

DAC Retreat U – Thursday, September 15th, 2011 8am to 1pm

Sylvania Conference Room A

In Attendance: Susanne Christopher, Kendra Cawley, Rebecca Mathern, Dave Stout, Eriks Puris, Janeen Hull, Sally Earll, Joanne Harris, Scott Huff, Birgitte Ryslinge, Kathleen Bradach, Steve Smith, Djambel Unkov.

Below is the draft Agenda. We can add, move or delete some items when we all gather: Note that we have an hour overlap with the Curriculum Committee Members

8:30a - Breakfast

9a - 11a

1. General Education course listing - Steve Smith

Currently, in an AAS degree, when general education courses are required in a specific area, such as social sciences, we have asked that the area be specified. Curriculum Office wants to standardize the language to general education requirement and drop the specific area in the catalog. Rationale: Degree works offers this level of detail.

Discussion:

Degree audit tells you specifically what you need. Every time a detail is added in the catalog it's a place to potentially make a mistake. Faculty may not understand that the General Education has to come from three different areas.

Decision:

1. Preamble for every degree adding a statement about the 3 credit requirements in each section of General Education. We will use the statement that already exists in the Gen Ed section.

2. Language could be added to the asterisk statement footnote in catalog stating that students must fulfill Gen Ed requirements having a minimum of one 3 credit course from each designation.
3. With these changes, the standardize the language could be changed to general education requirement and drop the specific area in the catalog

2. Sub-100 courses - Scott Huff

Ongoing state discussions indicate concern about sub 100 courses in any degree and certificate. We need to review where we are with this issue and what, if any further discussion and recommendations are needed.

Discussion:

Sub 100 courses cannot be used by students to graduate from 4 year institutions. Possible solution is to exclude sub 100 level courses from all Degrees and Certificates particularly in the minimums for a degree or certificate ie first 90 credits of an AAS degree. AAS and AGS have Math 65 competency requirements which would remain as a requirement. Currently in the AGS no sub 100 level course except Math 65 shall be applied. Compliance with OAR is a concern as OARs require “collegiate level” courses. CCWD and the 17 CCs are working on a coding consistency project and all sub 100 level courses in the state will likely be coded Post-Secondary.

Fall 2011 all PCC math courses below 100 will be coded Post-Secondary Remedial for our state reporting.

Math 95 does not apply at 5 of the 6 Universities listed; OSU doesn't address it at all.

Most sub 100 level courses in degree and certificate minimums are already taken care of and in that case we do not need to do anything. See language in catalog.

Recommendation: Committee agreed to discuss this at the next Degrees and Certificate meeting. Bring to the meeting the statement from Academic Standards and Practices Handbook and the PCC catalog for reference points for the discussion.

3. CMET 131 satisfying AAS math competency - Rebecca Mathern

We approved last year that CMET 131 could be used to meet the math competency for AAS degree in CMET. A student is requesting a CIS degree and wants to use CMET 131 to fulfill the math 65 competency. Currently, CMET 131 is only accepted for the CMET AAS

Discussion:

MTH 251 and MTH 252 equivalent however they are not set up as equivalents in Banner. Students are having trouble graduating in other degree areas since CMET 131 does not officially count as a Math course. (Note: Typo in original agenda re CMET 131) Perhaps CMET courses (those relating to applied mate) should be added to the Math competency list. If CMET moves their math requirement from Math 60 to Math 65 it would solve the problem. Registrar could make an exception for this particular student and then go to CMET and ask them to change their math requirement to MTH 65.

Recommendations: The Registrar's office will award the degree for the student meeting AAS math competency with CMET 131 and will keep track of these exceptions and then bring them back to the committee when appropriate and/or trends emerge.

Decision: The Committee empowered the Registrar to make the decisions regarding this issue.

4. AS Degree Requirement Revision: The following AS Degree requirement revision was recommended by us to Dr. Pulliams, who approved it Feb 2010. The Health and PE revision did not make it into this year's catalog and will not be implemented until Fall 2012.

AS Degree Requirement Revision

1 - Math and Writing requirement remain the same, grade of C or better

2 - Health and PE grade requirement be revised from a minimum of D to C or better to be in alignment with the other AS Degree core requirements of Math and Writing and the AAOT grading standard

3- Gen Education list/discipline studies list grade requirement would remain the same, which is accepting D grades

Discussion:

Decision: The approved change will be applied Fall 2012.

5. RI and AAS Degrees Update – Kendra

Kendra handed our paperwork. No decision requested.

6. Course Repeatability - Rebecca

We started with discussion in 10-11 and tabled it for several reasons. We have been asked to resume the discussion. Questions before us (there may be more): How many times may a student take a course for credit and have that credit apply towards a degree? If a student has credit from a course for taking it more than once, how does the additional credit apply toward the completion of a degree?

Joint Session with EAC Curriculum Committee

Continuation of Course Repeat Discussion

Decision: The Curriculum Committee agreed to review the repeatability guidelines and rationale at a future meeting.

General Education/Discipline Studies List

Discussion with DAC:

The chair reminds the committee of the discussion regarding first year languages and gives the history of the AAOT revision and grandfathered courses. The chair would like to craft a statement for number five on the General Education/Discipline Studies List Request Form, referring to transferability to OUS schools (Please see attached form). Current practice for AAOT: The course must transfer to more than

one OUS school and must transfer as Gen Ed. Proposed Practice for the AS, AGS, and AAS: The course must transfer to more than one OUS school as meeting the requirement for general education and would not meet the requirements of the AAOT.

Discussion joint committee:

The DAC will discuss Item 5 on the Gen Ed application form. AAOT transferability: Course must transfer as Gen Ed or higher. AAS, AS, AGS: Course must transfer as Gen Ed or Major Requirement.

Noon - 1pm Lunch - D/C Retreat concludes at 1pm.

Supplemental Documentation:

On the Repeatability of Courses (9/15/2011)

For most courses, and the college default, is that courses may be taken one time for credit. That is, once the student has received a passing grade, the course may not be repeated (zero repeat) for credit.

If the student takes the class again (which is currently not blocked at registration)

- the credit will only be awarded once – the student will have a discrepancy between the credits attempted (which reflect both enrollments) and the credits earned , can be a problem for academic standing for Financial aid, Veterans benefits and unemployment eligibility, etc.
- the grade may replace the prior grade, if it is higher (as per the recent revision of G301), and thus the GPA may be improved in that way, but since the grade is merely replaced, the discrepancy between the credits attempted and the credits earned.

Currently the system does not block students from enrolling in a zero-repeat class a second time.

We would like to **enable the system to block such enrollments**, so that students do not accidentally take a course that will not count towards their credits earned.

- The block on enrollment can be overridden. In that case, the credits will still not count, but there may be other reasons for a student to retake a course (e.g., a student wishing to . The need to get an override will trigger information about the consequences of retaking the class, so that they are not a surprise to the student.

- Courses can be set up to be repeatable for credit. The system will then will block enrollment when the student exceeds the limit, and all credits will count -- so some courses may be set up this way
- This may be best aligned with common registrar practice (it is typical for

If we enable the block, what needs to happen?

Faculty will need to know this is happening, and why (and which of their courses have something other than a zero-repeat), at least one term in advance of implementation.

Because the zero-repeat rule has not been enforced, faculty assume that students can freely retake courses with little or no consequence. They will need to be informed so that they can properly advise students. (Presumably, advisors already know this).

In some courses it is not uncommon for students to retake a course to try to improve their grade. Faculty will need to override the block, which may place a burden on some faculty. (It is equally possible that the faculty will appreciate being aware of students who are taking the course for a second time. Is that an invasion of the student's privacy?

Exceptions to the zero-repeat default

Because there are currently exceptions to the zero-repeat status (repeating once, twice or 97 times)

- We need to know if there is an OAR or other rule that prohibits us from granting credit for a course taken more than once. (There is some difference of opinion among the Oregon Registrars in this regard). Assuming there is no such rule....
- Repeatable courses need to be identified and recognized as exceptions.
 - The SAC should be contacted and asked if the exceptional status is intentional and/or still desired.
 - A rationale for their exceptional status needs to be defined. The Curriculum Committee should develop criteria/standards for repeatability, taking into account the reasoning of SACs that have argued for their repeatable courses.
 - Going forward (and possibly, for all courses requesting to keep the defined repeatability), all courses requesting repeatability will need to be evaluated by the curriculum Committee, according to the criteria/standards developed

Assuming that there are course that can be taken more than once for credit, the Degrees and Certificates Committee will need to determine how may the repeated course be applied to degrees and certificates?

- Required courses/credits

- General Education courses/credits (DAC is considering a proposal that a repeatable course may be applied one time to the General education requirement, with additional times applied as elective credit)
- Elective courses/credits
- Work Experience/Coop Ed Courses/credits (There is a limit of 12 Coop Ed credits that can be applied to an Associates degree (Comprehensive Requirements), but these are often taken in smaller increments)

Transfer/Articulation of Individual PCC Courses

Part A: To be completed by PCC faculty

Directions:

Complete Part A of this form with all applicable information and as much detail as possible. Include any communication you've had with faculty/staff at the OUS schools. When you have finished, e-mail this as an attachment to the Curriculum Office at: curriculum@pcc.edu. The Curriculum Office will contact the schools in the OUS system. When two OUS schools have replied with the transferability status, you will be contacted and your request can be moved onto the next Curriculum Committee agenda.

Course #: _____ Title: _____

Credits: _____ Total Contact Hours: Lec: _____ Lab: _____ Lec-Lab: _____

Course Description:

Course Prerequisites:

PCC requests transfer of this course as counting towards:

- Requirement in major: _____
- Elective for major: _____
- Gen Ed requirement in: _____
- Other: _____

Rationale, college/university departments contacted, etc., in support of requested transfer status:

Contact Name: _____ Contact E-mail: _____

PCC SAC/Department: _____ Date Submitted: _____

Part B: To be completed by enrollment official at accepting institution:

Portland Community College is considering giving this course General Education status. Our requirement is that our Gen Ed courses have a level of transferability higher than elective credit.

Directions:

Please complete Part B of this form and identify the status you would give this course when it transfers to your institution. Once completed, please mail the form back to PCC's Curriculum Office at:

Curriculum Office RC 5/115

Please return

Portland Community College

completed form by: _____

PO BOX 19000

Portland OR, 97280

Institution: _____

This course will be accepted in transfer as counting towards:

(please check all that apply and indicate specific area(s)):

- Requirement in major: _____
- Elective for major: _____
- Gen Ed/Distribution req. in: _____
- Course Equivalency: _____
- Other: _____
- Elective only

Comments from Accepting Institution:

Name: _____ Title: _____

Signature: _____ Date: _____