

Degrees and Certificates Minutes
November 9, 2011
CLIMB Room 301
2pm to 4pm

In attendance: Kathleen Bradach, Phil Christain, Janeen Hull, Susanne Christopher, Eriks Puris, Steve Smith, Kendra Cawley, Sam May-Varas, Kim Manchester, Sally Earll, Rebecca Mathern, Birgitte Ryslinge, Djambel Unkov, Joanne Harris, Dave Stout.

Guests: Jim Parks, Cece Cutsforth, Erin Krauter, Patricia Willy, Amy Clubb, Scott Quinn, Doug Smith, Bob Steele, Spencer Hinkle.

Old Business:

Review October 2011 Minutes

*Janeen Moved, Eriks seconded. Unanimous approval. **APPROVED***

New Business:

2:00pm - Discussion:

EAC Chair Report

Discussion: Eriks Puris attended the October EAC Meeting to present our report. All went well; no feedback on specific issues..

General Education

Committee members reviewed the salient points of the past year and half discussion on this topic, including NW Accreditation's exchanges over our Related Instruction and AAS degree structure. There was a discussion about some of the courses which don't meet the AAOT eligibility requirements including first year world languages, HEC 226, CIS 121, 122, 123 and 133G. The registrar confirms that HEC 226 transfers to other institutions as PSY lower division transfer. HEC probably should not have been on the list of exceptions as it actually does transfer as PSY Gen Ed. First year world languages transfer as gen ed to some OUS schools as do CIS 121, 122, 123 and 133G and therefore meet some of the gen ed criteria but not all of the AAOT eligibility requirements.

Committee members determined that for the next two years, we retain the grandfathered courses that are currently on the Discipline Studies/General Education list and don't meet the AAOT eligibility requirement. New courses requesting general education status will continue to meet all eligibility requirements. Susanne will report this to the EAC

Committee members discussed first-year Chinese which was approved after the new eligibility criteria were put into place. To place this course on the list would be an exception of the current eligibility standards which is a Curriculum Committee decision. Jim Parks, Curriculum Committee Chair, who was at the meeting, invited Susanne to their December meeting to discuss this issue. Everyone agreed that a joint recommendation from both committees is the best procedural way to proceed. Susanne will report back at the next D/C meeting

Awarding degree/certificates based on completion, changing current process which is dependent upon a student request (institutional awarding)

Registrar presented information on how we award degrees and certificates. Legislative changes indicate we need to review our standards and practices. Currently students apply for

graduation. Under consideration is awarding degree/certificates based on completion and not requiring students to apply for graduation.

Statement provided by Registrar:

Students at Portland Community College will receive degrees and/or certificates based upon an institutional awarding standard. The college will grant degrees and/or certificates upon completion of necessary requirements for the student's recorded program of study. Opting out of an institutional award requires completing the appropriate request through the graduation office. Multiple credentials may be institutionally awarded within a student's program of study. For details regarding this standard, see the graduation office website.

The committee chair would like to have the registrar bring information to CTE chairs for input. This will be on the EAC discussion agenda.

Associate Degrees -- Comprehensive Requirements

Recommend revision to the Associate Degree Comprehensive requirements in the catalog and Academic Handbook section A-106 for Fall 2012 implementation.

Associate Degree Comprehensive Requirement limits are:

A maximum of 12 credits of Cooperative Education courses may be applied to the degree.

Specific AAS degrees that deviate from this maximum will state the degree maximum up to 24 credits (12 credits per year) in the degree requirements for the specific AAS degree.

Two-Year Certificate Requirements

A maximum of 12 credits of Cooperative Education courses maybe applied to the two year certificate. Specific two year certificates that deviate from this maximum will state the certificate maximum up to 24 credits total (12 credits per year) in the certificate requirements.

One-Year Certificate Requirements

A maximum of 12 credits of Cooperative Education courses maybe applied to the one year certificate

A106

Academic Standards and Practices

Associate Degrees -- Comprehensive Requirements

Replace the following with the statement below:

A maximum of 12 credits of Cooperative Education courses may be applied to the degree.

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Specific AAS degrees that deviate from this maximum will state the degree maximum up to 24 credits (12 credits per year) in the degree requirements for the specific AAS degree.

Discussion: Agenda page 3: maybe should be “may be” and remove the word under from under two years.

Eriks moved, Janeen seconded. Unanimous recommendation for moving forward to EAC. **APPROVED**

Course Repeatability

Discussion: We will discuss further at December meeting.

RI/AAS (Continued from October)

Kendra provided the latest information on Related Instruction and AAS Degrees. Committee members support further discussion about reviewing this topic.

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. **MOVE FORWARD TO DECEMBER.**

2:30pm – Graphic Design AAS Revision: Cece Cutsforth: Removal and addition of a course.

Discussion: Art is aware of the need for more sections of the courses. Paperwork says 241 should say 214. (Page 7 of the agenda).

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

2:45pm – Medical Laboratory Technology AAS Revision: Erin Krauter: Reduce Gen Ed, credit decrease, prerequisite change, and chemistry and biology options added; outcomes.

Discussion: Course is incorrect in the paperwork it should be **CH 223 not 233**. The courses should be “or” courses instead of saying substitution. The language needs to reflect that the series must be taken to be substituted for another series, not courses for courses. Work with Rebecca to create language. The compass score will not be included in the catalog.

Dave moved, Kathleen seconded. Further discussion: Eriks likes the outcomes. Unanimous recommendation for approval. **APPROVED**

3:00pm – Bioscience Technology AAS Revision: Patricia Willy: Removal of a course, addition of two courses, contact credit hour course change, credit increase.

Discussion:

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

Bioscience Technology Certificate Revision: Patricia Willy: Certificate title change, addition of two courses, removal of three courses, contact credit hour course change, credit increase, catalog statement, roadmaps revision.

Discussion: Prerequisite changes not noted in the paperwork summary but is present in the body. Prerequisites are changing.

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

3:15pm – CAS/OS Web Site Development and Design One-Year Certificate Revision: Amy Clubb:

Addition of eleven courses, removal of six courses, reduction of elective credits, outcomes, credit increase, roadmaps revision **and title change.**

Discussion: Item 14 and 15 will be struck from the changes. These courses will be left in the electives. MM 230 and MM 231.

Title changed to: **Website** Development and Design One-Year Certificate.

AMENDED

Amendment to last outcome: ...To make an informed decision whether to pursue a 2 year degree.

*Eriks moved, Janeen seconded. Unanimous recommendation for approval as amended. **APPROVED as***

AMENDED

CAS/OS Web Assistant II Career Pathway Certificate Revision: Amy Clubb: Addition of three courses, removal of three courses, credit decrease, outcomes, roadmaps revision.

Discussion:

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

CAS/OS Web Assistant I Career Pathway Certificate Revision: Amy Clubb: Addition of one course, removal of one course, credit increase, outcomes, roadmaps revision.

Discussion:

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

3:30pm – BCT Design Build Remodeling AAS Revision: Robert Steele: Addition of four courses, removal of six courses, course term changes, credit decrease.

Discussion: Vectorworks classes have been added as hand drawing no longer occurs. BCT 202D is a new course. D should be part of the number and not spaced away from it.

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

Consent Agenda:

Fire Protection Technology Program: Change degree from limited to open entry program. Catalog language change in pass/no pass statement.

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

Removed for discussion:

Paralegal AAS: Addition of all CS courses to the Restricted Gen Ed list. Catalog language change to restricted Gen Ed statement.

Discussion: The registrar asked to have the item clarified. Item is pulled from agenda for the Director of the Curriculum Office, the Registrar and the Paralegal department to have a discussion about the language.