

**Degrees and Certificates
Minutes
February 10, 2010
Conference Room A
2pm-4pm**

In attendance: Susanne Christopher, Janeen Hull, Kathleen Bradach, Joanne Harris, Scott Huff, Steve Smith, Kendra Cawley, Brad Krohn, Eriks Puris, Davonna Livingston, Sally Earll, Phil Christain, Djambel Unkov, Amy Alday-Murray, Loretta Goldy, Dave Stout.

Guests: Bob Bonner for DS, Steve Ward for INSP, Doris Werkman, Choul Wou.

2:00 Old Business: Review January Minutes

Susanne notes that the committee will review the January minutes in March.

New Business:

2:10 Core Outcomes Representation

Kendra and Susanne shared a recent Learning Assessment Council (LAC) conversation where discussion occurred on whether or not to have the Core Outcomes on our new degree and certificate forms. THE LAC asked Susanne to bring this topic up at a D/C meeting. Currently, we ask applicants to check which Core Outcomes are addressed in the new degree and/or certificate. This implies that some Core Outcomes do not need to be addressed. Committee members discussed the current option and brainstormed some other possibilities, including a box that asks the applicants to discuss how the new degree and/or certificate address Core Outcome. Eriks suggested that short sentences may be appropriate. Janeen suggested using a core course outcome matrix. Susanne suggested that she take es Janeen's work with the matrixes to the learning assessment council and get their feedback on this idea. This will be a continuing committee discussion item

Gen Ed statement clarification: Steve Smith: In AAS ,The 16 credits must include at least one course of 3 credits or more, from each category and no more than two courses from any one category. Courses of more than 3 credits may fulfill this requirement, as may 3-credit courses from other institutions (or 3-credit courses previously offered at PCC).

Steve wants to know where to put this statement in the catalog.

Dave moved to recommend. Janeen Seconded. Unanimous approval.

ADDENDA: Subsequent to the D/C meeting, it was determined that an old statement was submitted in error to the committee members. The correct, most recent statement was found and sent to committee members via email. Through email, committee members affirmed the correct statement, provided below, that was approved by the EAC in the fall.

The 16 credits must include at least one course with a minimum of 3 credits from each category.

Approved via committee email consensus.

INSP Suspension: Amy Alday-Murray and Steve Ward

Discussion: Amy explained what a teach out is to the committee. Elimination or suspension of programs tends to happen during times of low enrollment or economic hardship which causes hiring freezes in

certain industries. After 3 years the program can be offered again after a letter is sent to the state or else the program is automatically terminated. A teach out allows students currently enrolled to either finish the program here at PCC or at another institution. They will be given special advising as well to insure that they receive their degrees or certifications. INSP has noticed a decline in enrollment over the last few years. INSP also sent out a survey. Steve read a comment from a student "Despite successful completion, I like almost all of my classmates have been unable to find work. It is unrealistic to find work in the NW. The market is flooded with experienced workers in INSP and BIT." Steve investigated to find that massive layoffs were happening in the industry around the NW. They were expecting a 40 percent lay off in the near future. Clark County was expecting a 75 percent lay off. About 50 percent of Mechanical and building inspectors in the NW have been laid off. Steve Ward believes this suspension is the responsible thing to do. Susanne asked Amy if the suspension period could be extended beyond three years. We aren't sure. Kendra suggested that INSP start the process of asking about a longer suspension term. Committee reviewed the e-mail from Steve Ward.

Communication Focus Award and Performing Arts Focus Award- Doris Werkman

Focus Awards: are not official and are used as a way to recognize a body of study in a transfer degree.

Communication Studies Focus Award

Discussion: Dave commented on the focus awards saying that it's expressed by taking a collection of courses that are interrelated, the whole is greater than the sum of the parts.

Doris stated they are changing the name from Speech Communication to Communication Studies. Scott Huff stated that the prefix is set to change to COMM. These name change and course prefix changes will be seen in the 2011-2012 catalog. Portland State will accept all of the classes in the focus award as core courses and not electives. SP100 and SP 111 should be required as they fulfill the requisites for many programs. Dave had concerns about whether or not we are going to welcome these awards in math, biology, etc.

Loretta moved to approve the communication studies focus award for the 2010-2011 catalog. Kathleen seconded. Unanimous recommendation for approval*

*Dave Stout asked to have it recorded that he abstained from voting. **APPROVED**

Performing Arts Focus Award

Discussion:

Sylvania is the only campus with a theater program. The theater program wants to recognize students who spend a lot of time studying theater. Doris tried to make sure all of these courses were offered on most of the campuses. 2010-2011 catalog.

Scott moved to approve. Eriks seconded. Unanimous recommendation for approval.

Dave Stout again asks to be recorded as abstaining from the vote.

APPROVED

2:45 Diesel Service Technology AAS-Russ Dunnington-Adding CG 209 Job Finding Skills to the course of study because they feel that it prepares the students to attain a position in the diesel industry.

Bob Bonner represented DS for this meeting.

Discussion:

CG 209 is a one credit course. Currently this information is embedded into one core class. DS needs the DS course time for instruction of DS material rather than for job finding skills. It would be easier all around if this class was separate from their DS core courses. None of the DS course outcomes will change not will the Related Instruction Template . Joanne shared her concern about the current degree

outcomes. Bob shared with committee members that their SAC is already working with Sally to make changes to the outcomes so that they align with current PCC guidelines.

Eriks moved to recommend approval for all three revisions: AAS, two-year certificate, and certificate with the understanding that committee members will see the revised outcomes by the end of the academic year. Joanne seconded. Unanimous recommendation for approval.

APPROVED

Diesel Service Technology Two Year Certificate-Russ Dunnington-Adding CG 209 Job Finding Skills to the course of study because they feel that it prepares the students to attain a position in the diesel industry.

Eriks moved to recommend .. Joanne seconded. Unanimous recommendation for approval.

APPROVED

Diesel Service Technology Less Than One Year Certificate-Russ Dunnington-Adding CG 209 Job Finding Skills to the course of study because they feel that it prepares the students to attain a position in the diesel industry.

Eriks moved to recommend .. Joanne seconded. Unanimous recommendation for approval.

APPROVED

3:00 Emergency Telecommunicator/911 Dispatcher Certificate-Carol Bruneau-The program had several courses that were not attached to a degree or a certificate . They have established an elective course list and have added one credit course to their certificate. Also, they are increasing the prerequisite from WR 115 to WR 121 in an effort to have students more prepared upon entering the program.

Discussion:

SAC is proposing to bring back cooperative education since there are new opportunities available. It will be added into an electives list, which will be new. they are adding 5 courses as possible electives. Students are required to CJA 101 for cultural diversity. CJA 101 has changed their prerequisite to placement into WR 121. The EMS program would like to increase the program requirements to coincide with that change. ***Changes will appear in the 2010-2011 catalog.***

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

APPROVED

3:15 Sign Language Interpretation AAS-Dave Stout- Removing ITP 285 Deaf Studies Internship from the course of study. The rationale behind this is because it gives the Sign Language Interpretation students the wrong impression that taking the course will qualify them in the Deaf Studies field.

Discussion:

The outcomes were discussed. They do not follow current PCC guidelines. Dave explained that the SAC only has one full time person who is currently bogged down with several obligations. Committee members discussed whether or not to defer a recommendation until outcomes are revised. Since we are up against a catalog deadline, Committee members agreed to recommend course work change with the understanding that the SAC work with Sally on their outcomes and present revised outcomes to the D/C Committee around May or June. Amy suggested form changes to allow clearer communication on the outcomes . This change was supported by committee members.

Joanne moved to recommend changes for SLIP AAS and Deaf Studies certificate. Brad seconded.

Susanne amended motion, to inform SAC that their outcomes need to be changed by the end of the academic year with the understanding that the outcomes will be reviewed no later than the June DAC meeting.

Unanimous recommendation for approval as amended.

APPROVED

Deaf Studies Certificate- Dave Stout -Because SLIP is removing ITP 285 Deaf Studies Internship from the course of study for the SLIP AAS, the Deaf Studies Certificate will no longer be qualified as a related certificate.

Joanne moved to recommend changes for SLIP AAS and Deaf Studies certificate. Brad seconded.

Susanne amended motion, to inform SAC that their outcomes need to be changed by the end of the academic year with the understanding that the outcomes will be reviewed no later than the June DAC meeting.

Unanimous recommendation for approval as amended. **APPROVED**

Committee members discussed how to best support faculty members with degree and certificate outcome changes. After brainstorming, the following process was agreed to for future requests. Sally will review D/C agenda submissions. If she has a concern about outcomes for a specific degree and/or certificate, she will send the applicant an email with a cc to the D/C chair, outlining her concerns and offering to work with the SAC before they appear at the D/C meeting.

Consent Agenda:

Electronic Engineering Technology: Mechatronics Automation Robotics Engineering Technology AAS – Sanda Williams-Reduce the number of General Education credits to reflect w the maximum number of sixteen credits which can be required for the degree.

Electronic Engineering Technology AAS – Sanda Williams-Reduce the number of General Education credits to reflect w the maximum number of sixteen credits which can be required for the degree.

Electronic Engineering Technology: Renewable Energy Systems AAS-Sanda Williams-Reduce the number of General Education credits to reflect the maximum number of sixteen credits which can be required for the degree.

Electronic Engineering Technology: Wireless and Data Communication Engineering Technology AAS Sanda Williams-Reduce the number of General Education credits to reflect the maximum number of sixteen credits which can be required for the degree.

AMENDED - Error in paperwork, new total of degree is 102, not 100. Feb 1, 2011.

Electronic Engineering Technology Certificate-Sanda Williams-Reduce the number of General Education credits to reflect the maximum number of sixteen credits which can be required for the degree.

Electronic Engineering Technology: Renewable Energy Certificate-Sanda Williams-Reduce the number of General Education credits to reflect the maximum number of sixteen credits which can be required for the degree.

Professional Music Certificate-Alan Jones- adding MUC 167 The Music Business to the certificate's electives list.

Dental Laboratory Technology AAS-Josette Beach-Establishing an electives list
Fitness Technology AAS-Janeen Hull-Establishing an electives list

Susanne and Kendra would like the box to be removed. Davonna explains the reason for the box. Use “other” in the box and then explain the reasoning.

Eriks moved to approve. Dave seconded. Unanimous approval of consent agenda items.

APPROVED

Additional Paperwork:

Communication Studies Focus Award

The Communication Studies Focus Award recognizes students who have gained considerable background in Communication Studies as part of their certificate or transfer degree program. The award is granted to students who have completed the required combination of Communication Studies courses. This award is especially useful for students seeking to minor or major in Communication Studies at Portland State University or any college or university within Oregon. Students who wish to transfer to a college or university outside Oregon should check with the specific institution for course transferability.

Students who are applying for the Communication Studies Focus Award should notify Doris Werkman, dwerkman@pcc.edu, Sylvania campus, CT 216. Phone: 503-977-4854

Communication Studies Focus Award Requirements

Students must complete six (6) or more courses: two (2) required and four (4) electives, all with a C or better. The courses approved for the focus award are listed below:

Required Courses

SP 100 Introduction to Speech Communication

SP 111 Public Speaking

Elective courses (select four or more courses listed below)

SP 105 Listening

SP 110 Voice and Articulation

SP 112 Persuasion and Argumentation

SP 130 Business and Professional Communication

SP 140 Introduction to Intercultural Communication (diversity status)

SP 212 Voice and Diction

SP 214 Interpersonal Communication

SP 215 Small Group Communication

SP 227 Nonverbal Communication

SP 229 Oral Interpretation

SP 237 Gender and Communication (diversity status)

SP 228 Mass Communication (or J 201 Mass Media and Society)

SP 270 Forensics: Speech and Debate

Performing Arts Focus Award

The Performing Arts Focus Award recognizes students who have gained considerable background in the performing arts as part of their certificate or transfer degree program. The award is granted to students who have completed the required combination of performing arts courses.

Students who are applying for the Performing Arts Focus Award should notify Doris Werkman, dwerkman@pcc.edu, Sylvania campus, CT 216. Phone: 503-977-4854

Performing Arts Focus Award Requirements

There are four tracks possible in order to earn a Performing Arts Focus Award: emphasis in **Music**, emphasis in **Dance**, emphasis in **Theatre Performance**, or emphasis in **Technical Theatre**.

Students must complete with a C or better in each class of a specific set of required and elective courses in order to receive the award. Specific requirements are listed below:

If your emphasis is on **Dance**, you will have 6 classes in dance and a selection of at least one music course, at least one theatre course, and at least one communication course.

If your emphasis is in **Music**, you will have 3 classes of required Music courses, and a selection of at least one dance course, at least one theatre course, and at least one communication course.

If your emphasis is in **Theatre Performance** or **Technical Theatre**, you will have 3 classes of required TA courses and a selection of at least one dance course, at least one music course, and at least one communication course.

Emphasis in Dance	Emphasis in Music	Emphasis in Theatre Performance	Emphasis in Technical Theatre
Required courses: One course Ballet One course Modern Four courses other (your choice—Tap, Jazz, Hip Hop, World Dance, Ballroom) (6 Dance classes plus one course each from other areas, for a total of 9 courses)	Required courses: MUS 111 MUS 112 MUS 113 (3 MUS courses plus one course each from other areas for a total of 6 courses)	Required courses: TA 141 TA 142 or 143 One course either: TA 101 TA 111 TA 144 TA 180 (3 TA courses plus one course each from other areas for a total of 6 courses)	Required courses: TA 111 One course either: TA 112 TA 113 TA 116 TA 190 (3 TA courses plus one course each from other areas for a total of 6 courses)

Select at least one from each of these areas outside your emphasis:

Any Dance class	MUS 105 MUS 108 MUS 110 MUS 205 MUS 206 MUS 220	TA 101 TA 111 TA 141 TA 180 or 190	SP 100 SP 111 SP 112 SP 214 SP 215
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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

Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Sanda Williams	Email:	Phone:
Title of Degree/Certificate:	Electronic Engineering Technology AAS	Requested Implementation Term:	Fall 2010
What type of change are you requesting?	<input checked="" type="checkbox"/> Reduction of General Education <input type="checkbox"/> Course number change <input type="checkbox"/> Addition/Deletion of an elective <input type="checkbox"/> Change in pass/no pass <input type="checkbox"/> Degree or certificate title changes		

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Decrease the number of general education by two credits to align it with college standards.

Second addenda to the DAC minutes: February 18, 2010

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- SP 105 Listening
- SP 110 Voice and Articulation
- SP 112 Persuasion and Argumentation
- SP 130 Business and Professional Communication
- SP 140 Introduction to Intercultural Communication (diversity status)
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- SP 227 Nonverbal Communication
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Emphasis in Dance	Emphasis in Music	Emphasis in Theatre Performance	Emphasis in Technical Theatre
Required courses:	Required courses:	Required courses:	Required courses:
One course Ballet	MUS 111	TA 141	TA 111
One course Modern	MUS 112	TA 142 or 143	One course either:
Four courses other (your choice—Tap, Jazz, Hip Hop, World Dance, Ballroom)	MUS 113	One course either:	TA 112
		TA 101	TA 113
		TA 111	TA 116
		TA 144	TA 190
		TA 180	
(6 Dance classes plus one course each from other areas, for a total of 9 courses)	(3 MUS courses plus one course each from other areas for a total of 6 courses)	(3 TA courses plus one course each from other areas for a total of 6 courses)	(3 TA courses plus one course each from other areas for a total of 6 courses)

Select at least one from each of these areas outside your emphasis:

Any Dance class	MUS 105	TA 101	SP 100
	MUS 108	TA 111	SP 111
	MUS 110	TA 141	SP 112
	MUS 205	TA 180 or 190	SP 214
	MUS 206		SP 215
	MUS 220		