

**Degrees and Certificates Agenda
December 7, 2011
Sylvania Conference A
2pm to 4pm**

Old Business:

Review November 2011 Minutes

New Business:

Upcoming Meeting Date and Location Reminder:

January 11th 2012 at Sylvania Conference A,

January 18th 2012 at Sylvania Conference A,

February 8th 2012 at CLIMB Room 301

2:00pm - Discussion:

EAC Chair Report

Course Repeatability (Continued from November)

Discussion: Repeatable Credit If a SAC has approved a course for repeat credit, the courses may be used up to 3 times towards a PCC degree. Students may take the course additional times for credit, if the SAC so chooses, but those additional credits may not be included in the degree credits.

If a course that is approved for repeated credit is also on the General Education/Discipline Studies list, it may only be counted once as a general education course. The times the course is taken may be used for elective credits. Cooperative Education current PCC requirement of no more than 12 credits per a degree remains the same.

RI/AAS (Continued from October)

Discussion: Accreditation had some concerns about the way we do RI in the AAS. There was interest in alternatives to how we do our Related Instruction. One option is to use Gen Ed. Another is to use some Gen Ed and some other courses.

2:30 – Black Studies Focus Award

2:35 – Alcohol and Drug Counseling AAS Revision: John Gieber: Prerequisites, credit increase, addition of two courses, removal of one course, addition of an elective track.

2:45 – NEW: Business Administration: Nonprofit Community Development Certificate: Cynthia Killingsworth.

3:00 - Biology and Management of Zoo Animals AAS Revision: Joyce Kaplan: Prerequisites, addition of two courses, course title and credit changes, course number change, and credit reduction.

3:15 – Fitness Technology: Healthy Older Adult Fitness CACC Revision: Tanya Littrell: Addition of two courses, removal of Pro Act Option and co-requisite.

3:25 - Medical Assisting Certificate Revision: Jin Kim: Credit increase, removal of one course, addition of one course, course credit increase.

3:30 – Multimedia Certificate Revision: Beth Fitzgerald: Removal of two courses, increase in elective credits, addition of two courses to electives list.

3:35 – Machine Manufacturing Technology: CNC Turning Certificate Revision: Patrick Kraft: Outcomes.

3:40 – NEW Landscape Technology: Construction AASO: Elizabeth Brewster: Conversion of a certificate to a degree.

NEW Landscape Technology: Design AASO: Elizabeth Brewster: Conversion of a certificate to a degree.

NEW Landscape Technology: Management AASO: Elizabeth Brewster: Conversion of a certificate to a degree.

3:50 – NEW: Welding Technology: Shielded Metal Arc Welding Certificate: Scott Judy: New certificate.

Consent Agenda:

Business Administration: Course title change of BA 213.

CAS/OS: Course title change of BA 213.

CIS: Course title change of BA 213.

CIS: Course title change of CS 133U.

Multimedia: Addition of thirteen courses to electives list.

MSD Certificate: Course title change of BA 213.

MSD AAS: Course title change of BA 213.

In the tradition of other focus awards at PCC, the new Black Studies Focus Award will recognize student achievement after completing a sequence of courses. This focus award will take an interdisciplinary approach to examine the politics, culture, literature, and history of people of African descent in the United States, the Caribbean, and Africa.

Completing the Black Studies Focus Award shows prospective employers and transfer colleges a foundational focus on the black experience.

The Black Studies Focus Award

1. The Black Studies Focus Award has been developed by faculty across disciplines and campuses.
2. The minimum requirement for the Black Studies Focus Award is 16 credits with no more than 8 credits from one discipline.
3. All of the courses for the Black Studies Focus Award are lower division collegiate courses that will transfer to a university.
4. Students completing the Black Studies Focus Award will fulfill the lower division course requirements (12 credits) for the Black Studies degree or certificate at Portland State University.
5. Courses from the Black Studies Focus Award are offered across the district and online.
6. All literature pertaining to the Black Studies Focus Award clearly states that it is not a degree or certificate. The Black Studies Focus Award will be administered through the Humanities Department at the Cascade Campus (ext 5637).

Black Studies

PCC's Black Studies courses contribute to the understanding of the unique issues that people of African ancestry face in the modern world by taking an interdisciplinary approach to examine the economics, history, politics, culture, literature, and art of the African Diaspora.

PCC offers one of the largest selections of courses that reflect the Black experience. This focus award enhances existing degrees and certificates and shows prospective employers and transfer colleges a foundational focus on the black experience and multicultural issues. In addition, students completing the Africa series of courses build a foundation for international studies. Students completing the award will be eligible for the lower division course requirements for Portland State University's Black Studies degree.

Students who are applying for the Black Studies Focus Award should call 971-722-5637.

To receive the Black Studies Focus Award, a student will complete at least 16 credits from the following choices, with no more than two courses from one discipline:

History

HST 274 African American History I	4
HST 275 African American History II	4
HST 276 African American History III	4
HST 284 History of Africa	4

Humanities

HUM 204 African History	4
HUM 205 African Literature	4
HUM 206 African Art	4
HUM 214 Race and Racism	4

English

ENG 256 African American Literature I	4
ENG 257 African American Literature II	4
ENG 258 African American Literature III	4

Music

MUS 205 Intro to Jazz History 3

MUS 208 African American Music 3

MUS 209 African American Music 3

MUS 210 African American Music 3

Sociology

SOC 213 Diversity in the US 4



**ASSOCIATE OF APPLIED
SCIENCE DEGREE
REVISION REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	AAS Alcohol and Drug Counseling	Proposed Title:	AAS Alcohol and Drug Counseling
Current Credits:	96	Proposed Credits:	99
Overview and rationale for proposed changes:	As a result of the program review process the need to modernize the Alcohol and Drug Counselor Program has become apparent. The proposed changes reflect the need to contribute to the lifelong learning skills of the students (Add Library Research Class), the changing needs of the modern addiction counselor (addressing smoking cessation and relationships and addiction issues) and the needs of students to be able to get specialized training to contribute to their employability (Elective Track Courses).		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	<ol style="list-style-type: none"> 1. Increase credit requirements for the degree. 2. Change prerequisites: ADD WR 121 as a pre-requisite. 3. Change prerequisites: ADD LIB 101 Library Research and Beyond 1 cr 4. ADD AD 106 Smoking Cessation 1 credit course. 5. ADD an elective track to the program: Alcohol and Drug Counselor Degree Electives. Students will need to take 6 credits (two courses) of electives. Each of the following are 3 credit courses. <ol style="list-style-type: none"> a. AD 111: Gambling and Addiction I b. AD 112: Gambling and Addiction II c. AD 109: Criminality and Addiction d. AD 105: Aging and Addiction e. AD 107: Addiction Recovery Mentor. f. AD 108: Adolescents and Addiction g. AD 110: Substance Use Prevention 6. REMOVE AD 201 Families and Addiction 7. ADD AD 202 Relationships and Addiction (3 credits, Required Class). 		

SECTION # 2 PREREQUISITES AND OUTCOMES

All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input checked="" type="checkbox"/> x Yes	<input type="checkbox"/> No
Course Number	Course Title or Placement level		
Wr 115	Introduction to Expository Writing		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
WR 121	English Composition	
LIB 101	Library Research and Beyond	

Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.

Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
1 Meet the Addiction Counselor Certification of Oregon (ACCBO) educational requirements for the Certified Alcohol and Drug Counselor Level II (CADC II).	Communication. Community and Environmental Responsibility. Critical Thinking and Problem Solving. Cultural Awareness.

	Professional Competence. Self-Reflection.
2 Have a minimum of 720 hours of the 1000 work experience hours required by ACCBO to be eligible for the CADC I exam.	Communication. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.
3 Perform case management functions with clients.	Communication. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.
4 Conduct intake addiction specific assessments/evaluations.	Communication. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.
5 Co-facilitate addiction treatment groups.	Communication. Community and Environmental Responsibility. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.
6 Complete record keeping obligations.	Communication. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.
	_____ _ Communication. Community and Environmental

7 Deliver educational presentations.	Responsibility. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection
8 Participate in staff meetings.	Communication. Community and Environmental Responsibility. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.
9 Effectively utilize clinical supervision. 1.2009	Communication. Community and Environmental Responsibility. Critical Thinking and Problem Solving. Cultural Awareness. Professional Competence. Self-Reflection.

Revised Outcomes:
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.

Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
No change	

SECTION # 3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AD 101	Alcohol Use and Addiction	3	AD 101	Alcohol Use and Addiction	3
AD 102	Drug Use and Addiction	3	AD 102	Drug Use and Addiction	3
AD 103	Women and Addiction	3	AD 103	Women and Addiction	3
			AD 106	Smoking Cessation (ADD)	1
			AD ELE	Alcohol and Drug Counselor Electives (ADD)	6
AD 104	Multicultural Counseling	3	AD 104	Multicultural Counseling	3
AD 150	Basic Counseling and Addiction	3	AD 150	Basic Counseling and Addiction	3
AD 151	Basic Counseling Skills Mastery	1	AD 151	Basic Counseling Skills Mastery	1
AD 152	Group Counseling and Addiction	3	AD 152	Group Counseling and Addiction	3
AD 153	Theories of Counseling	3	AD 153	Theories of Counseling	3
AD 154	Client Record Management and Addiction	3	AD 154	Client Record Management and Addiction	3
AD 155	Motivational Interviewing and Addiction	3	AD 155	Motivational Interviewing and Addiction	3
AD 156	Ethical and Professional Issues	3	AD 156	Ethical and Professional Issues	3
AD 157	Motivational Lab	1	AD 157	Motivational Lab	1
AD 184	Men and Addiction	3	AD 184	Men and Addiction	3

AD 201	Families and Addiction (REMOVE)	3	AD 202	Relationships and Addiction (ADD)	3
AD 250	Advanced Counseling and Addiction	3	AD 250	Advanced Counseling and Addiction	3
AD 251	Advanced Counseling Skills Mastery	1	AD 251	Advanced Counseling Skills Mastery	1
AD 255	Multiple Diagnosis	3	AD 255	Multiple Diagnosis	3
AD 278	Practicum Preparation	1	AD 278	Practicum Preparation	1
AD 270 A	Practicum	18	AD 270 A	Practicum	18
AD 270 B	Practicum Seminar	8	AD 270 B	Practicum Seminar	8
WR 121	English Composition (REMOVE)	4	N/A	COURSE REMOVED	
WR 122	English Composition	4	WR 122	English Composition	4
PSY 201 or 202	Introduction to Psychology	4	PSY 201 or 202	Introduction to Psychology*	4
PSY 239	Introduction to Abnormal Psychology	4	PSY 239	Introduction to Abnormal Psychology*	4
General Education	Course to Meet Arts and Letters Requirement	4	General Education	Course to Meet Arts and Letters Requirement	4
General Education	Course to Meet Science and Math Requirement	4	General Education	Course to Meet Science and Math Requirement	4
			Alcohol and Drug Counselor Electives		
			AD 105	Aging and Addiction	3
			AD 107	Addiction Recovery Mentor	3
			AD 108	Adolescents and Addiction	3
			AD 109	Criminality and Addiction	3
			AD 110	Substance Use Prevention	3
			AD 111	Gambling and Addiction I	3
			AD 112	Gambling and Addiction II	3
Totals		96			99

Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall 2012
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Submitted By:	Jonny Gieber Department Chair Alcohol and Drug Counseling Program
Email:	jgieber@pcc.edu

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
3. Staple the signed Associate of Applied Science Signature Page Form to a hard copy of the Associate of Applied Science Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC - 4th floor via campus mail.



**NEW CERTIFICATE
REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC – 4th floor**

SECTION # 1 OVERVIEW

Proposed Title:	Nonprofit Community Development Certificate	Proposed Credits:	33
Reason for new certificate:	The purpose of this certificate is to prepare students for engagement in the nonprofit community through volunteer service, entry-level employment or articulated transfer to Portland State University's BA/BS in Community Development (when combined with a completed transfer degree).		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain: This certificate encourages interdisciplinary study and does not negatively impact other SAC's.	Has certificate been validated by the Advisory Committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PROPOSED OUTCOMES

Outcomes statements suggest context to indicate “out there” and they describe what students can DO with what they know. The committee members will review the outcomes. [For guidance on writing outcome](#) statements.

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
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<i>Students who complete this certificate should be able to:</i>		
• Appreciate the diversity of social, economic and governmental policy issues addressed in the nonprofit community.	Community, Crit. Thinki., Cultural	
• Identify potential social change approaches and implement as appropriate to address inequities and injustices.	Community, Crit. Thinki., Cultural	
• Provide community and democratic leadership through effective communication and presentation skills.	Community, Communic., Profess.	
• Participate in civil society through nonprofit or government employment, volunteer service or philanthropy.	Community, Professional	
• Be prepared to work within organizations engaged in community action.	Community, Communic., Profess.	

SECTION # 3 COURSEWORK		
PROPOSED CERTIFICATE COURSEWORK		
COURSE NUMBER	COURSE TITLE	CREDITS
	<u>Nonprofit Community Development Certificate Courses:</u>	
BA 208	Introduction to Nonprofits and Philanthropy	4
or		
BA 224	Human Resource Management	(3)
or		
BA 255	Project Management – Business Environments	(3)
SP 140	Introduction to Intercultural Communication	4
or		
SP 214	Interpersonal Communication: Process and Theory	(4)
SOC 204	Sociology in Everyday Life	4
or		
SOC 205	Social Change in Societies	(4)
or		
SOC 206	Social Problems	(4)
PS 203	State and Local Government	4
EC 201	Principles of Economics: Microeconomics	4
SP 111	Public Speaking	4
	Nonprofit Community Development Electives	8
	Nonprofit Community Development Cooperative Education Electives	2
	<u>Nonprofit Community Development Certificate Electives:</u>	
BA 205	Solving Communications Problems with Technology	4
BA 208	Introduction to Nonprofits and Philanthropy	4
BA 224	Human Resource Management	3
BA 240	Nonprofit Financial Management and Accounting	4

BA 255	Project Management – Business Environments	4
WS 202	Women Working for Change	4
PS 211	Peace and Conflict	4
or		
SOC 211	Peace and Conflict	(4)
SOC 215	Social Issues and Movements	4
	<u>Nonprofit Community Development Certificate Cooperative Education Electives:</u>	
BA 280A	Cooperative Education: Business Experience	1 to 3
and		
BA 280B	CE: Business Experience - Seminar	1
or		
PS 280A	Cooperative Education: Political Science	(1 to 4)
or		
PS 280B	Cooperative Education: Community Service & Action Seminar	(2)
or		
PS 280C	Cooperative Education: Peace and Conflict	(1 to 4)
or		
SOC 280A	Cooperative Education: Sociology	(1 to 3)
or		
SOC 280B	Cooperative Education: Community Service & Action Seminar	(2)
	Confirm total number of credits	Credit Total 33

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a Statewide Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the certificate been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requested implementation term:	As soon as possible or Winter 2013
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Eligible Training Provider Application

Complete the [Eligible Training Provider application](#) available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu

Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located at:

<http://www.pcc.edu/recources/academic/eac/degree/forms.html>

All courses identified as fulfilling the embedded related instruction requirement must have been reviewed and recommended by the Curriculum Committee and the details outlined on the CCOG.

Submitted By:	Cynthia Killingsworth
Email:	cynthia.killingsworth@pcc.edu

Next steps:

1. Save the completed New Certificate Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the New Certificate Signature Page Form and obtain the appropriate signatures.
3. Staple the signed New Certificate Signature Page Form to a hard copy of the New Certificate Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC – 4th floor via campus mail.



**ASSOCIATE OF APPLIED
SCIENCE DEGREE
REVISION REQUEST FORM**

Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC / 4th floor

SECTION # 1 OVERVIEW

Current Title:	Biology and Management of Zoo Animals	Proposed Title:	
Current Credits:	108	Proposed Credits:	103
Overview and rationale for proposed changes:	Worked with potential instructors for courses and advisory board to revisit and rewrite course titles, descriptions, outcomes, and change credit or contact hours as appropriate to reflect content geared specifically to students entering the profession. Set program prerequisites and moved some gen ed and math/writing to prerequisites to reflect needs for enhanced student success in the program and maintain more reasonable contact hours during the program. Added one capstone course in wildlife education management as this is a critical component of zookeeping today. Identified program admission requirements/prerequisites for placement in the catalog.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	<ol style="list-style-type: none"> 1. ADD program prerequisites 2. ADD BMZA 255 – required 3. INCREASE credits: BMZA 100 4. MODIFY title: BMZA 101 5. MODIFY title: BMZA 201 6. MODIFY title: BMZA 202 7. MODIFY title: BMZA 203 8. MODIFY title: BMZA 105 9. MODIFY title: BMZA 106 10. MODIFY title: BMZA 270 11. DECREASE credits: BMZA 232 12. DECREASE credits: BMZA 240 13. CHANGE course number: BMZA 103 14. DECREASE credits: BMZA 260 15. DECREASE credits: BMZA 265 16. CHANGE course number, credits, and title: BMZA 271 		

- 17. ADD BMZA 280B – required
- 18. REDUCE credit requirement to earn the degree

SECTION # 2 PREREQUISITES AND OUTCOMES

All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Course Number	Course Title or Placement level		
none			
Proposed Prerequisites			
Course Number	Course Title or Placement level		
	High school diploma, GED certificate, or equivalent		
WR 121	English Composition (or a writing course for which this is a prerequisite) w/ C or better or passing PCC WR 121 Challenge Exam or submitting official transcripts verifying receipt of an AA, AAS, AGS, AS, BA, or BS degree or higher from a US regionally accredited institution		
MTH 63 or 65	Introductory Algebra – Part III or Introductory Algebra – Second Term (or a 3+ credit math course for which MTH 65 is a prerequisite) w/C or better or passing PCC MTH 65 competency exam		
BI 112	Cell Biology for Health Occupations or transfer course equivalent w/C or better		
CH 100 or 104	Fundamentals of Chemistry or Allied Health Chemistry I (encouraged for transfer purposes) or transfer course equivalent w/C or better		
CAS 133	Basic Computer Skills or documentation of computer literacy		

	Minimum of 20 hours documented direct animal husbandry experience	
	Other items will add more points (GPA, letter of rec, essay, more husbandry hours, etc)	
	Interview if selected	
	Lift 50 lbs, negative TB test, current tetanus vaccine, criminal background check	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
1. Work collaboratively, competently, safely and ethically with a team of zoo professionals in providing quality animal management for captive populations.	Professional Competence Communication Critical Thinking and Problem Solving Self reflection	
2. Communicate effectively in written and oral format within the work team, with zoo visitors and through outreach programs	Professional competence Community and Environmental Responsibility Critical Thinking and Problem Solving Self reflection	
3. Advocate for conservation biology through outreach programs and personal interactions with zoo visitors.	Professional Competence Community and Environmental Responsibility Critical Thinking and Problem Solving Self reflection	
4. Critically analyze and apply zoo specific principles to ensure high quality practice in the areas of: a. Care and husbandry of captive populations b. Animal management for captive populations c. Sustainable population management	Professional Competence Critical Thinking and Problem Solving Communication – both oral and	

d. Wild population management e. Exhibit design and maintenance f. Exhibit water quality and plant care	written Self reflection
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	

SECTION # 3 COURSE BY COURSE COMPARISON					
List all courses (current AND proposed) in the order that they are distributed in the catalog . If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.					
If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.					
The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
				Prior to Entry	
	Remaining General Education Requirements	8		General Education	8
				First Term	

BMZA 100	Introduction to Zoo Science	1	BMZA 100	Introduction to Zoo Science (increase credits)	2
BMZA 101	Introduction to the Biology and Management of Zoo Animals	4	BMZA 101	Zoo Biology & Management I – Introduction (title change)	4
BMZA 110	Animal Nutrition	4	BMZA 110	Animal Nutrition	4
SP 111	Public Speaking *	4	SP 111	Public Speaking*	4
PE 181D	Circuit Weight Training 1 Coed	1	PE 181D	Circuit Weight Training 1	1
				Second Term	
BMZA 150	Captive Population Management I	4	BMZA 150	Captive Population Management (title change)	4
BMZA 201	Captive Population Management II – Amphibians and Reptiles	4	BMZA 201	Zoo Biology & Management II – Amphibians and Reptiles (title change)	4
BMZA 271	Internship	4	BMZA 280A	Cooperative Education in Zoos (new number & title, increase credits)	5
PSY 101	Psychology and Human Relations *	4		General Education	4
				Third Term	
BMZA 105	Introduction to Comparative Vertebrate Anatomy and Physiology I	4	BMZA 105	Comparative Vertebrate Anatomy and Physiology I (title change)	4
BMZA 202	Captive Population Management III – Birds	4	BMZA 202	Zoo Biology & Management III – Birds (title change)	4
BMZA 271	Internship	4	BMZA 280A	Cooperative Education in Zoos (new number & title, increase credits)	5
				Fourth Term	
BMZA 106	Introduction to Comparative Vertebrate Anatomy and Physiology II	4	BMZA 106	Comparative Vertebrate Anatomy and Physiology II (title change)	4
BMZA 107	Basic Horticulture for Zoo	4	BMZA 107	Basic Horticulture for Zoo Keepers	4

	Keepers				
BMZA 271	Internship	4	BMZA 280A	Cooperative Education in Zoos (new number & title, increase credits)	4
				Fifth Term	
BMZA 203	Captive Population Management IV – Mammals	4	BMZA 203	Zoo Biology & Management IV – Mammals (title change)	4
BMZA 231	Introduction to Animal Behavior	4	BMZA 231	Introduction to Animal Behavior	4
BMZA 240	Zoo Water Quality Management	4	BMZA 240	Zoo Water Quality Management (decrease credits)	2
BMZA 271	Internship	4	BMZA 280A	Cooperative Education in Zoos (new number & title, increase credits)	4
				Sixth Term	
BMZA 220	Veterinary Procedures and Treatments for Zoo Keepers	4	BMZA 220	Veterinary Procedures and Treatments for Zoo Keepers	4
BMZA 232	Zoo Animal Behavior Management	4	BMZA 232	Zoo Animal Behavior Management (decrease credits)	2
BMZA 103	Conservation Biology	4	BMZA 250	Conservation Biology (new number)	4
CG 209	Job Finding Skills	1	CG 209	Job Finding Skills	1
BMZA 270	Biology and Management of Zoo Animals Seminar	1	BMZA 270	Zoo Biology & Management Seminar (title change)	1
BMZA 271	Internship (remove)	4			
				Seventh Term	
			BMZA 255	Wildlife Education Management (NEW)	4
BMZA 260	Exhibit Design	4	BMZA 260	Exhibit Design (decrease credits)	2
BMZA 265	Exhibit Construction, Maintenance and Repair	4	BMZA 265	Exhibit Construction, Maintenance, and Repair (decrease credits)	2
BMZA 271	Internship (remove)	4	BMZA 280B	Cooperative Education: Zoological Specialty (NEW)	4
	Total Credit	108		Total Credit	103

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)			
Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	
Are there any career pathway(s) or related certificates attached to this degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			

Submitted By:	Joyce Kaplan
Email:	joyce.kaplan@pcc.edu

Next steps:

1. Save the completed Associate of Applied Science Revision Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the Associate of Applied Science Revision Signature Page Form and obtain the appropriate signatures.
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SECTION #1 OVERVIEW

Current Title:	Healthy Older Adult Fitness – Career Pathways Certificate	Proposed Title:	
Current Credits:	25	Proposed Credits:	
Overview and rationale for proposed changes:	<p>This certificate has been in place for over a year now. We have discovered a few logistics problems teaching the courses we need to meet the certificate outcomes.</p> <p>1) Students need the option of taking the Sociology course in any term, so expanding the courses available will assist with this challenge to students. The two proposed options (SOC 223 and SOC 231) are very similar courses and students will still meet the certificate outcomes by taking either.</p> <p>2) Students learn how to implement fitness testing and program design for a specific fitness activity in the Professional Activities courses. Students in this certificate need to have more focused time with special population issues, particularly an older population. Changing to one Pro Act option only limits the choice for students, but allows us to ensure students meet the certificate outcomes. Students need this focus on older adults in their Pro Act coursework to head into an internship and ultimately work environment. This material was previously covered in FT 202 – Fitness and Aging but the large numbers of students and the lecture format of that course are not conducive to student learning the material within that course.</p>		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course	<ol style="list-style-type: none"> 1. Add: SOC 231 as an option to SOC 223 2. Remove: Pro Act Option (PE 282A, 283, or 287) with their 1 credit corequisite. 3. Add: PE 282B – Pro Act Special Populations (2 credits) 		

changes etc.			
SECTION #2 REVISION AREAS			
Prerequisites			
Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
WR 121	Writing	4	
MTH 65	Math	4	
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.			
Certificate Outcome		Core Outcome	
Students who complete this certificate should be able to:			
1. Meet qualifications for employment as an entry level activity/fitness leader working with healthy older adult populations.		Communication	
2. Apply knowledge and skills gained in the Fitness Technology and Gerontology programs when working with and for elders in the community.		Professional Competence	

3. Identify, evaluate, and take advantage of learning opportunities in the fields of gerontology and fitness, while developing a personally and professionally rewarding career.	Self-Reflection
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/recources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such. If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
FT 131	Structure and Function of the Human Body	4	FT 131	Structure and Function of the Human Body	4
PE 181	Weight Training	1	PE 181	Weight Training	1
HPE 295	Health & Fitness for Life	3	HPE 295	Health & Fitness for Life	3
SOC 223	Sociology of Aging	4	SOC 223	Sociology of Aging	4
			or		
			SOC 231	Sociology of Health & Aging (ADD)	(4)
PE 281	Professional Activities Weight Training	2	PE 281	Professional Activities Weight Training	2
FT202	Fitness & Aging	3	FT202	Fitness & Aging	3
GRN165*	Basic Activity Director Training	2	GRN165*	Basic Activity Director Training	2
FT280A	Internship hours (30 hours for each credit)	4	FT280A	Internship hours (30 hours for each credit)	4
PE 282A, 283, or 287	Professional Activities Group Fitness, Mind/Body, or Aquatics (choose one) (REMOVE)	1	PE 282B	Professional Activities Special Populations (ADD)	2
PE Co-Req	Group Fitness, Yoga, Tai Chi, Aquatics (to match the chosen Pro-Act above) (REMOVE)	1			
	Credit total	25		Credit total	25

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)

Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	AAS Fitness Technology	Will the proposed change affect the Career Pathway or Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, how?			

Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall 2012

Submitted by:	Tanya R. Littrell
Email:	tanya.littrell@pcc.edu
Phone:	X4043



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SECTION #1 OVERVIEW

Current Title:	Medical Assisting Certificate	Proposed Title:	Medical Assisting Certificate
Current Credits:	41	Proposed Credits:	43
Overview and rationale for proposed changes:	We are exchanging a couple classes to bring the certificate up to current standards for the healthcare industry.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<ol style="list-style-type: none"> 1. Increase credit MA 180, Coding and Reimbursement, from 1 to 2 credits 2. Remove MA 121 (2 credits) 3. Add MP 140 (3 credits), US Healthcare Law & Ethics 4. Increase # of credits required to earn the certificate. 		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
MP 111	Medical Terminology		

BI 121 and 122	Intro to Anatomy and Physiology	
WR 121	College Composition	
Mth 60	College Algebra	
Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
<ul style="list-style-type: none"> · Communicate effectively with persons through the use of verbal & non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings. · Integrates the principles of mathematics and scientific knowledge with administrative and clinical medical assisting practice. · Demonstrates the ability to meet patient's needs as a mature, adaptable person and member of the medical assisting profession. · Think creatively and critically in the identification, analysis, and resolution of problems, issues, truth claims, and ethical issues. · Practice medical assisting within the standards 		Communications Critical Thinking/Problem Solving Cultural Awareness Professional Competence Self Reflection
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate		

outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
No change	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/resources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON	
<p>List all courses (current AND proposed) in the order that they are distributed in the catalog. If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.</p> <p>If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.</p> <p>The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.</p>	
Current Certificate Information	Proposed Certificate Information

Course Number	Course Title	Credits	Course Number	Course Title	Credits
MA 117	Med. Office Admin Procedures	3	MA 117	Med. Office Admin Procedures	3
MA 118	Med. Office Admin Proc Lab	2	MA 118	Med. Office Admin Proc Lab	2
MA 112	Seminar I	1	MA 112	Seminar I	1
MA 120	Intro to Clinical Phlebotomy	1	MA 120	Intro to Clinical Phlebotomy	1
HE 113	First Aid and Prof CPR	1	HE 113	First Aid and Prof CPR	1
PSY 101	Psych and Human Relations	4	PSY 101	Psych and Human Relations	4
MA 123	Med. Office Clinical Procedures	3	MA 123	Med. Office Clinical Procedures	3
MA 124	Med. Office Clinical Proc Lab	2	MA 124	Med. Office Clinical Proc Lab	2
MA 180	Coding and Reimbursement	1	MA 180	Coding and Reimbursement (increase credit)	2
MA 122	Seminar II	1	MA 122	Seminar II	1
MLT 100	Medical Laboratory Tech	3	MLT 100	Medical Laboratory Tech	3
MP 201	Intro to Electronic Health Records	3	MP 201	Intro to Electronic Health Records	3
MA 270	Clinical Practicum	6	MA 270	Clinical Practicum	6
MA 131	Intro to Medical Science	5	MA 131	Intro to Medical Science	5
MA 136	Medications	2	MA 136	Medications	2
MA 132	Seminar III	1	MA 132	Seminar III	1
MA 121	Med Legal Aspects of Healthcare (REMOVE)	2	MP 140	US Healthcare Law & Ethics (Increase credit)	3
Credit total		41	Credit total		43

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)

Is this a Related Certificate?	<input type="checkbox"/> Yes X No	Is this a Career Pathway?	<input type="checkbox"/> Yes X No
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If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes X No
If yes, how?		
Is this a statewide certificate? <input type="checkbox"/> Yes X No	If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Fall 2012

Submitted by:	Jin Kim
Email:	jin.kim2@pcc.edu
Phone:	971-722-5664

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
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SECTION #1 OVERVIEW

Current Title:	Multimedia Certificate	Proposed Title:	
Current Credits:	60 credits	Proposed Credits:	
Overview and rationale for proposed changes:	We propose to re-distribute the required 60 credits so that students can specialize more in different areas of digital media.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<ol style="list-style-type: none"> 1. Remove MM 240 and MM 241 from required courses 2. Increase MM program elective requirements from 12 to 20 3. Add: MM 240 and MM 241 to the MM program elective list 		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
<ul style="list-style-type: none"> Plan, research, design, write, create, evaluate and revise context-appropriate interactive multimedia presentations and projects using a variety of methods and industry-standard tools. 		Communication Professional Competence Cultural Awareness Community and Environmental Responsibility
<ul style="list-style-type: none"> Apply basic elements and principles of design to multimedia projects. 		Communication Professional Competence
<ul style="list-style-type: none"> Prepare and present a multimedia portfolio containing hard copy and electronic media that demonstrates multimedia and problem-solving skills and includes a design a personal marketing plan based on analysis of employment availability and trends in the multimedia industry. 		Critical Thinking and Problem Solving Professional Competence

<ul style="list-style-type: none"> • Create and edit media elements using industry standard software, optimized for quality, file size, and file format for delivery over appropriate media and use programming/scripting languages, to develop, enhance, and extend the features of multimedia projects. 	<p>Communication</p> <p>Critical Thinking and Problem Solving</p> <p>Professional Competence</p>
<ul style="list-style-type: none"> • Work effectively in group- and team-based multimedia project environments. 	<p>Communication</p> <p>Self-Reflection</p> <p>Critical Thinking and Problem Solving</p> <p>Cultural Awareness</p> <p>Community and Environmental Responsibility</p> <p>Professional Competence</p>
<ul style="list-style-type: none"> • Apply the essential features of project management: scheduling, estimating, marketing, prototyping, budgeting, testing and QA, determining specifications, and developing proposals. 	<p>Professional Competence</p> <p>Critical Thinking and Problem Solving</p> <p>Communication</p>
<ul style="list-style-type: none"> • Develop a focused skill-set in a specialty area of multimedia, i.e., instructional design, writing, project management, graphic production, video production, audio production, 3D environments and animation, programming. 	<p>Communication</p> <p>Critical Thinking and Problem Solving</p> <p>Professional Competence</p> <p>Self-Reflection</p>

Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/recources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON					
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Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits

MM236	Internet Delivery of Digital Video and Audio Files	3	MM236	Internet Delivery of Digital Video and Audio Files	3
MM237	Video Compositing and Effects	4	MM237	Video Compositing and Effects	4
MM238	Creating Professional DVDs	4	MM238	Creating Professional DVDs	4
MM244	Creating Interactive Web Pages	3	MM240	Multimedia Authoring II (add)	4
MM245	Internet Delivery of Interactive Multimedia	3	MM241	Multimedia Authoring III – Scripting (add)	4
MM250	Advanced Multimedia Project Development I	3	MM244	Creating Interactive Web Pages	3
MM251	Advanced Multimedia Project Development II	3	MM245	Internet Delivery of Interactive Multimedia	3
MM252	Advanced Multimedia Project Development III	3	MM250	Advanced Multimedia Project Development I	3
MM280	Cooperative Work Experience in Multimedia	1 to 3	MM251	Advanced Multimedia Project Development II	3
MM260	Multimedia Video Production I	4	MM252	Advanced Multimedia Project Development III	3
MM261	Multimedia Video Production II	4	MM280	Cooperative Work Experience in Multimedia	1 to 3
MM262	Multimedia Video Production II	4	MM260	Multimedia Video Production I	4
MM253	Intermediate Modeling and Texturing	3	MM261	Multimedia Video Production II	4
MM254	Character Rigging and Animation	3	MM262	Multimedia Video Production II	4
MM246	Post-Production Sound for Video	2	MM253	Intermediate Modeling and Texturing	3
MM255	3D Lighting and Texturing	3	MM254	Character Rigging and Animation	3
MM256	Graphics for Multimedia II	3	MM246	Post-Production Sound for Video	2
				3D Lighting and Texturing	
			MM255	Graphics for Multimedia II	3
			MM256		3
	Multimedia Support Electives			Multimedia Support Electives	
ART 115	Basic Design	3	ART 115	Basic Design	3
ART 116	Basic Design	3	ART 116	Basic Design	3
ART 117	Basic Design	3	ART 117	Basic Design	3
ART 221	Computer Graphics in Arts I	4	ART 221	Computer Graphics in Arts I	4
ART 221A	Computer Graphics in Arts I	2	ART 221A	Computer Graphics in Arts I	2
ART 224	Computer Graphics in Arts II	4	ART 224	Computer Graphics in Arts II	4
ART 293	Sculpture	3	ART 293	Sculpture	3
BA 101	Introduction to Business	4	BA 101	Introduction to Business	4
BA 205	Solving Communications Problems with Technology	4	BA 205	Solving Communications Problems with Technology	4
BA 207	Introduction to E-Commerce	4	BA 207	Introduction to E-Commerce	4
CAS 106	Introduction to HTML	1	CAS 106	Introduction to HTML	1
CAS 109	Beginning Power Point	1	CAS 109	Beginning Power Point	1
CAS 110	Introduction to Web Graphics	1	CAS 110	Introduction to Web Graphics	1
CAS 111D	Beginning Web Site Creation: Dreamweaver	3	CAS 111D	Beginning Web Site Creation: Dreamweaver	3
CAS 112	Intermediate Web Site Creation	3	CAS 112	Intermediate Web Site Creation	3
CAS 113	Enhancing Web Pages with Java Script	3	CAS 113	Enhancing Web Pages with Java Script	3
CAS 175	Introduction to Flash	3	CAS 175	Introduction to Flash	3

CAS 206	Introduction to HTML	3	CAS 206	Introduction to HTML	3
CAS 230	Desktop Publishing: Pagemaker WIN	3	CAS 230	Desktop Publishing: Pagemaker WIN	3
CIS 122	Software Design	4	CIS 122	Software Design	4
CIS	any 133, 233, or 234 series classes	4	CIS	any 133, 233, or 234 series classes	4
CIS 178	Introduction to the Internet	4	CIS 178	Introduction to the Internet	4
DRF 122	Isometric Illustration	3	DRF 122	Isometric Illustration	3
DRF 124	Exploded Isometric Illustration	3	DRF 124	Exploded Isometric Illustration	3
DRF 126	Introduction to AutoCAD	3	DRF 126	Introduction to AutoCAD	3
DRF 136	Intermediate AutoCAD	3	DRF 136	Intermediate AutoCAD	3
DRF 246	AutoCAD 3-D and Solid Modeling	3	DRF 246	AutoCAD 3-D and Solid Modeling	3
DRF 256	Advanced AutoCAD	3	DRF 256	Advanced AutoCAD	3
ED 103	Desktop Publishing for Educators	3	ED 103	Desktop Publishing for Educators	3
ED 104	Multimedia for Educators	3	ED 104	Multimedia for Educators	3
ED 171	Computers in Education II-Introduction to the Internet	3	ED 171	Computers in Education II-Introduction to the Internet	3
GD114	Designing with Type I	3	GD114	Designing with Type I	3
GD 115	Designing with Type II	3	GD 115	Designing with Type II	3
GD	any 120 or 220 series classes	3	GD	any 120 or 220 series classes	3
GD 240	Adobe Illustrator Design	3	GD 240	Adobe Illustrator Design	3
GD 241	Adobe Photoshop Design	3	GD 241	Adobe Photoshop Design	3
GD 242	Combined Graphic Programs	3	GD 242	Combined Graphic Programs	3
GD 249	Design Studio	3	GD 249	Design Studio	3
IVP	any Video Production Internship courses	9	IVP	any Video Production Internship courses	9
MUS 123	Electronic Media I	2	MUS 123	Electronic Media I	2
MUS 124	Electronic Media II	2	MUS 124	Electronic Media II	2
MUS 125	Electronic Media III	2	MUS 125	Electronic Media III	2
MUS222	Introduction to Studio Recording	2	MUS222	Introduction to Studio Recording	2
MUS 223	Studio Recording I	3	MUS 223	Studio Recording I	3
MUS 224	Studio Recording II	3	MUS 224	Studio Recording II	3
MUS 225	Studio Recording III	3	MUS 225	Studio Recording III	3
MUS 226	Digital Recording 1	3	MUS 226	Digital Recording 1	3
MUS 227	Digital Recording 2	3	MUS 227	Digital Recording 2	3
MUS 228	Digital Recording 3	3	MUS 228	Digital Recording 3	3
PT 136	Electronic Layout - PageMaker	3	PT 136	Electronic Layout - PageMaker	3
PT 150	Electronic Prepress - Prep for Print	6	PT 150	Electronic Prepress - Prep for Print	6
PT 152	Electronic Prepress - Photoshop	6	PT 152	Electronic Prepress - Photoshop	6
PT 154	Electronic Prepress - QuarkXPress	6	PT 154	Electronic Prepress - QuarkXPress	6
WR 227	Technical Writing I	3	WR 227	Technical Writing I	3
WR 9599	Professional Editing	3	WR 9599	Professional Editing	3
WR 9600	Technical and Professional Writing II	3	WR 9600	Technical and Professional Writing II	3
WR 9601	Graphics for Technical and Professional Writers	3	WR 9601	Graphics for Technical and Professional Writers	3

		Credit total	60		Credit total 60

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input type="checkbox"/> Yes X <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes X <input checked="" type="checkbox"/> No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, how?			
Is this a statewide certificate?	If yes, has the change been approved by the consortium?		
<input type="checkbox"/> Yes X <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			

Submitted by:	Beth Fitzgerald
Email:	efitzger@pcc.edu
Phone:	9971-722-5672

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
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SECTION #1 OVERVIEW

Current Title:	CNC Turning Certificate	Proposed Title:	Same
Current Credits:	48.5	Proposed Credits:	Same
Overview and rationale for proposed changes:	Following the review of courses and course outcomes in the certificate by the advisory committee on 11/2/1011 they recommend we revise the Certificate Outcomes.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	Remove the following outcome: Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC turning machines.		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Demonstrate knowledge in understanding of machine shop safety.		Critical Thinking and Problem Solving. Professional Competence.
Utilize an industry mechanical drawing (blueprint) to select and interpret processes, procedures, inspection equipment and operation of necessary machine tools to produce the part/product to industry specifications.		Critical Thinking and Problem Solving. Professional Competence.
Verify acceptable dimensional tolerances by the use of precision measurement and inspection tools.		Critical Thinking and Problem Solving. Professional Competence.
Accurately perform conversions, computations and calculations that result in parts production to specification, while maintaining optimal machining conditions.		Critical Thinking and Problem Solving. Professional Competence.
Write CNC programs for Fanuc (G & M compatible) controlled CNC turning and machining centers using basic programming skills.		Critical Thinking and Problem Solving. Professional Competence.
Perform safe maintenance, setup, and operating procedures with the manual machine tools group.		Critical Thinking and Problem Solving. Professional Competence.

Perform safe setup and operating procedures with the computer numerical control (CNC) turning and machining centers	Critical Thinking and Problem Solving. Professional Competence.
Construct and verify computer designed 2-D and 3-D part models and tool paths commonly machined with CNC turning and machining centers. (REMOVE)	Critical Thinking and Problem Solving. Professional Competence.
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Demonstrate knowledge in understanding of machine shop safety.	Critical Thinking and Problem Solving. Professional Competence.
Utilize an industry mechanical drawing (blueprint) to select and interpret processes, procedures, inspection equipment and operation of necessary machine tools to produce the part/product to industry specifications.	Critical Thinking and Problem Solving. Professional Competence.
Verify acceptable dimensional tolerances by the use of precision measurement and inspection tools.	Critical Thinking and Problem Solving. Professional Competence.
Accurately perform conversions, computations and calculations that result in parts production to specification, while maintaining optimal machining conditions.	Critical Thinking and Problem Solving. Professional Competence.
Write CNC programs for Fanuc (G & M compatible) controlled CNC turning and machining centers using basic programming skills.	Critical Thinking and Problem Solving. Professional Competence.
Perform safe maintenance, setup, and operating procedures with the manual machine tools group.	Critical Thinking and Problem Solving. Professional Competence.
Perform safe setup and operating procedures with the computer numerical control (CNC) turning and machining centers	Critical Thinking and Problem Solving. Professional Competence.

Related Instruction

Does the revision involve changing or adding Related Instruction?

Yes No

If yes, a template for Related Instruction will need to be filled out. The template can be found at:
<http://www.pcc.edu/recources/academic/eac/degree/forms.html>

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the order that they are distributed in the [catalog](#). If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category on this form. If you want to rearrange the order of courses within the term by term sequence do so on this form.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
NO CURRICULUM CHANGES			NO CURRICULUM CHANGES		
	Credit total			Credit total	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)

Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?			Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, how?			
Is this a statewide certificate?	If yes, has the change been approved by the consortium?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		ASAP	

Submitted by:	Patrick Kraft
Email:	pkraft@pcc.edu
Phone:	X8170

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.
4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center DC 4th floor via campus mail.



**NEW
ASSOCIATE OF APPLIED SCIENCE
DEGREE REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be sent via intercampus
mailed to:
Curriculum Office DC/4th floor**

SECTION # 1 OVERVIEW

Proposed Title:	Landscape Technology: Construction AASO	Proposed Credits:	91
Reason for new degree:	With the new related instruction requirements, our two-year certificates have almost as many credits as an AAS degree. As a result, we think students would be better served with a degree, rather than a certificate. CCWD requested we make a new degree option to the Landscape Technology degree rather than a revision to a certificate.		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain:	Has degree been validated by the Advisory Committee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
WR 115	Introduction to Expository Writing	4
RD 115	College Reading	4
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PROPOSED OUTCOMES

Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a

classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: <http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html>

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
-Identify, select, and safely operate equipment and tools for landscape construction	-Professional competence
-Identify, select and install materials for landscape construction using current industry standards	-Professional competence
-use computational skills to solve landscape construction problems	-Critical thinking and problem solving
-Follow legal and business practices for landscape construction	-Professional competence
-Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team.	-Communication
- Assess and change practices cultivating care for the earth using an understanding of current environmental and sustainable issues as they directly impact the landscape industry.	-Community and Environmental Responsibility

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1) Arts and Letters. 2) Social Science, 3) Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree with *.

List all courses in the order that you want them distributed in the [catalog](#). If you want them listed term by term then identify them in a term by term sequence on this form. If you want them identified as categories such as CORE, ELECTIVES, etc, then identify them as such.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
CSS 200	Soils and Plant Nutrition	4
HOR 226	Plant Materials-Deciduous	4
HOR 227	Plant Materials-Evergreen	4

HOR 228	Plant Materials-Flowering	4
HOR 290	Introduction to Landscape Design	3
LAT 224	Grading and Drainage	3
LAT 106	Basic Horticulture	4
LAT 108	Landscape Irrigation I	3
LAT 110	Grounds Maintenance	3
LAT 273	Sustainable Landscape Water Management	3
LAT 111	Landscape Construction Practices	3
LAT 223	Site Surveying and Analysis	3
LAT 232	Landscape Irrigation II	4
LAT 236	Landscape Math	3
LAT 211	Landscape Construction Practices II	3
LAT 243	Landscape Business Operations	3
LAT 272	Sustainable Landscaping	3
LAT 264	Landscape Estimating and Bidding	3
LAT 280A	CE:Landscape	6
MSD 101	Principles of Management and Supervision	3
	General Education	16
	Landscape Construction AAS Electives	6
	Landscape Construction AAS Electives List	
HOR255	Spring Annuals and Perennials	3
HOR272	Summer Annuals and Perennials	3
HOR291	Landscape Design Process	3
LAT109	Plant Propagation	3
LAT214	Plant Composition I	3
LAT219	Landscape Illustration	3
LAT225	Water Gardens	3
LAT235	Tree Care - Fall	3
LAT240	Tree Care - Spring	3
LAT250	Plant Diseases, Insects and Weed Identification	3
LAT262	Native Plants of Oregon	3
LAT271	Computer Aided Landscape Design	3
LAT 104	Pesticides	3
LAT275	Introduction to Landscape Night Lighting	3

LAT Construction new degree 3

LAT278	Oregon LCP Exam Preparation	3
LAT 217	Landscape Drafting	3
LAT 241	Turfgrass Cultural Practices	3
HOR 266	Interior Plants	3
Credit Total		91

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the degree been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requested implementation date:	Fall 2012
Is this a degree option?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of the base degree:		Landscape Technology	
Eligible Training Provider Application	Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu				
Submitted By:	Elizabeth Brewster				
Email:	Elizabeth.brewster1@pcc.edu				



**NEW
ASSOCIATE OF APPLIED SCIENCE
DEGREE REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be sent via intercampus
mailed to:
Curriculum Office DC/4th floor**

SECTION # 1 OVERVIEW

Proposed Title:	Landscape Technology: Design AASO	Proposed Credits:	96
Reason for new degree:	With the new related instruction requirements, our two-year certificates have almost as many credits as an AAS degree. As a result, we think students would be better served with a degree, rather than a certificate. CCWD requested we make this a degree option to the base degree rather than a revision to a certificate.		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain:	Has degree been validated by the Advisory Committee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
WR 115	Introduction to Expository Writing	4
RD 115	College Reading	4

Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions. Yes No

PROPOSED OUTCOMES

Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: <http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html>

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
-Collect, analyze, synthesize and summarize data for application toward landscape design, including plantings and hardscapes.	-Professional Competence -Critical Thinking and Problem Solving
-Follow legal and business practices for landscape design	-Professional Competence
-Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team.	-Communication
- Assess and change practices cultivating care for the earth using an understanding of current environmental and sustainable issues as they directly impact the landscape industry.	Community and Environmental Responsibility

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1) Arts and Letters. 2) Social Science, 3) Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree with *.

List all courses in the order that you want them distributed in the [catalog](#). If you want them listed term by term then identify them in a term by term sequence on this form. If you want them identified as categories such as CORE, ELECTIVES, etc, then identify them as such.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
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CSS 200	Soils and Plant Nutrition	4
HOR 226	Plant Materials-Deciduous	4
HOR 227	Plant Materials-Evergreen	4
HOR 228	Plant Materials-Flowering	4
HOR 255 Or HOR 272	Spring Annuals and Perennials or Summer Annuals and Perennials	3
HOR 290	Introduction to Landscape Design	3
HOR 291	Landscape Design Process	3
LAT 106	Basic Horticulture	4
LAT 108	Landscape Irrigation I	3
LAT 273	Sustainable Landscape Water Management	3
LAT 110	Grounds Maintenance	3
LAT 111	Landscape Construction Practices	3
LAT 214	Plant Composition I	3
LAT 217	Landscape Drafting	3
LAT 219	Landscape Illustration	3
LAT 223	Site Surveying and Analysis	3
LAT 272	Sustainable Landscaping	3
LAT 236	Landscape Math	3
LAT 243	Landscape Business Operations	3
LAT 264	Landscape Estimating and Bidding	3
LAT 271	Computer Aided Landscape Design	3
LAT 224	Grading and Drainage	3
LAT 280C	CE:Landscape Design	3
	General Education	16
	Landscape Design AAS Electives	6
	Landscape Construction AAS Electives List	
LAT104	Pesticides	3
LAT225	Water Gardens	3
LAT235	Tree Care - Fall	3
LAT240	Tree Care - Spring	3
LAT241	Turfgrass Cultural Practices	3

LAT250	Plant Diseases, Insects and Weed Identification	3
LAT262	Native Plants of Oregon	3
LAT275	Introduction to Landscape Night Lighting	3
LAT278	Oregon LCP Exam Preparation	3
LAT104	Pesticides	3
HOR 266	Interior Plants	3
LAT 109	Plant Propagation	3
LAT 232	Irrigation II	4
LAT 211	Landscape Construction II	3
	Credit Total	96

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the degree been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requested implementation date:	Fall 2012
Is this a degree option?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of the base degree:		Landscape Technology	
Eligible Training Provider Application	Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu				
Submitted By:	Elizabeth Brewster				
Email:	Elizabeth.brewster1@pcc.edu				



**NEW
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DEGREE REQUEST FORM**

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dac@pcc.edu
Signature pages should be sent via intercampus
mailed to:
Curriculum Office DC/4th floor**

SECTION # 1 OVERVIEW

Proposed Title:	Landscape Technology: Management AASO	Proposed Credits:	96
Reason for new degree:	With the new related instruction requirements, our two-year certificates have almost as many credits as an AAS degree. As a result, we think students would be better served with a degree, rather than a certificate. CCWD recommended we make this a degree option to the base degree rather than a revision to a certificate.		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain:	Has degree been validated by the Advisory Committee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
WR 115	Introduction to Expository Writing	4
RD 115	College Reading	4
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

PROPOSED OUTCOMES

Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: <http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html>

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
-Maintain landscapes in a competent manner using current industry practices for plantings, hardscapes, irrigation and drainage	Professional Competence
-Identify, select and safely operate equipment and tools for landscape management	Professional Competence
-Use computational skills to solve landscape management problems	Critical Thinking and Problem Solving
-Follow legal and business practices for landscape management	Professional Competence
-Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team.	Communication
- Assess and change practices cultivating care for the earth using an understanding of current environmental and sustainable issues as they directly impact the landscape industry.	Community and Environmental Responsibility

SECTION # 3 COURSEWORK

All candidates for the Associate of Applied Science Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1) Arts and Letters. 2) Social Science, 3) Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. Please identify all General Education listed within your degree with *.

List all courses in the order that you want them distributed in the [catalog](#). If you want them listed term by term then identify them in a term by term sequence on this form. If you want them identified as categories such as CORE, ELECTIVES, etc, then identify them as such.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
CSS 200	Soils and Plant Nutrition	4
HOR 226	Plant Materials-Deciduous	4
HOR 227	Plant Materials-Evergreen	4
HOR 228	Plant Materials-Flowering	4
HOR 255 Or HOR 272	Spring Annuals and Perennials or Summer Annuals and Perennials	3
HOR 290	Introduction to Landscape Design	3
LAT 104	Pesticides	3
LAT 106	Basic Horticulture	4
LAT 108	Landscape Irrigation I	3
LAT 273	Sustainable Landscape Water Management	3
LAT 110	Grounds Maintenance	3
LAT 111	Landscape Construction Practices	3
LAT 272	Sustainable Landscaping	3
LAT 235	Tree Care-Fall	3
LAT 236	Landscape Math	3
LAT 240	Tree Care-Spring	3
LAT 241	Turfgrass Cultural Practices	3
LAT 243	Landscape Business Operations	3
LAT 250	Plant Disease, Insects and Weed Identification	3
LAT 264	Landscape Estimating and Bidding	3
LAT 280A	CE:Landscape	6
MSD 101	Principles of Management and Supervision	3
	General Education	16
	Landscape Management AAS Electives List	
HOR291	Landscape Design Process	3
LAT214	Plant Composition I	3
LAT217	Landscape Drafting	3
LAT219	Landscape Illustration	3
LAT225	Water Gardens	3
LAT232	Landscape Irrigation II	4
LAT262	Native Plants of Oregon	3

LAT Management new degree 3

LAT271	Computer Aided Landscape Design	3
LAT275	Introduction to Landscape Night Lighting	3
LAT278	Oregon LCP Exam Preparation	3
HOR 266	Interior Plants	3
LAT 109	Plant Propagation	3
LAT 223	Site Surveying and Analysis	3
LAT 211	Landscape Construction II	3
LAT 224	Grading and Drainage	3
	Credit Total	96

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the degree been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requested implementation date:	Fall 2012
Is this a degree option?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of the base degree:		Landscape Technology	
Eligible Training Provider Application	Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu				
Submitted By:	Elizabeth Brewster				
Email:	Elizabeth.brewster1@pcc.edu				



**NEW CERTIFICATE
REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office DC – 4th floor**

SECTION # 1 OVERVIEW

Proposed Title:	Shielded Metal Arc Welding Certificate	Proposed Credits:	15
Reason for new certificate:	Student employability as well as responding to industry need for skilled staff. This is a career pathway certificate as all courses fulfill requirements of the one-year certificate and the AAS in welding.		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain: No one else welds	Has certificate been validated by the Advisory Committee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
	No Prerequisites required	
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PROPOSED OUTCOMES

Outcomes statements suggest context to indicate “out there” and they describe what students can DO with what they know. The committee members will review the outcomes. [For guidance on writing outcome](#) statements.

Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.

Certificate Outcome	Core Outcome
<i>Students who complete this certificate should be able to:</i>	
Prepare for certification in the Shielded Metal Arc Welding (SMAW) process	Professional Competence

SECTION # 3 COURSEWORK

List all courses in the order that you want them distributed in the [catalog](#). If you want them listed term by term then identify them in a term by term sequence on this form. If you want them identified as categories such as CORE, ELECTIVES, etc, then identify them as such.

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct.

PROPOSED CERTIFICATE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
WLD 111	Shielded Metal Arc Welding (7024) & Oxy-acetylene Cutting	4
WLD 112	Shielded Metal Arc Welding Mild Steel I (7018)	4
WLD 113	Shielded Metal Arc Welding Mild Steel II (7018)	4
WLD 151	SMAW Certification Practice: Unlimited Thickness Mild Steel	3
Confirm total number of credits		Credit Total 15

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)

Is this a Statewide Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the certificate been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Requested implementation term:	Fall 2012
<p align="center">Eligible Training Provider Application</p> <p>Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu</p>					
<p align="center">Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located at:</p> <p align="center">http://www.pcc.edu/recources/academic/eac/degree/forms.html</p> <p align="center">All courses identified as fulfilling the embedded related instruction requirement must have been reviewed and recommended by the Curriculum Committee and the details outlined on the CCOG.</p>					
Submitted By:	Scott Judy				
Email:	sjudy@pcc.edu				

Next steps:

1. Save the completed New Certificate Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the New Certificate Signature Page Form and obtain the appropriate signatures.
3. Staple the signed New Certificate Signature Page Form to a hard copy of the New Certificate Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center, DC – 4th floor via campus mail.

PCC ROAD MAP TEMPLATE

Entrance Considerations:

For example:

Location: [PCC Rock Creek](#) Swan Island Training Center

Admission: [Application for admission to the College](#)

Prerequisites: none

Portland Community College

Career and Technical Program:

CP Welding Certificates:

- 15 Credits
- Course Information (link to catalog page)
- [Cost](#) (PCC tuition and fees, and \$12/credit lab fee)

Less than 1-yr Welding Technology Certificate:

- 44 Credits
- Course Information (link to catalog page)
- [Cost](#) (PCC tuition and fees, and \$12/credit lab fee)

Associate of Applied Science Welding:

- 97 Credits
- Course Information (link to catalog page)
- [Cost](#) (PCC tuition and fees, and \$12/credit lab fee)

Labor Market Information:

List of occupations that align with credentials in the program.

Resources:

[Oregon's Labor Market Information System](#)

[Occupational Outlook Handbook](#)

Industry Associations: Welding Society (AWS)

Education beyond the community college:

Welding certification leads directly to employment. Additional coursework can lead to a Welding Engineer.

		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: <ol style="list-style-type: none"> 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 6. Change to open admissions Other changes need to come before the Degree and Certificate Committee.	
		Submitted by:	DeLyse Totten	Email: dtotten@pcc.edu	Phone: x4822
Title of Degree/Certificate:	CIS Degrees and Certificates	Requested Implementation Term:	Fall 2012		
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change		<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.					
Current Course Title:	Principles of Accounting III	Proposed Course Title:	Managerial Accounting		
Current Course Number:	BA 213	Proposed Course Number:	BA 213 (no change)		
Electives List Title:	Computer Information Systems Program Business Electives				
Explanation of Other:	N/A				

		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: <ol style="list-style-type: none"> 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 6. Change to open admissions Other changes need to come before the Degree and Certificate Committee.	
		Submitted by:	DeLyse Totten	Email: dtotten@pcc.edu	Phone: x4822
Title of Degree/Certificate:	CAS	Requested Implementation Term:	Fall 2012		
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change		<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.					
Current Course Title:	Principles of Accounting III	Proposed Course Title:	Managerial Accounting		
Current Course Number:	BA 213	Proposed Course Number:	BA 213 (no change)		
Electives List Title:					
Explanation of Other:					



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
6. Change to open admissions

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

Submitted by:	Susan Norris	Email: norris6158@comcast.net	Phone: 971-977-4074
Title of Degree/Certificate:	CAS Program Electives	Requested Implementation Term:	Same term that name change for CS133U is approved for.
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Course number change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Degree or certificate title change <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	Introduction to C	Proposed Course Title:	C Programming
Current Course Number:	CS133U	Proposed Course Number:	CS133U
Electives List Title:	Computer Information Systems Program Electives		
Explanation of Other:			

		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: <ol style="list-style-type: none"> 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 6. Change to open admissions Other changes need to come before the Degree and Certificate Committee.	
		Submitted by:	DeLyse Totten	Email: dtotten@pcc.edu	Phone: x4822
Title of Degree/Certificate:	CIS Degrees and Certificates	Requested Implementation Term:	Fall 2012		
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change		<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.					
Current Course Title:	Principles of Accounting III	Proposed Course Title:	Managerial Accounting		
Current Course Number:	BA 213	Proposed Course Number:	BA 213 (no change)		
Electives List Title:	Computer Information Systems Program Business Electives				
Explanation of Other:	N/A				



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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
6. Change to open admissions

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

Submitted by:	Susan Norris	Email: norris6158@comcast.net	Phone: 971-977-4074
Title of Degree/Certificate:	CIS Program Electives	Requested Implementation Term:	Same term that name change for CS133U is approved for.
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Course number change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Degree or certificate title change <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	Introduction to C	Proposed Course Title:	C Programming
Current Course Number:	CS133U	Proposed Course Number:	CS133U
Electives List Title:	Computer Information Systems Program Electives		
Explanation of Other:			

		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 6. Change to open admissions Other changes need to come before the Degree and Certificate Committee.					
Submitted by:		Beth Fitzgerald		Email: efitzger@pcc.edu		Phone: 971-722-5672			
Title of Degree/Certificate:		Multimedia Certificate		Requested Implementation Term:		Fall 2012 or ASAP			
What type of change are you requesting?		<input type="checkbox"/> Course title change <input checked="" type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change		<input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Other					
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.									
Current Course Title:		ARCH126 Introduction to AutoCAD ARCH127 Introduction to Google SketchUp ARCH136 Intermediate AutoCAD CAS137 Basic Web Design Skills/Adobe CAS181 Web Site Creation using CMS - Content Management Systems CAS211D Intermediate Dreamweaver CAS213 Enhancing Web Pages with JavaS- cript CAS215 Cascading Style Sheets (CSS) and Dynamic HTML ENG195 Film Studies: Film as Art ENG196 Film Studies: Directors ENG197 Film Studies: Contemporary Themes and Genres WR243 Creative Writing - Script Writing WR247 Advanced Creative Writing - Script- writing				Proposed Course Title:		NA	

Electives List Title:	Multimedia Support Electives
Explanation of Other:	We would like these courses added to the Multimedia Support Electives List.



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following:

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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
6. Change to open admissions

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

Submitted by:	DeLyse Totten	Email: dtotten@pcc.edu	Phone: x4822
Title of Degree/Certificate:	MANAGEMENT/SUPERVISORY DEVELOPMENT AAS DEGREE	Requested Implementation Term:	Fall 2012
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Course number change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Degree or certificate title change <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	Principles of Accounting III	Proposed Course Title:	Managerial Accounting
Current Course Number:	BA 213	Proposed Course Number:	BA 213 (no change)
Electives List Title:	N/A		
Explanation of Other:	N/A		



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4. Change in the number of pass/no pass credits other than the default
5. Degree or certificate title changes
6. Change to open admissions

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

Submitted by:	DeLyse Totten – Chair BA SAC	Email: dtotten@pcc.edu	Phone: x4822
Title of Degree/Certificate:	MANAGEMENT/SUPERVISORY DEVELOPMENT CERTIFICATE	Requested Implementation Term:	Fall 2012
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input type="checkbox"/> Course number change <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Degree or certificate title change <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	Principles of Accounting III	Proposed Course Title:	Managerial Accounting
Current Course Number:	BA 213	Proposed Course Number:	BA 213 (no change)
Electives List Title:	N/A		
Explanation of Other:	N/A		