

**Degrees and Certificates Agenda
May 12, 2010
Conference Room A 2pm-4pm**

Old Business

2:00 Review April Minutes

Rebecca Mathern-A110

2:15 Medical Assisting Certificate Revision- Jin Kim- Need to compact program outcomes and create tighter prerequisites to decrease our attrition.

2:30 Dental Laboratory Technology Certificate-Revision-Josette Beach- Update certificate outcomes

Dental Laboratory Technology AAS-Revision-Josette Beach-Update degree outcomes

2:45 Dental Hygiene AAS Revision-Josette Beach- Current prerequisites to the Dental Hygiene program include either BI 121 and 122 **or** BI 231 and 232. Dental Hygiene students need to take nutrition as part of the program. The preferred course FN225 has changed prerequisites to allow only the 200 level A&P Courses (BI 231 and 232). The Dental Hygiene program would like to remove the 100 level A&P courses (BI 121 and 122) from its accepted prerequisites to allow for students needing to take the preferred nutrition course.

3:00 Automotive Service Technology Two Year Certificate Revision-Scott Morgan- Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.

Automotive Service Technology AAS Revision-Scott Morgan- Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.

3:15 Occupational Skills Training-Sandy Schramm- Requesting approval to exceed the maximum 24 credits for P/NP grade for OST Certificate. This is a CTE course that doesn't transfer to another degree. Students choose this course as a means to gain experience. The P/NP grade has been well received by students, referring counselors and third party funders who use our program for training. We are also updating the outcomes for the Occupational Skills Training certificate.

3:30 Informational- Academic Professional/Office Management- Kelly Peden

Consent Agenda:

Business Administration: Addition of BA 208 & BA 255 to the AAS in Acct., Marketing & Retail Mgmt, Acct. Cert. (1 year & accelerated), Marketing Cert. (1 year).

Apprenticeship: Removal of many courses from its entire program and addition of ART 216, ENG 237, HUM 214, MUS 125, BI 101H, CIS 277H, BA 208, HST 271 and PSY 236 to their electives list

Criminal Justice-Addition of CJA 116 to the electives list

Tillamook Bay Community College-Will now be offering the Emergency Medical Technician Certificate

Discussion Items:

A107-General Education Philosophy Statement

AGS Math Requirements at other colleges-Scott Huff

Degree and Certificate Requirement Substitutions

DRAFT

Students have the right to petition of the substitution of course work to meet degree and/or certificate requirements.

Substitution for course work in the AAS degrees and/or certificates must have the support of the Subject Area Committee (SAC) from which the student is earn the degree and/or certificate.

Substitutions for course work in other degrees (ASOT, AAOT, AGS, AS) must be done in accordance with guidelines established by the SAC.

All substitutions must also meet state guidelines for each degree or certificate as established by the state (CCWD) degree/certificate rules. Substitution of course work to meet degree and/or certificate requirements shall be approved/disapproved by the Registrar

No student can graduate with less than the required number of credits in a degree or certificate. Credit can be given of a substitution of equal course work, but credit cannot be waived.



CERTIFICATE REVISION REQUEST FORM

Directions: Fill out completely and
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Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor

SECTION #1 OVERVIEW

Current Title:	Medical Assisting	Proposed Title:	
Current Credits:	43	Proposed Credits:	
Overview and rationale for proposed changes:	Need to compact our program outcomes and create tighter prerequisites to decrease our attrition.		
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. Condensing our program outcomes to make them more clear and efficient and follow college guidelines 2. Create pre-req's to help with our attrition problem. Students usually are dropped from the program due to not being able to pass human biology or medical terminology. 		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Course Number	Course Title or Placement level	
MTH 60	Introductory Algebra	Show Readiness to take this course
WR121	English Composition	Show Readiness to take this course
RD 115	College Reading	Show Readiness to take this course
Proposed Prerequisites		
Course Number	Course Title or Placement level	
MTH 60	Introductory Algebra	Needs to be completed prior to acceptance into program
WR 121	English Composition	Needs to be completed prior to acceptance into program
RD 115	College Reading	Needs to be completed prior to acceptance into program
BI 121	Introduction to Anatomy and Physiology	Needs to be completed prior to acceptance into program
MP 111	Medical Terminology	Needs to be completed prior to acceptance into program
Outcomes		
Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
List outcomes: <ul style="list-style-type: none"> • Display Professionalism <ul style="list-style-type: none"> ▪ Project a positive attitude ▪ Perform within ethical boundaries ▪ Practice within the scope of education, training, and personal capabilities ▪ Maintain confidentiality ▪ Work as a team member ▪ Conduct oneself in a courteous and diplomatic manner 		

- Adapt to change
- Show initiative and responsibility
- Promote the profession
- **Communicate**
 - Listen and observe
 - Treat all patients with empathy and impartiality
 - Adapt communication to individuals' ability to understand
 - Recognize and respond to verbal and non-verbal communication
 - Serve as Liaison between physician and others
 - Evaluate understanding of communication
 - Receive, organize, prioritize and transmit information
 - Use proper telephone technique
 - Interview effectively
 - Use medical terminology appropriately
 - Compose written communication using correct grammar, spelling and format
- **Perform Administrative Duties**
 - Perform basic secretarial skills
 - Schedule and monitor appointments
 - Prepare and maintain medical records
 - Apply computer concepts for office procedures
 - Perform medical transcription
 - Locate resources and information for patients and employers
- **Perform Clinical Duties**
 - Apply principles of aseptic treatment and infection control
 - Take vital signs
 - Recognize emergencies
 - Perform first aid and CPR
 - Prepare and maintain examination and treatment area
 - Interview and take patient history
 - Prepare patients for procedures
 - Assist physician with examination and treatments
 - Use quality control
 - Collect and process specimens
 - Perform selected tasks that assist with diagnosis and treatment
 - Screen and follow up patient test results
 - Prepare and administer medications as directed by physician
 - Maintain medication records
- **Apply Legal Concepts to Practice**
 - Document accurately

- Determine needs for documentation and reporting
- Use appropriate guidelines when releasing records or information
- Follow established policy in initiating or terminating medical treatment
- Dispose of controlled substances in compliance with government regulations
- Maintain licenses and accreditation
- Monitor legislation related healthcare issues and practice
- **Manage the Office**
 - Operate and maintain facilities and equipment safely
 - Inventory equipment and supplies
 - Evaluate and recommend equipment and supplies
 - Maintain liability coverage
 - Exercise efficient time management
- **Provide Instruction**
 - Orient patients to office policies and procedures
 - Instruct patients with special needs
 - Teach patients methods of health promotion and disease prevention
 - Orient and train personnel
- **Manage Practice Finances**
 - Use manual bookkeeping systems
 - Implement current procedural terminology and ICD-9 coding
 - Analyze and use current third party guidelines for reimbursement
 - Manage accounts receivable
 - Manage accounts payable
 - Maintain records for accounting and banking purposes
 - Process employee payroll

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>

List outcomes:

1. **COMMUNICATION** – The medical assisting graduate communicates effectively with persons through the use of verbal & non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.
2. **ANALYTICAL SKILLS** – The medical assisting graduate integrates the principles of mathematics and scientific knowledge with administrative and clinical medical assisting practice.
3. **CITIZENSHIP** – The medical assisting graduate demonstrates the ability to meet personal needs as a mature, adaptable person

and member of the medical assisting profession.

4. **CRITICAL AND CREATIVE THINKING** – The medical assisting graduate demonstrates the ability to think creatively and critically in the identification, analysis, and resolution of problems, issues, truth claims, and ethical issues.
5. **CULTURAL HERITAGE AND LITERACY** – The medical assisting graduate understands and appreciates the humanities, social sciences, and fine arts within a global, multicultural society.
6. **CONCENTRATION IN MEDICAL ASSISTING** – The medical assisting graduate demonstrates the ability and commitment to practice medical assisting within the standards and guidelines of medical assisting program of program accreditation and medical assistant certification standards

Does the revision impact PCC Core Outcomes which the certificate supports?

☐ Yes ☒ No

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/resources/academic/eac/degree/forms.html>

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
			MTH 22	Measurements	1
			BI 55	Human Biology	4
			MA 111	Medical Terminology	3

If yes, how?		
Is this a statewide certificate?		If yes, has the change been approved by the consortium?
<input type="checkbox"/> Yes X No		<input type="checkbox"/> Yes <input type="checkbox"/> No

Submitted by:	Jin Kim
Email:	jim.kim2@pcc.edu
Phone:	503-978-5664

Next steps:

1. Save the completed Associate of Applied Science/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.
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SECTION #1 OVERVIEW

Current Title:	Two-Year Certificate: Dental Laboratory Technology	Proposed Title:	Same
Current Credits:	79	Proposed Credits:	Same
Overview and rationale for proposed changes:	Update 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.	1. 2.		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Course Number	Course Title or Placement level		
	GED or high school graduation. (proof of completion/graduation must be submitted in your application)		
	Completion of RD 90 or WR 115 with a C or better or college placement into RD 115.		
	Completion of math placement test (prerequisite).		
	Satisfactory performance of wax carving tests (prerequisite).		
	Students must show evidence of having begun or completed the immunization series for Hepatitis B. Students must complete MTH 20 or higher to receive the Certificate. Students obtaining the AAS degree must complete MTH 65 or higher. A math competency exam is not sufficient for graduating.		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Outcomes			
Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	X Yes <input type="checkbox"/> No	

List outcomes:**Two-Year Certificate: Dental Laboratory Technology**

To offer students a quality dental laboratory technology education encompassing the broadest possible scope of knowledge, skills and service to the community in a learner-focused environment. All aspects of the dental laboratory technology program are continually assessed to provide on-going excellence and continuing improvement. In keeping with the Portland Community College mission, the program provides an atmosphere that encourages each individual's potential.

- Students will be competent as defined by the document "Competencies for the Dental Laboratory Technology Graduate."
- Provide adequate support to enhance students ability to successfully complete the program.
- Maintain competent faculty and staff with relevant experience and expertise.
- Maintain an active advisory committee.
- Satisfy students with the quality of their dental lab technology education.
- Prepare students to successfully complete the Recognized Graduate Examination.

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>

List outcomes:**Two Year Certificate – Dental Laboratory Technology**

- Demonstrate basic dental laboratory techniques in the design and fabrication of complete dentures, crowns and bridges, ceramic, and basic orthodontic appliances
- Demonstrate advanced skills in more complex complete denture and fixed metal to porcelain prostheses
- Apply basic knowledge of the physics and chemistry of dental materials to insure the proper materials are used in the correct proportions for specific dental laboratory procedures and that correct safety and disposal procedures are followed
- Engage correct verbal, non-verbal and written communications in the dental laboratory and dental profession as both a technician and team leader
- Function in a non-biased manner as a member of a diverse dental team or community

- Design a Dental Laboratory Business Plan, invoicing system, ledger and the correct tax forms utilizing available computer software/skills
- Continue dental, community and world awareness through conventions, lecture attendance and active participation in professional/non-professional organizations
- Apply legal and ethical principals to the dental environment

1.
2.

Does the revision impact PCC Core Outcomes which the certificate supports?

☐ Yes ☒ No

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/resources/academic/eac/degree/forms.html>)

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
			DT 101	Dental Technology Lab I	6
			DT 120	Dental Anatomy	2
			DT 141	Denture Techniques I	2

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

Submitted by:	Josette Beach
Email:	jbeach@pcc.edu
Phone:	X4235

Next steps:

1. Save the completed Associate of Applied Science/Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
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Template for Related Instruction in Certificates

2 Year Certificate		Dental Laboratory Technology			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
<i>Example: BKT</i>	<i>101</i>	<i>Basket Weaving Basics</i>	<i>3</i>	<i>90</i>	<i>6</i>	<i>12</i>	<i>8</i>	<i>26</i>
MTH	20	Basic Math	4	120	120			120
SP	100	Introduction to Speech	4	120		120		120
DT	101	Dental Technology Lab I	6	180	17	20	40	77
DT	102	Dental Technology Lab II	6	180	22	31		53
DT	103	Dental Technology Lab III	6	180	6	12		18
DT	120	Dental Anatomy	2	60	3			3
DT	142	Denture Techniques II	2	60		17		17
DT	204	Dental Technology Lab IV	6	180	10		31	41
DT	205	Dental Technology Lab V	6	180	7		21	28
DT	206	Dental Technology Lab VI	6	180	10		34	44
DT	253	Science of Dental Materials III	2	60	3			3
DT	254	Science of Dental Materials IV	2	60	2			2
DT	272	Dental Ceramics	3	90	1			1
DT	275	Dental Laboratory Management	2	60	3	6		9
DT	276	Dental Laboratory Mgmt Lab	1	30	3	5		8
DT	285	Dental Seminar and Practicum	2	60	1			1
				0				<i>No RI</i>
				0				<i>No RI</i>
				0				<i>No RI</i>
				0				<i>No RI</i>
Totals			3	90	208	211	126	545
Minimum for 2 yr certificate:					96	96	96	480
Remaining to meet Min. Requirement:					0	0	0	0



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SECTION # 1 OVERVIEW

Current Title:	Degree in Dental Laboratory Technology	Proposed Title:	Same
Current Credits:	95	Proposed Credits:	Same
Overview and rationale for proposed changes:	Updating Degree 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).	1. 2.		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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SECTION # 3 PREREQUISITES AND OUTCOMES

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
	GED or high school graduation. (proof of completion/graduation must be submitted in your application)		

	Completion of RD 90 or WR 115 with a C or better or college placement into RD 115.	
	Completion of math placement test (prerequisite).	
	Satisfactory performance of wax carving tests (prerequisite).	
	Students must show evidence of having begun or completed the immunization series for Hepatitis B. Students must complete MTH 20 or higher to receive the Certificate. Students obtaining the AAS degree must complete MTH 65 or higher. A math competency exam is not sufficient for graduating.	

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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	Does the revision involve changing degree outcomes? X Yes <input type="checkbox"/> No

To offer students a quality dental laboratory technology education encompassing the broadest possible scope of knowledge, skills and service to the community in a learner-focused environment. All aspects of the dental laboratory technology program are continually assessed to provide on-going excellence and continuing improvement. In keeping with the Portland Community College mission, the program provides an atmosphere that encourages each individual’s potential.

- Students will be competent as defined by the document “Competencies for the Dental Laboratory Technology Graduate.”
- Provide adequate support to enhance students ability to successfully complete the program.
- Maintain competent faculty and staff with relevant experience and expertise.
- Maintain an active advisory committee.
- Satisfy students with the quality of their dental lab technology education.

- Prepare students to successfully complete the Recognized Graduate Examination.

Proposed Outcomes:

- Apply advanced oral and written communication skills for effective professional Interactions
- Make available additional transferable credit for pursuit of higher level degree/degrees
- Develop advanced cultural awareness via the Arts, Humanities and Social Studies
- Demonstrate a deeper knowledge of business procedures pertinent to owning or managing a dental laboratory
- Demonstrate basic dental laboratory techniques in the design and fabrication of complete dentures, crowns and bridges, ceramic, and basic orthodontic appliances
- Demonstrate advanced skills in more complex complete denture and fixed metal to porcelain prostheses
- Apply basic knowledge of the physics and chemistry of dental materials to insure the proper materials are used in the correct proportions for specific dental laboratory procedures and that correct safety and disposal procedures are followed
- Engage correct verbal, non-verbal and written communications in the dental laboratory and dental profession as both a technician and team leader
- Function in a non-biased manner as a member of a diverse dental team or community
- Design a Dental Laboratory Business Plan, invoicing system, ledger and the correct tax forms utilizing available computer software/skills
- Continue dental, community and world awareness through conventions, lecture attendance and active participation in professional/non-professional organizations
- Apply legal and ethical principals to the dental environment

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
			DT 101	Dental Technology Lab I	6
			DT 120	Dental Anatomy	2
			DT 141	Denture Techniques I	2
			DT 151	Science of Dental Materials I	2
			MTH 65	Introductory Algebra (or higher)	4
			DT 102	Dental Technology Lab II	6
			DT 142	Denture Techniques II	2
			DT 152	Science of Dental Materials II	3
			HE 125	First Aid & Industrial Safety	3
			General Education		12
			DT 103	Dental Technology Lab III	6
			DT 143	Denture Techniques III	2
			SP 100	Introduction to Speech Communication*	4
			DT Degree Electives		4
			DT 204	Dental Technology Lab IV	6
			DT 253	Science of Dental Materials III	2
			DT 270	Inlay Casting, Crown and Bridge	3
			DT 275	Dental Laboratory Management	2
			DT 205	Dental Technology Lab V	6
			DT 254	Science of Dental Materials IV	2
			DT 272	Dental Ceramics	3
			DT 276	Dental Laboratory Management Lab	1
			DT 206	Dental Technology Lab VI	6
			DT 271	Partials, Clasp and Bar	2
			DT 284	Dental Specialties	2
			DT 285	Dental Seminar & Practicum	2
	Credit Total			Credit Total	95

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?			
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate			Requested implementation date:	Fall 2010	
Submitted By:		Josette Beach			
Email:					

Next steps:

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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.



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SECTION # 1 OVERVIEW

Current Title:	Dental Hygiene	Proposed Title:	Same
Current Credits:	91	Proposed Credits:	91
Overview and rationale for proposed changes:	Current prerequisites to the Dental Hygiene program include either BI 121 and 122 or BI 231 and 232. Dental Hygiene students need to take nutrition as part of the program. The preferred course FN225 has changed prerequisites to allow only the 200 level A&P Courses (BI 231 and 232). The Dental Hygiene program would like to remove the 100 level A&P courses (BI 121 and 122) from its accepted prerequisites to allow for students needing to take the preferred nutrition course.		
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).	1. Deletion of BI 121 and 122 from accepted prerequisites for the dental hygiene program. 2.		

SECTION # 2 REVISION AREAS

Does the revision impact PCC Core Outcomes which the degree supports?

☒ **No**

SECTION # 3 PREREQUISITES AND OUTCOMES

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		
WR 121	English Composition		
MTH 65/95	Math 65 or placement into MTH 95 or higher		

BI 121/122 or BI 231/232	Human Anatomy and Physiology sequence with lab	
BI 234	Microbiology with lab, completed within last seven years	
CH 102 or 106	Organic Chemistry Principles	
Proposed Prerequisites		
Course Number	Course Title or Placement level	
WR 121	English Composition	
MTH 65/95	Math 65 or placement into MTH 95 or higher	
BI 231/232	Human Anatomy and Physiology sequence with lab	
BI 234	Microbiology with lab, completed within last seven years	
CH 102 or 106	Organic Chemistry Principles	
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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>To offer students a quality dental hygiene education encompassing the broadest possible scope of patient care, education and service to the community in a learner-focused environment. All aspects of the dental hygiene program are continually assessed to provide ongoing excellence and continuing improvement. In keeping with the Portland Community College missions, the program provides an atmosphere that encourages each individual’s potential.</p> <ul style="list-style-type: none"> • Prepare students to be competent as defined by the document “Competencies for the Dental Hygiene Graduate.” • Provide adequate support to enhance student’s ability to successfully complete the program. • Prepare the students to successfully meet licensure requirements of the Oregon Board of Dentistry. • Maintain competent faculty and staff with relevant experience and expertise. • Maintain an active advisory committee. • Satisfy students with the quality of their dental hygiene education. • Satisfy clients with the quality of the dental hygiene services provided. 		
Proposed Outcomes:		

- Communicate effectively with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.
- Apply scientific research methods to support evidence based treatment modalities with specific concern for oral health and overall health.
- Identify problems, investigate and use appropriate methods of reasoning, and develop creative and practical solutions to personal, professional and community issues regarding the delivery of oral health care.
- Understand and identify personal and public overgeneralizations and stereotyping and how these attitudes affect oral health beliefs and issues that arise from differences, while providing appropriate and effective care to diverse client populations in an increasing global marketplace.
- Competently assess, plan, implement and evaluate individual and/or community needs related to oral disease prevention and therapy in an ever-changing healthcare environment.
- Enhance knowledge as a life-long learner in healthcare by seeking peer support in professional associations, fulfilling continuing education and exploring career and educational advancements.
- Advocate for oral health and overall health for patients/communities by linking them with the appropriate resources and human services for individual needs and practice ethically within the scope of practice for dental hygienists as regulated by the State Dental Licensing Board.
- Fulfill characteristics of a desired employee by demonstrating skills, teamwork, collaboration, respect, efficiency, and customer/patient service.
- Examine and self assess one's own academic skill, professional competence and personal beliefs as they impact self and others to grow personally and professionally.

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE	COURSE TITLE	CREDITS	COURSE	COURSE TITLE	CREDITS

NUMBER			NUMBER		
			DH 101	Dental Hygiene Theory I	4
			DH 104	Dental Hygiene Practice I	3
			DH 113	Dental Anatomy	2
			DH 113L	Dental Anatomy Lab	1
			DH 121	Oral Health Education and Promotion	1
			DH 127	Medical Emergencies	2
			General Education ¹		12
			DH 102	Dental Hygiene Theory II	2
			DH 105	Dental Hygiene Practice II	3
			DH 128	Oral Histology	1
			DH 236	Ethics & Jurisprudence	1
			DH 230	Dental Materials	2
			DH 228	Head and Neck Anatomy	2
			DH 110	Cariology	2
			DH 103	Dental Hygiene Theory III	2
			DH 106	Dental Hygiene Practice III	3
			DH 109	Dental Radiology I	2
			DH 109L	Dental Radiology I Lab	1
			DH 129	Oral Pathology	3
			DH 246	Pharmacology	3
			FN 225	Nutrition* ²	4
				Or	
			FN 270	Normal and Applied Nutrition	
			DH 201	Dental Hygiene Theory IV	2
			DH 204	Dental Hygiene Practice IV	5
			DH 208	Community Oral Health I	2
			DH 210	Dental Radiology Lab II	1
			DH 229	Local Anesthesia	2
			DH 260	Periodontology I	2
			DH 202	Dental Hygiene Theory V	3
			DH 205	Dental Hygiene Practice V	5
			DH 250	Research Methods and Issues in Oral Health	1
			DH 252	Community Oral Health II	2
			DH 203	Dental Hygiene Theory VI	3
			DH 206	Dental Hygiene Practice VI	5
			DH 253	Community Oral Health III	2

			*Could be used as General Education ¹ Recommended General Education: SP 111, PSY 101, SOC 204		
			² If students take FN 270 then they will have to take four more credits of general education to meet the general education requirements.		
	Credit Total			Total	Credit 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 change been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any career pathway(s) or related certificates attached to this degree?	<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:			
If yes, name of career pathway(s) or related certificate			Requested implementation date:	Fall 2010	
Submitted By:		Josette Beach, Director Dental Sciences and Nancy Pilgrim, SAC Chair			
Email:		jbeach@pcc.edu npilgrim@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.



**CERTIFICATE
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:	Two-Year Certificate: Automotive Service Technology	Proposed Title:	Two-Year Certificate: Automotive Service Technology
Current Credits:	89	Proposed Credits:	81
Overview and rationale for proposed changes:	Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.		
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.	<p>AM 108 Intro to Automotive Sys I – Course number and title change to AM 100 Intro to Automotive Systems</p> <p>AM 101 Engine Repair I – Course title change to Engine Repair</p> <p>AM 102 Electrical Systems I – Course number change to AM 106</p> <p>AM 103 Engine Performance I – Course number change to AM 108</p> <p>AM 104 Steering and Suspension Systems I – Course title change to Undercar Systems II</p> <p>AM 105 Brake Systems I – Course title change to Undercar Systems I</p> <p>AM 106 Heat & Air Conditioning Sys – Course number and title change to AM 107 Heating & Air Conditioning Sys</p> <p>AM 112 Electrical II – Course number and title change to AM 116 Electrical Systems II</p> <p>AM 113 Engine Performance II – Course number change to AM 118</p> <p>AM 115 Brake Systems II – Course title change to Undercar Systems III</p> <p>AM 122 Electrical III – Course number and title change to AM 126 Electrical Systems III</p> <p>AM 123 Engine Performance III – Course number change to AM 128</p> <p>AM 107 Manual Drive Train and Axles – Course number and title change to AM 103 Drive Train</p>		

	Systems I AM 117 Manual Drive Train and Axles II – Course number and title change to AM 113 Drive Train Systems III AM 127 27: Auto Trans/Transaxle I – Course number and title change to AM 102 Drive Train Systems II AM 133 Engine Performance IV – Course number and title change to AM 200 Auto Shop Lab I AM 143 Engine Performance V – Course number and title change to AM 210 Auto Shop Lab II AM 153 Engine Performance VI – Course number and title change to AM 220 Auto Shop Lab III AM 114 Steering & Susp Sys II – Course Inactivation AM 125 25: Brake Systems III – Course Inactivation AM 137 Auto Trans/Transaxle II – Course Inactivation		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		
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		
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60	
Outcomes		
Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>List outcomes:</p> <ul style="list-style-type: none"> • Repair cars and light trucks with limited supervision. • Access repair information in a rapidly changing technology. • Communicate effectively with their employers, customers and co-workers. • Develop strategies and processes to solve the vehicle's repair problems. • Perform vehicle repair to the highest professional and ethical standards. 		
<p>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</p>		

List outcomes:

- Repair cars and light trucks with limited supervision and to customer satisfaction.
- Access and utilize repair information in a rapidly changing technology.
- Communicate effectively with employers, customers and co-workers.
- Implement strategies and processes to solve the vehicle's repair problems.
- Perform vehicle repair to the highest professional and ethical standards.

Does the revision impact PCC Core Outcomes which the certificate supports?

☐ Yes ☒ No

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/resources/academic/eac/degree/forms.html>)

Additional Comments Or Changes**SECTION # 3 COURSE BY COURSE COMPARISON**

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AM 108	Intro to Automotive Sys I	4	AM 100	Intro to Automotive	4

AM 101	Engine Repair I	4	AM 101	Engine Repair	4
AM 102	Electrical Systems I	4	AM 106	Electrical I	4
AM 112	Electrical II	4	AM 116	Electrical II	4
AM 122	Electrical III	4	AM 126	Electrical III	4
AM 103	Engine Performance I	4	AM 108	Engine Performance I	4
AM 113	Engine Performance I	4	AM 118	Engine Performance II	4
AM 123	Engine Performance I	4	AM 128	Engine Performance III	4
AM 133	Engine Performance I	4	AM 200	Auto Shop Lab I	4
AM 143	Engine Performance I	4	AM 210	Auto Shop Lab II	4
AM 153	Engine Performance I	4	AM 220	Auto Shop Lab III	4
AM 104	Steering & Suspension Sys I	4	AM 104	Brake Systems	4
AM 114	Steering & Suspension Sys II	4	AM 105	Steering and Suspension Systems	4
AM 105	Brake Systems I	4	AM 115	Brakes, Steering and Suspension Lab	4
AM 115	Brake Systems II	4			
AM 106	Heat & Air Conditioning Sys	4	AM 107	Heat & Air Conditioning Sys	4
AM 107	Manual Drive Train & Axles	4	AM 103	Drive Train Systems I	4
AM 117	Manual Drive Train & Axles	4			
AM 127	Auto Trans/Transaxle I	4	AM 102	Drive Train Systems II	4
AM 137	Auto Trans/Transaxle II	4	AM 113	Drive Train Systems III	4
CG 209	Job finding skills	1	CG 209	Job finding skills	1
AM 280A	CE Automotive service	8	AM 280A or AM 200 And/or AM 210 And/or AM 220	CE: Automotive service Auto Shop Lab I Auto Shop Lab II Auto Shop Lab III	8
Credit Total		89		Credit Total	81

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?	Automotive Service 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	

Submitted by:	Scott Morgan
Email:	samorgan@pcc.edu
Phone:	X8142

Next steps:

1. Save the completed Associate of Applied Science/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 Associate of Applied Science/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.



**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:	Automotive Service Technology	Proposed Title:	Automotive Service Technology
Current Credits:	105	Proposed Credits:	97
Overview and rationale for proposed changes:	Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.		
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).	<p>AM 108 Intro to Automotive Sys I – Course number and title change to AM 100 Intro to Automotive Systems</p> <p>AM 101 Engine Repair I – Course title change to Engine Repair</p> <p>AM 102 Electrical Systems I – Course number change to AM 106</p> <p>AM 103 Engine Performance I – Course number change to AM 108</p> <p>AM 104 Steering and Suspension Systems I – Course title change to Undercar Systems II</p> <p>AM 105 Brake Systems I – Course title change to Undercar Systems I</p> <p>AM 106 Heat & Air Conditioning Sys – Course number and title change to AM 107 Heating & Air Conditioning Sys</p> <p>AM 112 Electrical II – Course number and title change to AM 116 Electrical Systems II</p> <p>AM 113 Engine Performance II – Course number change to AM 118</p> <p>AM 115 Brake Systems II – Course title change to Undercar Systems III</p> <p>AM 122 Electrical III – Course number and title change to AM 126 Electrical Systems III</p> <p>AM 123 Engine Performance III – Course number change to AM 128</p> <p>AM 107 Manual Drive Train and Axles – Course number and title change to AM 103 Drive Train Systems I</p> <p>AM 117 Manual Drive Train and Axles II – Course number and title change to AM 113 Drive Train Systems III</p> <p>AM 127 27: Auto Trans/Transaxle I – Course number and title change to AM 102 Drive Train Systems II</p> <p>AM 133 Engine Performance IV – Course number and title change to AM 200 Auto Shop Lab I</p>		

	AM 143 Engine Performance V – Course number and title change to AM 210 Auto Shop Lab II AM 153 Engine Performance VI – Course number and title change to AM 220 Auto Shop Lab III AM 114 Steering & Susp Sys II – Course Inactivation AM 125 25: Brake Systems III – Course Inactivation AM 137Auto Trans/Transaxle II – Course Inactivation		
SECTION # 2 REVISION AREAS			
Does the revision impact PCC Core Outcomes which the degree supports?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
SECTION # 3 PREREQUISITES AND OUTCOMES			
Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60		
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 visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	Does the revision involve changing degree outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

- Repair cars and light trucks with limited supervision.
- Access repair information in a rapidly changing technology.
- Communicate effectively with their employers, customers and co-workers.
- Develop strategies and processes to solve the vehicle's repair problems.
- Perform vehicle repair to the highest professional and ethical standards.

Proposed Outcomes:

- Repair cars and light trucks with limited supervision and to customer satisfaction.
- Access and utilize repair information in a rapidly changing technology.
- Communicate effectively with employers, customers and co-workers.
- Implement strategies and processes to solve the vehicle's repair problems.
- Perform vehicle repair to the highest professional and ethical standards.
- Be prepared to transfer to a college or university for upper level studies in operations management.
- Prepares the student for managerial or leadership positions in the automotive repair community.

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AM 108	Intro to Automotive Sys I (changed)	4	AM 100	Intro to Automotive Systems	4
AM 101	Engine Repair I (changed)	4	AM 101	Engine Repair	4
AM 102	Electrical Systems I (changed)	4	AM 106	Electrical Systems I	4
AM 112	Electrical II	4	AM 116	Electrical Systems II	4
AM 122	Electrical III (changed)	4	AM 126	Electrical Systems III	4
AM 103	Engine Performance I (changed)	4	AM 108	Engine Performance I	4
AM 113	Engine Performance I	4	AM 118	Engine Performance II	4

	(changed)				
AM 123	Engine Performance I (changed)	4	AM 128	Engine Performance III	4
AM 133	Engine Performance I (changed)	4	AM 200	Auto Shop Lab I	4
AM 143	Engine Performance I (changed)	4	AM 210	Auto Shop Lab II	4
AM 153	Engine Performance I (changed)	4	AM 220	Auto Shop Lab III	4
AM 104	Steering & Suspension Sys I (changed)	4	AM 104	Undercar Systems II	4
AM 114	Steering & Suspension Sys II (changed)	4			
AM 105	Brake Systems I (changed)	4	AM 105	Undercar Systems	4
AM 115	Brake Systems II (changed)	4	AM 115	Brakes, Steering and Suspension Lab	4
AM 106	Heat & Air Conditioning Sys(changed)	4	AM 107	Heat & Air Conditioning Sys	4
AM 107	Manual Drive Train & Axles (changed)	4	AM 103	Drive Train Systems I	4
AM 117	Manual Drive Train & Axles (changed)	4	AM 113	Drive Train Systems III	4
AM 127	Auto Trans/Transaxle I (changed)	4	AM 102	Drive Train Systems II	4
AM 137	Auto Trans/Transaxle II (changed)	4			
AM 280A	CE: Automotive service (changed)	8	AM 280A or AM 200 And/or AM 210 And/or AM 220	CE: Automotive service Auto Shop Lab I (Add) Auto Shop Lab II (Add) Auto Shop Lab III (Add)	8
CG 209	Job finding skills	1	CG 209	Job finding skills	1
	General Education	16		General Education	16
	Credit Total	105		Credit Total	97

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	Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:			
				Automotive Service Technology	
If yes, name of career pathway(s) or related certificate				Requested implementation date:	Fall 2010
Submitted By:		Scott Morgan			
Email:		samorgan@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.



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Curriculum Office DC 4th floor

SECTION #1 OVERVIEW

Current Title:	Occupational Skills Training	Proposed Title:	
Current Credits:	64	Proposed Credits:	
Overview and rationale for proposed changes:	Requesting approval to exceed the maximum 24 credits for P/NP grade for OST Certificate. This is a CTE course that doesn't transfer to another degree. Students choose this course as a means to gain experience. The P/NP grade has been well received by students, referring counselors and third party funders who use our program for training. We are also updating the outcomes for the Occupational Skills Training certificate.		
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. Grant Occupational Skills Training certificate with P/NP grades for the certificate. 2. Update program outcomes 		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate	<input type="checkbox"/> Yes	No
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	prerequisites?		
Course Number	Course Title or Placement level		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Outcomes			
Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>List outcomes:</p> <p>Students who successfully complete the programs will be able to</p> <ol style="list-style-type: none"> 1. Demonstrate professional competence in the occupation selected for job learning skill improvement 2. Demonstrate a positive attitude toward training 3. Maintain positive relations with others at training site 4. Meet standards of attendance established by training site 5. Meet quality of work standards established by training site 6. Present appropriate dress and hygiene for the industry/occupation and the training site. 7. Demonstrate safety awareness within the guidelines established by the training site. 			

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>

List outcomes:

- Use industry specific vocabulary and tools effectively.
- Use professional behaviors appropriate to the work place such as punctuality, attendance, cooperation, teamwork, and respect.
- Understand and apply the safety standards of the work site and the industry.
- Use written and oral communication appropriate for the occupation or industry.
- Use workplace math skills appropriate for the occupation or industry.
- Be prepared to enter the occupation of choice with entry-level skills.

Does the revision impact PCC Core Outcomes which the certificate supports?

☐ Yes ☒ No

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/resources/academic/eac/degree/forms.html>

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

[illegible]

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
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> 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	

Submitted by:	Sandy Schramm
Email:	sschramm@pcc.edu
Phone:	503-788-6132

Next steps:

1. Save the completed Associate of Applied Science/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.
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Template for Related Instruction in Certificates

61 to 108 credits		Occupational Skills Training			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No RI
OST	101	Occupational Skills Training	16	480	65.00	30.00	30.00	125.00
OST	101	Occupational Skills Training	16	480	65.00	30.00	30.00	125.00
OST	101	Occupational Skills Training	16	480	65.00	30.00	30.00	125.00
OST	101	Occupational Skills Training	16	480	65.00	30.00	30.00	125.00
				0				No RI
				0				No RI
				0				No RI
courses used for stand-alone related instruction				0				No RI
				0				No RI
				0				No RI
				0				No RI
Totals			64	1920	260.00	120.00	120.00	500.00
Minimum for 2 yr certificate:					96.00	96.00	96.00	480.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

	YES	NO
Have all courses identified as embedded related instruction been approved by the curriculum committee?	X	
Have the related instruction instructor qualification forms been filed with the VP ASA?	X	

If you answered no to either question visit the related instruction website to find details about these requirements.

[Related Instruction Overview](#) | [PCC](#)

May 6, 2010

Theresa Sullivan
Multnomah County
501 SE Hawthorne
Portland, OR 97214

Dear Theresa:

This letter is to inform you of a revision of the CAS/OS Administrative Assistant/Office Management Degree that has recently been approved and will be implemented fall 2010.

In the fall of 2009, Portland Community College approved a revision of the current Computer Applications and Office Systems Administrative Assistant, Office Management AAS degree. The new degree, called ***Administrative Office Professional***, is a statewide program that provides connected instruction and pathways for completion between participating Oregon community colleges. Students may start at any participating college, but transfer and complete credits to any appropriate college. See the attached addendum (AOP AAS Degree Worksheet) for complete details of the degree as offered at PCC.

The goals of this statewide program were to address the following issues:

- Students who transfer from one community college to another community college are not given credit for similar classes.
- Students who are looking for job skills that are listed in the job market are not finding programs that coordinate with this.
- Students who want to further their career and transfer to a higher institution of learning are not able to transfer any of the courses they have taken in any of the administrative assistant programs.

PCC joined the consortium in its initial stage in 2007 and has been working with the other participating community colleges to determine requirements for this statewide degree, meeting 2-3 times per year. The core cluster and focus areas were determined by state measurement indicators and supported by an advisory committee formed by the consortium (comprised of members from all around the state). At the November 14, 2008 meeting, the advisory committee had the opportunity to view the work to date and respond to the process thus far. Some of the advisory committee members expressed appreciation for being invited, were happy to be a part of this organizational meeting, and were glad that they could share some of the real-world skills with us educators. Most felt that we were on the right track in making sure that the basic skills were taught. Several of the advisory committee members expressed that they were glad that the administrative office profession is finally getting recognized. Some of the Consortium members felt that the meeting validated what we have been already doing in the classroom, and others felt that the information received was insightful in changing or improving the programs.

Ron Dodge, Oregon Department of Education Educational Specialist for Business and Management, indicated that this statewide effort was among one of the most important endeavors taking place in the workforce in Oregon; i.e., preparing the best workforce. This combined effort is but one piece of the whole project in making sure that we are preparing our students for employment.

The consortium will continue to meet annually to monitor the program, discuss and adjust for any issues that arise, and plan the next step – which is to work with area four-year institutions to create a pathway for transfer options. The ultimate goal is to have a seamless transition to a four-year institution for students to earn a bachelor's degree in management after completing the two-year AAS AOP degree. This, paired with the already existing articulation of high school programs (PAVTEC, 2+2, etc.), should provide more options for students in the state of Oregon.

The following colleges which are included in this consortium include:

- Blue Mountain Community College
- Chemeketa Community College
- Clackamas Community College
- Clatsop Community College
- Klamath Community College
- Lane Community College
- Linn-Benton Community College
- Mt. Hood Community College
- Portland Community College
- Southwestern Community College

We will continue to offer the Office Management degree option to currently enrolled students through summer 2015 for those students who maintain continuous enrollment.

PCC is excited to join the other consortium members in this new endeavor. Please feel free to contact any CAS/OS faculty for questions or further information.

Thank you for your service; we truly appreciate your service and dedication to our program.

Sincerely,

Kelly Peden
PCC CAS/OS Consortium Representative

Attachment

Portland Community College
Computer Applications & Office Systems

Current AAS Degree

CAS 133	Basic Computer Skills/Microsoft Office	4
OR		
Electives		4
BA 111	Introduction to Accounting	3
BA 205	Solving Comm Problems with Technology	4
BA 206	Management Fundamentals	3
BA 211	Principles of Accounting I	3
BA 285	Human Relations-Organizations	3
CAS 123	Production Keyboarding	3
CAS 140	Beginning Access	3
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
OR		
BA 210	Adv Accounting Spreadsheet Applications	3
CAS 216	Beginning Word	3
CAS 246	Integrated Computer Projects	4
MTH 30	Business Math	4
OS 131	10-Key on Calculators	1
OS 220	Business Editing Skills	4
OS 240	Filing & records Management	4
OS 245	Office Systems and Procedures	4
WR 121	English Composition	4
Writing course above WR 121		4
CAS/OS ELECTIVES		8
BA ELECTIVES		6
General Education		16
Total		94

Revised AAS Degree

Core Cluster		Credits
BA 101	Intro. To Business	4
BA 226	Business Law	4
BA 205	Solving Comm. Problems w/Tech.	4
BA 224	Human Resources Mgmt.	3
BA 285	Human Relations-Organizations	3
BA 206	Management Fundamentals	3
OS 280F	Co-op Work Experience	4
OS 131	10-Key for Calculators	1
Core Focus		
OS 245	Office Systems & Procedures	4
OS 220	Business Editing Skills	4
CAS 216	Beginning Word	3
CAS 217	Intermediate Word	3
CAS 122	Keyboarding for Speed & Accuracy	3
CAS 170	Beginning Excel	3
CAS 246	Integrated Computer Projects	4
OS 240	Filing & Records Management	4
BA 111	Principles of Accounting I	3
BA 228	Computerized Accounting	3
PCC CAS/OS Requirements		
CAS 111D/E/F	Beginning Web Design	3
CAS 171	Intermediate Excel	3
College Requirements		
General Education		16
WR 121		4
Math 65		4
Total		94



CONSENT AGENDA FORM

This form maybe used instead
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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

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

Submitted by:	Cynthia Killingsworth	Email: Cynthia.killingsworth@pcc.edu	Phone: 977-8070
Title of Degree/Certificate:	AAS in Acct., Marketing & Retail Mgmt, Acct. Cert. (1 year & accelerated), Marketing Cert. (1 year).	Requested Implementation Term:	As soon as possible.
What type of change are you requesting?	<input type="checkbox"/> Course Title Change <input type="checkbox"/> Course number change <input checked="" type="checkbox"/> Addition/Deletion of an elective <input type="checkbox"/> Change in pass/no pass <input type="checkbox"/> Degree or certificate title changes		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:		Proposed Course Title:	
Current Course Number:		Proposed Course Number:	
Title of course to be added/deleted to/from the electives list:	BA 208: Intro to Nonprofits and BA 255: Project Management	Title of electives list that it will be removed from or added to:	
Current number of pass/no pass credits allowed:		Proposed number of pass/no pass credits allowed:	



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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:	Amy Alday-Murray	Email: aaldaymu@pcc.edu	Phone: x: 7814
Title of Degree/Certificate:	1. Electrician Apprenticeship Technologies 2. Construction Trades 3. General Apprenticeship Industrial Mechanics & Maintenance Technology Apprenticeship	Requested Implementation Term:	Fall 2010
What type of change are you requesting?	<input type="checkbox"/> Course title change <input type="checkbox"/> Course number change X Deletion of electives <input type="checkbox"/> Change in pass/no pass <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:	NA	Proposed Course Title:	NA
Current Course Number:	NA	Proposed Course Number:	NA

<p>Title of course to be added/deleted to/from the electives list:</p>	<p> TE9075 NEC: Limited Maintenance Electricians TE9076 Limited Maintenance Electrician (LME) TE9156 Commercial Lock Service and Repair TE9161 Introduction to Boilers TE9233 Advanced Oil Burners TE9248 Shop - Commercial Refrigeration II TE9254 Natural Gas Equipment II TE9600 Electrical Safety TE9639 NEC for Restricted Energy Electricians ARCH191 Special Projects 1 ARCH192 Special Projects 2 ARCH193 Special Projects 3 ARCH231 Specifications ARCH232 Estimating BCT250 Construction Practice EET257 Optical Electronics I HE120 Health in the Dental Workplace HPE296 Health and Fitness for Industry I HPE297 Health and Fitness for Industry II MSD201 Productivity Management MSD204 Labor - Management Relations MSD210 Public Relations MSD212 Work Analysis and Improvement MSD240 Strategic Planning MSD265 Fundamentals of Production and Inventory Management </p>	<p>Title of electives list that it will be removed from or added to:</p>	
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	<p>MSD285A Fundamentals of Total Quality Management</p> <p>MSD287 Data Analysis for Quality Improvement</p> <p>MSD295A Management Effectiveness</p> <p>WLD100 Career Opportunities for Welders</p> <p>WLD204 Nondestructive Testing I</p> <p>WLD9901 Welding Practice</p>		
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Current number of pass/no pass credits allowed:	NA	Proposed number of pass/no pass credits allowed:	NA
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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:	Amy Alday-Murray	Email: aaldaymu@pcc.edu	Phone: x: 7814
Title of Degree/Certificate:	1. Electrician Apprenticeship Technologies 2. Construction Trades General Apprenticeship 3. Industrial Mechanics and Maintenance Technology Apprenticeship	Requested Implementation Term:	Fall 2010
What type of change are you requesting?	<input type="checkbox"/> Course title change <input checked="" type="checkbox"/> Addition/Deletion of electives <input type="checkbox"/> Degree or certificate title change <input type="checkbox"/> Course number change <input type="checkbox"/> Change in pass/no pass <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	NA	Proposed Course Title:	NA
Current Course Number:	NA	Proposed Course Number:	NA
Title of courses added to be added /deleted to/from the electives list:	ART 216 An Introduction to the History of Photography ENG 237 American Working Class Literature HUM214 Race and Racism MUS125 Guitar Clinic and Workshop	Title of electives list that it will be removed from or added to:	NA

	BI101H General Biology-Honors CIS277H Health Informatics Environmental Simulation BA 208 Introduction to Non Profits and Philanthropy HST271 History of Central America & the Caribbean PSY236 Psychology of Adult Development and Aging		
Current number of pass/no pass credits allowed:	NA	Proposed number of pass/no pass credits allowed:	NA

		<h2 style="text-align: center;">CONSENT AGENDA FORM</h2> <p style="text-align: center;">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p style="text-align: center;">Directions: Fill out completely and return electronically to: dac@pcc.edu</p>		<p>Consent Agenda form may be used for the following:</p> <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 <p>Other changes need to come before the Degree and Certificate Committee.</p>	
		<p>Submitted by: Jparks</p>		<p>Email:</p>	
<p>Title of Degree/Certificate:</p>		<p>Criminal Justice Degree Electives</p>		<p>Requested Implementation Term:</p>	
<p>What type of change are you requesting?</p>		<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Course title change <input checked="" type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change </div> <div> <input type="checkbox"/> Course number change <input type="checkbox"/> Change in pass/no pass <input type="checkbox"/> Other </div> </div>			
<p>Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</p>					
<p>Current Course Title:</p>		<p>Juvenile Risk Assessment</p>		<p>Proposed Course Title:</p>	
<p>Current Course Number:</p>		<p>CJA 116</p>		<p>Proposed Course Number:</p>	
<p>Title of course to be added/deleted to/from the electives list:</p>				<p>Title of electives list that it will be removed from or added to:</p>	
<p>Current number of pass/no pass credits allowed:</p>				<p>Proposed number of pass/no pass credits allowed:</p>	

		<h2 style="text-align: center;">CONSENT AGENDA FORM</h2> <p style="text-align: center;">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p style="text-align: center;">Directions: Fill out completely and return electronically to: dac@pcc.edu</p>		<p>Consent Agenda form may be used for the following:</p> <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 <p>Other changes need to come before the Degree and Certificate Committee.</p>	
		<p>Submitted by: Lori Gates</p> <p>Email: gates@tillamookbay.cc</p> <p>Phone: 503-842-8222, x1030</p>		<p>Title of Degree/Certificate: Emergency Medical Technician - Certificate</p> <p>Requested Implementation Term: Summer 2010</p>	
<p>What type of change are you requesting?</p>		<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Course title change <input type="checkbox"/> Addition/Deletion of an elective <input checked="" type="checkbox"/> Other -TBCC will now be offering this certificate </div> <div> <input type="checkbox"/> Course number change <input type="checkbox"/> Change in pass/no pass </div> </div>			
<p>Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</p>					
Current Course Title:				Proposed Course Title:	
Current Course Number:				Proposed Course Number:	
Title of course to be added/deleted to/from the electives list:				Title of electives list that it will be removed from or added to:	
Current number of pass/no pass credits allowed:				Proposed number of pass/no pass credits allowed:	

Associate Degree Requirements -

General Education

Philosophy Statement

The faculty of Portland Community College affirms that a prime mission of the college is to aid in the development of educated citizens. Ideally, such citizens possess:

- understanding of their culture and how it relates to other cultures
- appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures
- understanding of themselves and their natural and technological environments
- ability to reason qualitatively and quantitatively
- ability to conceptually organize experience and discern its meaning
- aesthetic and artistic values
- understanding of the ethical and social requirements of responsible citizenship

Such endeavors are a lifelong undertaking. The General Education component of the associate degree programs represent a major part of the college's commitment to that process.

Approval of General Education Requirements

General Education requirements for degrees are recommended by the EAC Degrees and Certificates Committee and the EAC to administration for approval. Candidates for any PCC associate degree must satisfactorily complete the specific general education requirements for that degree. Check specific degree requirements for additional details.

The General Education credits must come from the approved PCC General Education/Discipline Studies List

In order to insure the breadth of learning, which is the cornerstone of the General Education requirements, the following limitations apply:

1. Courses taken to satisfy the basic college competencies in composition and mathematics will not be accepted.
2. For AAS Degrees, no more than two courses may come from program prerequisites or from courses required by specific programs.*

*Note: Because of these restrictions, it is possible that a course is acceptable as General Education for some students while it is not acceptable for others. Degree candidates who are unsure of how the General Education Policy applies to their individual cases are responsible for seeking help from an advisor or counselor.

The complete and official list of courses approved as General Education/Discipline Studies courses is maintained by the Curriculum/General Education Committee of the Educational Advisory Council.

Criteria for General Education/Discipline Studies Course Approval **are** developed by the Curriculum Committee of the EAC based on the Gen Ed Philosophy statement and the statewide outcomes and criteria for discipline Studies for AAOT. Courses seeking inclusion on the list follow the process for approval outline on the Curriculum Office website: [link/](#)

AGS Degree Math Requirements

College	Math Requirement for AGS Degree
Blue Mountain	MTH 060 or above
Central Oregon	MTH 105 or higher, or MTH 211, 212, and 213
Chemeketa	MTH 095 or above
Clackamas	MTH 050, 054, 065 or above (except 199 and 299) or CS-133VB, 161, 162, 260
Clatsop	MTH 65 or MTH 95 or higher numbered math course
Columbia Gorge	Competency at MTH 65 level via completing MTH 63 or 65 or higher or passing the MTH 65 competency exam
Klamath	MTH 105, 111, or 243, or MTH 211, 212, and 213
Lane	MTH 105 or higher, or MTH 052 or higher and CIS 101 or CIS 131 or CS 120
Linn Benton	MTH 061 and MTH 062 or 063 or 064
Mt. Hood	Three quarter-credit hours at a level equivalent to MTH 65 or higher (except MTH 211)
Oregon Coast	4 credits - see specific degree requirements
Portland	Competency at MTH 65 level via completing MTH 63 or 65 or higher or passing the MTH 65 competency exam
Rogue	MTH 105 or higher
Southwestern Oregon	MTH 105 or higher (except MTH 211)
Tillamook Bay	Competency at MTH 65 level via completing MTH 63 or 65 or higher or passing the MTH 65 competency exam
Treasure Valley	Any math course above MATH 95 that has Intermediate Algebra or higher as a prerequisite
Umpqua	At least one course numbered 100 or above totaling a minimum of four credits, for which at least MTH 095 (Intermediate Algebra) is a prerequisite (BA 180 also meets this requirement)