

**Degrees and Certificates Agenda**  
**May 12, 2010**  
**Conference Room A**  
**2pm-4pm**

**In attendance:** Kathleen Bradach, Susanne Christopher, Steve Smith, Rebecca Mathern, Davonna Livingston, Sally Earll, Amy Alday-Murray, Djambel Unkov, Eriks Puris, Kendra Cawley, Loretta Goldy, Scott Huff, Janeen Hull, Dave Stout.

**Guests:** Jin Kim, Josette Beach, Scott Morgan, Bart Ouchida, Russ Jones, Sandy Schramm

**Review of April Minutes** *Eriks moved, Kathleen seconded. Unanimous approval.*

**OTA Program – Susanne Christopher**

Discussion: Occupational therapy assistant program. For two years Linn Benton has been putting together an online program, AAS Degree program in OTA. Karen Sanders and Susanne have been working with them on a regular basis. In Fall 2010, LBCC will enroll their first class of 24 students, four slots are reserved for PCC students. OTA Course work can be taken online through Linn Benton. General 'Education can be taken online or at Linn Benton or at PCC. Clinical sites will be local, in Washington County. The purpose is to provide a career pathway for students. This will be shared at the EAC. This joint venture will be assessed in the Spring to determine next steps.

**A110 - Rebecca Mathern**

This item was carried over from the last meeting so Rebecca could be present. Committee members discussed the A 110 language that Rebecca handed out at the meeting.

~~Substitutions for specific courses in other degrees (ASOT, AAOT, AGS, AS) must be done in accordance with course outcomes established by the sac.~~

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

No student can graduate with fewer than the required number of credits in a degree or certificate.

Strike the word 'policy' in the title. Several changes are requested.

See 'additional paperwork' section for the updated A110. Revisions recommended for approval

**Medical Assisting Certificate Revision- Jin Kim-** Need to compact program outcomes and create tighter prerequisites to decrease our attrition.

Discussion: Jin Kim believes this is not ready to go forward but sought discussion to assist her as she makes revisions in the program. Jin described the reasons for changing the prerequisites. In the past three years their attrition rate has increased significantly. They have been losing students in the first term because of the difficulty of certain course curriculum. The intent is to have prerequisites that prepare the students for the MA course work. **POSTPONED, returning to DAC in FALL.**

**Dental Laboratory Technology Certificate-Revision-Josette Beach-** Update certificate outcomes. - **POSTPONED**

**Dental Laboratory Technology AAS-Revision-Josette Beach-**Update degree outcomes

Discussion: Josette presented updated outcomes. Committee discussion occurred. It was determined to combine the first three outcomes into one that states: 'Be prepared to transfer to a college university

in the health fields'. We also amended, second to last outcome 'Be prepared to continue dental, community, and world awareness through conventions, lecture attendance and active participation in professional/non-professional organizations.

*Loretta moved, Janeen seconded. Unanimous recommendation for approval. **APPROVED AS AMENDED***

**Dental Hygiene AAS Revision-Josette Beach-** Two items: outcomes and prerequisite changes.

Discussion: Motion for outcomes: *Eriks moved, Kathleen seconded. Unanimous approval*

Current prerequisites to the Dental Hygiene program include either BI 121 and 122 **or** BI 231 and 232. Dental Hygiene students need to take nutrition as part of the program. The preferred course FN225 has changed prerequisites to allow only the 200 level A&P Courses (BI 231). The Dental Hygiene program would like to remove the 100 level A&P courses (BI 121 and 122) from its accepted prerequisites to allow for students needing to take the preferred nutrition course.

Prerequisites: Rationale is explained above. These changes would be in 11-12 catalog. Applicants for Fall 2012 may use AP 100 or 200. Higher level of A&P will eventually be required with no option to use lower level A&P courses.

*Janeen moved, Eriks seconded. Unanimous recommendation for approval. **APPROVED***

**Automotive Service Technology Two Year Certificate Revision-Scott Morgan- A**

realignment of courses is needed to better reflect contact hours as noted by SAC and Program Review Committee.

Discussion: Committee discussed in depth problems with reusing course numbering and how a fall implementation might not be possible. Work group has been formed to resolve issues that came up during committee discussion. **POSTPONED until June.**

**Automotive Service Technology AAS Revision-Scott Morgan-** Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee. **POSTPONED until June.**

**Occupational Skills Training-Sandy Schramm-** Requesting approval to exceed the maximum 24 credits for P/NP grade for OST Certificate. This is a CTE course that doesn't transfer to another degree. Students choose this course as a means to gain experience. The P/NP grade has been well received by students, referring counselors and third party funders who use our program for training. We are also updating the outcomes for the Occupational Skills Training certificate.

Discussion: OST 101 is taken several times because in reality it is different for every student every time they take the course. Exception to the pass no pass has to be put in the 2011-2012 catalog.

*Eriks moved, Janeen Seconded. Unanimous approval.*

**Informational - Academic Professional/Office Management- Kelly Peden**

Discussion: Committee agreed that teaching out until 2015 is reasonable.

### **Consent Agenda**

**Business Administration -** Addition to the electives list of BA 208 & BA 255 to the AAS in Acct., Marketing & Retail Mgmt, Acct. Cert. (1 year & accelerated), Marketing Cert. (1 year).

**Apprenticeship -** Removal of many inactivated courses from its entire program and addition of ART 216, ENG 237, HUM 214, MUS 125, BI 101H, CIS 277H, BA 208, HST 271 and PSY 236 to their electives list.

**Criminal Justice** - Addition of CJA 116 to the electives list

**Tillamook Bay Community College** - Will now be offering the Emergency Medical Technician Certificate that is already approved for PCC.

**Columbia Gorge Community College** - Will now be offering the Basic Literacy, Entry Level Accounting Clerk, Retail Sales and Service Career Pathways that are already approved for PCC.  
*Unanimous approval.*

**Discussion Items:**

**A107-General Education Philosophy Statement**

**POSTPONED TO JUNE DAC MEETING**

**AGS Math Requirements at other colleges**-Scott Huff

**POSTPONED UNTIL JUNE DAC MEETING**

**Future Discussion Items**

**Future agenda item** - The statement on p16 of the 2009/2010 catalog will be discussed. Students enrolled in programs that are accredited or licensed must meet the requirements most recently approved by the accrediting agency or licensing authority.

**Additional Paperwork**

**A110: Original submission (replaced by Registrar's handout at the meeting)**

**Degree and Certificate Requirement Substitutions**

**DRAFT**

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

Substitution for course work in the AAS degrees and/or certificates must have the support of the Subject Area Committee (SAC) from which the student is earn 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 SAC.

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 with less than the required number of credits in a degree or certificate. Credit can be given of a substitution of equal course work, but credit cannot be waived.

**A110: Revised (from amendments)**

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

Degree & Certificate requirement Substitutions

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.

The Registrar may authorize substitutions for specific courses in the ASOT, AAOT, AS and AGS degrees if they meet SAC designated courses outcomes.

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 with fewer than the required number of credits in a degree or certificate.

Credit can be given for a substitution of additional course work but credit cannot be waived.

**NOTES:**

***Accepted change from LESS to FEWER.***

***Proposed change of EQUAL to ADDITIONAL.***

***Explanation of SAC question....it happens very rarely but sometimes there are subs for courses like SP 111, Math 65 if the outcomes can be met but the course is not a true equivalency.***

Here is our current policy which is being replaced.

**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.