

## Degrees and Certificates Committee Minutes

Date: Wednesday, November 8, 2017

Sylvania, CC Building room 233B, 2pm to 4pm

In Attendance					
	Josh Bouchard		Amanda Gallo	✓	Jamie Roderick
✓	Dorina Cornea-Hasegan		Kate Kinder	✓	Irene Seto
✓	Beth Fitzgerald		Alissa Leavitt	✓	Cheryl Scott
	Wendy Fresh	✓	Eriks Puris (Chair)		
✓	Dana Fuller	✓	Don Ritchie		
Committee Support					
✓	Mandi Andersen	✓	Kendra Cawley	✓	Joy Killgore
	Kristin Benson	✓	Sally Earll		Jessica Morfin
✓	Emily Biskey	✓	Anne Haberkern	✓	Susan Wilson
Guests					
Virginia Chambers (MA)		Daphne Wu (MSD)			
Rebecca Robinson (MSD)					
Sander Torgeson (DSTC)					
Phil Seder (MKTG)					

### CHAIR REMARKS:

#### Old Business:

#### New Business:

**Directions for accessing the New Business agenda in Courseleaf:** Log into MyPCC, open the "Electronic Approval Queue" link under "Tools" in the Faculty tab. Once you have opened the Electronic Approval Queue, select "Degrees and Certificates Committee Chair" from the Your Role drop-down menu.

## 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

## 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
<b>AAS-DSTC: Dealer Service Technology AAS</b> Represented by Sander Torgeson	✓		
<b>AAS-MKTG: Marketing AAS</b> Represented by Phil Seder	✓		
<b>AAS-MSD: Management/Supervisory Development AAS</b> Represented by Daphne Wu & Rebecca Robinson	✓		
<b>ACERT1-MSD: Management/Supervisory Development One-Year Certificate</b>			✓
<b>NEW: ACERT1-SCM: Supply Chain Management and Logistics Engineering One-Year Certificate</b> Represented by Daphne Wu & Rebecca Robinson	✓		
<b>NEW: ELECTIV-MSD03: Supply Chain Management Electives</b> Represented by Daphne Wu & Rebecca Robinson		✓	
<b>ACERT1-MA: Medical Assisting One-Year Certificate</b> Represented by Virginia Chambers	✓		
<b>ACERTP-MMC: Multimedia Career Pathway Less Than One-Year Certificate</b> Represented by Beth Fitzgerald			✓
<h2>CONSENT AGENDA ITEMS:</h2> <p>These items do not require committee recommendation.                      All items can be viewed in Courseleaf, which can be accessed through your MyPCC account</p>			
<ul style="list-style-type: none"> <li>• ELECTV-CASOS03: Website Development and Design Electives</li> <li>• ELECTV-EEFS01: Early Childhood Education Electives</li> <li>• ELECTV-HUS01: Family and Human Services Concentration Area Electives</li> <li>• ELECTV-MM01: Multimedia Program Electives</li> <li>• ELECTIV-MM02: Multimedia Support Electives</li> </ul>			

## NOTES:

### **AAS-DSTC: Dealer Service Technology AAS**

- At request of Advisory Committee have switched to embedded instruction to meet related instruction for math: DST 112 Caterpillar Hydraulic Fundamentals (4 credits, 120 hours) & DST 114 Fundamentals of Electrical Systems (4 credits, 120 hours). Student learning hours in related instruction: 90
- Add the no substitution footnote (§) to DST 112 & DST 114 to remain consistent with style guide.

### **AAS-MKTG: Marketing AAS**

- BA 289 Marketing Capstone credits have increased to 2 to 3 so degree credits increase from 94 to 95.

### **ASS-MSD: Management/Supervisory Development AAS**

- Consolidated (from 8 to 6) and revised outcomes to dovetail with Supply Chain and Logistics Degree and Certificates which are currently being developed. First outcome is an 'umbrella' that applies all the MSD & SCM degrees and certificates while addressing 5 of the college outcomes.
- Replaced MSD 216 Budgeting for Managers (3 credits) with BA 218 Personal Finance (4 credits)
- Replaced MSD 111 Workplace Correspondence (3 credits) with choice of BA 205 Business Communication Using Technology (4 credits) or WR 227 Technical and Professional Writing I (4 credits)
- These course changes will propagate to certificate (next meeting)
- Total credits should be 92 total credits, not 90 (updated in courseleaf).

### **NEW: ACERT1-SCM: Supply Chain Management and Logistics Engineering One-Year Certificate**

- Supply chain management and logistics deals with the purchasing and sourcing of materials and is a growing field both locally and globally.
- 45 total credits for one-year certificate

### **NEW: ELECTIV-MSD03: Supply Chain Management Electives**

- BA 101, CAS 133, CIS 120, MSD 227, MSD 228, MSD 280A , "Any MSD course"
- Revised "Any MSD course" to Any other MSD course up to 3 credits.

### **ACERT1-MA: Medical Assisting One-Year Certificate**

- Removed MLT 100 Medical Office Laboratory Orientation (3 credits)

- Removed MA 136 Medications (2 credits) and replaced with MP 135 Pharmacology for Allied Health (3 credits)
- Increased credits from 1 credit to 2 credits for MA 112 Medical Office Assistant Seminar I and MA 122 Medical Office Assistant Seminar II and MA 123 Medical Office Assistant Seminar III
- Program credits increase from 45 to 46.

**Policies:**

**Directions for accessing the Academic Policies and Standards in Courseleaf:** Log into MyPCC, open the “Electronic Approval Queue” link under “Tools” in the Faculty tab. Once you have opened then type in <https://catalog-next.pcc.edu/handbook/>

**DISCUSSION ITEMS:**

**Independent Study:** Anne Haberkern:

- Anne prepared an info sheet on Independent Study (IS) which was distributed shortly before the meeting.
- Currently multiple SACs are in the process of bringing multiple IS courses to the Curriculum Committee for approval which raises the theoretical possibility that a student could earn a degree from PCC using just IS courses to meet their elective requirements.
- Currently there is a limit on the number of coop course (180/280) credits that can be applied to a PCC degree (12) and there is a limit on the number of experimental course credits (199/299) that can be applied to a PCC degree (9), should there also be a limit as to the number of IS (198/298) courses that can be applied to a PCC degree? Why or why not?
- Q: How many IS courses are there? A: About 20, most are non-repeatable but some are repeatable. Sally will send out a spread sheet to the committee.
- Q: Do any CTE programs use IS courses? A: No.
- Q: What is the difference between a coop course and an IS course? A: This is a gray zone, typically CTE programs use coop courses and LDC programs use IS courses although the student experiences might be very similar.
- Q: Are there any guidelines for the number of IS course credits that can apply to a degree? A: No, there are no NWCCU guidelines.
- Q: How do IS courses transfer? None of the public universities in Oregon have a hard limit on the number of IS courses that a student may transfer. IS courses will always transfer as lower-division elective credit.
- DAC would vote on any changes regarding IS, and then it would go to the EAC, then the President, and would be implemented next catalog year.
- Next Steps: further discussion next meeting, come with questions.

**DOI Report:** Cheryl Scott- Will discuss next month. Also will update committee on SEM retreat

**EAC Report:** Eriks Puris- Highlights- reports of FERPA & Banner update, further discussion of requiring syllabi to include a statement of PCC sanctuary college status next month....

**Style Guide:** need to keep track of no substitution symbol usage