

**December Degrees and Certificates Minutes**  
**December 1, 2010**  
**Conference Room A**  
**2pm-4pm**

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

**Guests:** Shannon Baird, Jim Parks, Sanda Williams, Elizabeth Metcalf, Beth Fitzgerald, Scott Morgan, Barb Kaufman, Michael Sonnleitner, Amanda Ferroggiaro, Phil Seder, Jin Kim, Tanya Littrell.

**Old Business:**

Review November Minutes:

*Kathleen moved, Joanne seconded. Unanimous approval.*

**APPROVED**

**This will be Loretta's last meeting. Susanne thanked Loretta for her years of service to the committee. This was enthusiastically endorsed by committee members, followed by a round of applause.**

**New Business:**

**Discussion:** 300/400 level courses

The goal is to gain a greater understanding of the issues and to make a recommendation to the college. Questions include: If we accept 300 and 400 level credits, how many, 12,16? Should there be any stipulations placed on the credits, such as CTE courses only, LDC transfer but not General education? Shannon Baird and Elizabeth Metcalf were among the guest attending. They shared perspectives on this discussion item. Both supported transferring in of 300 and 400 level courses and believe this would be greeted with support among other CTE chairs.

Susanne suggested that a small group meet and put together a position paper on this topic. Rebecca and Susanne agreed to meet; others are considering.

**Discussion:** Repeatable Courses

Continuing discussion: Susanne discussed the issue at the November EAC and asked for additional feedback from members. Additional questions and feedback occurred. Since this isn't a time sensitive issue, Rebecca recommends that we proceed slowly and make sure we get this correct. Committee agreed to discuss this topic in more detail in the future when Rebecca has additional information.

**Discussion:** PAC FAC-Michael Sonnleitner

Focus awards: Peace and Conflict. Michael had a preliminary discussion with committee members around the administrative structuring and support for Focus Awards. We all agreed that further discussion is needed, after the catalog deadline has passed. Michael was invited to visit with committee members again in March or later.

**Revision CJA: Corrections Technician Certificate: Jim Parks:** Addition of a course

Discussion: CJA 115 added increase the credit total to 29. Corrections technicians are in higher demand. Intro to jail operations would increase the knowledge of a technician.

*Loretta moved, Kathleen seconded. Unanimous recommendation for approval. **APPROVED***

**Revision BCT: Construction Management AAS: Bob Steele:** Course Revisions

Discussion: Increasing degree total from 93 to 94. Credit total change for BCT 105, approved at CC last month to increase from 3 to 4 credits. BCT must keep up with the changing industry, including changes in the work environment. High performance building specifically, this time increase gives them time to include this info and new technologies.

*Scott moved, Dave seconded. Unanimous recommendation for approval.***APPROVED**

**Revision Automotive Services Technology AAS: Scott Morgan:** Outcomes

Discussion: Removal of one outcome.

*Joanne moved, Dave seconded. Unanimous recommendation for approval.***APPROVED**

**Revision CAS: Computer Applications/Office Systems Certificate: Barb Kaufman**

Discussion: Certificate title change to Administrative Assistant Certificate, and related instruction template. BA 111 replaces MTH 30 in the related instruction.

*Dave moved, Kathleen seconded. Unanimous recommendation for approval.***APPROVED**

**Revision ID: Design for Acc & Aging in Place: Amanda Ferroggiaro:** Related Inst- outcomes.

Discussion:

*Dave moved, Joanne seconded. Unanimous recommendation for approval.***APPROVED**

**Revision ID: Kitchen & Bath Cert: Amanda Ferroggiaro:** Course Revisions & Related Inst-outcomes

Discussion: From 62 to 59 credits. Removal of ARCH 111. Removal of BA 238. ID 280A increased to 6. Math 65 is incorrect in the paperwork and needs to be listed as 4 credits. It was decided in the meeting to remove Mth 65 and WR 121 from the certificate; ~~now 52 credits.~~ **AMENDED 01-20-2011: Due to credit error on paperwork stating Mth 65 was 3 credits. Mth 65 is actually 4 credits, thus making the certificate total 51.**

*Loretta moved, Dave seconded.*

Further discussion: Outcomes.

*Unanimous recommendation for approval with course amendments of math and writing.***APPROVED**

**Revision BA: Marketing Certificate: Phil Seder:** Outcomes

*Discussion: Joanne Moved, Dave seconded. Unanimous recommendation for approval.*

**\*Make change "Graduates SHOULD be able to:" on the DAC forms.****APPROVED**

**Revision BA: Marketing AAS: Phil Seder:** Outcomes

*Discussion: Loretta moved, Dave seconded. Unanimous recommendation for approval.***APPROVED**

**Revision BA: Management AAS: Phil Seder:** Outcomes

*Discussion: Dave moved, Eriks seconded. Unanimous recommendation for approval.***APPROVED**

**Revision BA: Accelerated Accounting Certificate: Phil Seder:** Outcomes

*Discussion: Eriks moved, Joanne seconded. Unanimous recommendation for approval.***APPROVED**

**Revision BA: Entry Level Accounting Clerk Certificate: Phil Seder:** Outcomes

*Discussion: Eriks moved, Dave seconded. Unanimous recommendation for approval.***APPROVED**

**Revision BA: Accounting Clerk Certificate: Phil Seder:** Outcomes and Related Instruction

Discussion: Eriks moved, Dave seconded. Unanimous recommendation for approval. **APPROVED**

**Revision BA: Retail Management AAS: Greg Rapp: Outcomes**

Discussion: Joanne moved, Dave seconded. Unanimous recommendation for approval. **APPROVED**

**Revision BA: Accounting AAS: Phil Seder: Outcomes**

*Discussion: Dave moved, Joanne seconded. Unanimous recommendation for approval. **APPROVED***

**Revision EET: Electronic Engineering Technology AAS: Sanda Williams: Course Revisions**

Discussion: Credit total changes to 104. 1. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher

2. Change the Writing pre-req from WR 115 to completion of WR 121

3. Increase EET 122 from 3 credits to 4 credits

4. Decrease EET 123 from 5 credits to 4 credits

5. Add EET 272 to the course of study

6. Add MTH 252 as an additional "or" to MTH 243

7. Remove EET 255 from the degree

8. Add EET 273 to the course of study

9 Change MTH111B or MTH 111C to MTH 111

10. ~~Add OSHA safety training as a substitution for EET 188~~

Removal of the OSHA statement in number ten as Rebecca feels it would be like listing a course we do not offer in a degree.

*Joanne moved, Eriks seconded. Unanimous recommendation for approval. **APPROVED as AMENDED***

**Revision EET: Biomedical Technology AAS: Sanda Williams: Course Revisions**

1. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher

2. Add "Any medical terminology class, 3cr minimum" to the pre-reqs

3. Increase EET 122 from 3 credits to 4 credits

4. Decrease EET 123 from 5 credits to 4 credits

5. Add EET 273

6. Remove EET 255 from the degree

7. ~~Add OSHA safety training as a substitution for EET 188~~

8. Change MTH111B or MTH 111C to MTH 111

Discussion: Degree decreased to 102 credits. Removal of outcome number 7 regarding OSHA.

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

**APPROVED as AMENDED**

**Revision EET: Mechatronics/Auto/Robotics Technology AAS: Sanda Williams: Course Revisions**

Discussion: 1. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher

2. Increase EET 122 from 3 credits to 4 credits

3. Decrease EET 123 from 5 credits to 4 credits

4. Remove CS 161 from the course of study and add it to the pre-reqs

5. Remove EET 223 from the MARET Degree Electives List

6. Remove ELT 125 from the MARET Degree Electives List

7. Remove ELT 225 from the MARET Degree Electives List

8. Remove ELT 126 from the MARET Degree Electives List

9. Remove EET 255 from the course of study

10. Remove EET 271 from the course of study

11. Add EET 101 to course of study
  11. Change MTH 111C to MTH 111
  12. Remove DRF 270 from course of study and add to the MARET Degree Electives List
  13. Remove DRF 126 from course of study and add to the MARET Degree Electives List
  14. Remove CMET 113 from course of study and add to the MARET Degree Electives List
  15. Add ELT 126 to the course of study
  16. Add EET 272 to the course of study
  17. Add EET 273 to the course of study
  18. Add ELT 125 to the course of study
  19. Add EET 223 to the course of study
  20. Add ELT 225 to the course of study.
  21. ~~Add OSHA safety training as a substitution for EET 188~~
  22. Decrease the number of electives from 4 to 3cr
- Removal of OSHA statement. Degree credits increase to 107. The total on the paperwork should be 107 not 108.

*Janeen moved, Kathleen seconded. Unanimous recommendation for approval. **APPROVED as AMENDED***

**Revision EET: Wireless and Data Communications AAS: Sanda Williams:** Course Revisions

1. Change Math pre-req from MTH 95 or higher to MTH 111 or higher
2. Remove WR 121 from the course of study and add as a pre-req
3. Increase EET 122 from 3cr to 4cr
4. Decrease EET 123 from 5cr to 4cr
5. Add MTH 252 as an "or" of MTH 243 substitution
6. ~~Add OSHA safety training as a substitution for EET 188~~
7. Change MTH 111B or MTH 111C to MTH 111

Discussion: Decrease of credits to 98.

Removal of OSHA statement.

*Dave moved, Janeen seconded. Unanimous recommendation for approval. **APPROVED as AMENDED***

**Revision EET: Renewable Energy AAS: Sanda Williams:** Course Revisions

1. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher
2. Increase EET 122 from 3 credits to 4 credits
3. Decrease EET 123 from 5 credits to 4 credits
4. Add EET 273
5. Remove EET 255 from the degree
6. Title change for EET 269
7. ~~Add OSHA safety training as a substitution for EET 188~~
8. Change MTH111B or MTH 111C to MTH 111

Discussion: Decrease to 104 credits.

Removal of OSHA statement. Add EET 272. Check credit total.

*Eriks moved, Dave seconded. Unanimous recommendation for approval. **APPROVED as AMENDED***

**Revision EET: Renewable Energy Certificate: Sanda Williams:** Course Revisions

1. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher
2. Increase EET 122 from 3 credits to 4 credits
3. Title change for EET 269
5. ~~Add OSHA safety training as a substitution for EET 188~~

6. Remove 3 credits of General Education
7. Change MTH 111C to MTH 111

Discussion: Removal of OSHA statement. Decrease of credits to 40.

*Eriks moved, Kathleen seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Revision EET: Electronic Engineering Technology Certificate: Sanda Williams:** Course Revisions

1. Change the Math pre-req from MTH 95 to placement into MTH 111 or higher
- 2 Change the Writing pre-req from WR 115 to completion of WR 121
3. Increase EET 122 from 3 credits to 4 credits
4. Decrease EET 123 from 5 credits to 4 credits
5. Change MTH 111C to MTH 111
6. Add OSHA safety training as a substitution for EET 188
7. Remove WR 121 from the course of study

Discussion: Removal OSHA statement.

*Eriks moved, Kathleen seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Revision MM: Multimedia AAS: Beth Fitzgerald:** Course Revisions

Discussion: Removing 8 credits from electives. Taking the degree from 105 to 97; the certificate is where students choose courses more and so the degree is to be more guided. Soc science 4 credits, gen ed 4 credits to clarify for students. 111A is in the paperwork but it's really MTH 105.

*Loretta Moved, Dave seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Revision MM: Multimedia Certificate: Beth Fitzgerald:** Related Instruction

Discussion:

*Dave moved, Joanne seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Revision CIS: Computer Information Systems One Year Certificate: Mike Talbert:** Outcomes

Discussion: Sue Norris, Adding the "should be able to" statement to outcomes:

*Eriks moved, Kathleen seconded. Delete first part of number two and start with install windows.*

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

**Revision MA: Medical Assisting: Jin Kim:** Course Revisions and Related Instruction, Outcomes?

Discussion: Number 5 (MP 201) should be 3 in parenthesis and not 2. Increase of credits in cert to 45. Outcome 3, Remove demonstrates the ability to and it will say meet... etc. Replace Personal with Patient's.

*Eriks moved, Kendra seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Revision HIM: Health Information Management - Ann Wenning-**Outcomes

Discussion: The HIM paperwork is missing on this agenda.**POSTPONED**

**Revision FT: Fitness Technology AAS - Tanya Littrell-**Outcomes

Discussion: NSCA instead of NSAC on bullet 4.

*Joanne moved, Janeen seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Revision FT: Fitness Technology Certificate - Tanya Littrell-**Outcomes

Discussion: Same typo on certificate. NSCA.

*Eriks moved, Joanne seconded. Unanimous recommendation for approval.***APPROVED as AMENDED**

**Consent Agenda:**

**Business Administration:** BA 218 is being add to the Business Program Electives List

**Fitness Technology:** MTH 111B and MTH 111C will be removed from the Fitness Technology Degree Electives as of Fall 2011 and replaced with MTH 111

**Computer Applications and Office Systems:** CAS 181 is being added to the Design Electives section of the Website Development and Design Degree

**Criminal Justice:** CJA 265 is being added to the Criminal Justice Degree Electives List

**Microelectronic Technology AAS:** MTH 111B and MTH 111C will be removed from the degree as of Fall 2011 and replaced with MTH 111

**Solar Voltaic Technology AAS:** MTH 111B and MTH 111C will be removed from the degree as of Fall 2011 and replaced with MTH 111

**Automated Manufacturing Technology AAS:** MTH 111B and MTH 111C will be removed from the Degree as of Fall 2011 and replaced with MTH 111

**Management/Supervisory Development AAS:** Establishing a new degree electives list

**Paraeducator Certificate:** Related Instruction

*Discussion: Eriks moved, Joanne seconded. Unanimous approval.*

**APPROVED**

*Meeting adjourned, 5:30pm*