

**Degrees and Certificates Minutes**  
**January 11, 2012**  
**Sylvania Conference A**  
**2pm to 4pm**

**In attendance:** Susanne Christopher, Rebecca Mathern, Dave Stout, Sally Earll, Steve Smith, Kathleen Bradach, Joanne Harris, Eriks Puris, Kendra Cawley, Birgitte Ryslinge, Emily Biskey, Janeen Hull.

**Guests:** John Gieber, Elizabeth Metcalf, Larry Altree, Nancy Pilgrim, Ed Lindsey, Bert Logan FA Director, Christina Friedle, Jan Abushakrah.

**Old Business:**

Review December 2011 Minutes

**Joanne moved, Kathleen seconded. APPROVED.**

**New Business:**

**EAC Chair Report**

Discussion:

Institutional awarding of graduation: Registrar and Committee chair met with CTE chairs to discuss this possible recommendation. There were several questions, mainly operational. They are meeting with them again this month. In addition, this item was brought to the EAC for discussion.

Discussion:

Repeat Credit:

The repeated credit recommendation was taken to the EAC for discussion. Discussion revolved around clarification of what would be the effect on various disciplines, GPA and transfers. Several SACs asked whether other disciplines could have courses that were repeatable for credit used multiple times in a PCC degree. It was decided at the Degree and Certificate Committee to look again at the issues surrounding usage of repeated credit courses in degrees. The application of financial Aid is one concern. The question of whether or not it is appropriate to have repeatable courses apply to a degree even though Financial Aid may not cover the cost. Financial Aid also can't track if a student has taken a course more than once. Another concern raised is if other schools will accept repeated courses for credit towards their degrees. Each school has their own policies regarding repeatable courses transferring in regards to GPA and credits being applied. One suggestion was to have courses which may benefit from skill enhancement such as Art and PE, explore whether these courses could be divided into multiple courses i.e. Basic, Intermediate and Advanced. One of the challenges is in trying to differentiate skill development in outcomes for courses requiring multiple levels. Another discussion topic was about PCC's philosophy to have students move through the programs as quickly and efficiently as possible while incurring as little debt as possible. The repeatability of courses may be in conflict with this philosophy. Access to courses is another theme. More discussion at end of meeting.

**ASOT-Business (See Appendix A)**

Discussion:

State is trying to bring the ASOT Business more into alignment with the AAOT.

The DAC accepts the changes to the ASOT Business, but will further discuss the Speech requirement at the February meeting. Discussion ensued about whether we want to add other speech classes so that

we are going to match the AAOT. The business SAC will be contacted regarding how the ASOT B will be moved forward.

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

**New Business:**

**2:15 Alcohol and Drug Counselor AAS Revision: John Gieber:** Adding four courses, removing one course, prerequisites, adding electives list, increasing credit total.

Discussion:

Course work was approved for recommendation at our previous meeting. This meeting's focus was on the outcomes. John Gieber passed out paperwork to the committee containing a condensed version of the outcomes.

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

**2:30 Architectural Design and Drafting AAS Revision: Elizabeth Metcalf:** Course title changes, course credit reductions, course credit increase, increase elective credits, electives list merger, adding four courses to degree, removing one course from degree, removing two courses from electives, outcomes.

Discussion:

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

**Architectural Design and Drafting: Residential AAS Revision: Elizabeth Metcalf:** Adding three courses, removing two courses, removing two courses from electives, course title changes, course credit reduction.

Discussion:

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

**2:45 Aviation Science Airplane AAS Revision: Larry Altree:** Removing thirteen courses, prerequisites, outcomes, adding several courses to electives list.

Discussion:

3<sup>rd</sup> outcome has typo. Should say IS never in doubt.

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

**NEW: Aviation Science Airplane with Certified Flight Instructor AASO: Larry Altree:** New Degree.

Discussion:

3<sup>rd</sup> outcome has typo. Should say IS never in doubt.

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

**Aviation Science Helicopter with Instrument Rating AAS Revision: Larry Altree:** Title change, add two courses, remove two courses, remove thirteen flight course options, course credit increase, outcomes, prerequisites.

Discussion:

3<sup>rd</sup> outcome has typo. Should say IS never in doubt.

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

**3:00 Dental Hygiene AAS Revision: Nancy Pilgrim:** Course credit increase, course credit reduction.

Discussion:

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

**3:15 NEW: Fire Protection ~~Pre-Employment~~ Certificate: New certificate.**

Discussion:

Revised title: Fire Protection Certificate.

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

**3:30 Geographic Information Systems Certificate Revision: Christina Friedle: Add one course, reduce elective credits, add two courses to electives.**

Discussion:

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

**3:40 Gerontology: End of Life Care & Support Certificate Revision: Jan Abushakrah: Add two courses, remove one course.**

Discussion:

**Kendra moved, Birgitte seconded. Unanimous recommendation for approval. APPROVED.**

**3:50 Course Repeatability (Continued from December)**

Previous Discussion:

Possible recommendation: Any course that has been approved to be repeated for credit may be applied up to 3 times towards a PCC degree. Students may take the course additional times for credit, if the course has been so designated but those additional credits may not be used toward degree requirements. A general education course that is approved to be repeated for credit may only be applied once to meet the general education discipline studies requirement.

New discussion:

Committee discussed two options. Go forward with current recommendation or revise recommendation to state that courses repeated for credit may only be used once in PCC degrees. Committee members agreed to discuss this further at the February meeting. Susanne will call Mark Andres, Art Faculty, and inform him of the committee's recent discussions.

**Gainful Employment**

Certificate applications only (above 36 credits) which desire Federal Financial Applicability must also respond to questions regarding gainful employment (GE) in a recognized occupation (GE Program) and provide additional criteria beyond what CCWD requires. In general, all copies of analysis documents such as meeting minutes, research, notes, correspondence, proposals, or other documentation need to be submitted to the Curriculum Office for archiving for possible government review.

Examples include:

SAC minutes where the new certificate is discussed

Advisory meeting minutes

Faculty development meetings

Transfer articulation meeting minutes

Research notes

Discussion:

Steve shared latest Gainful Employment information with committee members. These are new rules and guidelines from the State requiring documentation about how the items came through the process. Committee members suggested Steve and Bert meet with the CTE chairs about this. A district wide roll out communication plan is happening.