

DEGREES & CERTIFICATES COMMITTEE MINUTES

A Standing Committee of the Education Advisory Committee – MINUTES

February 13th, 2019 – 2pm to 4pm
Sylvania, CC Conference Room 2333B

Committee – Voting Members ✓					
✓	Kristin Bryant		Dana Fuller	✓	Don Ritchie
✓	Laurie Chadwick	✓	Amanda Gallo	✓	Cheryl Scott
✓	Dorina Cornea-Hasegan	✓	Jaime Heberlein	✓	Irene Seto
✓	Meredith Farkas		Alissa Leavitt - <i>Sabbatical</i>	✓	Stacie Williams
✓	Beth Fitzgerald	✓	Elizabeth McGlasson		
	Wendy Fresh	✓	Eriks Puris (Chair)		
Student Members – Non-Voting Members ✓					
✓	Cong Nguyen				
Committee Support – Non-Voting Members ✓					
✓	Joshua Andersen	✓	Ryan Clark	✓	Joy Killgore
	Emily Biskey	✓	Sally Earll		Jessica Morfin
	Kendra Cawley	✓	Anne Haberkern	✓	Susan Wilson
Guests					
	Larry Altree (AVS)		Peter Haberman (APS chair)		Adeline Stone (OMT)
	Josette Beach (DA)		Jaime Heberlein (ECE)		Gayle Wright (RAD)
	Christine Fletcher (VT)		Denise Roy (ADD)		

OLD BUSINESS:

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

Degree/Certificate Title ✓	Recommended for approval:	Recommended w/amendments:	Postponed
1. AAS – RAD: Radiography AAS Degree – Represented by Gayle Wright	✓		

NEW BUSINESS:

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

Degree/Certificate Title ✓	Recommended for approval:	Recommended w/amendments:	Postponed
1. AAS – ADD: Architectural Design and Drafting AAS Degree – Represented by Denise Roy	✓		
2. AAS – AADR: Residential AAS Degree – Represented by Denise Roy	✓		
3. AAS-AVS: Airplane Without Flight Instructor AAS Degree – Represented by Larry Altree	✓		
4. AAS-AVSA: Airplane With Flight Instructor AAS Degree – Represented by Larry Altree	✓		
5. AAS-AVSH: Helicopter AAS Degree – Represented by Larry Altree	✓		
6. AAS-EEFS: Early Childhood Education AAS Degree – Represented by Jaime Heberlein	✓		
7. ACERTP-CHA: Childcare Aide Less Than One-Year: Career Pathway Certificate – Represented by Jaime Heberlein	✓		
8. ACERTP-EEFS: Early Childhood Education Less Than One-Year: Career Pathway Certificate – Represented by Jaime Heberlein	✓		
9. AAS-OMT: Ophthalmic Medical Technology AAS Degree – Represented by Adeline Stone	✓		
10. AAS-PARA: Paralegal AAS Degree – Represented by			✓
11. ACERT1-PARA: Paralegal One-Year Certificate – Represented by			✓
12. NEW: ELECTV-PL02: Paralegal Support Electives – Represented by			✓
13. NEW: ACERT1-LAS: Legal Assistant One-Year Certificate – Represented by			✓
14. NEW: ELECTV-PL03: Legal Assistant Certificate Electives – Represented by			✓
15. AAS-VT: Veterinary Technology AAS Degree – Represented by Christine Fletcher		✓	
16. ACERT-CNC: CNC Turning One-Year Certificate – Represented by			✓
17. ACERT-MCHM: Manual Machining One-Year Certificate – Represented by			✓
18. PREREQ-DA01: Dental Assisting Academic Prerequisites – Represented by Josette Beach		✓	

CONSENT AGENDA ITEMS:

These items do not require committee recommendation.

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

ELECTV-ARCH01: Architectural Degree Electives

ELECTV-ARCH02: Residential Electives

ELECTV-AVS01: Aviation Science Program Electives

ELECTV-FP01: Fire Protection Degree Electives

ELECTV-MM01: Multimedia Program Electives

Notes:

Old Business –

REVISION: AAS – RAD: Radiography AAS Degree

- SAC had removed RAD 215 because the material was redundant and outdated; and by redistributing some courses, the program reduced its course load by 1 term from 119 to 106.5 credits, thus allowing students to graduate earlier.

New Business –

REVISION: AAS-ADD: Architectural Design and Drafting AAS Degree

- The job market is strong for ADD graduates
- ARCH 280 was changed from required cooperative education credit to elective credit, thus reducing total credits from 99 to 95

REVISION: AAS-AADR: Residential AAS Degree

- The job market is strong for ADD graduates
- ARCH 280 was changed from required cooperative education credit to elective credit, thus reducing total credits from 99 to 95

REVISION: AAS-AVS: Airplane Without Flight Instructor AAS Degree

- Students in this program do not earn their FAA certification and graduate with less than 300 flight hours – however, the industry no longer requires 300 flight hours due to this industry change, the program removed AVS 275.

- 3 new courses were added – AVS 120, AVS 130 & AVS 140 – to cover the FAA certificate-related ground training material previously covered in the flight courses; program also revised the credit hours of several other courses to reflect removal of content, and reduced required elective credits from 10 to 5; total credit hours remain 90 credits

REVISION: AAS-AVSA: Airplane With Flight Instructor AAS Degree

- Students in this program do not earn their FAA certification and graduate with less than 300 flight hours – however, the industry no longer requires 300 flight hours.
- 5 new courses were added – AVS 120, AVS 130, AVS 140, AVS 230 & AVS 240 – to cover the FAA certificate-related ground training material previously covered in the flight courses; program also revised the credit hours of several other courses to reflect removal of content, and removed required elective credits to reduce the total credit hours from 98 to 90 credits
- Program changes will save students money from the reduced course load

REVISION: AAS-AVSH: Helicopter AAS Degree

- Students in this program do not earn their FAA certification and graduate with less than 300 flight hours – however, the industry no longer requires 300 flight hours
- 3 new courses were added – AVS 120, AVS 130 & AVS 140 – to cover the FAA certificate-related ground training material previously covered in the flight courses; program also revised the credit hours of several other courses to reflect removal of content, and removed required elective credits to reduce the total credit hours from 95 to 90 credits
- Program changes will save students money from the reduced course load

REVISION: AAS-EEFS: Early Childhood Education AAS Degree

- HE 262 was replaced with ECE 262 with no change to total credit hours

REVISION: ACERTP-CHA: Childcare Aide Less Than One-Year Certificate

- HE 262 was replaced with ECE 262 with no change to total credit hours

REVISION: ACERTP-EEFS: Early Childhood Education Less Than One-Year Certificate

- HE 262 was replaced with ECE 262 with no change to total credit hours

REVISION: AAS-OMT: Ophthalmic Medical Technology AAS Degree

- The number of practicum hours was reduced from 960 to 750 hours as students were struggling to meet the higher requirement
- OMT 208 was re-added as an online course
- Addition of new online course OMT 116

REVISION: AAS-PARA: Paralegal AAS Degree

- Postponed

REVISION: ACERT1-PARA: Paralegal One-Year Certificate

- Postponed

NEW: ELECTV-PL02: Paralegal Support Electives

- Postponed

NEW: ACERT1-LAS: Legal Assistant One-Year Certificate

- Postponed

NEW: ELECTV-PL03: Legal Assistant Certificate Electives

- Postponed

REVISION: AAS-VT: Veterinary Technology AAS Degree

- VT 207 was reduced to 1 credit and VT 114, a new 1 credit course, was added
- Added a period to outcome 1
- Revised outcome 6 to read “Demonstrate an awareness that ...”

REVISION: ACERT-CNC: CNC Turning One-Year Certificate

- Postponed

REVISION: ACERT-MCHM: Manual Machining One-Year Certificate

- Postponed

REVISION: PREREQ-DA01: Dental Assisting Academic Prerequisites

- Revised the program academic prerequisite 2.iii to read “A College Success Course of 2 or more credits or completion of any other college course with 2 or more credits (in addition to MP 111) with a grade of “C” or better.”

Consent Agenda –

- Approved

Awards –

- N/A

Policies –

A106-Associate Degrees – Comprehensive Requirements – Add limit to number of independent study courses that can be used to meet degree requirements

- In January 2017 the DAC initiated a change to A 106 limiting the number of independent study credits that can be used to meet the credit requirement for PCC degrees (previously independent study courses were not addressed in the degree requirements) revising comprehensive requirement 4 second bullet from “A maximum of 12 credits of Cooperative Education courses may be applied to the degree.” to “A maximum of 12 credits of Cooperative Education and/or Independent Study courses may be applied to a degree.” In the subsequent approval process the Academic Policies and Standards committee (APS) did not alter this change but did make stylistic changes to other parts of A 106. The registrar reviewed all these

changes and found them compliant. As part of the approval processes the DAC reviewed these changes and recommend to approve them all.

- During the review process the phrase “other than Cooperative Education” in the 1st bullet point of A106 part 5 of A106 led to some confusion. By specifically calling out Cooperative Education courses as an exception to the policy of repeated courses being applied only once to meet the requirements for a degree it was felt that this implied that Cooperative Education courses can indeed be applied multiple times to meet degree requirements. An on the fly evaluation of procedures indicated that current practice is that not all Cooperative Education courses can be applied multiple times, rather only those Cooperative Education courses in those programs which have an exception to the requirement can be applied multiple time to meet a degree requirements. On this basis the phrase ‘other than Cooperative Education” was struck from A 106 with the intent of not changing current policy or practice and A106 was recommended for approval with this additional change in wording pending confirmation of current policy and practice.
- Subsequent to the DAC meeting Anne Haberkern reported back that the initial language in A106 5, 1st bullet point correctly stated current practice/policy, which is as follows:
 1. Any Cooperative Education course that is taken multiple times, will be applied to degree requirements multiple times. This is true of any Cooperative Education course, regardless of the degree the student is pursuing and does not require any special approval; it's automatically the case for any Cooperative Education course, because it is hard-wired into the Banner & GRAD Plan programming for any course.
 2. Any course OTHER than Cooperative Education that is repeated, is applied only once to degree requirements.
 3. AAS programs *may* have exceptions to #2 approved as part of their degree requirements, i.e., an AAS program can require students in that program to take a course which is *not* Cooperative Education multiple times, and if that is approved (through DAC), that course will be applied to that AAS degree multiple times if repeated.
- These points will be further discussed at the next DAC meeting.

DISCUSSION ITEMS:

- An ad hoc group discussed a request from a local employer to waive PCC's degree residency requirements for some of its employees who wish to complete their degrees at PCC and have a large number of existing credits. While no waiver was granted this highlighted a need to reexamine PCC's degree residency requirement in light of changing enrollment patterns. This discussion will likely take place in the DAC.
- EAC Report: Eriks Puris – no report
- DOI Report: Cheryl Scott
 - Cheryl Scott provided information on the closure of the Computer Application Web Technology (CAS) program. Cheryl and Andrew Roessler will be co-chairing a group to work on the details of the closure. The group

will include faculty and advisors. It is anticipated that the closure will take approximately two-years. Anne Haberkern will be leading a group assessing the impact on degrees and certificates which use CAs courses to meet requirements or as electives. As the work progresses, Cheryl will provide additional updates.

- Style Guide: no report