nationally recognized fitness certifications, including but not limited to: ▪ American Red Cross: CPR/AED – Professional Rescuer, First Aid, Sports Safety Training, Bloodborne Pathogens ▪ American College of Sports Medicine (ACSM): Certified Personal Trainer ▪ National Strength & Conditioning Association (NSAC): Certified Personal Trainer ▪ American Council on Exercise (ACE): Group Fitness Instructor (if completed PE 282) ▪ Aquatic Exercise Association (AEA): Aquatic Exercise Instructor (if completed PE 287)	Professional Competence Critical Thinking & Problem Solving

Related Instruction

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 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
	*Requires 2 of the 4 Professional Activities courses plus the corresponding PE Option (4 credits total)			*Requires 2 of the 5 Professional Activities courses (4 credits total)	
FT 101	Fitness Technology Seminar	3	FT 101	Fitness Technology Seminar	3
FT 102	Injury Prevention and Management	3	FT 102	Injury Prevention and Management	3
FT 131	Structure & Function of the Human Body	4	FT 131	Structure & Function of the Human Body	4
HPE 295	Health & Fitness For Life (REMOVE)	3	HE 295	Health & Fitness For Life Lecture (ADD)	2
			PE 295	Health & Fitness For Life Lab (ADD)	1
PE 181A	Beginning Weight Training	1	PE 181A, B, or C	Beginning, Int., or Adv Weight Training (ADD 181B, 181C)	1
PE 282A	*Professional Activities – Group Fitness	1	PE 282A	*Professional Activities – Group Fitness (Increase Credit, title change)	2
PE	*Aerobic Group Exercise Option (REMOVE)	1			
FT 103	Nutrition for Fitness Instructors	3	FT 103	Nutrition for Fitness Instructors	3
FT 104	Fitness Assessment & Programming I	3	FT 104	Fitness Assessment & Programming I	3
FT 106	Analysis of Movement	3	FT 106	Analysis of Movement	3
PE 281	Professional Activities - Weight Training	2	PE 281	Professional Activities - Weight Training	2
PE 287	*Professional Activities: Aquatics	1	PE 287	*Professional Activities: Aquatics (Increase Credit)	2
PE	*Aquatics Option (REMOVE)	1			
FT 105	Fitness Assessment and Programming II	3	FT 105	Fitness Assessment and Programming II	3
FT 107	Exercise Science I	3	FT 107	Exercise Science I	3
PE 283	*Professional Activities: Mind Body Disciplines	(1)	PE 283	*Professional Activities: Mind Body Disciplines (Increase Credit)	(2)

PE	*Mind/Body Option (REMOVE)	(1)				
PE 288	*Professional Activities: Team Sports Training	(1)	PE 288	*Professional Activities: Team Sports Training (Increase Credit)	(2)	
PE	*Team Sports Option (REMOVE)	(1)				
FT 280	CE: Fitness Technology	4	FT 280	CE: Fitness Technology	4	
PSY 101	Psychology and Human Relations	4	PSY 101	Psychology and Human Relations	4	
SP 111	Public Speaking	4	COMM 111	Public Speaking (update)	4	
			PE 282B	*Professional Activities: Special Populations (ADD) – Note: requires FT 202 prerequisite	(2)	
	Credit total	47		**Credit total**	47	

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?	HOAF: Healthy Older Adult Fitness Certificate Fitness Technology: AAS	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Fall 2013	

Submitted by:	Tanya Littrell
Email:	tanya.littrell@pcc.edu
Phone:	X4043

	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:	Healthy Older Adult Fitness – Career Pathways Certificate	**Proposed Title:**	
Current Credits:	25	**Proposed Credits:**	
Overview and rationale for proposed changes:	The Fitness Technology Faculty would like to set a minimum standard for graduation from the program of C, Pass, or better in all courses required for the degree. PE 181B and PE 181C cover the required material for PE 181A and we would like them to count for graduation if needed.		
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. Add a program requirement in the catalog: All courses must be completed with a P or C or better. 2. Add PE181b and PE181c as options for the PE 181 requirement 3. Delete: HPE 295 (3 credits) 4. Add: HE 295 (2 credits) 5. Add: PE 295 (1 credit)		

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.**	Yes. The added course options are in Physical Education. The PE Department Chair (Moe O'Connor) and PE SAC Chair (previous SAC Chair: Janeen Hull) were involved in the changes directly.

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
1. Meet qualifications for employment as an entry level activity/fitness leader working with healthy older adult populations.	Communication
2. Apply knowledge and skills gained in the Fitness Technology and Gerontology programs when working with and for elders in the community.	Professional Competence
3. Identify, evaluate, and take advantage of learning opportunities in the fields of gerontology and fitness, while developing a personally and professionally rewarding career.	Self-Reflection

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:	

Related Instruction	
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 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**
FT 131	Structure and Function of the Human Body	4	FT 131	Structure and Function of the Human Body	4
PE 181	Weight Training	1	**PE 181A, B, or C**	**Beginning, Int., or Adv Weight Training (ADD 181B, 181C)**	**1**
HPE 295	**Health & Fitness For Life (REMOVE)**	**3**	**HE 295**	**Health & Fitness For Life Lecture (ADD)**	**2**
			PE 295	**Health & Fitness For Life Lab (ADD)**	**1**
SOC 223	Sociology of Aging	4	SOC 223	Sociology of Aging	4
or			or		
SOC 231	Sociology of Health & Aging	(4)	SOC 231	Sociology of Health & Aging	(4)
PE 281	Professional Activities Weight Training	2	PE 281	Professional Activities Weight Training	2
FT202	Fitness & Aging	3	FT202	Fitness & Aging	3
GRN165*	Basic Activity Director Training	2	GRN165*	Basic Activity Director Training	2
FT280A	Internship hours (30 hours for each credit)	4	FT280A	Internship hours (30 hours for each credit)	4
PE 282B	Professional Activities Special Populations	2	PE 282B	Professional Activities Special Populations	2

		Credit total	25			Credit total	25

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?	Fitness Technology: AAS Fitness Technology: One Year Certificate	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		Fall 2013	

Submitted by:	Tanya Littrell
Email:	tanya.littrell@pcc.edu
Phone:	X4043

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.

	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:	Gerontology: Advanced Behavioral & Cognitive Care Certificate	**Proposed Title:**	**Gerontology: Advanced Behavioral & Cognitive Care Certificate**
Current Credits:	32	**Proposed Credits:**	**33**

Overview and rationale for proposed changes:	Addition of one course. Credit change in two courses.
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. **Addition GRN175 The Aging Mind 1 credit** 2. **Credit Increase: GRN235 from 2 to 3** 3. **Credit Decrease: GRN236 from 2 to 1** 4. **Increase number of credits required to earn the certificate**

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 REVISION AREAS

Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
Work effectively as an advanced care provider with diverse individuals or groups of older adults with cognitive decline, dementia, and other challenging behavioral and cognitive conditions, in long term care, adult daycare, home and community settings	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
Conduct gerontological research relevant to advanced care issues, and apply the research to practice	1,2,3,4,5,6
Adhere to professional and ethical care standards	1,2,3,4,5,6

Comment [s1]: Need the certificate outcomes listed here and the college core outcomes which they are aligned to. The committee expects to see them.

Continue to develop professional care knowledge and skills through continuing education and training	1,2,3,4,5,6

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:	
Work effectively as an advanced care provider with diverse individuals or groups of older adults with cognitive decline, dementia, and other challenging behavioral and cognitive conditions, in long term care, adult daycare, home and community settings	1,2,3,4,5,6
Conduct gerontological research relevant to advanced care issues, and apply the research to practice	1,2,3,4,5,6
Adhere to professional and ethical care standards	1,2,3,4,5,6
Continue to develop professional care knowledge and skills through continuing education and training	1,2,3,4,5,6

Related Instruction

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 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**
	Required			Required	
AD 105	Aging and Addiction	3 credits	AD 105	Aging and Addiction	3 credits
GRN 181	Exploring the Field of Aging	2 credits	GRN 181	Exploring the Field of Aging	2 credits
			GRN175	**The Aging Mind (Add)**	**1 credit**
GRN 235	Intro to Dementia Care	2 credits	**GRN 235**	Intro to Dementia Care **(Credit Increase)**	**3 credits**
GRN 236	Dementia Care Practice	2 credits	**GRN 236**	Dementia Care Practice **(Credit Decrease)**	**1 credits**
GRN 240	Care and Service Coordination	3 credits	GRN 240	Care and Service Coordination	3 credits
GRN 245	Intro to Guardianship	1 credit	GRN 245	Intro to Guardianship	1 credit
GRN 280A[1]	Internship	4 credits	GRN 280A[2]	Internship	4 credits
GRN 280B	Internship Seminar	1 credits	GRN 280B	Internship Seminar	1 credits
GRN 282	Gerontology Professional Seminar	2 credits	GRN 282	Gerontology Professional Seminar	2 credits
SOC 223	Sociology of Aging	4 credits	SOC 223	Sociology of Aging	4 credits
SOC 231	Health and Aging	4 credits	SOC 231	Health and Aging	4 credits
SOC 232[3]	Death and Dying	4 credits	SOC 232[4]	Death and Dying	4 credits
	Credit total	32		**Credit total**	33

[1] Up to 3 credits can be waived with documentation of 70 hours of related employment per credit. Students must complete the Gerontology Waiver form and submit it for approval.
[2] Up to 3 credits can be waived with documentation of 70 hours of related employment per credit. Students must complete the Gerontology Waiver form and submit it for approval.
[3] Students may choose to take *SOC 234: Cross Cultural Views of Death* instead of *SOC 232: Death and Dying.*
[4] Students may choose to take *SOC 234: Cross Cultural Views of Death* instead of *SOC 232: Death and Dying.*

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?	AAS Degree Gerontology	**Will the proposed change affect the Career Pathway or Related Certificate?** ☒ Yes ☐ No	
If yes, how?	Credit Increase from 32 to 33.		
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☒ No	
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Fall 2013	

Submitted by:	Jan Abushakrah, FDC and SAC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077

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.

Portland Community College	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:	Gerontology: End of Life Care & Support Certificate	**Proposed Title:**	**Gerontology: End of Life Care & Support Certificate**
Current Credits:	37	**Proposed Credits:**	37
Overview and rationale for proposed changes:	Add one optional course [required to eliminate repeatable course].		
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. **Add Option for GRN 237: GRN239 End of Life Practices 1 credit**		
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 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
1. Guide family members and dying persons through the end of life process, including social, psychological, medical, financial, legal, and spiritual issues related to care and support.	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
2. Assess and document the care and support needs and assets of the dying person, their family and social support network;	1,2,3,4,5,6

Comment [s1]: Please place the certificate outcomes here, and align to core outcomes. The committee expects to see them.

communicate and collaborate with all related parties; and facilitate access to appropriate resources, while working with other professionals and with diverse stakeholders in a coordinated care and support plan, in hospice, long term care, and home environments.	
3. Apply best practices of person-centered and directed care and support, and adhere to professional and ethical standards in supporting the dying person and working effectively with all stakeholders, including legal, medical, financial, insurance, relevant government programs, and other professionals, as well as family and the dying person's social support network.	1,2,3,4,5,6

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:	
1. Guide family members and dying persons through the end of life process, including social, psychological, medical, financial, legal, and spiritual issues related to care and support.	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
2. Assess and document the care and support needs and assets of the dying person, their family and social support network; communicate and collaborate with all related parties; and facilitate access to appropriate resources, while working with other professionals and with diverse stakeholders in a coordinated care and support plan, in hospice, long term care, and home environments.	1,2,3,4,5,6
3. Apply best practices of person-centered and directed care and support, and adhere to professional and ethical standards in supporting the dying person and working effectively with all stakeholders, including legal, medical, financial, insurance, relevant government programs, and other professionals, as well as family and the dying person's social support network.	1,2,3,4,5,6

Related Instruction	
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 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**
	Required			Required	
GRN 131[1]	Hospice Basics	1	GRN 131[2]	Hospice Basics	1
GRN 181	Exploring the Field of Aging	2	GRN 181	Exploring the Field of Aging	2
GRN 233	Supporting End of Life	4	GRN 233	Supporting End of Life	4
GRN 237	End of Life Therapies	1	GRN 237	End of Life Therapies **or**	1
			or		

[1] Students receive a Non-Traditional Credit with presentation of hospice volunteer certificate of completion and NTC form for approval.
[2] Students receive a Non-Traditional Credit with presentation of hospice volunteer certificate of completion and NTC form for approval.

			GRN 239	End of Life Practices (Add)	
GRN 240	Care and Service Coordination	3	GRN 240	Care and Service Coordination	3
GRN 245	Introduction to Guardianship	1	GRN 245	Introduction to Guardianship	1
GRN 246	Guardian-Conservator Training	2	GRN 246	Guardian-Conservator Training	2
GRN 280A	Gerontology Internship	4	GRN 280A	Gerontology Internship	4
GRN 280B	Gerontology Internship Seminar	1	GRN 280B	Gerontology Internship Seminar	1
GRN 282	Gerontology Professional Seminar	2	GRN 282	Gerontology Professional Seminar	2
PHL 207	Ethical Issues in Aging	4	PHL 207	Ethical Issues in Aging	4
SOC 223	Sociology of Aging	4	SOC 223	Sociology of Aging	4
SOC 231	Sociology of Health & Aging	4	SOC 231	Sociology of Health & Aging	4
SOC 232[3]	Death & Dying: Culture & Issues	4	SOC 232[4]	Death & Dying: Culture & Issues	4
	Credit total	37		**Credit total**	37

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?	AAS Degree Gerontology	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No
If yes, how?	No change in title, outcomes or total credits	
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☒ No
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		Fall 2013

[3] Students may opt to take *SOC 234 Cross Cultural Views of Death* instead of *SOC 232 Death & Dying: Culture & Issues.*
[4] Students may opt to take *SOC 234 Cross Cultural Views of Death* instead of *SOC 232 Death & Dying: Culture & Issues.*

Submitted by:	Jan Abushakrah, Gerontology FDC & SAC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077

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.

<table>
<tr>
<td rowspan="3">Portland Community College</td>
<td>CERTIFICATE
REVISION REQUEST
FORM</td>
<td>Directions: Fill out completely and return electronically to:
dac@pcc.edu

Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor</td>
</tr>
</table>

SECTION #1 OVERVIEW			
Current Title:	Gerontology: Horticultural Therapy Certificate	**Proposed Title:**	**Gerontology: Horticultural Therapy Certificate**
Current Credits:	30	**Proposed Credits:**	**30**
Overview and rationale for proposed changes:	Update course of study to reflect curriculum changes		
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. **Credit Increase: GRN235 from 2 to 3** 2. **Credit Decrease: GRN236 from 2 to 1**		

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 REVISION AREAS

Prerequisites		
Current Prerequisites	**Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
1. Work effectively as a registered horticultural therapist or therapy assistant with diverse populations in therapeutic gardens and horticultural therapy programs within pediatric, geriatric, psychiatric, offender, vocational and medical rehabilitation, and other day or residential treatment facilities.	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
2. Design, implement, and evaluate therapeutic garden and horticultural therapy programs meeting the physical, cognitive,	1,2,3,4,5,6

Comment [s1]: Please include your current outcomes here. The committee expects to see them

and psychosocial needs of special needs clients, and applying professional skills and standards of the field.	
3. Meet educational standards for certification by the American Horticultural Therapy Association as a Horticultural Therapist Registered [HTR], when combined with required educational, continuing education and supervised work experience criteria.	1,2,3,4,5,6

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:	
1. Work effectively as a registered horticultural therapist or therapy assistant with diverse populations in therapeutic gardens and horticultural therapy programs within pediatric, geriatric, psychiatric, offender, vocational and medical rehabilitation, and other day or residential treatment facilities.	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection
2. Design, implement, and evaluate therapeutic garden and horticultural therapy programs meeting the physical, cognitive, and psychosocial needs of special needs clients, and applying professional skills and standards of the field.	1,2,3,4,5,6
3. Meet educational standards for certification by the American Horticultural Therapy Association as a Horticultural Therapist Registered [HTR], when combined with required educational, continuing education and supervised work experience criteria.	1,2,3,4,5,6

Related Instruction

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 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
GRN 165	Basic Activity Director Training	2	GRN 165	Basic Activity Director Training	2
GRN 235	Introduction to Dementia Care	2	**GRN 235**	**Introduction to Dementia Care (Increase Credit)**	**3**
GRN 236	Dementia Care Practice	2	**GRN 236**	**Dementia Care Practice (Decrease Credit)**	**1**
GRN 267	Prof Therapeutic Horticulture	2	GRN 267	Prof Therapeutic Horticulture	2
GRN 268	Therapeutic Hort Strategies	2	GRN 268	Therapeutic Hort Strategies	2
GRN 269	Therapeutic Hort Skills I	2	GRN 269	Therapeutic Hort Skills I	2
GRN 270	Therapeutic Hort Programming	2	GRN 270	Therapeutic Hort Programming	2
GRN 271	Therapeutic Hort Skills II	2	GRN 271	Therapeutic Hort Skills II	2
GRN 272	Therapeutic Gardens	3	GRN 272	Therapeutic Gardens	3
GRN 280A	CE: Gerontology Internship	4[1]	GRN 280A	CE: Gerontology Internship	4[2]

[1] The AHTA requires a minimum of 480 hours of fieldwork supervised by a registered horticultural therapist for registration as a HTR. The internship credits in this Certificate count toward 120 of those required hours.

[2] The AHTA requires a minimum of 480 hours of fieldwork supervised by a registered horticultural therapist for registration as a HTR. The internship credits in this Certificate count toward 120 of those required hours.

GRN 280B	Gerontology Internship Seminar	1	GRN 280B	Gerontology Internship Seminar	1
GRN 282	Gerontology Professional Seminar	2	GRN 282	Gerontology Professional Seminar	2
SOC 223	Sociology of Aging	4	SOC 223	Sociology of Aging	4
	Credit total	30		**Credit total**	30

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?	AAS Degree Gerontology	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No
If yes, how?	Title, Outcomes, and number of Credits remain the same	
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☒ No
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)		Fall 2013

Submitted by:	Jan Abushakrah, Gerontology FDC & SAC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077

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.

![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:	Health Information Management	**Proposed Title:**	Health Information Management
Current Credits:	92	**Proposed Credits:**	92

Overview and rationale for proposed changes:	Many courses in our program have outdated titles that do not reflect the content of the course and some descriptions and outcomes also needed updating. The change in degree credits is because we want our students to complete the writing requirement prior to entering the program to improve opportunity for success in the program.
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. **Revise title – HIM 110** 2. **Revise title – HIM 120** 3. **Revise title – HIM 141** 4. **Revise title – HIM 275** 5. **Revise title – HIM 281** 6. **Revise title – HIM 282** 7. **Revise title – HIM 286** 8. **Revise title – HIM 290**

Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	X☐ 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.**	**Yes, however, the impact of removing the Writing course within our program degree has no consequence to that department.**

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?	X☐ Yes		☐ No
Course Number	**Course Title or Placement level**			
MP 111	Medical Terminology			
CAS 133	Basic Computer Skills/Microsoft Office			
WR 121	English Composition			
MTH 65	Introductory Algebra – 2nd term			

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 X☐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**
To provide graduates who will meet the entry-level competencies as defined by American Health Information Management Association and become gainfully employed in the health information management field.	1.Communication
	2.Community & Environmental responsibility
	3.Critical Thinking and Problem-solving
	4.Cultural Awareness
	5.Professional Competence
	6.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
	First Term			**First Term**	
HIM 110	Health Information Technology I	4	HIM 110	**Health Records Content I (revise title)**	4
HIM 120	Health Information Technology Lab I`	1	HIM 120	**Health Records Content I Lab (revise title)**	1
HIM 128	Anatomy and Physiology for HIM	4	HIM 128	Anatomy & Physiology for HIM	4
HIM 182	Health Care Delivery Systems	3	HIM 182	Health Care Delivery Systems	3
	Second Term			**Second Term**	
HIM 105	Ancillary Information Analysis	3	HIM 105	Ancillary Information Analysis	3
HIM 107	Ancillary Information Analysis Lab	1	HIM 107	Ancillary Information Analysis Lab	1
HIM 121	Legal and Ethical Aspects of Healthcare	3	HIM 121	Legal and Ethical Aspects of Healthcare	3
HIM 129	Anatomy and Physiology for HIM II	4	HIM 129	Anatomy and Physiology for HIM II	4
	Third Term			**Third Term**	
HIM 131	Medical Science	5	HIM 131	Medical Science	5

HIM 136	Medications	3	HIM 136	Medications	3	
SP 100	Introduction to Speech Communication	4	COMM 100	Introduction to Speech Communication	4	
Or			or			
SP 111	Public Speaking		COMM 111	Public Speaking	(4)	
	General Education	4		General Education	4	
	Fourth Term			**Fourth Term**		
	General education	8		General education	8	
	Fifth Term			**Fifth Term**		
HIM 141	Health Information Technology II	3	HIM 141	**Health Records Content II (revise title)**	3	
HIM 270	ICD-10-CM Basic Coding	4	HIM 270	ICD-10-CM Basic Coding	4	
HIM 281	Data Management and Analysis I	3	**HIM 281**	**Data Management and Analysis (title change)**	**3**	
HIM 283	Health Information Systems	4	HIM 283	Health Information Systems	4	
HIM 286	Data Management and Analysis 1 Lab	2	**HIM 286**	**Data Management and Analysis Lab (revise title)**	**2**	
	Sixth Term			**Sixth Term**		
HIM 271	Quality Improvement in Healthcare	3	HIM 271	Quality Improvement in Healthcare	3	
HIM 273	Intermediate ICD-10-CM and PCS	4	HIM 273	Intermediate ICD-10-CM and PCS	4	
HIM 274	Quality Improvement in Healthcare Lab	1	HIM 274	Quality Improvement in Healthcare Lab	1	
HIM 276	Intermediate ICD-10-CM/PCS Lab	2	HIM 276	Intermediate ICD-10-CM/PCS Lab	2	
HIM 282	Data Management and Analysis II	3	HIM 282	**Healthcare Statistics (title change)**	3	
HIM 285	Healthcare Financing and Compliance	3	HIM 285	Healthcare Financing and Compliance	3	
	Seventh Term			**Seventh Term**		
HIM 272	Health Information Management	3	HIM 272	Health Information Management	3	
HIM 275	Classification Systems III	3	HIM 275	**CPT Coding (revise title)**	3	
HIM 277	Health Information Management Lab	2	HIM 277	Health Information Management Lab	2	
HIM 290	Health Information Technology III	3	HIM 290	**HIM Teams and Training (revise title)**	3	
HIM 293	Health Information Directed Practice	2	HIM 293	Health Information Directed Practice	2	
	Credit Total	92		**Credit Total**	92	

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)			

Submitted By:	Ann Wenning
Email:	awenning@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:	Multimedia AAS Degree	**Proposed Title:**	Multimedia AAS Degree
Current Credits:	97	**Proposed Credits:**	97

Overview and rationale for proposed changes:	Remove 15 required multimedia credits, allowing student to choose 15 multimedia 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 MM240, MM241, MM245, and MM238 from the required multimedia** 2. **Add Multimedia Elective list 15 credits.**

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.

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:	
• Plan, research, design, write, create, evaluate and revise context-appropriate interactive multimedia presentations and projects using a variety of methods and industry-standard tools.	**Communication** **Professional Competence** **Cultural Awareness** **Community and Environmental Responsibility**
• Apply basic elements and principles of design to multimedia projects.	**Communication** **Professional Competence**
• Prepare and present a multimedia portfolio containing hard copy and electronic media that demonstrates multimedia and problem-solving skills and includes designing a personal marketing plan based on analysis of employment availability and	**Critical Thinking and Problem Solving**

trends in the multimedia industry.	**Professional Competence**
• Create and edit media elements using industry standard software, optimized for quality, file size, and file format for delivery over appropriate media and use programming/scripting languages, to develop, enhance, and extend the features of multimedia projects.	**Communication** **Critical Thinking and Problem Solving** **Professional Competence**
• Work effectively in group- and team-based multimedia project environments.	**Communication** **Self-Reflection** **Critical Thinking and Problem Solving** **Cultural Awareness** **Community and Environmental Responsibility** **Professional Competence**
• Apply the essential features of project management: scheduling, estimating, marketing, prototyping, budgeting, testing and QA, determining specifications, and developing proposals.	**Professional Competence** **Critical Thinking and Problem Solving** **Communication**
• Manage business aspects of multimedia production.	**Communication** **Community and Environmental Responsibility** **Critical Thinking and Problem Solving** **Professional Competence** **Self-Reflection**

				Communication
				Community and Environmental Responsibility
• Transfer to a college or university for upper level studies in multimedia.				**Critical Thinking and Problem Solving**
				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: 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
MM110	Introduction to Multimedia	1		First Term	
MM120	Multimedia Design	2	MM110	Introduction to Multimedia	1

MM130	Multimedia Graphics & Elements Production	3	MM120	Multimedia Design	2
MM140	Multimedia Authoring I	3	MM130	Multimedia Graphics & Elements Production	3
MM150	Project Review, Testing & Delivery	1	MM140	Multimedia Authoring I	3
MM160	Marketing yourself as a Multimedia Professional	2	*CS 160	Exploring Computer Science	4
MM220	MM Design II- Designing for Interactivity	3			
MM230	Graphics for Multimedia	4			
MM231	Vector Graphics & Animations for the WWW	3		**Second Term**	
MM232	Multimedia 3D Modeling & Animation	3	MM150	Project Review, Testing & Delivery	1
M235	Digital Video Editing	3	MM230	Graphics for Multimedia	4
MM238	Creating Professional DVDs **(move to electives)**	4	MM231	Vector Graphics & Animations for the WWW	3
MM240	Multimedia Authoring II **(move to electives)**	4	MM235	Digital Video Editing	3
MM241	Multimedia Authoring III **(move to electives)**	4	MM160	Marketing yourself as a Multimedia Professional	2
MM245	Internet Delivery of Interactive MM **(move to electives)**	3			
MM250	Advance Multimedia Project	3			
MM270	Writing for Multimedia*(prereqs needed)	3		**Third Term**	
			MM220	MM Design II- Designing for Interactivity	3
			MM232	Multimedia 3D Modeling & Animation	3
	Additional Required Courses		*ART 103	Introduction to Art	4
BA 131	Computers in Business	4	BA 131	Computers in Business	4
BA 205	Solving Communications Problems with Technology	4			
SP 130	Business & Professional Speech Communication	4			
WR 122	English Composition	4		**Fourth Term**	
*ART 103	Introduction to Art	4		MM elective	3
*ART 131	Introduction to Drawing	3	MM270	Writing for Multimedia (prereqs needed)	3
*ART 115	Basic Design	3	BA 205	Solving Communications Problems with Technology	4
*ART 116	Basic Design	3	SP 130	Business & Professional Speech Communication	4
*ART 117	Basic Design	3			
*CS 160	Exploring Computer Science	4			
*MTH 105	Explorations in Mathematics	4		**Fifth Term**	
	General Education Course Credits	8		MM elective	4
				MM elective	4
			*ART 131	Introduction to Drawing	3
			*ART 115	Basic Design	3
				Sixth Term	
				MM elective	4
			*ART 116	Basic Design	3

		WR 122	English Composition	4
			Gen Ed	4
			Seventh Term	
		*ART 117	Basic Design	3
		*MTH 105	Explorations in Mathematics	4
			Gen Ed	4
			Eighth Term	
		MM250	Advance Multimedia Project	3
			Multimedia elective list:	
		MM146	Directing actors for video	4
		MM233	3D Character Model & Animation	3
		MM234	3 D for the World Wide Web	3
		MM236	Deliver Digit Video/Audio File	3
		MM237	Video Compositing and Effects	4
		MM238	Creating ProfessionalDVD-Video	4
		MM239	Digital Video Edit/Post Production II	4
		MM240	MM Authoring II-Scripting	4
		MM241	MM Authoring III - Scripting	4
		MM245	Internet Delivery Methods	3
		MM246	Post Production Sound for Video	2
		MM247	Field sound for video	2
		MM251	Adv MM Project Development II	3
		MM252	Adv MM Project Development III	3
		MM253	Intermediate Modeling and Texturing	3
		MM254	Character Rigging and Animation	3
		MM255	3D Lighting and Texturing	3
		MM256	Graphics for Multimedia II	4
		MM258	Video Compositing and Effects II	4
		MM259	Screenwriting/Pre-Prod	4
		MM260	Video Production I	4
		MM261	Video Production II	4
		MM262	Video Production III	4

			MM280	CE: Work Experienc/Multimedia	1-3
	Credit Total	**97**		**Credit Total**	97

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:	**Beth Fitzgerald**
Email:	**efitzger@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.

	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**

Portland Community College

SECTION # 1 OVERVIEW

Current Title:	Associate of Applied Science in Veterinary Technology	Proposed title	No change
Current Credits:	104	Proposed credits	100
Overview and rationale for proposed changes:	To expedite student completion of the VT program by improving their preparation for the program curriculum via improved prerequisites. The addition of a new course VT 104 Ward Care will provide a structured introduction to the technical and interpersonal skills required of veterinary technicians in the delivery of basic animal care and veterinary facility management. This structure will enhance the delivery of educational objectives and professional development of students.		
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).	**1. Remove WR 121 from degree requirements** **2. Add completion of WR 121 or higher, or equivalent placement test score as a prerequisite to admission** **2. Remove VT 100 Veterinary Medical Terminology from degree requirements** **3. Add MP 111 Medical Terminology as a prerequisite for admission** **4. Add VT 104 Facility Ward Care as a degree requirement** **5. Reduce the number of credits required for the degree from 104-100**		

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**	
BI112	Cell Biology for Health Occupations	
Ch100	Fundamentals of Chemistry	

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
BI112	Cell Biology for Health Occupations	
Ch100	Fundamentals of Chemistry	
WR121	English Composition	
MP111	Medical Terminology	

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. Graduates should be able to: prepared to take the National Veterinary Technician Board Examination	*Professional Competence, Critical Thinking and*

	Core Outcome
	Problem Solving
2. Graduates should be able to function as competent entry level certified veterinary technicians in their chosen area of veterinary medicine, whether it is veterinary practice, research, laboratory, or industry. They should be able to think, calculate, and make decisions allowed them by the Veterinary Practice Act of the state in which they are employed.	*Communication, Critical Thinking and Problem Solving, Professional Competence*
3. Graduates should be able to work as effective members of the animal healthcare team in their chosen area of veterinary medicine. This involves the ability to communicate effectively (written and orally), work together with other individuals, and be reliable and responsible. They should recognize that the individuals they interact with on a daily basis, whether it is a coworker, employer, or client has uniquely individual needs and behaviors based upon their backgrounds and perspectives on life.	*Communication, Critical Thinking and Problem Solving, Cultural Awareness, Self-Reflection*
1. Graduates should have an awareness of their responsibility as a of the animal healthcare industry in the prevention of disease in both humans and animals, as advocates for animals and their health, and in the education of the public regarding animal health care issues.	*Community and Environmental Responsibility*
2. Graduates should understand that they are life-long learners, and continuing education is fundamental to their ability to remain current with advances in veterinary medicine and related technologies.	*Communication, Critical Thinking and Problem Solving, 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:	
1. Be prepared to take the National Veterinary Technician Board Examination	*Professional Competence, Critical Thinking and Problem Solving*
2. Function as competent entry level certified veterinary technicians in their chosen area of veterinary medicine, whether it is veterinary practice, research, laboratory, or industry.	*Communication, Critical Thinking and Problem Solving, Professional Competence*
3. Communicate effectively (written and orally), work together with other individuals, and be reliable and responsible as effective members of the animal healthcare team in their chosen area of veterinary medicine.	*Communication, Critical Thinking and Problem Solving*
4. Think, calculate, and make decisions allowed them by the Veterinary Practice Act of the state in which they are employed.	*Communication, Critical Thinking and Problem*

			Solving, Professional Competence
5.	Employ an awareness of their responsibility as a of the animal healthcare industry in the prevention of disease in both humans and animals, as advocates for animals and their health, and in the education of the public regarding animal health care issues.		*Community and Environmental Responsibility*
6.	Understand that they are life-long learners, and continuing education is fundamental to their ability to remain current with advances in veterinary medicine and related technologies.		*Communication, Critical Thinking and Problem Solving, Professional Competence, Self-Reflection*
7.	Recognize that the individuals they interact with on a daily basis, whether it is a coworker, employer, or client has uniquely individual needs and behaviors based upon their backgrounds and perspectives on life.		*Cultural Awareness, Self-Reflection*

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
Term 1			Term 1		
VT121	Basic Animal Science	4	VT121	Basic Animal Science	4
VT100	**Veterinary Medical Terminology (delete)**	**2**	**VT104**	**Facility Ward Care (add)**	**2**
VT101	Intro to Veterinary Technology	2	VT101	Intro to Veterinary Technology	2
VT105	Comparative Veterinary Anatomy and Physiology I	4	VT105	Comparative Veterinary Anatomy and Physiology I	4
WR121	**English Composition (delete)**	4			
	General Education Courses	4		General Education Courses	4
Term 2			**Term 2**		
VT106	Comparative Veterinary Anatomy and Physiology II	4	VT106	Comparative Veterinary Anatomy and Physiology II	4

VT107	Veterinary Parasitology and Pathology		3	VT107	Veterinary Parasitology and Pathology	3
VT108	Pharmaceutical Mathematics I		1	VT108	Pharmaceutical Mathematics I	1
VT102	Animal Nursing and Restraint		3	VT102	Animal Nursing and Restraint	3
	General Education Courses		4		General Education Courses	4
Term 3				**Term 3**		
	General Education Courses		4		General Education Courses	4
VT103	Animal Health Record Systems		3	VT103	Animal Health Record Systems	3
VT110	Specimen Collection Laboratory		1	VT110	Specimen Collection Laboratory	1
VT111	Hematology and Urinalysis		5	VT111	Hematology and Urinalysis	5
	General Education Courses		4		General Education Courses	4
Term 4				**Term 4**		
VT112	Clinical Laboratory Procedures		5	VT112	Clinical Laboratory Procedures	5
VT113	Veterinary Microbiology		3	VT113	Veterinary Microbiology	3
VT109	Radiation Safety		2	VT109	Radiation Safety	2
VT280A	Cooperative Education: Clinic I		4	VT280A	Cooperative Education: Clinic I	4
	General Education Courses		4		General Education Courses	4
Term 5				**Term 5**		
VT211	Pharmaceutical Mathematics II		1	VT211	Pharmaceutical Mathematics II	1
VT201	Anesthesiology		3	VT201	Anesthesiology	3
VT204	Applied Radiography		3	VT204	Applied Radiography	3
VT205	Veterinary Pharmacology		4	VT205	Veterinary Pharmacology	4
Term 6				**Term 6**		
VT207	Public Health and Sanitation		2	VT207	Public Health and Sanitation	2
VT208	Small Animal Diseases		4	VT208	Small Animal Diseases	4
VT202	Surgical Nursing and Lab Animal Procedures		4	VT202	Surgical Nursing and Lab Animal Procedures	4
VT280B	Cooperative Education: Clinic II		4	VT280B	Cooperative Education: Clinic II	4
Term 7				**Term 7**		
VT	Veterinary Procedures Seminar		3	VT	Veterinary Procedures Seminar	3
VT209	Large Animal Diseases and Procedures		3	VT209	Large Animal Diseases and Procedures	3
VT210	Animal Nutrition		3	VT210	Animal Nutrition	3
VT280C	Cooperative Education: Clinic III		4	VT280C	Cooperative Education: Clinic III	4
30	**Credit Total**	**104**		**28**	**Credit Total**	**100**

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:	**Brad Krohn D.V.M., Department Chair Of Veterinary Technology**
Email:	**brad.krohn@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.

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:	Website Development and Design	**Proposed Title:**	
Current Credits:	95	**Proposed Credits:**	

Overview and rationale for proposed changes:	Adding 2 CIS courses as approved electives, and updating course names to reflect recent changes submitted to Curriculum

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. **Electives Added:**
	   • **CIS133W**
	   • **CIS135M**
	2. **Change course names for CAS 206 and CAS 215 and CAS 222**
	   •

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.**	**Yes**

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	

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 website development and design skills in a business environment to produce dynamic websites following current professional and/or industry standards.	Professional Competence
Use critical thinking skills to identify and make recommendations regarding key web design and development issues including human factors, visual interface, and customer and business partner considerations.	Critical Thinking & Problem Solving
Apply knowledge of website development and design tools to address current and future business issues.	Critical Thinking & Problem Solving
Use an understanding of the website development and design process to communicate effectively in a business environment.	Communication
Work within the ethical and professional parameters of the website development and design industry.	Cultural Awareness

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	Introduction to Business	4	BA 101	Introduction to Business	4
BA 205	Solving Communication Problems with Technology	4	BA 205	Solving Communication Problems with Technology	4
Or MM 270	Writing for Multimedia	(3)	Or MM 270	Writing for Multimedia	(3)
Or WR 227	Technical and Professional Writing	(4)	Or WR 227	Technical and Professional Writing	(4)
BA 207	Introduction to E-Commerce	4	BA 207	Introduction to E-Commerce	4
Or CIS 243	E-ssentials of E-Commerce	(4)	Or CIS 243	E-ssentials of E-Commerce	(4)
BA 223	Principles of Marketing	3	BA 223	Principles of Marketing	3
Or BA 239	Advertising	(3)	Or BA 239	Advertising	(3)
CAS 101	Intro to Website Development & Design	1	CAS 101	Intro to Website Development & Design	1
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 175	Introduction to Flash	3	CAS 175	Introduction to Flash	3
CAS 206	Principles of X/HTML	4	CAS 206	**Principles of HTML (Name Change)**	4

Course	Title	Credits	Course	Title	Credits
CAS 208	Beginning Photoshop for the Web	3	CAS 208	Beginning Photoshop for the Web	3
CAS 211d	Intermediate Website Creation	3	**CAS 222 (Number change)**	Intermediate Website Creation	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	**Cascading Style Sheets (CSS) (Name Change)**	4
CAS 180	Search Engine Optimization	3	CAS 180	Search Engine Optimization	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
Or CAS 181W	CMS Website Creation: WordPress	(3)	Or CAS 181W	CMS Website Creation: WordPress	(3)
Or CAS 181D	CMS Website Creation: Drupal	(3)	Or CAS 181D	CMS Website Creation: Drupal	(3)
CAS 213	JavaScript and JQuery for Designers	4	CAS 213	JavaScript and JQuery for Designers	4
OR CIS 133W	JavaScript for Web Developers	(4)	OR CIS 133W	JavaScript for Web Developers	(4)
CAS 225	PHP and MySQL for Designers	4	CAS 225	PHP and MySQL for Designers	4
Or CIS 195P	PHP Web Development I	(4)	Or CIS 195P	PHP Web Development I	(4)
CAS 280W	CE: Web Site Development	4	CAS 280W	CE: Web Site Development	4
CAS 285	Capstone for Website Dev/Design Degree	3	CAS 285	Capstone for Website Dev/Design Degree	3
CIS 121	Computer Concepts II	4	CIS 121	Computer Concepts II	4
CIS 122	Software Design	4	CIS 122	Software Design	4
MM 110	Introduction to Multimedia	1	MM 110	Introduction to Multimedia	1
MM 120	Multimedia Design	2	MM 120	Multimedia Design	2
MSD 279	Project Management – Intro	4	MSD 279	Project Management – Intro	4
WR 121	English Composition	4	WR 121	English Composition	4
	Website Development and Design Certificate Electives	12		Website Development and Design Certificate Electives	12

Website Development and Design Summary:

CAS	34
CIS	8
CAS/CIS	8
BA	7
BA/CIS	4
MSD	4
WR	4
BA/MM/WR	3
MM	3
Electives	12
Remaining General Education	8
Credit Total:	95

Students are required to take 12 credits of electives. Students may choose any of the following courses for their electives; however, students are advised to select their electives from a focus-area in order to specialize in a particular area of website development and design. Students should consult with an advisor when selecting electives from this list.

Website Development & Design Electives:

- ART 115: Basic Design

- ART 116: Basic Design
- ART 140: Digital Photography
- BA 255: Project Management-Business Environment
- CAS 110: Fireworks
- CAS 111E: Expressions
- CAS 181J: CMS Website Creation: Joomla
- CAS 181W: CMS Website Creation: WordPress
- CAS 181D: CMS Website Creation: Drupal
- CAS 214: ColdFusion
- CAS 220: MS Project
- CAS 275: Intermediate Flash
- CIS 125D: Database Application Dev I
- CIS 133B: Intro Visual Basic NET Program
- CIS 133J: Java Programming I
- **CIS 133W: JavaScript for Web Developers (ADD)**
- **CIS 135M: Mobile Application Programming (ADD)**
- CIS 179: Data Communication Concepts I
- CIS 187i:Web Technical Administration
- CIS 195P: PHP Web Development
- CIS 233B: Int. Visual Basic NET Program
- CIS 233J: Java Programming II
- CIS 233W: JavaScript for Web Developers II
- CIS 234B: Adv. Visual Basic NET Program
- CIS 234J: Java Programming III
- CIS 234W: JavaScript for Web Developers III
- CIS 245: Project Management-Info Systems
- CIS 275: Data Modeling and SQL Intro
- CIS 276: Advanced SQL
- CIS 287i: Web Server Administration
- MM 130: MM Graphic Video & Audio
- MM 140: Multimedia Authoring
- MM 160: Market Yourself as MM Professional
- MM 220: Multimedia Design
- MM 230: Graphics for Multimedia
- MM 231: Vector Graphics/Animation
- MM 235: Digital Video Edit/Production
- MM 236: Deliver Digital Video/Audio File
- MM 240: MM Authoring II-Scripting
- MM 241: MM Authoring III-Scripting

- MM 245: Internet Delivery Methods

				Credit	
		95		**Total**	

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**	**Web Assistant I Career Pathway** **Web Assistant II Career Pathway** **Website Development & Design 1-Year Certificate**
			☐ **Yes** ☐ **No**
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Fall 2012	

Submitted By:	Amy Clubb
Email:	Amy.clubb@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.

	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:	**Website Development and Design One-Year Certificate**	**Proposed Title:**	
Current Credits:	58	**Proposed Credits:**	
Overview and rationale for proposed changes:	We are adding 2 CIS courses as approved electives to the certificate, and updating the names to reflect recent changes submitted to Curriculum		
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.	1. **Electives ADDED:** • **CIS 133W** • **CIS 135M** 2. **Change course names for CAS 206 and CAS 215 and CAS 222**		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
• Apply website development and design skills in a business environment to create and maintain functional websites following current professional and/or industry standards.	Professional Competence
• Work in the role of administrative support or as an entrepreneur to develop and manage departmental and personal websites.	Professional Competence
• Assist website developers and designers in the production of professional dynamic websites.	Professional Competence
• Use critical thinking skills to identify key web design issues including human factors, visual interface, and customer and business partner considerations.	Critical Thinking & Problem Solving
• Apply knowledge of the web design profession to determine whether to pursue a 2-year degree	Self-Reflection

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

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒No The courses applicable for related instruction have not changed.

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 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 on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.
The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
BA 205	Solving Communication Problems with Technology	4	BA 205	Solving Communication Problems with Technology	4
Or MM 270	Writing for Multimedia	(3)	Or MM 270	Writing for Multimedia	(3)
Or WR 227	Technical and Professional Writing	(4)	Or WR 227	Technical and Professional Writing	(4)
BA 207	Introduction to E-Commerce	4	BA 207	Introduction to E-Commerce	4
Or CIS 243	E-ssentials of E-Commerce	(4)	Or CIS 243	E-ssentials of E-Commerce	(4)
BA 223	Principles of Marketing	3	BA 223	Principles of Marketing	3
Or BA 239	Advertising	(3)	Or BA 239	Advertising	(3)
CAS 101	Introduction to Website Development & Design	1	CAS 101	Introduction to Website Development & Design	1
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 175	Introduction to Flash	3	CAS 175	Introduction to Flash	3
CAS 206	Principles of X/HTML	4	CAS 206	**Principles of HTML (Name Change)**	4
CAS 208	Beginning Photoshop for the Web	3	CAS 208	Beginning Photoshop for the Web	3
CAS 211D	Intermediate Dreamweaver	3	**CAS 222 (Number change)**	Intermediate Website Creation	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	**Cascading Style Sheets - CSS (Name Change)**	4
CAS 180	Search Engine Optimization	3	CAS 180	Search Engine Optimization	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
Or CAS 181W	CMS Website Creation: WordPress	(3)	Or CAS 181W	CMS Website Creation: WordPress	(3)
Or CAS 181D	CMS Website Creation: Drupal	(3)	Or CAS 181D	CMS Website Creation: Drupal	(3)
CAS 213	JavaScript and JQuery for Designers	4	CAS 213	JavaScript and JQuery for Designers	4

Or CIS 133W	Internet Web Page Scripting	(4)	Or CIS 133W	JavaScript for Web Developers	(4)
CAS 280W	CE: Web Site Development	2	CAS 280W	CE: Web Site Development	2
CIS 121	Computer Concepts II	4	CIS 121	Computer Concepts II	4
MM 110	Introduction to Multimedia	1	MM 110	Introduction to Multimedia	1
MM 120	Multimedia Design	2	MM 120	Multimedia Design	2
	Website Development and Design Certificate Electives	8		Website Development and Design Certificate Electives	8
Website Development and Design Electives			**Website Development and Design Electives**		
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
CAS 111E	Beginning Web Site Creation: Expression Web	3	CAS 111E	Beginning Web Site Creation: Expression Web	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
CAS 181W	CMS Website Creation: WordPress	3	CAS 181W	CMS Website Creation: WordPress	3
CAS 181D	CMS Website Creation: Drupal	3	CAS 181D	CMS Website Creation: Drupal	3
CAS 214	Beginning ColdFusion	4	CAS 214	Beginning ColdFusion	4
CAS 220	MS Project	3	CAS 220	MS Project	3
CAS 225	PHP and MySQL for Designers	4	CAS 225	PHP and MySQL for Designers	4
CAS 275	Intermediate Flash	3	CAS 275	Intermediate Flash	3
BA 255	Project Management-Business Environment	4	BA 255	Project Management-Business Environment	4
MM 130	Multimedia Graphics Video & Audio Production	3	MM 130	Multimedia Graphics Video & Audio Production	3
MM 140	Multimedia Authoring I	3	MM 140	Multimedia Authoring I	3
MM 160	Marketing Yourself as a Multimedia Professional	2	MM 160	Marketing Yourself as a Multimedia Professional	2
MM 220	Multimedia Design	3	MM 220	Multimedia Design	3
MM 230	Graphics for Multimedia	4	MM 230	Graphics for Multimedia	4
MM 231	Vector Graphics/Animation	3	MM 231	Vector Graphics/Animation	3
MM 235	Digital Video Edit/Production	3	MM 235	Digital Video Edit/Production	3
MM 236	Deliver Digital Video/Audio File	3	MM 236	Deliver Digital Video/Audio File	3
MM 240	MM Authoring II-Scripting	4	MM 240	MM Authoring II-Scripting	4
MM 241	MM Authoring III-Scripting	4	MM 241	MM Authoring III-Scripting	4
MM 245	Internet Delivery Methods	3	MM 245	Internet Delivery Methods	3
ART 115	Basic Design	3	ART 115	Basic Design	3
ART 116	Basic Design	3	ART 116	Basic Design	3
ART 140	Digital Photography	3	ART 140	Digital Photography	3
CIS 122	Software Design	4	CIS 122	Software Design	4
CIS 125D	Database Application Dev	4	CIS 125D	Database Application Dev	4
CIS 133B	Intro Visual Basic NET Program	4	CIS 133B	Intro Visual Basic NET Program	4
CIS 133J	Java Programming I	4	CIS 133J	Java Programming I	4
			CIS 133W	**JavaScript for Web Developers I (ADD)**	**4**
			CIS 135M	**Mobile Application Programming (ADD)**	**4**
CIS 179	Data Communication Concepts I	4	CIS 179	Data Communication Concepts I	4
CIS 187i	Web Technical Administration	4	CIS 187i	Web Technical Administration	4
CIS 195P	PHP Web Development	4	CIS 195P	PHP Web Development	4
CIS 233B	Int. Visual Basic NET Program	4	CIS 233B	Int. Visual Basic NET Program	4
CIS 233J	Java Programming II	4	CIS 233J	Java Programming II	4

CIS 233W	JavaScript for Web Developers II	4	CIS 233W	JavaScript for Web Developers II	4
CIS 234B	Adv. Visual Basic NET Program	4	CIS 234B	Adv. Visual Basic NET Program	4
CIS 234J	Java Programming III	4	CIS 234J	Java Programming III	4
CIS 234W	JavaScript for Web Developers III	4	CIS 234W	JavaScript for Web Developers III	4
CIS 245	Project Management – Info Systems	4	CIS 245	Project Management – Info Systems	4
CIS 275	Data Modeling and SQL Intro	4	CIS 275	Data Modeling and SQL Intro	4
CIS 276	Advanced SQL	4	CIS 276	Advanced SQL	4
CIS 287i	Web Server Administration	4	CIS 287i	Web Server Administration	4
	Credit total	58		**Credit total**	58

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?	**Website Development and Design**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☐ No	
If yes, how?			

Is this a statewide certificate? ☐ Yes ☒ No	**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	

Submitted by:	Amy Clubb
Email:	amy.clubb@pcc.edu
Phone:	971-722-7094

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.

![Portland Community College logo] Portland Community College	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:	Web Assistant I: Career Pathway Certificate	**Proposed Title:**	
Current Credits:	14	**Proposed Credits:**	**13**
Overview and rationale for proposed changes:	We are updating our Co-Op Requirements to better fit with the level of knowledge gained in each of our certificates and degree.		
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.	1. **Remove CAS 280W: Co-Op** 2. **Change Certificate Outcome** 3. **Reduce Credit total from 14 to 13** 4. **Change course names for CAS 206 and CAS 215**		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
Be prepared for entry-level jobs in the area of web support	Professional Competence

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:	
Provide basic support for existing websites in the workplace	Professional Competence

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒No The courses applicable for related instruction have not changed.
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 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 on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.
   The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
CAS 101	Introduction to Website Development & Design	1	CAS 101	Introduction to Website Development & Design	1
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
OR CAS 208	Beginning Photoshop for the Web	(3)	OR CAS 208	Beginning Photoshop for the Web	(3)
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 206	Principles of X/HTML	4	CAS 206	**Principles of HTML (Name Change)**	4
CAS 215	CSS and Dynamic HTML	4	CAS 215	**Cascading Style Sheets – CSS (Name Change)**	4
CAS 280W	**CE: Web Site Development (REMOVE)**	**1**			
	Credit total	14		**Credit total**	13

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?	**Website Development and Design**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No		
If yes, how?				
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**		Winter Term 2013		

Submitted by:	Amy Clubb
Email:	amy.clubb@pcc.edu
Phone:	971-722-7094

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.

Portland Community College	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:	Web Assistant II: Career Pathway Certificate	**Proposed Title:**	
Current Credits:	24	**Proposed Credits:**	**23**
Overview and rationale for proposed changes:	We are updating our Co-Op Requirements to better fit with the level of knowledge gained in each of our certificates and degree.		
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.	1. **Change number of Co-Op credits (CAS 280W) from 2 credits to 1 credit.** 2. **Reduce total number of credits for certificate from 24 to 23 credits.** 3. **Change course names for CAS 206 and CAS 215 and CAS 222**		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate 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 certificate outcomes?** ☐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:	
Be prepared for entry-level jobs in the area of web designer	Professional Competence

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

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☒No **The courses applicable for related instruction have not changed.**
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 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 on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.
     The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
CAS 101	Introduction to Website Development & Design	1	CAS 101	Introduction to Website Development & Design	1
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
OR CAS 208	Beginning Photoshop for the Web	(3)	OR CAS 208	Beginning Photoshop for the Web	(3)
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 180	Search Engine Optimization	3	CAS 180	Search Engine Optimization	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
Or CAS 181W	CMS Website Creation: WordPress	(3)	Or CAS 181W	CMS Website Creation: WordPress	(3)
Or CAS 181D	CMS Website Creation: Drupal	(3)	Or CAS 181D	CMS Website Creation: Drupal	(3)
CAS 206	Principles of X/HTML	4	CAS 206	**Principles of HTML (Change Name)**	4
CAS 222	Intermediate Website Creation	3	**CAS 222 (New Number)**	Intermediate Website Creation	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	**Cascading Style Sheets –CSS (Change Name)**	4
CAS 280W	**CE: Web Site Development**	**2 CHANGE**	**CAS 280W**	**CE: Web Site Development**	**1 (CHANGE)**
	Credit total	24		Credit total	23

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?	**Website Development and Design**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)			

Submitted by:	Amy Clubb
Email:	amy.clubb@pcc.edu
Phone:	971-722-7094

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.

	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:	Network Administration AAS Degree	**Proposed Title:**	
Current Credits:	94	**Proposed Credits:**	94

Overview and rationale for proposed changes:	To provide a clear path to completion of the Network degree.

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 CIS240M or CIS240L as a required course** **2. Add CIS288M or CIS279L as a required course** **3. Decrease electives from 36 to 28 credits to maintain total credits at 94**

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.

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:	
Process - Identify and evaluate network requirements for an organization. - Specify and purchase hardware and software for a local area network. - Assemble hardware, install software, and configure a local area network. - Operate a reliable and secure local area network. - Establish and maintain connections between/among local area networks, and wide area networks.	Professional Competence. Critical Thinking and Problem Solving. Communication Community and Environmental Responsibility
Management and Communication - Explain concepts, components, & processes of a local area network to a non-technical person. - Plan and control total cost of ownership (TCO) for Information Systems.	Professional Competence. Communication Cultural Awareness

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
CIS 120	Computer Concepts I	4	CIS 120	Computer Concepts I	4
CIS121	Computer Concepts II	4	CIS121	Computer Concepts II	4
CIS122	Software Design	4	CIS122	Software Design	4
CIS140M	Operating Systems I: Microsoft	4	CIS140M	Operating Systems I: Microsoft	4
CIS145	Microcomputer Hardware and Troubleshooting	4	CIS145	Microcomputer Hardware and Troubleshooting	4
CIS179	Data Communication Concepts I	4	CIS179	Data Communication Concepts I	4
CIS244	Systems Analysis	4	CIS244	Systems Analysis	4
CS140U	Introduction to UNIX	4	CS140U	Introduction to UNIX	4

WR121	English Composition	4	WR121	English Composition	4
WR122 or WR227	English Composition or Technical and Professional Writing I	4	WR122 or WR227	English Composition or Technical and Professional Writing I	4
			CIS240M or CIS240L	**Managing a Windows Server Environment or Linux Installation and Configuration (add)**	**4**
			CIS288M or CIS279L	**Microsoft Network Administration or Linux Network Administration (add)**	**4**
ELECTIVES		**36**	**ELECTIVES**	**Decrease Electives**	**28**
CIS178	Applied Internet Concepts	4	CIS178	Applied Internet Concepts	4
CIS187I	Web Technical Administration	4	CIS187I	Web Technical Administration	4
CIS188	Introduction to Wireless Networking	4	CIS188	Introduction to Wireless Networking	4
CIS189	Wireless Security	4	CIS189	Wireless Security	4
CIS225	End User Support	4	CIS225	End User Support	4
CIS240L	Linux Installation and Configuration	4	CIS240L	Linux Installation and Configuration	4
CIS240M	Managing a Windows Server Environment	4	CIS240M	Managing a Windows Server Environment	4
CIS278	Data Communication Concepts II	4	CIS278	Data Communication Concepts II	4
CIS279L	Linux Network Administration	4	CIS279L	Linux Network Administration	4
CIS280D	CE: Application Development	varied	CIS280D	CE: Application Development	varied
CIS284	Network Security	4	CIS284	Network Security	4
CIS286	Computer Forensics	4	CIS286	Computer Forensics	4
CIS287I	Web Server Administration	4	CIS287I	Web Server Administration	4
CIS287M	Microsoft Server Security	4	CIS287M	Microsoft Server Security	4
CIS288M	Microsoft Network Administration	4	CIS288M	Microsoft Network Administration	4
CIS289M	Microsoft Active Directory Administration	4	CIS289M	Microsoft Active Directory Administration	
	Credit Total	**94**		**Credit Total**	**94**

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	1. Microsoft Server Administration 2. Linux/Unix Server Network Security 3. Windows Network Security 4. Network Administration 5.Linux Server Administration
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**			Summer/Fall 2013

Submitted By:	**Terry Foty**
Email:	**tfoty@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.

ASOT-BUS Requirements proposed changes and rationale

<u>Changes</u>: See text for wording changes

<u>Rationale:</u>

- Addition of language regarding consultation with transfer school. This change is intended to further highlight the need for students to consult early with their intended transfer school as some institutions (particularly those with the more competitive business programs) have additional requirements for admission to the business program beyond the minimum requirements of the ASOT-BUS degree.
- Change to"Grade of "C" or better" language. This change is intended to clarify that students may choose the P/NP grading option for these requirements (if the option is allowed for a specific course). The current language is derived from the state requirements, but has created confusion at PCC about whether courses for which a student selects the P/NP grading option and receives a "P" will fulfill requirements. State has confirmed that allowing (or not allowing) P grades is up to the individual institution.
- Change to description of Discipline Studies – Mathematics/Science/Computer Science requirement. This change reflects changes to the state guidelines for the degree as of May 2012.

Academic Policies and Standards

Portland Community College

Policy/Standard Name: Associate Degree Requirements – Associate of Arts Oregon Transfer Degree (AAOT)
Policy/Standard Identifier: TBD
Authority: Oregon Joint Boards Articulation Commission; Community Colleges and Workforce Development
Units responsible for review and update: DAC, EAC, VPASA
Approval: District President
Responsibility: VPASA
Date of Final Approval: TBD
Effective Date: TBD
Prior Versions: none

Associate Degree Requirements –
Associate of Science Oregon Transfer Degree in Business (ASOT-BUS)

The Associate of Science Oregon Transfer in Business degree is designed for students planning to transfer credits to any Oregon University System (OUS) school and seek entry into that institution's business program. Students completing the ASOT-BUS degree will have met the lower-division General Education requirements of the OUS institution's baccalaureate degree programs. Students transferring will have junior status for registration purposes.

Admission to the business school of an OUS institution is not guaranteed upon completion of the ASOT-BUS degree. Some institutions have specific requirements for admission to their business program. Examples include: a higher minimum GPA requirement; a requirement that specific courses within the ASOT-BUS degree be taken for a letter grade (meaning that courses taken P/NP will not be accepted); or additional coursework. It is strongly recommended that students contact the specific OUS institution business program early in the first term of their ASOT-BUS program to be advised of admission requirements.

The Associate of Science Oregon Transfer in Business is awarded to students who meet the following requirements:

    1. Associate Degree Comprehensive Requirements: refer to comprehensive requirements section.

    2. Associate of Science Oregon Transfer in Business Degree Requirements

All courses must be passed with a grade of "P" or "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the ASOT is awarded.

    A. Foundational Requirements: Courses must be a minimum of 3 credits.

      • **Writing** *: Writing: WR 121 and either 122 or 227. A student must have at least 8 credits of writing; Student may need to complete WR 121, 122 and 227 to meet the 8 credit requirement.

- **Oral Communication:** Speech 111 or 112 or 113
- **Math***: A minimum of 3 courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics.
- **Computer Applications:** Students must demonstrate proficiency in word processing, spreadsheet, database, and presentation software by the successful completion of BA 131 or CAS 133 and CAS 170 or CAS 171.

*Basic Competency Requirements for writing and math will be met by successfully completing these courses. The Information Literacy requirement is satisfied by successful completion of the Writing courses.

B. Discipline Studies: Students must complete at least 11 Discipline Studies courses from the General Education /Discipline Studies List. All courses in Discipline studies must be a minimum of 3 credits. A course may count towards foundational requirements or discipline studies but not both.

- **Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in the this area
- **Social Sciences:** Complete at least 4 courses chosen from at least two disciplines in this area. A minimum of 2 courses in Microeconomics and Macroeconomics must be included.
- **Mathematics, Science and Computer Science:** Complete at least 4 courses in at least two disciplines. At least three of these courses must be laboratory courses in the biological or physical sciences. The fourth course can be one of the 3 math courses from the Foundational Requirements.
- **Cultural Literacy:** Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education /Discipline Studies List). This course can be one of the 11 required Discipline Studies courses.

C. Business Specific Requirements: Each course must be completed with a "P" or "C" or better. BA 101, BA 211, BA 212, BA 213, and BA 226. BA 226 may be replaced by any other faculty-approved 200-level BA course.

D. Elective Credit Requirements: All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. Elective credits may include any lower division collegiate course. A maximum of 12 credits of Career and Technical Education courses may be applied to this degree. 1-credit MSD workshops may not be applied to this degree. A maximum of 3 credits of physical education (PE) may be applied to this degree.

University Specific Requirements

Each OUS school has different requirements for its Business program; in some cases, meeting the minimum requirements of the ASOT-BUS degree will not fulfill the eligibility requirements for admission to the school's business program. Examples of eligibility requirements include: a higher minimum GPA for admission than is required for the ASOT-BUS; a requirement that specific courses within the ASOT-BUS degree be taken for a letter grade (courses taken P/NP will not be accepted); or additional coursework beyond that included in the ASOT-BUS. Please refer to your school's website for admissions requirements.

EAC Degrees and Certificates – January 2013

With the change from HPE 295 to HE 295 and PE 295, 2013-14 catalog language needs to be changed to reflect this change. Proposed language below

Current AAOT

Health/Wellness/Fitness Requirement:

One or more courses totaling at least three credits from HE 242, 250, 254, HPE 295, or PE (not including PE 10, 199, or 299)

Proposed edit:

One or more courses totaling at least three credits from HE 242, 250, 254, HE 295 & PE 295, or PE (not including PE 10, 199, or 299)

Current AS requirement:

Health:

Complete HE 250 Personal Health and one credit of Physical Education (100 level or above) or HPE 295 Health and Fitness for Life.

Proposed Edit:

Complete HE 250 Personal Health and one credit of Physical Education (100 level or above) or HE 295 & PE 295 Health and Fitness for Life.

Proposed Change to Associate of Science Writing Requirement

Current: Writing: All candidates must complete a minimum of six credits in English Composition by **passing** WR 121 and **passing** another lower division collegiate WR course with WR 121 as a prerequisite.

Proposed: Writing: All candidates must complete a minimum of 6 credits in English Composition. The 6 credits must include WR 121, or include other lower division collegiate WR courses that have WR 121 or WR 122 as a prerequisite.

Rationale: As currently written, the requirement cannot be met by some students, and requires others to take additional English Composition coursework beyond what we believe is the intention of the requirement (that each student successfully complete at least six credits of English Composition coursework that have at least WR 121-level competency as a prerequisite).

Example: a student who was exempted from taking WR 121 at another school (without actually taking the course) and successfully completed coursework equivalent to our WR 122 and 222.

1) This student would never be able to be granted the AS degree under the current requirement, because the student did not "pass" WR 121. Removing the "passing" wording from the requirement resolves this issue.

2) Assuming the "passing" wording is removed but the requirement otherwise remains as currently written, the same student would be required to take an additional three credits of English Composition. Even though the student has already completed six credits of English Composition requiring at least 121-level competency, WR 222 does not have 121 as a **direct** prerequisite and thus does not meet the current requirement. Changing the prerequisite wording in the requirement to the proposed version resolves this issue.

Academic Policies and Standards

Portland Community College

Policy/Standard Name: Associate Degree Requirements-Associate of Science Degree (AS)
Policy/Standard Identifier: A105
Authority: N/A
Units responsible for review and update: Degree and Certificates, Registrar
Approval: District President
Responsibility: Vice President of Academic and Student Affairs
Date of Final Approval: November 2009
Effective Date: November 2009
Prior Versions: Yes

Associate Degree Requirements –
Associate of Science Degree (AS)

The Associate of Science degree is designed for students planning to transfer credits to a baccalaureate degree program at four-year institutions of the Oregon University System. It allows more freedom in course selection than the Oregon Associate of Arts Transfer Degree, but does not guarantee that students will be accepted as having completed all lower division comprehensive and General Education requirements for a baccalaureate degree. In selecting course work, students should see advisors at PCC and the institution to which they will transfer about the requirements of their baccalaureate major.

The Associate of Science degree is awarded to students who meet the following requirements:

1. Complete comprehensive degree requirements (Refer to Policy A-106, Associate Degree Requirements-Comprehensive).

2. Associate of Science Core Requirements: Courses listed below must be completed with grade of C or better, or a P.

   A. **Writing** *: All candidates must complete a minimum of six credits in English composition. The 6 credits must include WR 121, or include other lower division collegiate WR courses that have WR 121 or WR 122 as a prerequisite. by passing the WR 121 with a C or better (or passing the WR 121 challenge exam) and passing another Lower Division Collegiate WR course with WR 121 as a prerequisite, with a C or better.

Formatted: Font: +Body (Cambria), 12 pt

B. **Health**: Complete HE 250 Personal Health and one credit of physical education or complete HPE 295 Health and Fitness for Life.

C. **Math***: Complete a minimum of four credits in MTH 105 or any math course with Intermediate Algebra as a prerequisite.

*Basic Writing and Math competency will be met by these requirements.

3. General Education /Discipline Studies Requirements

   Students must earn a minimum of 21 credits of General Education taken from the General Education Distribution/Discipline Studies List. A minimum of seven credits must be earned in each of the following distribution areas:

   - Arts and Letters
   - Social Sciences
   - Mathematics, Natural and Physical Sciences and Computer Studies

4. AS Elective Credit Requirements:

   All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective credits may include any lower division collegiate courses (course level of 100 or higher). A maximum of 3 credits of physical education (PE) courses may be applied to this degree.

Approved: ~~November 2009~~TBD

Proposed Change to General Education Requirements for Associate Degree

Proposed policy addition: When an existing course meeting a general education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (for example, 101 becomes 101a, 101b, 101c), *any* course in the sequence may be used to meet the general education requirement; however, an individual student may use only *one* course in the sequence towards fulfillment of the requirement, even if the student takes multiple courses in the sequence.

Rationale: Several courses currently on the general education list are being expanded into multi-course sequences as a result of the change in the repeat policy. The above policy reflects the breadth intentions of the general education requirements, while accommodating the varying sequence structures designed by different SACs to meet their specific needs.

Academic Policies and Standards   **Portland Community College**

Policy/Standard Name: Associate Degree Requirements-General Education
Policy/Standard Identifier: A107
Authority:
Units responsible for review and update: Degrees & Certificates, Curriculum Committee
Approval: District President
Responsibility: Vice President of Academic and Student Affairs
Date of Final Approval: June 2010
Effective Date: June 2010
Prior Versions: Yes

Associate Degree Requirements - General Education

Philosophy Statement

The faculty of Portland Community College affirms that a prime mission of the college is to aid in the development of educated citizens. Ideally, such citizens possess:

- o understanding of their culture and how it relates to other cultures
- o appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures

- understanding of themselves and their natural and technological environments
- ability to reason qualitatively and quantitatively
- ability to conceptually organize experience and discern its meaning
- aesthetic and artistic values
- understanding of the ethical and social requirements of responsible citizenship

Such endeavors are a lifelong undertaking. The General Education component of the associate degree programs represents a major part of the college's commitment to that process.

Approval of General Education Requirements

General Education requirements for degrees are recommended by the EAC Degrees and Certificates Committee and the EAC to administration for approval. Candidates for any PCC associate degree must satisfactorily complete the specific general education requirements for that degree. Check specific degree requirements for additional details.

The General Education credits must come from the approved PCC General Education/Discipline Studies List.

 In order to insure the breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from courses required by specific programs.*

    *Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies courses is maintained by the Curriculum/General Education Committee of the Educational Advisory Council.

When an existing course meeting a general education requirement is expanded into a multi-course sequence with the same course number with varying suffixes (for example, 101 becomes 101a, 101b, 101c), *any* course in the sequence may be used to meet the general education requirement; however, an individual student may use only *one* course in the sequence towards fulfillment of the requirement, even if the student takes multiple courses in the sequence.

Criteria for General Education/Discipline Studies Course Approval are developed by the Curriculum Committee of the EAC based on the Gen Ed Philosophy statement and the statewide outcomes and criteria for discipline Studies for AAOT. Courses seeking inclusion on the list follow the process for approval outlined on the [Curriculum Office](http://www.pcc.edu/resources/academic/eac/curriculum/course-development/) website: [http://www.pcc.edu/resources/academic/eac/curriculum/course-development/]

Approved: June 2010

Proposed Change to ASOT-BUS Requirements wording

<u>Changes</u>: See text for wording changes

<u>Rationale:</u>

- Addition of language regarding consultation with transfer school. This change is intended to further highlight the need for students to consult early with their intended transfer school as some institutions (particularly those with the more competitive business programs) have additional requirements for admission to the business program beyond the minimum requirements of the ASOT-BUS degree.
- Change to"Grade of "C" or better" language. This change is intended to clarify that students may choose the P/NP grading option for these requirements (if the option is allowed for a specific course). The current language is derived from the state requirements, but has created confusion at PCC about whether courses for which a student selects the P/NP grading option and receives a "P" will fulfill requirements. State has confirmed that allowing (or not allowing) P grades is up to the individual institution.
- Change to description of Discipline Studies – Mathematics/Science/Computer Science requirement. This change reflects changes to the state guidelines for the degree as of May 2012.

Academic Policies and Standards

Policy/Standard Name: Associate Degree Requirements – Associate of Science Oregon Transfer Degree in Business (ASOT-BUS)
Policy/Standard Identifier: TBD
Authority: Oregon Joint Boards Articulation Commission; Community Colleges and Workforce Development
Units responsible for review and update: DAC, EAC, VPASA
Approval: District President
Responsibility: VPASA
Date of Final Approval: TBD
Effective Date: TBD
Prior Versions: none

Associate Degree Requirements –
Associate of Science Oregon Transfer Degree in Business (ASOT-BUS)

The Associate of Science Oregon Transfer in Business degree is designed for students planning to transfer credits to any Oregon University System (OUS) school and seek entry into that institution's business program. Students completing the ASOT-BUS degree will have met the lower-division General Education requirements of the OUS institution's baccalaureate degree programs. Students transferring will have junior status for registration purposes.

Admission to the business school of an OUS institution is not guaranteed upon completion of the ASOT-BUS degree. Some institutions have specific requirements for admission to their business program. Examples include: a higher minimum GPA requirement; a requirement that specific courses within the ASOT-BUS degree be taken for a letter grade (meaning that courses taken P/NP will not be accepted); or additional coursework. It is strongly recommended that students contact the specific OUS institution business program early in the first term of their ASOT-BUS program to be advised of admission requirements.

The Associate of Science Oregon Transfer in Business is awarded to students who meet the following requirements:

1. Associate Degree Comprehensive Requirements: refer to comprehensive requirements section.

2. Associate of Science Oregon Transfer in Business Degree Requirements

All courses must be passed with a grade of "P" or "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the ASOT is awarded.

A. Foundational Requirements: Courses must be a minimum of 3 credits.

   • **Writing** *: Writing: WR 121 and either 122 or 227. A student must have at least 8 credits of writing; Student may need to complete WR 121, 122 and 227 to meet the 8 credit requirement.

   • **Oral Communication:** Speech 111 or 112 or 113

   • **Math***: A minimum of 3 courses MTH 111 or higher for which Intermediate Algebra is a prerequisite. One course must be Statistics.

   • **Computer Applications:** Students must demonstrate proficiency in word processing, spreadsheet, database, and presentation software by the successful completion of BA 131 or CAS 133 and CAS 170 or CAS 171.

   *Basic Competency Requirements for writing and math will be met by successfully completing these courses. The Information Literacy requirement is satisfied by successful completion of the Writing courses.

B. Discipline Studies: Students must complete at least 11 Discipline Studies courses from the General Education /Discipline Studies List. All courses in Discipline studies must be a minimum of 3 credits. A course may count towards foundational requirements or discipline studies but not both.

   • **Arts and Letters:** Complete at least 3 courses chosen from at least two disciplines in the this area

   • **Social Sciences:** Complete at least 4 courses chosen from at least two disciplines in this area. A minimum of 2 courses in Microeconomics and Macroeconomics must be included.

- **Mathematics, Science and Computer Science:** Complete at least 4 courses in at least two disciplines. At least three of these courses must be laboratory courses in the biological or physical sciences. The fourth course can be one of the 3 math courses from the Foundational Requirements.
- **Cultural Literacy:** Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education /Discipline Studies List). This course can be one of the 11 required Discipline Studies courses.

C. Business Specific Requirements: Each course must be completed with a "P" or "C" or better. BA 101, BA 211, BA 212, BA 213, and BA 226. BA 226 may be replaced by any other faculty-approved 200-level BA course.

D. Elective Credit Requirements: All candidates must complete elective credits to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. Elective credits may include any lower division collegiate course. A maximum of 12 credits of Career and Technical Education courses may be applied to this degree. 1-credit MSD workshops may not be applied to this degree. A maximum of 3 credits of physical education (PE) may be applied to this degree.

University Specific Requirements

Each OUS school has different requirements for its Business program; in some cases, meeting the minimum requirements of the ASOT-BUS degree will not fulfill the eligibility requirements for admission to the school's business program. Examples of eligibility requirements include: a higher minimum GPA for admission than is required for the ASOT-BUS; a requirement that specific courses within the ASOT-BUS degree be taken for a letter grade (courses taken P/NP will not be accepted); or additional coursework beyond that included in the ASOT-BUS. Please refer to your school's website for admissions requirements.

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
	This form maybe used instead of coming to the Degree and Certificate Meeting.	1 **Course title changes**
		2 **Course number changes**
		3 **Addition/Deletion of an elective**
	Directions: Fill out completely and	4 **Change in the number of pass/no pass credits other than the default**
	return electronically to:	5 **Degree or certificate title changes**
	dac@pcc.edu	6 **Change to open admissions**
		Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Scott Morgan	Email:samorgan@pcc.edu	
			Phone:x8142

	Automotive Service Technology		**Fall 2013**
Title of Degree/Certificate:		**Requested Implementation Term:**	

What type of change are you requesting?	□ Course title change change	□Course number

| | ☐ Addition of an elective ☐ Deletion of an elective |
| | ☐ Degree or certificate title change **x** Other |

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:	

Electives List Title:	

Explanation of Other:	**Students must complete each AM course with a P or C or higher in order to earn the Degree or Certificate**

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	**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:	Katie E. Leonard Floyd	**Email:** keleonar@pcc.edu	**Phone:** (971) 722-6176
Title of Degree/Certificate:	Aviation Science – Airplane	**Requested Implementation Term:**	Next available
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:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:			
Explanation of Other:	Request that course of study be chunked rather than listed term-by-term. Proposed catalog listing included below.		

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1) Arts and Letters. 2) Social Science, 3) Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree with *.

List all courses in the order that you want them distributed in the catalog**. If you want them listed term by term then identify them in a term by term sequence on this form.   If you want them identified as categories such as CORE, ELECTIVES, etc, then identify them as such.**

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

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
AVS-120	Airplane Private Pilot Ground	4
AVS-125	Airplane Private Flight	4
AVS-127	Intro to Aviation	4
AVS-130	Instrument Ground School	4
AVS-135	Airplane Instrument Flight	3
AVS-137	Applied Aerodynamics	4
AVS-140	Airplane Commercial Ground	4
AVS-145	Introduction to Commercial Airplane	3
AVS-157	Aircraft Systems Airframe	3
AVS-167	Aircraft Systems Powerplant	3
AVS-225	Airplane Commercial Flight	4
AVS-227	Aviation Careers	4
AVS 237	Aviation Law and Regulations	4
AVS-255	Airplane Pilot Performance	1
AVS 267	Economics of Flight Operation	4
AVS-275	Airplane: Professional Pilot	3
GS-109	Meteorology*	4
AVS-107	Flight Prep Lab Level 1 (3 sections)	3
AVS-207	Flight Prep Lab Level 2 (3 sections)	3
	Remaining Gen Ed	12
WR 121	English Composition	4
	AVS electives	8
Total		**90**

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	**This form maybe used instead of coming to the Degree and Certificate Meeting.** **Directions: Fill out completely and return electronically to:** dac@pcc.edu	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:	Katie E. Leonard Floyd	**Email:** keleonar@pcc.edu	**Phone:** (971) 722-6176
Title of Degree/Certificate:	Aviation Science - Helicopter	**Requested Implementation Term:**	Next available
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:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:			
Explanation of Other:	Request that course of study be chunked rather than listed term-by-term. Proposed catalog listing included below.		

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1) Arts and Letters. 2) Social Science, 3) Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree with *.

List all courses in the order that you want them distributed in the catalog. If you want them listed term by term then identify them in a term by term sequence on this form. If you want them identified as categories such as CORE, ELECTIVES, etc, then identify them as such.

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

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
AVS-110	Helicopter: Private Pilot Ground	4
AVS-115	Helicopter: Private Pilot Flight	5
AVS-127	Intro to Aviation	4
AVS-130	Instrument Ground School	4
AVS-137	Applied Aerodynamics	4
AVS-150	Helicopter: Commercial Ground	3
AVS-156	Helicopter: Introduction to Commercial Flight	4
AVS-157	Aircraft Systems Airframe	3
AVS-167	Aircraft Systems Powerplant	3
AVS-216	Helicopter: Advanced Commercial	5
AVS-227	Aviation Careers	4
AVS 237	Aviation Law and Regulations	4
AVS-260	Helicopter: CFI Ground	4
AVS-265	Helicopter: CFI Flight	3
AVS 267	Economics of Flight Operation	4
GS-109	Meteorology*	4
AVS-107	Flight Prep Lab Level 1 (2 sections)	2
AVS-207	Flight Prep Lab Level 2 (2 sections)	2
PHY-101	Fundamentals of Physics I*	4
or		
PHY-201	General Physics*	(4)
	Remaining Gen Ed	8
WR 121	English Composition	4
	AVS electives	12
Total		**90**

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: dac@pcc.edu	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:	DeLyse Totten, Chair BA SAC	Email: dtotten@pcc.edu	Phone: x4822
Title of Degree/Certificate:	**AAS Retail Management**	**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:	**First Aid & Emergency Care**	**Proposed Course Title:**	**Standard First Aid & CPR/AED**
Current Course Number:	**HE 112**	**Proposed Course Number:**	**HE 112**
Electives List Title:			
Explanation of Other:	**HE 112 is required for the AAS Retail Management degree offered through BA. HE has changed the course name.**		

	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:	Jan Abushakrah	**Email:** **jabushak@pcc.edu**	**Phone: 971-722-4077**
Title of Degree/Certificate:	Gerontology AAS Degree	**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: Elective Course Credit Changes	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	**N/A**	**Proposed Course Title:**	N/A
Current Course Number:	**N/A**	**Proposed Course Number:**	**N/A**
Electives List Title:	**Addition:** GRN239 End of Life Practices 1 credit		
Explanation of Other:	**Elective Course Credit Changes:** **Increase Credit: GRN235, from 2 to 3** **Decrease Credit: GRN236, from 2 to 1**		

	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:	Jan Abushakrah	**Email:** **jabushak@pcc.edu**	**Phone: 971-722-4077**
Title of Degree/Certificate:	Gerontology Certificate	**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: Elective Course Credit Changes	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	**N/A**	**Proposed Course Title:**	N/A
Current Course Number:	**N/A**	**Proposed Course Number:**	**N/A**
Electives List Title:	**Addition:** GRN239 End of Life Practices 1 credit		
Explanation of Other:	**Elective Course Credit Changes** **Increase GRN235 from 2 to 3 credits** **Decrease GRN236 from 2 to 1 credit**		

	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@pcc.edu	**Phone: 6147**
Title of Degree/Certificate:	Management/Supervisory Development	**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:	**Interpersonal Communication**	**Proposed Course Title:**	**Workplace Communication Skills**
Current Course Number:	**MSD 105**	**Proposed Course Number:**	**MSD 105**
Electives List Title:		N/A	
Explanation of Other:		**N/A**	

	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@pcc.edu	**Phone: 6147**
Title of Degree/Certificate:	Management/Supervisory Development	**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:	**Corresponding Effectively at Work**	**Proposed Course Title:**	**Workplace Correspondence**
Current Course Number:	**MSD 111**	**Proposed Course Number:**	**MSD 111**
Electives List Title:	N/A		
Explanation of Other:	**N/A**		

Portland Community College

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:	Joanne Harris	Email:jmharris@pcc.edu	Phone:971-722-5666
Title of Degree/Certificate:	Ophthalmic Medical Technology	**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:	**Pharmacology/Eye Disease II**	**Proposed Course Title:**	**Ocular Pharmacology**
Current Course Number:	**OMT 103**	**Proposed Course Number:**	**OMT 103**
Electives List Title:		N/A	
Explanation of Other:		N/A	

	CONSENT AGENDA FORM	**Consent Agenda form may be used for the following:**
Portland Community College	This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: dac@pcc.edu	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:	Joanne Harris	Email:jmharris@pcc.edu	Phone:971-722-5666
Title of Degree/Certificate:	Ophthalmic Medical Technology	**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:	**Health Law & Professional Standards**	**Proposed Course Title:**	**Intro to Health Law & Ethics**
Current Course Number:	**MP 140**	**Proposed Course Number:**	**MP 140**
Electives List Title:		N/A	
Explanation of Other:		N/A	

	CONSENT AGENDA FORM	**Consent Agenda form may be used for the following:**
Portland Community College	This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: dac@pcc.edu	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:	Joanne Harris	Email:jmharris@pcc.edu	Phone:971-722-5666
Title of Degree/Certificate:	Ophthalmic Medical Technology	**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:	**Pharmacology/Eye Disease I**	**Proposed Course Title:**	**Ocular Disease**
Current Course Number:	**OMT 102**	**Proposed Course Number:**	**OMT 102**
Electives List Title:	N/A		
Explanation of Other:	N/A		