

April Degrees and Certificates Agenda
April 14th, 2010
Conference Room A
2pm-4pm

In attendance: Susanne Christopher, Phil Christain, Sally Earll, Davonna Livingston, Djambel Unkov, Kendra Cawley, Kathleen Bradach, Eriks Puris, Scott Huff, Amy Alday-Murray.

Guests: None

Old Business:

Approval of March Minutes

*Scott moved, Eriks seconded. Unanimous approval. **APPROVED***

New Business:

Rebecca: Standards and Practices: G302, G303, A110, A111

Discussion: Susanne reminded all that the intent is to update Academic Handbook material so it matches our current catalog. After we have completed that task, in the 10-11 year, we may have sections to review for recommended revisions.

Committee reviewed of G302 and G303:

G 302 is woven into G 303 and updated. Committee members agreed that the comprehensive degree requirements do not need to be in G 303 since they are in A 106. A reference to this will be made at the end of G 303. Susanne will make a clean copy for the April EAC meeting.

*Susanne or Kendra need to make a clean copy of G303 for the EAC

In future academic handbook discussions a certificate comprehensive requirement section should be considered.

Committee review of A110:

Student Waiver policies

CTE chairs had concerns about substitutions and Rebecca was asked to clarify the wording for A110.

Committee members reviewed and made some small editing changes:

Edit 1: 2nd line, replace the word 'department' with 'SAC'.

Edit 2: Strike policy in the title.

Edit 3: No student can graduate for less than the number of credits required. Should state WITH less rather than FOR less.

Scott brought up a question about the statement:

Substitutions for course work in other degrees (ASOT, AAOT, AGS, AS) must be done in accordance with guidelines established by the SAC .

Committee members decided to discuss A 110 further at the May DNC, when Rebecca can attend. Once agreed upon in committee, Susanne will run it by the CTE Chairs again.

POSTPONED

Committee review of A111:

Rebecca Mathern wishes to inactivate this policy.

Reasoning: PCC does not do exemptions.

Committee decided to recommend inactivation of A111.

INACTIVATED

Committee reviewed A107:

Discussion revealed that the most current general education criteria language was not being used. It was agreed that Kendra and Susanne would meet with Scott Leavitt and come back with a future recommendation.

POSTPONED for May DAC Meeting.

Discussion Item:**Associate of General Studies Degree: math requirement and sub 100 level courses**

PCC accepts MTH 30 currently in the AGS degree. Many people are concerned and this topic needs to be revisited. Scott suggested we don't worry about it too much right now as there is a state discussion going on regarding CTE Math. 17 Community College are discussing this right now. Our Math faculty have met with all the CTE programs and gotten a lot of input already. At the CIA meeting in two weeks there will be another conversation about what is appropriate for CTE agreements for Math. The connect is that if that conversation goes to there is no sub 100 level courses allowed, then we could consider what that means for the AGS, if it is ok then we could have a parallel rule for the AGS.

Susanne would like to form a group of three or so people to discuss AGS Outcomes and requirements, beyond MTH 30. Data from other colleges will be reviewed.

Phil volunteered, Sally Earll, Scott Huff will bring info from the CIA, Janeen, Susanne, Kendra.

3:00 Revision Graphic Design AAS : Cece Cutsforth - After taking the 2 required foundation art courses, ART 131 and ART 231, Graphic Design students are either showing strong drawing skills or not. Students who are NOT showing strong drawing skills will not benefit from taking the third term of drawing: ART 237, Life Drawing. We feel it is best to give students another option to develop their foundation art skills and recommend offering an alternative Basic Design course instead to supplement their Graphic Design studies. Some students are uncomfortable with drawing nude models in Life Drawing courses and we would like to give an acceptable alternative to the Life Drawing course. Discussion: No change in credits, just more options for the students.

Eriks moved to recommend for approval, Phil seconded. Unanimous recommendation for approval.

APPROVED

Consent Agenda:

CIS E-Commerce Certificate-CIP Code Change

CAS: Admin Assist Office Management AAS-Inactivation

Radiography-Using the title Medical Imaging

Criminal Justice AAS-Addition of CJA 115 to the electives list

Paralegal Certificate to be affirmed as a closed certificate

GIS Certificate-Remove BI 200 and replace it with BI 200B on the electives list

Discussion: Committee asked about BI 200 vs. BI 200B. Both are 4 credits. Issue is withdrawn.

Unanimous approval.

Meeting adjourned at 3:25PM

Additional Documents:

A 107

Associate Degree Requirements -

General Education Policy

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:

- understanding of their culture and how it relates to other cultures
- 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 represent a major part of the college's commitment to that process.

Categories and Requirements

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 program prerequisites or 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.

Criteria for General Education/Discipline Studies Course Approval

1. Reflect the breadth and scope of the philosophy statement;
2. Be transferable and parallel* to at least two members of the Oregon University System;
3. Allow enrollment for students from any program although General Education courses will have the standard prerequisites unless a waiver has been granted;
4. Demonstrate academic rigor and require significant student preparation outside of class;
5. Incorporate substantial student evaluation and require students to demonstrate literacy in the dominant language of the course;
6. Include a wide spectrum of concepts and various theoretical models. They must examine the relationship of the material to other disciplines and reflect historical perspective;
7. Be designed to develop the student's ability to examine, evaluate, and make critical comparisons of concepts relevant to the discipline.

*The term Parallel is defined as meeting any two of the following criteria:

1. Courses have been adopted as part of the Oregon University System/ community college common course numbering effort.
2. Duplicate courses are or have been offered by an Oregon University System institution within the previous four-year period.
3. Content is similar in level and depth of investigation to that covered in other disciplines at the lower division level.
4. The course is generally recognized as a lower-division course on a regional or national basis.

G303 Granting Degrees and Certificates Policy

CURRENT ACADEMIC HANDBOOK VERSION

Residency Requirements

All Associate of Arts, Associate of General Studies, and Associate of Science degrees require at least 30 resident credits (See Associate Degree Requirements--Comprehensive Policy A-106, Section 3 for guidelines), at least 24 of which must be applicable to the requirements of the degree. Credit shall be given

toward degrees and certificates for courses transferred from other accredited institutions for which PCC has no equivalent course.

All Associate of Applied Science degrees require at least 30 resident credits, at least 24 of which must be to the requirements of the degree, excluding general education requirements.

All certificate programs require resident credits. A one-year certificate requires 12, of which 9 must apply to the requirements of the certificate. A two-year certificate requires 24 resident credits, of which 18 must apply to the certificate.

Elective Credits Toward Associate Degrees

Candidates for an Associate of General Studies degree may apply toward the degree requirements up to twelve (12) credits total from the following areas:

one-credit workshops

physical education classes;

Credits in one of the above areas shall be limited to six (6) hours.

Candidates for an Associate of Arts, Associate of Science and Associate of Applied Science degrees may apply toward the degree requirements up to three (3) hours of physical education classes. One-credit workshops cannot be applied towards degree requirements except for the Associate of Applied Science students in the Management/Supervisory Development program. These students can apply up to six (6) credits of MSD 199, up to six (6) credits of MSD 298, and up to nine (9) credits of MSD 299 as electives.

Special Topics Courses as Electives

Beginning with students matriculating in Fall of 1990, degree and certificate students are limited to nine (9) credits of MSD 299.

Pre-College Math Courses

Professional Technical programs have the discretion to use math courses from Math 30 and higher on their certificates and Associate of Applied Science degrees. Math courses numbered from Math 30 and higher are acceptable for the General Studies degree. The following courses meet this criteria:

Mth 30, Business Math

Mth 60, Introductory Algebra--1st Term

Mth 61, Introductory Algebra--Part I

Mth 62, Introductory Algebra--Part II

Mth 63, Introductory Algebra--Part III

Mth 65, Introductory Algebra--2nd Term

Mth 70, Introduction to Intermediate Algebra

Mth 95, Intermediate Algebra

UPDATED HANDBOOK VERSION TO MATCH CURRENT CATALOG

G303 Granting Degrees and Certificates

DEGREES AND CERTIFICATES

A complete listing of Portland Community College's degree and certificate programs and transfer disciplines may be found in the Programs and Disciplines section of the catalog.

To earn an associate degree or a certificate, students must meet the requirements in the catalog that is current when they earn their first credit(s) at PCC, unless they choose to meet the requirements of a later catalog. However, students who do not earn at least one PCC credit each academic year lose the right to meet the requirements of their original catalog. They must then meet requirements of the current catalog at the time they resume work on their degree or certificate at PCC, or a later catalog. If a student has not been consecutively enrolled (earning at least one credit per academic year) at the time you apply for graduation, you must meet the requirements of the most current catalog. Your degree will be awarded based on your application date.

An edition of the catalog is valid for six academic years. However, some programs may impose shorter time limits on accepting credits for degree or certificate requirements.

CERTIFICATES

Some career technical departments offer certificates ranging from 12-108 credits to students who complete the course of study with a minimum 2.0 grade point average. Specific courses required for each certificate program, including any General Education requirements, are listed under their appropriate programs in the Programs and Disciplines section of the catalog.

Please note the following requirements:

Two-year Certificate Requirements

1. At least 24 credits must be earned at PCC, 18 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC.
2. A maximum of 24 credits of Pass/No Pass grades will apply to any two year certificate. Specific two year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific two year certificate.
3. Only nine credits of 199 and 299 experimental courses apply.

One-year Certificate Requirement

1. At least 12 credits must be earned at PCC, nine of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC.

2. A maximum of 12 credits of Pass/No Pass grades will apply to any one year certificate. Specific one year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for the specific one year certificate.

3. Only nine credits of 199 and 299 experimental courses apply.

Less Than One Year Certificate Requirements

1. At least 6 credits must be earned at PCC, all of which must apply to the certificate requirements. The final six credits that apply to the certificate must be earned at PCC.

2. A maximum of 8 credits of Pass/No Pass grades will apply to any less than one year certificate. Specific less than one year certificates that deviate from this maximum will state their Pass/No Pass maximum in the requirements for that specific certificate.

3. Only nine credits of 199 and 299 experimental courses apply.

Career Pathway Certificates

Career Pathway Certificates are short-term credentials (12-44 credits) which prepare individuals for entry-level employment within an occupational area. Career Pathway Certificates may be the first certificate a student earns while pursuing a certificate of greater length or an Associate of Applied Science (AAS) degree. Information about Career Pathways in specific areas of study can be found in the Programs and Disciplines section of the catalog under individual career technical programs. Based upon credit hours, career pathway certificates need to meet less than one year or one year certificate requirements.

Employment Skills Training

Some career technical departments offer the Employment Skills Training Certificate (EST). The EST is an individualized certificate ranging from 12-44 credits that prepares the student for a specific job.

Students should contact the appropriate career technical department to find out whether the department offers the EST. A full description of the EST may be found in the Programs and Disciplines section of this catalog.

ASSOCIATE DEGREE REQUIREMENTS

See Handbook Sections, A102, A103, A104, A105 and A106

CURRENT

G302 Graduation Petition Policy

1. Students must petition for a degree and/or certificate within one year of completing applicable course work. The final nine credits that apply to a degree and/or certificate must be taken at Portland Community College.
2. Students will be graduated and/or certified according to the requirements of the catalog in force when they enroll unless they choose to graduate and/or certify under a later catalog. No catalog is valid for longer than the summer term following the sixth academic year after the issuance of the catalog. Students not enrolled for two or more continuous terms will be graduated and/or certified according to the requirements in force when they re-enroll unless they choose to graduate and/or certify under a later catalog. For students enrolled in programs that are

accredited or licensed, students must graduate and/or certify under the program requirements most recently approved by the accrediting agency and/or licensing authority.

Effective Date: July 1, 1990

PROPOSAL:

Inactivate current standard G302. The information has been merged with G303.

Current

Alternatives To Degree & Certificate Requirements Policy

(Student Waiver)

Students have the right to petition for the following:

1. waiver of comprehensive degree and/or certificate requirements
2. substitution of course work to meet the General Education requirements
3. substitution of course work to meet degree and/or certificate requirements
4. awarding of non-traditional credit

Substitution of course work to meet General Education requirements or waivers of comprehensive degree and/or certificate requirements shall be approved/disapproved by the Dean of Academic Services or a designee.

For substitutions of course work to meet degree and/or certificate requirements, and/or for awarding of non-traditional credit, the administrative support person or campus designee shall approve/disapprove petitions in accordance with guidelines established by the SACC to which the course belongs.

No student can graduate for less than the required number of credits. Credit can be given for equal course work, but it cannot be waived entirely.

A 110 DRAFT (vetted by DAC and CTE chair committee)

Degree & Certificate requirement Substitutions Policy

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements.

Substitution for course work in AAS degrees and/or certificates must have the support of the department from which the students is earning the degree and/or certificate.

Substitutions for course work in other degrees (ASOT, AAOT, AGS, AS) must be done in accordance with guidelines established by the SACC .

All substitutions must also meet state guidelines for each degree or certificate as established by the state (CCWD) degree/certificate rules. Substitution of course work, to meet degree and/or certificate requirements, shall be approved/disapproved by the Registrar.

No student can graduate for less than the required number of credits in a degree or certificate. Credit can be given for a substitution of equal course work but credit cannot be waived.

CURRENT

A 111

Associate Degree Requirements -- General Education

Policy Exemptions Procedure

In the event that accrediting agency requirements for AAS vocational degree programs at PCC, applied in conjunction with the requirements of the General Education Policy, cause a program to require that students take more than 100 credit hours for a degree, the Academic Advisory Council will consider exemptions.

1. Vocational programs should request exemptions from the EAC Degree and Certificate Committee by sending the following material to the committee chair who will then bring the issue to the attention of the committee:
 - a. a letter from the SACC chair or appropriate administrator detailing the problems along with suggested solutions;
 - b. an up-to-date copy of the program layout as provided in the PCC catalog;
 - c. text from the appropriate organization or accrediting agency relevant to the situation;
 - d. demonstration that the spirit of the general education requirements at PCC are being met; e. information about comparable programs within the state concerning their general education requirements and a copy of their program as it appears in their catalogs.
 2. The Committee on Degrees and Certificates will then make a recommendation to the EAC for final resolution. Effective Date: June 1, 1991
-

PROPOSAL:

Inactivate this policy as it is no longer relevant. DAC has discussion during 2010-2011 academic year regarding the need for a 'different' policy related to the needs of AAS programs and general education.