

Degrees and Certificates Agenda
June 6, 2012
Sylvania CC Conference A
2pm to 4pm

Old Business:

Review May 9th, 2012 Minutes

Discussion Items:

EAC Chair Report

AGS and AAS Math Requirements

Fall Retreat Planning

New Business:

2:15 Revision: CAS/OS Website Development and Design AAS: Amy Clubb: Adding two courses, one as an option, and removing one course.

Revision: CAS/OS Website Development and Design One-Year Certificate: Amy Clubb: Adding two courses, one as an option, and removing one course.

Revision: CAS/OS Web Assistant II CPCC: Amy Clubb: Adding one course, removing one course.

Revision: CAS/OS Basic Computer Literacy CPCC: Amy Clubb: Outcomes, catalog changes.

2:30 NEW: Criminal Justice: Police Leadership Certificate: James Parks: New certificate.

2:45 Revision: Early Education and Family Studies AAS: Andrew Forshee: Adding two courses, reducing credits in two courses, outcomes.

2:55 NEW: Emergency Telecommunications/ Service Dispatcher Certificate: New Certificate.

Revision: Emergency Telecommunications/ 911 Dispatcher Certificate: Carol Bruneau:
Outcomes, credit increase, title change, title change of five courses, course number change for two courses, adding six courses, prerequisites, removing one course, removing five electives, one course term change.

3:15 Revision: Gerontology AAS: Jan Abushakrah: Decrease electives, one course credit increase, add two or options, one course title change.

Revision: Gerontology CPCC: Jan Abushakrah: title change, credit increase, one course credit increase, adding two course options, one course title change.

Revision: Gerontology Activity Assistant Certificate: Jan Abushakrah: Credit increase, one course credit increase, adding one course option.

Revision: Gerontology Activity Consultant Certificate: Jan Abushakrah: Credit increase, one course credit increase, adding one course option.

Revision: Gerontology Activity Director Certificate: Jan Abushakrah: Credit increase, one course credit increase, adding two course options.

Revision: Gerontology Advanced Behavioral and Cognitive Care Certificate: Jan Abushakrah: Credit increase, one course credit increase, adding one course, adding one course option.

Revision: Gerontology End of Life Care & Support Certificate: Jan Abushakrah: Credit increase, one course credit increase, adding one course option.

Revision: Gerontology Horticultural Therapy Certificate: Jan Abushakrah: Credit increase, one course credit increase.

3:25 Revision: TBCC: Oregon Green Technician Certificate: Lori Gates: Credit decrease, three course credit increases, adding one course option, removing an elective, credit decrease for one course, related instruction.

3:30 Revision: Health Information Management AAS: Ann Wenning: Credit decrease, removing two courses, one course credit increase, adding one course option, outcomes, prerequisites.

3:40 Revision: Interior Design AAS: Amanda Ferroggiaro: Adding one course, removing one course, adding two courses to electives, adding two course options, outcomes.

3:45 NEW: Landscape: Environmental Landscape Technology Management AAS: New Degree.

Consent Agenda:

Gerontology: Course title change for GRN 175.

Business Administration: Course title change for BA 131.

Multimedia Certificate: Adding three courses to electives.

Building Inspection Technology: Extending teach-out timeline.

EAC Memo – EAC Degrees/Certificates

Recommendations for Approval

To: Preston Pulliams, District President

From: Susanne M. Christopher, EAC D/C Chair

Date: May 17, 2012

The following items were recommended by the EAC to you for approval –

Repeat Course Credit Application to PCC Degrees/Certificates Recommendation:

PCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in meeting a PCC degree or certificate requirement. Students may take course additional times for credit, if the course is so designated, but those additional credits may not be used toward fulfilling PCC degree or certificate requirements. Certain CTE programs have exceptions to this requirement for CTE courses. Contact programs for information.

300/400 Course Transfer Recommendation:

PCC may accept up to 16 credits of 300-400 level transfer coursework, provided it is equivalent to courses offered at PCC. Upper-division transfer coursework is evaluated at the request of the student or by Graduation staff if needed to satisfy graduation requirements. Only subject areas taught at PCC will be evaluated.



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:	Website Development and Design	Proposed Title:	
Current Credits:	95	Proposed Credits:	
Overview and rationale for proposed changes:	CIS has developed a new course, CIS133W, and we would like to offer this to our students as an option. We have revised one of our courses, CAS211d and need the degree to reflect the new course number and title.		
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). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	1. ADD: CIS133W as an “OR” option for CAS 213 in the Required courses. 2. ADD: CAS 222 – Required 3. REMOVE: CAS 211D		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	Yes

SECTION # 2 PREREQUISITES AND OUTCOMES

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Course Number	Course Title or Placement level	
Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
Apply website development and design skills in a business environment to produce dynamic websites following current professional and/or industry standards.		Professional Competence
Use critical thinking skills to identify and make recommendations regarding key web design and development issues including human factors, visual interface, and customer and business partner considerations.		Critical Thinking & Problem Solving
Apply knowledge of website development and design tools to address current and future business issues.		Critical Thinking & Problem Solving
Use an understanding of the website development and design process to communicate effectively in a business environment.		Communication
Work within the ethical and professional parameters of the website development and design industry.		Cultural Awareness
Revised Outcomes:		
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS		

degree outcomes.

Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	

SECTION # 3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
BA 101	Introduction to Business	4	BA 101	Introduction to Business	4
BA 205	Solving Communication Problems with Technology	4	BA 205	Solving Communication Problems with Technology	4
Or MM 270	Writing for Multimedia	(3)	Or MM 270	Writing for Multimedia	(3)
Or WR 227	Technical and Professional Writing	(4)	Or WR 227	Technical and Professional Writing	(4)
BA 207	Introduction to E-Commerce	4	BA 207	Introduction to E-Commerce	4
Or CIS 243	E-ssentials of E-Commerce	(4)	Or CIS 243	E-ssentials of E-Commerce	(4)
BA 223	Principles of Marketing	3	BA 223	Principles of Marketing	3
Or BA 239	Advertising	(3)	Or BA 239	Advertising	(3)

CAS 101	Intro to Website Development & Design	1	CAS 101	Intro to Website Development & Design	1
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 175	Introduction to Flash	3	CAS 175	Introduction to Flash	3
CAS 206	Principles of X/HTML	4	CAS 206	Principles of X/HTML	4
CAS 208	Beginning Photoshop for the Web	3	CAS 208	Beginning Photoshop for the Web	3
CAS 211D	Intermediate Dreamweaver (REMOVE)	3	CAS 222	Intermediate Website Creation (ADD)	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	CSS and Dynamic HTML	4
CAS 180	Search Engine Optimization	3	CAS 180	Search Engine Optimization	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
Or CAS 181W	CMS Website Creation: WordPress	(3)	Or CAS 181W	CMS Website Creation: WordPress	(3)
Or CAS 181D	CMS Website Creation: Drupal	(3)	Or CAS 181D	CMS Website Creation: Drupal	(3)
CAS 213	JavaScript and JQuery for Designers	4	CAS 213	JavaScript and JQuery for Designers	4
			OR CIS 133W	JavaScript for Web Developers (ADD)	(4)
CAS 225	PHP and MySQL for Designers	4	CAS 225	PHP and MySQL for Designers	4
Or CIS 195P	PHP Web Development I	(4)	Or CIS 195P	PHP Web Development I	(4)
CAS 280W	CE: Web Site Development	4	CAS 280W	CE: Web Site Development	4
CAS 285	Capstone for Website Dev/Design Degree	3	CAS 285	Capstone for Website Dev/Design Degree	3
CIS 121	Computer Concepts II	4	CIS 121	Computer Concepts II	4
CIS 122	Software Design	4	CIS 122	Software Design	4
MM 110	Introduction to Multimedia	1	MM 110	Introduction to Multimedia	1
MM 120	Multimedia Design	2	MM 120	Multimedia Design	2
MSD 279	Project Management – Intro	4	MSD 279	Project Management – Intro	4
WR 121	English Composition	4	WR 121	English Composition	4
	General Education	8		General Education	8
	Website Development and Design Certificate Electives	12		Website Development and Design Certificate Electives	12

Website Development and Design Summary:

CAS	34
CIS	8
CAS/CIS	8
BA	7
BA/CIS	4
MSD	4
WR	4
BA/MM/WR	3
MM	3
Electives	12
Remaining General Education	8
Credit Total:	95

Students are required to take 12 credits of electives. Students may choose any of the following courses for their electives; however, students are advised to select their electives from a focus-area in order to specialize in a particular area of website development and design. Students should consult with an advisor when selecting electives from this list.

Website Development & Design Electives:

- ART 115: Basic Design
- ART 116: Basic Design
- ART 140: Digital Photography
- BA 255: Project Management-Business Environment
- CAS 110: Fireworks
- CAS 111E: Expressions
- CAS 181J: CMS Website Creation: Joomla
- CAS 181W: CMS Website Creation: WordPress
- CAS 181D: CMS Website Creation: Drupal
- CAS 214: ColdFusion
- CAS 220: MS Project
- CAS 275: Intermediate Flash
- CIS 125D: Database Application Dev I
- CIS 133B: Intro Visual Basic NET Program
- CIS 133J: Java Programming I
- CIS 133W: JavaScript for Web Developers
- CIS 179: Data Communication Concepts I
- CIS 187i: Web Technical Administration
- CIS 195P: PHP Web Development
- CIS 233B: Int. Visual Basic NET Program
- CIS 233J: Java Programming II
- CIS 233W: JavaScript for Web Developers II
- CIS 234B: Adv. Visual Basic NET Program
- CIS 234J: Java Programming III
- CIS 234W: JavaScript for Web Developers III
- CIS 245: Project Management-Info Systems
- CIS 275: Data Modeling and SQL Intro
- CIS 276: Advanced SQL
- CIS 287i: Web Server Administration
- MM 130: MM Graphic Video & Audio
- MM 140: Multimedia Authoring
- MM 160: Market Yourself as MM Professional
- MM 220: Multimedia Design
- MM 230: Graphics for Multimedia
- MM 231: Vector Graphics/Animation
- MM 235: Digital Video Edit/Production

- MM 236: Deliver Digital Video/Audio File
- MM 240: MM Authoring II-Scripting
- MM 241: MM Authoring III-Scripting
- MM 245: Internet Delivery Methods

		95		Total Credit 95
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	
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:		
Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Web Assistant I Career Pathway Web Assistant II Career Pathway Website Development & Design 1-Year Certificate	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Winter 2013	

Submitted By:	Amy Clubb
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Email:	Amy.clubb@pcc.edu
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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:	Website Development and Design One-Year Certificate	Proposed Title:	
Current Credits:	58	Proposed Credits:	
Overview and rationale for proposed changes:	<ul style="list-style-type: none"> CIS has developed a new course, CIS133W, and we would like to offer this to our students as an option. We have revised one of our courses, CAS211d and need the degree to reflect the new course number and title. 		
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"> ADD: CIS133W as an “OR” option for CAS 213 in the Required courses. ADD: CAS 222 – Required REMOVE: CAS 211D 		

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements .	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
<ul style="list-style-type: none"> • Apply website development and design skills in a business environment to create and maintain functional websites following current professional and/or industry standards. 		Professional Competence
<ul style="list-style-type: none"> • Work in the role of administrative support or as an entrepreneur to develop and manage departmental and personal websites. 		Professional Competence
<ul style="list-style-type: none"> • Assist website developers and designers in the production of professional dynamic websites. 		Professional Competence
<ul style="list-style-type: none"> • Use critical thinking skills to identify key web design issues including human factors, visual interface, and customer and business partner considerations. 		Critical Thinking & Problem Solving
<ul style="list-style-type: none"> • Apply knowledge of the web design profession to determine whether to pursue a 2-year degree 		Self-Reflection
Revised Outcomes:		
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Related Instruction		

Does the revision involve changing or adding Related Instruction?	<input checked="" type="checkbox"/> No The courses applicable for related instruction have not changed.
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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

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

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

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BA 205	Solving Communication Problems with Technology	4	BA 205	Solving Communication Problems with Technology	4
Or MM 270	Writing for Multimedia	(3)	Or MM 270	Writing for Multimedia	(3)
Or WR 227	Technical and Professional Writing	(4)	Or WR 227	Technical and Professional Writing	(4)
BA 207	Introduction to E-Commerce	4	BA 207	Introduction to E-Commerce	4
Or CIS 243	E-ssentials of E-Commerce	(4)	Or CIS 243	E-ssentials of E-Commerce	(4)
BA 223	Principles of Marketing	3	BA 223	Principles of Marketing	3
Or BA 239	Advertising	(3)	Or BA 239	Advertising	(3)
CAS 101	Introduction to Website Development & Design	1	CAS 101	Introduction to Website Development & Design	1
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 175	Introduction to Flash	3	CAS 175	Introduction to Flash	3
CAS 206	Principles of X/HTML	4	CAS 206	Principles of X/HTML	4
CAS 208	Beginning Photoshop for the Web	3	CAS 208	Beginning Photoshop for the Web	3
CAS 211D	Intermediate Dreamweaver (REMOVE)	3	CAS 222	Intermediate Website Creation (ADD)	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	CSS and Dynamic HTML	4
CAS 180	Search Engine Optimization	3	CAS 180	Search Engine Optimization	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
Or CAS 181W	CMS Website Creation: WordPress	(3)	Or CAS 181W	CMS Website Creation: WordPress	(3)
Or CAS 181D	CMS Website Creation: Drupal	(3)	Or CAS 181D	CMS Website Creation: Drupal	(3)
CAS 213	JavaScript and JQuery for Designers	4	CAS 213	JavaScript and JQuery for Designers	4
			Or CIS 133W	JavaScript for Web Developers (ADD)	(4)

certificate revision 3

CAS 280W	CE: Web Site Development	2	CAS 280W	CE: Web Site Development	2
CIS 121	Computer Concepts II	4	CIS 121	Computer Concepts II	4
MM 110	Introduction to Multimedia	1	MM 110	Introduction to Multimedia	1
MM 120	Multimedia Design	2	MM 120	Multimedia Design	2
	Website Development and Design Certificate Electives	8		Website Development and Design Certificate Electives	8
Website Development and Design Electives					
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
CAS 111E	Beginning Web Site Creation: Expression Web (ADD)	3	CAS 111E	Beginning Web Site Creation: Expression Web (ADD)	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
CAS 181W	CMS Website Creation: WordPress	3	CAS 181W	CMS Website Creation: WordPress	3
CAS 181D	CMS Website Creation: Drupal	3	CAS 181D	CMS Website Creation: Drupal	3
CAS 214	Beginning ColdFusion	4	CAS 214	Beginning ColdFusion	4
CAS 220	MS Project	3	CAS 220	MS Project	3
CAS 225	PHP and MySQL for Designers	4	CAS 225	PHP and MySQL for Designers	4
CAS 275	Intermediate Flash	3	CAS 275	Intermediate Flash	3
BA 255	Project Management-Business Environment	4	BA 255	Project Management-Business Environment	4
MM 130	Multimedia Graphics Video & Audio Production	3	MM 130	Multimedia Graphics Video & Audio Production	3
MM 140	Multimedia Authoring I	3	MM 140	Multimedia Authoring I	3
MM 160	Marketing Yourself as a Multimedia Professional	2	MM 160	Marketing Yourself as a Multimedia Professional	2
MM 220	Multimedia Design	3	MM 220	Multimedia Design	3
MM 230	Graphics for Multimedia	4	MM 230	Graphics for Multimedia	4
MM 231	Vector Graphics/Animation	3	MM 231	Vector Graphics/Animation	3
MM 235	Digital Video Edit/Production	3	MM 235	Digital Video Edit/Production	3
MM 236	Deliver Digital Video/Audio File	3	MM 236	Deliver Digital Video/Audio File	3
MM 240	MM Authoring II-Scripting	4	MM 240	MM Authoring II-Scripting	4
MM 241	MM Authoring III-Scripting	4	MM 241	MM Authoring III-Scripting	4
MM 245	Internet Delivery Methods	3	MM 245	Internet Delivery Methods	3
ART 115	Basic Design	3	ART 115	Basic Design	3
ART 116	Basic Design	3	ART 116	Basic Design	3
ART 140	Digital Photography	3	ART 140	Digital Photography	3
CIS 122	Software Design	4	CIS 122	Software Design	4
CIS 125D	Database Application Dev	4	CIS 125D	Database Application Dev	4
CIS 133B	Intro Visual Basic NET Program	4	CIS 133B	Intro Visual Basic NET Program	4
CIS 133J	Java Programming I	4	CIS 133J	Java Programming I	4
CIS 133W	JavaScript for Web Developers	4	CIS 133W	JavaScript for Web Developers	4
CIS 179	Data Communication Concepts I	4	CIS 179	Data Communication Concepts I	4
CIS 187i	Web Technical Administration	4	CIS 187i	Web Technical Administration	4
CIS 195P	PHP Web Development	4	CIS 195P	PHP Web Development	4
CIS 233B	Int. Visual Basic NET Program	4	CIS 233B	Int. Visual Basic NET Program	4
CIS 233J	Java Programming II	4	CIS 233J	Java Programming II	4
CIS 233W	JavaScript for Web Developers II	4	CIS 233W	JavaScript for Web Developers II	4

CIS 234B	Adv. Visual Basic NET Program	4	CIS 234B	Adv. Visual Basic NET Program	4
CIS 234J	Java Programming III	4	CIS 234J	Java Programming III	4
CIS 234W	JavaScript for Web Developers III	4	CIS 234W	JavaScript for Web Developers III	4
CIS 245	Project Management – Info Systems	4	CIS 245	Project Management – Info Systems	4
CIS 275	Data Modeling and SQL Intro	4	CIS 275	Data Modeling and SQL Intro	4
CIS 276	Advanced SQL	4	CIS 276	Advanced SQL	4
CIS 287i	Web Server Administration	4	CIS 287i	Web Server Administration	4
		Credit total	58		
				Credit total	58

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 type="checkbox"/> No
If yes, what is the base degree?	Website Development and Design		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?		If yes, has the change been approved by the consortium?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013	

Submitted by:	Amy Clubb
Email:	amy.clubb@pcc.edu
Phone:	971-722-7094

Next steps:

1. Save the completed Certificate Revision Request Form and submit as an e-mail attachment to dac@pcc.edu
2. If needed, attach the Related Instruction Form to the same e-mail.
3. Download and print the Associate of Applied Science/Certificate Revision Signature Page Form and obtain the appropriate signatures.

4. Staple the signed Associate of Applied Science/Certificate Revision Signature Page Form to a hard copy of the Certificate Revision Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Downtown Center DC 4th floor via campus mail.

Template for Related Instruction in Certificates

one year certificate 45 to 60 credits					CAS-OS Website Design and Development			
					Related instruction			
					Hours in:			
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
Example:	101	Basket Weaving Basics	4	120	6	12	8	26
CAS	111D	Begin Website: Dreamweaver	3	90	15.00	20.00	15.00	50.00
CAS	222	Intermediate Website Creation	3	90	20.00	20.00	20.00	60.00
CAS	206	Principles HTML/XHTML	4	120	15.00	20.00	15.00	50.00
		Stand-Alone Courses						
BA	205	Solving Communication Problems Through Technology	3	90		90.00		90.00
Totals			13	390	50.00	150.00	50.00	250.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

Course Notes:

CAS 111d, CAS 206: Related instruction approved at curriculum committee, April 2008

CAS 211: Related instruction submitted to curriculum committee, June 2012

BA 205: This course is 100% communications - see outcomes

Develop listening, speaking and writing skills necessary for effective business communications

Research, write and edit business documents

Select and use appropriate technology for business communication needs

Enhance collaborative teamwork skills

Create resume and cover letter



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:	Web Assistant II: Career Pathway Certificate	Proposed Title:	
Current Credits:	24	Proposed Credits:	
Overview and rationale for proposed changes:	We have revised one of our courses, CAS211d and need the degree to reflect the new course number and title.		
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. ADD: CAS 222 – Required 2. REMOVE: CAS 211D – Required		

SECTION #2 REVISION AREAS

Prerequisites

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

SECTION #3 COURSE BY COURSE COMPARISON

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

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


Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
CAS 101	Introduction to Website Development & Design	1	CAS 101	Introduction to Website Development & Design (ADD)	1
CAS 110	Introduction to Web Graphics Using Fireworks	1	CAS 110	Introduction to Web Graphics Using Fireworks	1
OR CAS 208	Beginning Photoshop for the Web	(3)	OR CAS 208	Beginning Photoshop for the Web	(3)
CAS 111D	Beginning Website Creation: Dreamweaver	3	CAS 111D	Beginning Website Creation: Dreamweaver	3
CAS 180	Search Engine Optimization	3	CAS 180	Search Engine Optimization	3
CAS 181J	CMS Website Creation: Joomla	3	CAS 181J	CMS Website Creation: Joomla	3
Or CAS 181W	CMS Website Creation: WordPress	(3)	Or CAS 181W	CMS Website Creation: WordPress	(3)
Or CAS 181D	CMS Website Creation: Drupal	(3)	Or CAS 181D	CMS Website Creation: Drupal	(3)
CAS 206	Principles of X/HTML	4	CAS 206	Principles of X/HTML	4
CAS 211D	Intermediate Dreamweaver (REMOVE)	3	CAS 222	Intermediate Website Creation (ADD)	3
CAS 215	CSS and Dynamic HTML	4	CAS 215	CSS and Dynamic HTML	4
CAS 280W	CE: Web Site Development	2	CAS 280W	CE: Web Site Development	2
	Credit total	24		Credit total	24

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

Submitted by:	Amy Clubb
Email:	amy.clubb@pcc.edu
Phone:	971-722-7094

Next steps:

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

 Portland Community College		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 4 th floor	
SECTION #1 OVERVIEW					
Current Title:		Basic Computer Literacy: Career Pathway Certificate		Proposed Title:	
				No change	
Current Credits:		13		Proposed Credits:	
				No change	
Overview and rationale for proposed changes:		Revising outcomes to align with Portland Community College's guidelines. Removing footnote in course catalog.			
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change		1. Revise Outcomes to align with PCC standards. 2. Remove footnote #1 from PCC Course Catalog. Footnote #1: (If a student already has knowledge of basic computer skills they may take a class from Administrative Assistant Certificate electives list)			
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.		
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		
	No Changes		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be addressed by the certificate outcomes.			
Certificate Outcome		Core Outcome	
Students who complete this certificate should be able to:			
Be prepared for entry-level jobs in the area of office support and information clerk.			
Learn new computer applications and office skills.			
Upgrade existing computer applications and office skills			
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate			

outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Be prepared for entry-level jobs in the area of office support and information clerk.	Professional Competence
Apply new computer applications and office skills at an entry level.	Critical Thinking and Problem Solving
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/resources/academic/eac/degree/forms.html)	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON
List all courses (current AND proposed) in the order that they are distributed in the catalog . If listed term by term then identify them in a

term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
	No Changes				
	Credit total			Credit total	

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

Submitted by:	Barbara Lave
Email:	blave@pcc.edu
Phone:	977-722-7492

Next steps:

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



NEW CERTIFICATE REQUEST FORM

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

SECTION # 1 OVERVIEW

Proposed Title:	Police Leadership	Proposed Credits:	12
Reason for new certificate:	<p>This proposed certificate is intended to exceed content and length standards contained in Oregon Administrative Rule 971-722-7814 which requires 80 hours of training for mid-managers within one year of promotion in the following areas:</p> <ul style="list-style-type: none"> Leadership in Public Safety Organizations Communicating with Others Organizational Change Representing the Organization to the Outside Managing for the Public Good Integrating Team or Unit into Whole Establishing an Ethical Workplace and Agency Managing Agency Performance Legal Parameters in Management and Leadership Fostering Respect in the Workplace Dealing with Complexity Risk Management Human Resources Development 		

Impact on other areas of instruction: Have you talked to other area SACs? If yes, who did you speak to and provide details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain: N/A	Has certificate been validated by the Advisory Committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
SECTION # 2 PREREQUISITES AND OUTCOMES				
PROPOSED PREREQUISITES				
Course Number	Course Title or Placement level			Credits
WR 121	English Composition (Recommended)			4
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<div style="text-align: center;"> PROPOSED OUTCOMES </div> <p>Outcomes statements suggest context to indicate “out there” and they describe what students can DO with what they know. The committee members will review the outcomes. For guidance on writing outcome statements.</p>				
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.				
Certificate Outcome			Core Outcome	
<i>Students who complete this certificate should be able to:</i>				
Use effective management strategies to lead and supervise public safety personnel.			Communication Professional Competence	
Continuously improve leadership skills through realization of one’s own leanings and strengths.			Self-Reflection Professional Competence	
Use critical thinking skills to enhance informed decision-making and appropriate operational response.			Critical thinking and problem solving. Cultural awareness Community and Environmental Responsibility	

SECTION # 3 COURSEWORK

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

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct. You may add or delete rows as necessary for the material being submitted.

PROPOSED CERTIFICATE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
CJA 251	Management Strategies for Police Leaders	4
CJA 252	Innovative Police Leadership	4
CJA 253	Critical Thinking for Police Leaders	4
Confirm total number of credits		Credit Total 12

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

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

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

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

(<http://www.pcc.edu/resources/academic/eac/degree/forms.html>)

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

Submitted By:

Jim Parks

Email:

jparks@pcc.edu

Next steps:

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



ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM

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

SECTION # 1 OVERVIEW

Current Title:	Early Education & Family Studies	Proposed Title:	Early Education & Family Studies
Current Credits:	92	Proposed Credits:	92
Overview and rationale for proposed changes:	<p>Practicum sequencing change from 3 levels of practicum (ECE 133, ECE 134, ECE 264) to 5 levels of practicum as a means to comply with requirements of PCC registrar and federal financial aid guidelines. Currently, students repeat ECE 134 for two terms and ECE 264 for two terms as a means to demonstrate “competency.” The new proposal of practicum does not add additional credits, but streamlines repeated terms into a 1-5 sequence. Furthermore, revisions to current practicum courses align with current accreditation for associate-level professional standards for early education professional preparation programs.</p>		
<p>List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.</p>	<ol style="list-style-type: none"> 1. Add new course ECE 135: Practicum 3 (3.0 credits) 2. Add new course ECE 265: Practicum 5 (4.0 credits) 3. Reduce credits from 6 to 3 for ECE 133 4. Reduce credits from 8 to 4 for ECE 264 5. Revise Outcomes 		
<p>Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.</p>	

SECTION # 2 PREREQUISITES AND OUTCOMES

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.			
Degree Outcome		Core Outcome	
<i>Students who complete this degree should be able to:</i>			
Use their understanding of young children’s characteristics and needs, and of the multiple interacting influences on children’s development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.		critical thinking & problem solving; professional competence	
Apply a recognition of the importance and complex characteristics of children’s families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children’s development and learning.		cultural awareness; self reflection	
Use systematic observation, documentation, and other effective assessment strategies in a responsible way,		professional competence,	

in partnership with families and other professionals, to positively influence children's development and learning.	communication, critical thinking & problem solving
Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.	critical thinking & problem solving; communication; cultural awareness
Identify and conduct themselves as members of the early childhood profession.	professional competence
Know and use ethical guidelines and other professional standards related to early childhood practice.	professional competence
Identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources.	self reflection; communication
Act as informed advocates for sound educational practices and policies.	communication; community & environmental responsibility
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
Use an understanding of young children's characteristics and needs, and of the multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.	critical thinking & problem solving; professional competence
Apply a recognition of the importance and complex characteristics of children's families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children's development and learning.	cultural awareness; self reflection
Use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning.	professional competence, communication, critical thinking & problem solving
Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate	critical thinking & problem solving; communication;

experiences that promote positive development and learning for all young children.	cultural awareness
Identify and conduct themselves as members of the early childhood profession.	professional competence
Use ethical guidelines and other professional standards related to early childhood practice.	professional competence
Identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources.	self reflection; communication
Act as informed advocates for sound educational practices and policies.	communication; community & environmental responsibility

SECTION # 3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
ECE 120	Introduction to Early Education & Family Studies	3	ECE 120	Introduction to Early Education & Family Studies	3
ECE 121	Observation & Guidance I	3	ECE 121	Observation & Guidance I	3
ECE 122	Environments & Curriculum I	4	ECE 122	Environments & Curriculum I	4
ECE 123	Environments & Curriculum II	4	ECE 123	Environments & Curriculum II	4
ECE 124	Multicultural Practices: Exploring	3	ECE 124	Multicultural Practices: Exploring	3
ECE 130	Practicum Seminar	6	ECE 130	Practicum Seminar	6

ECE 133	Practicum I Lab (decrease credits)	6	ECE 133	Practicum 1(decrease credits)(new title)	3
ECE 134	Practicum II Lab	3	ECE 134	Practicum 2	3
ECE 200	The Professional	3	ECE 135	Practicum 3 (add)	3
ECE 221	Observation & Guidance II	3	ECE 200	The Professional	3
ECE 224	Multicultural Practices: Curriculum	3	ECE 221	Observation & Guidance II	3
ECE 234	Children w/ Special Needs	3	ECE 224	Multicultural Practices: Curriculum	3
ECE 236	Language and Literacy	3	ECE 234	Children w/ Special Needs	3
ECE 260	Advanced Practicum Seminar	6	ECE 236	Language and Literacy	3
ECE 264	Advanced Practicum Lab(decrease credits)	8	ECE 260	Advanced Practicum Seminar	6
HE 112	First Aid & Emergency Care	1	ECE 264	Practicum 4(decrease credits)(new title)	4
HE 262	Children's Health, Safety, Nutrition	3	ECE 265	Practicum 5 (add)	4
HEC 201	Family Partnerships	3	HE 112	First Aid & Emergency Care	1
HEC 226	Child Development	4	HE 262	Children's Health, Safety, Nutrition	3
WR 121	English Composition	4	HEC 201	Family Partnerships	3
	ECE Electives	4	HEC 226	Child Development	4
	General Education	12	WR 121	English Composition	4
				ECE Electives	4
				General Education	12
	Credit Total	TOTAL: 92		Credit Total	TOTAL: 92

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
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	

Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Early Education & Family Studies Less Than One-Year Certificate
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Winter 2013

Submitted By:	Andrew Forshee
Email:	andrew.forshee15@pcc.edu

Next steps:

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



**NEW CERTIFICATE
REQUEST FORM**

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

SECTION # 1 OVERVIEW

Proposed Title:	Emergency Telecommunications/Service Dispatcher		Proposed Credits:	50
Reason for new certificate:	This certificate has been created to serve the needs of students who want to work in the field of Telecommunications, but do not want to specialize in 911. Students will complete the first two terms of the Emergency Telecommunications/911 Dispatcher program, then move to classes designed specifically for Service Dispatchers.			
Impact on other areas of instruction: Have you talked to other area SACs? If yes, who did you speak to and provide details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain:	Has certificate been validated by the Advisory Committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
WR121	English Composition	4
	Current Certification in First-Aid for the Professional Rescuer	

	Current Certification in CPR/AED	
	Documentation of keyboarding skill at minimum of 25 wpm for 3 minutes with 90% accuracy	
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p align="center">PROPOSED OUTCOMES</p> <p>Outcomes statements suggest context to indicate “out there” and they describe what students can DO with what they know. The committee members will review the outcomes. For guidance on writing outcome statements.</p> <p>Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.</p>		
Certificate Outcome		Core Outcome
<i>Students who complete this certificate should be able to:</i>		
Question customers to determine location and need for service, interpret and encapsulate that information accurately into a computer aided dispatching system		Communication Critical Thinking and Problem Solving Professional Competence
Use problem solving skills to effectively apply written policies and procedures to meet customer and employer needs.		Critical Thinking and Problem Solving Professional Competence
Utilize entry level skills in computer aided dispatching to record information accurately and efficiently using established rules and procedures		Communication Professional Competence
Identify and coordinate available resources to work as part of a team.		Communication Professional Competence
Qualify to sit for the National Academies of Emergency Dispatch, Basic Telecommunicator test		Communication Critical Thinking and Problem Solving Professional Competence

SECTION # 3 COURSEWORK

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

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct. You may add or delete rows as necessary for the material being submitted.

PROPOSED CERTIFICATE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS	
First Term			
EM 101	Introduction to Emergency Services	4	
ETC103	Introduction to Emergency Telecommunications	4	
ETC106	Law for Telecommunicators	3	
ETC108	Introduction to Computer Aided Dispatching	2	
ETC110	Communication Center Operations - Basic Skills	3	
Second Term			
CAS 122	Keyboarding for Speed and Accuracy	3	
EM103	Introduction to Radio Communications	4	
ETC104	NAED Basic TeleCommunicator Certification	4	
ETC111	Communications Center Operations – Intermediate Skills	3	
ETC124	Radio Communications Lab	1	
ETC202	EMD Overview	2	
Third Term			
CJA101	Cultural Diversity in Criminal Justice Professions	3	
ETC113	Communication Center Operations – Services Dispatch	3	
ETC 215	ETC: Capstone-Emergency Services Hiring Process	3	
ETC280A	CE: Service Dispatcher	1	
MSD105	Interpersonal Communications	3	

MSD117	Customer Relations	3	
MSD151	Dealing with Difficult People	1	
SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)			
Is this a Statewide Certificate?	No		Requested implementation term:
Eligible Training Provider Application Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu			
Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located at: http://www.pcc.edu/resources/academic/eac/degree/forms.html All courses identified as fulfilling the embedded related instruction requirement must have been reviewed and recommended by the Curriculum Committee and the details outlined on the CCOG.			
Submitted By:	Carol Bruneau		
Email:	cbruneau@pcc.edu		

Next steps:

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

Template for Related Instruction in Certificates

45 to 60 credits Emergency TeleCom:Service Dispatcher					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
courses used for embedded related instruction				0				<i>No RI</i>
EM	101	Intro to Emergency Services	4	120	2.00	8.00	8.00	18.00
EM	103	Intro to Radio Communications	3	90	5.00	10.00	8.00	23.00
ETC	103	Intro to Emergency TeleCom	4	120	4.00	10.00	8.00	22.00
ETC	104	NAED Basic TeleCom Cert	4	120	4.00	10.00	8.00	22.00
ETC	106	Law for Telecommunicators	3	90	4.00	4.00	4.00	12.00
ETC	108	Intro to Computer Aided Disp	2	60	4.00	8.00	0.00	12.00
ETC	110	Comm Cen Ops - Basic	3	90	4.00	8.00	8.00	20.00
ETC	111	Comm Cen Ops - Intermediate	3	90	4.00	8.00	8.00	20.00
ETC	113	Comm Cen Ops-Service Disp	3	90	8.00	10.00	10.00	28.00
ETC	124	Radio Comm Lab	1	30	8.00	10.00	8.00	26.00
ETC	202	EMD: Overview	2	60	6.00	10.00	8.00	24.00
ETC	215	Em Services - Capstone	3	90	4.00	10.00	8.00	22.00

Totals	36	1080	57.00	106.00	86.00	249.00
Minimum for 1 yr certificate:			48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00
					YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?						X
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?					X	



**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:	Emergency TeleCommunicator 911 Dispatcher	Proposed Title:	Emergency Telecommunications/ 911 Dispatcher
Current Credits:	47	Proposed Credits:	50
Overview and rationale for proposed changes:	<p>The following changes will bring this certificate into alignment with industry standards.</p> <ol style="list-style-type: none"> 1. Several classes have been updated with minor wording changes to reflect updates and improvements to conform to industry standards and terminology. 2. The third term has been re-written to address specifically those students who want to apply to become 911 dispatchers. Additional classes have been added to provide industry related training in 911 operations, high risk incidents and critical incident stress, as well as continuing practical 3. A separate certificate has been created for the Emergency Telecommunicator/Service Dispatcher Program for students who want to work in the field of dispatch and communications, not including 911. 		
<p>List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.</p> <p>Use consistent words – Add, Remove, Increase, Decrease, Change</p>	<ol style="list-style-type: none"> 1. Revise outcomes. 2. Increase credits from 47 to 50. 3. Change title of ETC104 to NAED Basic TeleCommunicator Certification. 4. Change title of ETC106 to Law for Telecommunicators. 5. Change title of ETC108 to Introduction to Computer Aided Dispatching. 6. Change title of ETC112 to Communication Center: 911 Dispatcher. 7. Change course number of ETC115 to ETC215. 8. Change title of ETC 115 to ES Capstone: Emergency Services Hiring Process. 9. Change course number of ETC203A to ETC 203. 10. Add ETC124 Radio Communications Lab to course of study. 11. Add ETC125 Introduction to Fire Communications to course of study. 12. Add ETC 201 to course of study. 13. Add ETC 203 to course of study. 		

	<p>14. Add ETC280A to course of study.</p> <p>15. Add MSD 151 to course of study.</p> <p>ADD PREREQUISITES</p> <p>16. Current certification in First Aid for the Professional Rescuer.</p> <p>17. Current certification in CPR/AED.</p> <p>18. Documented keyboarding skill of minimum of 25 WPM for 3 minutes with 90% accuracy.</p> <p>19. WR 121 English Composition.</p> <p>REMOVE PREREQUISITES</p> <p>20. Placement into WR 121.</p> <p>21. Keyboarding certificate showing a minimum typing speed of 25 WPM, either three or five minute timing.</p> <p>22. Remove EMS120 from course of study.</p> <p>23. Remove electives list</p> <p>24. Move CJA 101 from second term to third term.</p>
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SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Course Number	Course Title or Placement level		
	Placement in WR 121		
	Keyboarding certificate showing a minimum typing speed of 25 WPM, either three or five minute timing.		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
WR121	English Composition	4	
	Current Certification in First-Aid for the Professional Rescuer		

certificate revision 2

	Current Certification in CPR/AED	
	Documented keyboarding skill of a minimum of 25 WPM for 3 minutes with 90% accuracy	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome
Students who complete this certificate should be able to:		
<ul style="list-style-type: none"> • Have entry-level skills in keyboarding and basic computer operations. • Become familiar with the technology and equipment currently being used in emergency communications and be able to discuss the impact of technological advances on the operation of a modern communication center. • Apply communication skills to interrogate callers, interpret and process information, and relay critical information to responders. • Enter data into a computer-aided dispatch program based upon standard call interrogation procedures, and make appropriate assignments to field responders, in simulated scenarios. • Apply various stress management techniques to deal with job related stressors and be able to apply the principles of critical incident stress management to job related stress responses. • Receive all course materials required by the State of Oregon for state level Telecommunicator certification. • Qualify to sit for the National Academies of Emergency Dispatch, Basic Telecommunicator test. PCC can administer the test. • Complete the Law Enforcement Data System, Inquiry Level Training Manual for certification by the State of Oregon certified to access information. 		
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome		Core Outcome

Students who complete this certificate should be able to:	
Use a variety of questioning techniques and interpersonal communication skills to determine location and needs of callers who may be aggressive, distraught or difficult, then interpret and encapsulate that information into a limited space and format, without compromising the accuracy of the facts.	Communication Critical Thinking and Problem Solving Professional Competence
Apply problem solving skills and written policies and procedures to determine the type of call and urgency of response by field units during high stress situations.	Critical Thinking and Problem Solving Professional Competence
Use information received primary via verbal communication to record complete and often confidential information into a computer-aided dispatch system in an accurate and efficient manner.	Communication Professional Competence
Identify available resources, prioritize calls and assign and monitor the safety of field units, using teamwork as necessary to ensure the safety of responders.	Communication Professional Competence
Attain State of Oregon Certification for the Law Enforcement Data System, Inquiry Level Training Manual.	Critical Thinking and Problem Solving Professional Competence
Qualify to sit for the National Academies of Emergency Dispatch, Basic Telecommunicator test.	Communication Critical Thinking and Problem Solving Professional Competence
Complete all necessary course work required to achieve the state level Telecommunicator certification offered by the State of Oregon.	Critical Thinking and Problem Solving Professional

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

<p align="center">SECTION #3 COURSE BY COURSE COMPARISON</p> <p>List all courses (current AND proposed) in the order that they are distributed in the catalog. If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.</p> <p>If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.</p> <p>If you want to rearrange the order of courses within the term by term sequence do so on this form.</p> <p>If you are removing a course identify the course with (remove) and bold the text.</p> <p>If the course title is changed identify the course with (title change) and bold the text.</p> <p>If the course credits have changed identify the course with (increase or decrease credit) and bold the text.</p> <p>If you need more lines to accommodate the courses, right click and insert rows.</p>

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
First term:			First Term:		
EM101	Introduction to Emergency Services	4	EM 101	Introduction to Emergency Services	4
ETC 103	Introduction to Emergency Telecommunications	4	ETC 103	Introduction to Emergency Telecommunications	4
ETC 106	Introduction to Criminal Law (title change)	3	ETC 106	Law for Telecommunicators (title change)	3
ETC 108	Transcription for Telecommunicators(title change)	2	ETC 108	Introduction to Computer Aided Dispatching (title change)	2
ETC 110	Communications Center Operations - Basic Skills	3	ETC 110	Communications Center Operations - Basic Skills	3
Second Term			Second Term		
CAS 122	Keyboarding for Speed & Accuracy	3	CAS 122	Keyboarding for Speed & Accuracy	3
EM 103	Introduction to Radio Communications	3	EM 103	Introduction to Radio Communications	3
ETC 104	Emergency TeleCommunications – Call Taking (title change)	4	ETC 104	NAED Basic TeleCommunicator Certification (title change)	4
ETC 111	Communications Center Operations – Intermediate Skills	3	ETC 111	Communications Center Operations – Intermediate Skills	3
CJA 101	Cultural Diversity in Criminal Justice Professions(move to third term)	3	ETC 124 (new)	Radio Communications Lab (add)	1
			ETC 202	Emergency Medical Dispatch: Overview	2
Third Term			Third Term		
EMS 120	First Responder (remove)	3	CJA 101	Cultural Diversity in Criminal Justice Professions (moved from second term)	3
ETC 105	Crisis Intervention and Critical Incident Stress Management	3	ETC 105	Crisis Intervention and Critical Incident Stress Management	3
ETC 112	Communication Center	3	ETC 112	Communication Center - 911	3

	Operations – Advanced (title change)			Dispatcher (title change)	
ETC202	Emergency Medical Dispatcher: Overview	2	ETC 125 (new)	Introduction to Fire Communications (add)	2
ETC 115	ETC: Capstone (change title and course number)	3	ETC 215	ES Capstone: Emergency Services Hiring Process (change title and course number)	3
	ETC Elective	1	ETC 201	Law Enforcement Data Systems LEDS (add)	1
			ETC 203	Tactical Dispatch for High Risk Incidents (add) (course # change 203A to 203)	1
			ETC 280A	ETC: Cooperative Education/ 9-1-1 Dispatch (add)	1
			MSD151	Dealing with Difficult People (add)	1
	ETC Electives (REMOVE)				
ETC 201	Law Enforcement Data Systems (LEDS) (remove)	1			
ETC 203A(change #)	Tactical Dispatch for High Risk Incidents (remove)	1			
ETC280A	ETC: Cooperative Education/ 9-1-1 Dispatch (remove)	1			
EM 110	Theory of Emergency Management (remove)	3			
EM 114	History of US Hazards Disasters and Emergency Management (remove)	4			
	Credit total	47		Credit total	50

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, how?			
Is this a statewide certificate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, has the change been approved by the consortium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013	

Submitted by:	Carol Bruneau
Email:	cbruneau@pcc.edu
Phone:	971 722-5424

Next steps:

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

Template for Related Instruction in Certificates

45 to 60 credits		Emergency TeleCommunicator - 911			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
courses used for embedded related instruction				0				<i>No RI</i>
EM	101	Intro to Emergency Services	4	120	2.00	8.00	8.00	18.00
EM	103	Intro to Radio Communications	3	90	5.00	10.00	8.00	23.00
ETC	103	Intro to Emergency TeleCom	4	120	4.00	10.00	8.00	22.00
ETC	104	NAED Basic TeleCom Cert	4	120	4.00	10.00	8.00	22.00
ETC	105	Crisis Intervention & CISM	3	90	0.00	10.00	10.00	20.00
ETC	106	Law for Telecommunicators	3	90	4.00	4.00	4.00	12.00
ETC	108	Intro to Computer Aided Disp	2	60	4.00	8.00	0.00	12.00
ETC	110	Comm Cen Ops - Basic	3	90	4.00	8.00	8.00	20.00
ETC	111	Comm Cen Ops - Intermediate	3	90	4.00	8.00	8.00	20.00
ETC	112	Comm Cen Ops - 911	3	90	6.00	10.00	8.00	24.00
ETC	124	Radio Comm Lab	1	30	8.00	10.00	8.00	26.00
ETC	201	LEDS	1	30	2.00	0.00	0.00	2.00
ETC	202	EMD: Overview	2	60	6.00	10.00	8.00	24.00
ETC	215	Em Services - Capstone	3	90	4.00	10.00	8.00	22.00
Totals			43	1290	57.00	116.00	94.00	267.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00
All courses identified as embedded related instruction are approved by the curriculum committee for RI?							YES	NO
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?							X	X



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:	Gerontology	Proposed Title:	Gerontology
Current Credits:	90	Proposed Credits:	90
Overview and rationale for proposed changes:	Gerontology Required (Core) credits increase from 41 to 42 to add 1 credit to GRN282. GRN282 was changed to incorporate learning outcomes assessments through ePortfolios, as well as additional career tools. SOC234 and FT 280A are regularly substituted for SOC232 and GRN280A, respectively, so we want to formalize this change to be reflected in the catalog and Grad Plan.		
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). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	<ol style="list-style-type: none"> 1. Decrease Program Electives from 34 to 33 2. Increase credit: GRN282 from one to 2 credits 3. Add “or” option to SOC 232: ADD SOC234 4. Add “or” option to GRN 280A (10 credits): ADD FT280A AND GRN280A (for 10 credits total) 5. Title change GRN 175 to The Aging Mind in elective list 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	On FT280A: We have accepted up to 8 credits of FT280A for GRN280A informally; this formalizes that agreement. On SOC234: We have accepted SOC234 as a substitute for SOC232 on a case-by-case basis; this formalizes that agreement.

SECTION # 2 PREREQUISITES AND OUTCOMES

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Course Number	Course Title or Placement level	
Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
1. Apply skills and knowledge to effective work with and for elders as a gerontology professional, and as a family and community member	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness 5. Professional Competence 6. Self-Reflection	
2. Use gerontological research and theories to plan, implement, and contribute to programs, policies, and social change strategies for and with elders in professional, institutional and community settings	1, 2, 3, 4, 5, 6	
3. Communicate, collaborate, and access appropriate resources, while working with other professionals and with	1, 2, 3, 4, 5, 6	

diverse stakeholders	
4. Adhere to professional and ethical standards appropriate to one's gerontological specialty, while managing one's career and taking advantage of continuing learning opportunities	1, 2, 3, 4, 5, 6
5. If desired, pursue higher education for a bachelor or master degree, beginning at the third-year level	1, 3, 5, 6
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	

SECTION # 3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
GRN181	Exploring the Field of Aging	2 credits	GRN181	Exploring the Field of Aging	2 credits
AD105	Aging and Addiction	3 credits	AD105	Aging and Addiction	3 credits
PHL207	Ethical Issues in Aging	4 credits	PHL207	Ethical Issues in Aging	4 credits
PSY236	Psychology of Adult Development and Aging	4 credits	PSY236	Psychology of Adult Development and Aging	4 credits
SOC223	Sociology of Aging	4 credits	SOC223	Sociology of Aging	4 credits

SOC230	Introduction to Gerontology	4 credits	SOC230	Introduction to Gerontology	4 credits
SOC231	Sociology of Health and Aging	4 credits	SOC231	Sociology of Health and Aging	4 credits
SOC232	Death and Dying: Culture and Issues	4 credits	SOC232	Death and Dying	4 credits
			OR		
			SOC234	Cross-cultural Views of Death (add)	(4)
GRN280B	Gerontology Internship Seminar	1 credit	GRN280B	Gerontology Internship Seminar	1 credit
GRN280A	CE: Gerontology Internship	10 credits	GRN280A	CE: Gerontology Internship OR	10 credits
			OR		
			FT280A	CE: Internship (add)	(8)
			and		
			GRN280A	CE: gerontology Internship (add)	(2)
GRN282	Gerontology Professional Seminar	1 credit	GRN282	Gerontology Professional Seminar (increase credits)	2 credits
WR 121	English Composition	4 credits	WR 121	English Composition	4 credits
	Gerontology Program Electives*	34 credits		Gerontology Program Electives * (reduce credit)	33 credits
	Gerontology CAS Elective Options	3		Gerontology CAS Elective Options	3
	General Education	8		General Education	8
Note:	[8] credits replace 8 core credits counted toward General Education	[8] – Social Science Gen Ed [4 of 8] – Cultural Literacy	Note:	[8] credits replace 8 core credits counted toward General Education	[8] – Social Science Gen Ed [4 of 8] – Cultural Literacy
	Gerontology Program Electives			Gerontology Program Electives	
AD101	Alcohol Use & Addiction	3 credits	AD101	Alcohol Use & Addiction	3 credits
AD102	Drug Use & Addiction	3 credits	AD102	Drug Use & Addiction	3 credits
AD154	Case Management & Addiction	3 credits	AD154	Case Management & Addiction	3 credits
AD156	Ethical & Professional Issues	3 credits	AD156	Ethical & Professional Issues	3 credits
BA101	Introduction to Business	4 credits	BA101	Introduction to Business	4 credits
FT102	Injury Prevention & Management	3 credits	FT102	Injury Prevention & Management	3 credits
FT106	Analysis of Movement	3 credits	FT106	Analysis of Movement	3 credits

FT131	Structure & Function of the Human Body	4 credits	FT131	Structure & Function of the Human Body	4 credits
FT202	Fitness and Aging	3 credits	FT202	Fitness and Aging	3 credits
GRN131	Hospice Basics	1 credit	GRN131	Hospice Basics	1 credit
GRN165	Basic Activity Director Training	2 credits	GRN165	Basic Activity Director Training	2 credits
GRN170	Resident Assistant I Training	2 credits	GRN170	Resident Assistant I Training	2 credits
GRN171	Resident Assistant II Training	1 credit	GRN171	Resident Assistant II Training	1 credit
GRN172	Adult Care Home Training	2 credits	GRN172	Adult Care Home Training	2 credits
GRN175	The Mature Mind	1 credit	GRN175	The Aging Mind (title change)	1 credit
GRN233	Supporting End of Life	4 credits	GRN233	Supporting End of Life	4 credits
GRN235	Introduction to Dementia Care	2 credits	GRN235	Introduction to Dementia Care	2 credits
GRN236	Dementia Care Practice	2 credits	GRN236	Dementia Care Practice	2 credits
GRN237	End of Life Therapies	1 credit	GRN237	End of Life Therapies	1 credit
GRN245	Introduction to Guardianship	1 credit	GRN245	Introduction to Guardianship	1 credit
GRN246	Guardian Conservator Training	2 credits	GRN246	Guardian Conservator Training	2 credits
GRN240	Care and Service Coordination	3 credits	GRN240	Care and Service Coordination	3 credits
GRN265	Activity Professional Training 1	3 credits	GRN265	Activity Professional Training 1	3 credits
GRN266	Activity Professional Training 2	3 credits	GRN266	Activity Professional Training 2	3 credits
GRN267	Prof Therapeutic Horticulture	2 credits	GRN267	Prof Therapeutic Horticulture	2 credits
GRN268	Therapeutic Hort Strategies	2 credits	GRN268	Therapeutic Hort Strategies	2 credits
GRN269	Therapeutic Hort Skills I	2 credits	GRN269	Therapeutic Hort Skills I	2 credits
GRN270	Therapeutic Hort Programming	2 credits	GRN270	Therapeutic Hort Programming	2 credits
GRN271	Therapeutic Hort Skills II	2 credits	GRN271	Therapeutic Hort Skills II	2 credits
GRN272	Therapeutic Gardens	3 credits	GRN272	Therapeutic Gardens	3 credits
HPE295	Health & Physical Fitness for Life	3 credits	HPE295	Health & Physical Fitness for Life	3 credits
HE113	First Aid and Professional CPR	1 credit	HE113	First Aid and Professional CPR	1 credit
HE212	Women's Health	4 credits	HE212	Women's Health	4 credits
HE213	Men's Health	4 credits	HE213	Men's Health	4 credits
HE242	Stress and Human Health	4 credits	HE242	Stress and Human Health	4 credits
HE250	Personal Health	3 credits	HE250	Personal Health	3 credits
HE251	Community Health	4 credits	HE251	Community Health	4 credits
HE252	First Aid: Basics and Beyond	4 credits	HE252	First Aid: Basics and Beyond	4 credits
MP111	Medical Terminology	4 credits	MP111	Medical Terminology	4 credits
PSY101	Psychology and Human Relations	4 credits	PSY101	Psychology and Human Relations	4 credits
PSY201	General Psychology	4 credits	PSY201	General Psychology	4 credits

PSY202	General Psychology	4 credits	PSY202	General Psychology	4 credits
PSY214	Introduction to Personality	4 credits	PSY214	Introduction to Personality	4 credits
PSY215	Human Development	4 credits	PSY215	Human Development	4 credits
PSY222	Family & Intimate Relations	4 credits	PSY222	Family & Intimate Relations	4 credits
PSY231	Human Sexuality	4 credits	PSY231	Human Sexuality	4 credits
PSY232	Human Sexuality	4 credits	PSY232	Human Sexuality	4 credits
SOC204	Sociology in Everyday Life	4 credits	SOC204	Sociology in Everyday Life	4 credits
SOC205	Social Change & Social Institutions	4 credits	SOC205	Social Change & Social Institutions	4 credits
SOC206	Social Problems	4 credits	SOC206	Social Problems	4 credits
SOC213	Diversity in the United States	4 credits	SOC213	Diversity in the United States	4 credits
SOC218	Sociology of Gender	4 credits	SOC218	Sociology of Gender	4 credits
SP111	Public Speaking	4 credits	SP111	Public Speaking	4 credits
	Gerontology SAC Elective Options			Gerontology SAC Elective Options	
CAS111D or E	Basic Web Site Design (Dreamweaver or Expression)	3 credits	CAS111D or E	Basic Web Site Design (Dreamweaver or Expression)	3 credits
CAS133	Basic Computer Skills/MS Office	4 credits	CAS133	Basic Computer Skills/MS Office	4 credits
CAS140	Access	3 credits	CAS140	Access	3 credits
CAS170	Excel	3 credits	CAS170	Excel	3 credits
CAS216	Beginning Word: WIN	3 credits	CAS216	Beginning Word: WIN	3 credits
CAS217	Advanced Word: WIN	3 credits	CAS217	Advanced Word: WIN	3 credits
CAS231	Publisher	3 credits	CAS231	Publisher	3 credits
CAS232	Desktop Publishing: InDesign	3 credits	CAS232	Desktop Publishing: InDesign	3 credits
	Credit	90		Credit	90
	Total			Total	

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

Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	

Are there any career pathway(s) or related certificates attached to this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Gerontology Activity Assistant Activity Director Activity Consultant Advanced Behavioral & Cognitive Care End of Life Care & Support Horticultural Therapy
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Winter 2013

Submitted By:	Jan Abushakrah, Gerontology SAC Chair
Email:	jabushak@pcc.edu



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:	Gerontology Career Pathway	Proposed Title:	Gerontology
Current Credits:	43	Proposed Credits:	44
Overview and rationale for proposed changes:	<p>GRN282 content has expanded to incorporate learning outcomes assessments through ePortfolios, as well as additional career tools, so the course credit was raised to 2 credits. We thus increased the total credits from 43 to 44, keeping it a career pathway certificate (but dropped the name). SOC234 and FT280A are regularly substituted for SOC232 and GRN280A, so we want to formalize this change to be reflected in the catalog and Grad Plan.</p>		
<p>List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change</p>	<ol style="list-style-type: none"> 1. Title: Delete Career Pathway 2. Increase total Credits required from 43 to 44 credits 3. Increase credit : GRN282 from one to 2 credits 4. Add “or” option to SOC 232: SOC234 5. Add “or” option to GRN 280A: FT280A 6. Title change GRN175 to The Aging Mind in Program Elective List 		
<p>Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.</p>	<p>We have communicated with FT about FT280A; this change merely formalizes an existing agreement. Similarly, we had always agreed with SOC to allow substitution of SOC234 for SOC232, but want this option to be stated in the catalog and Grad Plan.</p>

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

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

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
1. Apply skills and knowledge to effective work with and for elders as a gerontology professional, and as a family and community member	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness

	5. Professional Competence 6. Self-Reflection
2. Use gerontological research and theories to plan, implement, and contribute to programs, policies, and social change strategies for and with elders in professional, institutional and community settings	1,2,3,4,5,6
3. Communicate, collaborate, and access appropriate resources, while working with other professionals and with diverse stakeholders in service and program delivery	1,2,3,4,5,6
4. Adhere to professional and ethical standards appropriate to one's gerontological specialty, while managing one's career and taking advantage of continuing learning opportunities	1,2,3,4,5,6
5. Work as an age specialist in the area of one's prior work experience, credential or degree (if appropriate)	1,3,5,6
6. If desired, pursue the additional 46 credits to earn an AAS Degree in Gerontology	1,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/resources/academic/eac/degree/forms.html)	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GRN181	Exploring the Field of Aging	2 credits	GRN181	Exploring the Field of Aging	2 credits
PSY236	Psychology of Adult Development and Aging	4 credits	PSY236	Psychology of Adult Development and Aging	4 credits
SOC223	Sociology of Aging	4 credits	SOC223	Sociology of Aging	4 credits
SOC230	Introduction to Gerontology	4 credits	SOC230	Introduction to Gerontology	4 credits
SOC231	Sociology of Health and Aging	4 credits	SOC231	Sociology of Health and Aging	4 credits
SOC232	Death and Dying: Culture and Issues	4 credits	SOC232	Death and Dying	4 credits
			or		
			SOC 234	Cross-cultural Views of Death (add)	(4)
GRN280B	Gerontology Internship Seminar	1 credit	GRN280B	Gerontology Internship Seminar	1 credit
GRN280A	CE: Gerontology Internship	4 credits	GRN280A	CE: Gerontology Internship	4 credits
			or		
			FT 280A	CE: Internship (up to 8 credits) (add)	(4)
GRN282	Gerontology Professional Seminar	1 credit	GRN282	Gerontology Professional Seminar (increase credit)	2 credits
WR 121	English Composition	4 credits	WR 121	English Composition	4 credits

	Gerontology Program Electives	8 credits		Gerontology Program Electives	8 credits
	Gerontology CAS Elective Options	3		Gerontology CAS Elective Options	3
				Gerontology Program Electives	
AD101	Alcohol Use & Addiction	3 credits	AD101	Alcohol Use & Addiction	3 credits
AD102	Drug Use & Addiction	3 credits	AD102	Drug Use & Addiction	3 credits
AD105	Aging and Addiction	3 credits	AD105	Aging and Addiction	3 credits
AD154	Case Management & Addiction	3 credits	AD154	Case Management & Addiction	3 credits
AD156	Ethical & Professional Issues	3 credits	AD156	Ethical & Professional Issues	3 credits
BA101	Introduction to Business	4 credits	BA101	Introduction to Business	4 credits
FT102	Injury Prevention & Management	3 credits	FT102	Injury Prevention & Management	3 credits
FT106	Analysis of Movement	3 credits	FT106	Analysis of Movement	3 credits
FT131	Structure & Function of the Human Body	4 credits	FT131	Structure & Function of the Human Body	4 credits
FT202	Fitness and Aging	3 credits	FT202	Fitness and Aging	3 credits
GRN131	Hospice Basics	1 credit	GRN131	Hospice Basics	1 credit
GRN165	Basic Activity Director Training	2 credits	GRN165	Basic Activity Director Training	2 credits
GRN170	Resident Assistant I Training	2 credits	GRN170	Resident Assistant I Training	2 credits
GRN171	Resident Assistant II Training	1 credit	GRN171	Resident Assistant II Training	1 credit
GRN172	Adult Care Home Training	2 credits	GRN172	Adult Care Home Training	2 credits
GRN175	The Mature Mind	1 credit	GRN175	The Aging Mind (new title)	1 credit
GRN233	Supporting End of Life	4 credits	GRN233	Supporting End of Life	4 credits
GRN235	Introduction to Dementia Care	2 credits	GRN235	Introduction to Dementia Care	2 credits
GRN236	Dementia Care Practice	2 credits	GRN236	Dementia Care Practice	2 credits
GRN237	End of Life Therapies	1 credit	GRN237	End of Life Therapies	1 credit
GRN245	Introduction to Guardianship	1 credit	GRN245	Introduction to Guardianship	1 credit
GRN246	Guardian Conservator Training	2 credits	GRN246	Guardian Conservator Training	2 credits
GRN240	Care and Service Coordination	3 credits	GRN240	Care and Service Coordination	3 credits
GRN265	Activity Professional Training 1	3 credits	GRN265	Activity Professional Training 1	3 credits
GRN266	Activity Professional Training 2	3 credits	GRN266	Activity Professional Training 2	3 credits
GRN267	Prof Therapeutic Horticulture	2 credits	GRN267	Prof Therapeutic Horticulture	2 credits
GRN268	Therapeutic Hort Strategies	2 credits	GRN268	Therapeutic Hort Strategies	2 credits
GRN269	Therapeutic Hort Skills I	2 credits	GRN269	Therapeutic Hort Skills I	2 credits
GRN270	Therapeutic Hort Programming	2 credits	GRN270	Therapeutic Hort Programming	2 credits
GRN271	Therapeutic Hort Skills II	2 credits	GRN271	Therapeutic Hort Skills II	2 credits
GRN272	Therapeutic Gardens	3 credits	GRN272	Therapeutic Gardens	3 credits

HPE295	Health & Physical Fitness for Life	3 credits	HPE295	Health & Physical Fitness for Life	3 credits
HE113	First Aid and Professional CPR	1 credit	HE113	First Aid and Professional CPR	1 credit
HE212	Women's Health	4 credits	HE212	Women's Health	4 credits
HE213	Men's Health	4 credits	HE213	Men's Health	4 credits
HE242	Stress and Human Health	4 credits	HE242	Stress and Human Health	4 credits
HE250	Personal Health	3 credits	HE250	Personal Health	3 credits
HE251	Community Health	4 credits	HE251	Community Health	4 credits
HE252	First Aid: Basics and Beyond	4 credits	HE252	First Aid: Basics and Beyond	4 credits
MP111	Medical Terminology	4 credits	MP111	Medical Terminology	4 credits
PHL207	Ethical Issues in Aging	4 credits	PHL207	Ethical Issues in Aging	4 credits
PSY101	Psychology and Human Relations	4 credits	PSY101	Psychology and Human Relations	4 credits
PSY201	General Psychology	4 credits	PSY201	General Psychology	4 credits
PSY202	General Psychology	4 credits	PSY202	General Psychology	4 credits
PSY214	Introduction to Personality	4 credits	PSY214	Introduction to Personality	4 credits
PSY215	Human Development	4 credits	PSY215	Human Development	4 credits
PSY222	Family & Intimate Relations	4 credits	PSY222	Family & Intimate Relations	4 credits
PSY231	Human Sexuality	4 credits	PSY231	Human Sexuality	4 credits
PSY232	Human Sexuality	4 credits	PSY232	Human Sexuality	4 credits
SOC204	Sociology in Everyday Life	4 credits	SOC204	Sociology in Everyday Life	4 credits
SOC205	Social Change & Social Institutions	4 credits	SOC205	Social Change & Social Institutions	4 credits
SOC206	Social Problems	4 credits	SOC206	Social Problems	4 credits
SOC213	Diversity in the United States	4 credits	SOC213	Diversity in the United States	4 credits
SOC218	Sociology of Gender	4 credits	SOC218	Sociology of Gender	4 credits
SP111	Public Speaking	4 credits	SP111	Public Speaking	4 credits
	Gerontology CAS Elective Options	3		Gerontology CAS Elective Options	3
CAS111D or E	Basic Web Site Design (Dreamweaver or Expression)	3 credits	CAS111D or E	Basic Web Site Design (Dreamweaver or Expression)	3 credits
CAS133	Basic Computer Skills/MS Office	4 credits	CAS133	Basic Computer Skills/MS Office	4 credits
CAS140	Access	3 credits	CAS140	Access	3 credits
CAS170	Excel	3 credits	CAS170	Excel	3 credits
CAS216	Beginning Word: WIN	3 credits	CAS216	Beginning Word: WIN	3 credits
CAS217	Advanced Word: WIN	3 credits	CAS217	Advanced Word: WIN	3 credits
CAS231	Publisher	3 credits	CAS231	Publisher	3 credits
CAS232	Desktop Publishing: InDesign	3 credits	CAS232	Desktop Publishing: InDesign	3 credits

	Credit total	43		Credit total	44
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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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		winter 2013	

Submitted by:	Jan Abushakrah, GRN SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077



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:	Gerontology: Activity Assistant	Proposed Title:	Gerontology: Activity Assistant
Current Credits:	24	Proposed Credits:	25
Overview and rationale for proposed changes:	Adding 1 credit to GRN282 to incorporate Learning Outcomes Assessments in ePortfolios and additional career tools, thus increasing credits from 24 to 25. Formalizing substitution of FT280A for GRN280A.		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	<ol style="list-style-type: none"> 1. INCREASE Total Credits from 24 to 25 2. INCREASE Credits GRN282 1 to 2 3. ADD “or” option to GRN280A; ADD FT280A 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

**Current Outcomes:
Required whether or not
outcomes are being
changed.**

Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on [writing good outcome](#) statements.

**Does the revision involve
changing certificate outcomes?**

☐ Yes ☒ No

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

Certificate Outcome	Core Outcome
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Students who complete this certificate should be able to:

1. Work effectively as an activity professional with diverse groups of older adults in long term care, adult daycare and community settings

1. Communication
2. Community/Environmental Responsibility
3. Critical Thinking/Problem Solving
4. Cultural Awareness

	5. Professional Competence 6. Self-Reflection
2. Design and implement appropriate activity plans, using State and CMS required assessment and documentation	1,2,3,4,5,6
3. Meet eligibility standards for certification by the National Certification Council of Activity Professionals as an Activity Assistant Certified, when combined with continuing education and work experience criteria	1,2,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/resources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON
List all courses (current AND proposed) in the order that they are distributed in the catalog . If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.
 If you want to rearrange the order of courses within the term by term sequence do so on this form.
 If you are removing a course identify the course with (remove) and bold the text.
 If the course title is changed identify the course with (title change) and bold the text.
 If the course credits have changed identify the course with (increase or decrease credit) and bold the text.
 If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GRN165	Basic Activity Director Training	2	GRN165	Basic Activity Director Training	2
GRN181	Exploring the Field of Aging	2	GRN181	Exploring the Field of Aging	2
GRN265	Activity Professional Training I	3	GRN265	Activity Professional Training I	3
GRN280A	CE: Gerontology Internship	4	GRN280A	CE: Gerontology Internship	4
			OR		
			FT280A	CE: Internship	(4)
GRN280B	Internship Seminar	1	GRN280B	Internship Seminar	1
GRN282	Gerontology Professional Seminar	1	GRN282	Gerontology Professional Seminar (increase credit)	2
HE250 or HPE295	Personal Health OR Health & Fitness for Life	3	HE250 or HPE295	Personal Health OR Health & Fitness for Life	3
SOC223	Sociology of Aging	4	SOC223	Sociology of Aging	4
WR121	English Composition	4	WR121	English Composition	4
	Credit total	24		Credit total	25

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013

Submitted by:	Jan Abushakrah, Gerontology SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077



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SECTION #1 OVERVIEW

Current Title:	Gerontology: Activity Consultant	Proposed Title:	Gerontology: Activity Consultant
Current Credits:	21	Proposed Credits:	22
Overview and rationale for proposed changes:	Adding 1 credit to GRN282 to incorporate Learning Outcomes Assessments in ePortfolios and additional career tools, thus increasing credits from 21 to 22. Formalizing substitution of FT280A for GRN280A.		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	<ol style="list-style-type: none"> 1. INCREASE Total Credits from 21 to 22 2. INCREASE Credits: GRN282 from 1 to 2 3. ADD “or” option to GRN280A (4 credits): ADD FT280A (4 credits) 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

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

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
1. Work effectively as an activity professional and consultant with diverse groups of older adults in long term care, adult daycare, and community settings	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness

	5. Professional Competence 6. Self-Reflection
2. Design, administer, and evaluate activity programs, using State and CMS required assessment and documentation	1,2,3,4,5,6
3. Meet eligibility standards for certification by the NCCAP as an Activity Consultant Certified, when combined with continuing education and work experience criteria	1,2,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/recources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GRN165	Basic Activity Director Training	2	GRN165	Basic Activity Director Training	2
GRN265	Activity Professional Training I	3	GRN265	Activity Professional Training I	3
GRN266	Activity Professional Training II	3	GRN266	Activity Professional Training II	3
GRN280A	CE: Gerontology Internship	4	GRN280A	CE: Gerontology Internship	4
			OR		
			FT280A	CE: FT Internship (add)	(4)
GRN282	Gerontology Professional Seminar	1	GRN282	Gerontology Professional Seminar (increase credit)	2
SOC223	Sociology of Aging	4	SOC223	Sociology of Aging	4
SOC230	Introduction to Gerontology	4	SOC230	Introduction to Gerontology	4
	Credit total	21		Credit total	22

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013

Submitted by:	Jan Abushakrah, Gerontology SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077

1.



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SECTION #1 OVERVIEW

Current Title:	Gerontology: Activity Director	Proposed Title:	Gerontology: Activity Director
Current Credits:	36	Proposed Credits:	37
Overview and rationale for proposed changes:	<p>Adding 1 credit to GRN282 to incorporate Learning Outcomes Assessments in ePortfolios and additional career tools, thus increasing credits from 36 to 37</p> <p>Also formalizing course substitutions: FT280A for GRN280A and SOC234 for SOC232</p>		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	<ol style="list-style-type: none"> 1. INCREASE Total Credits from 36 to 37 2. INCREASE Credits: GRN282 from 1 to 2 3. ADD “or” Option to SOC232; ADD SOC234 4. ADD “or” Option to GRN280A; ADD FT280A 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

**Current Outcomes:
Required whether or not
outcomes are being
changed.**

Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on [writing good outcome](#) statements.

**Does the revision involve
changing certificate outcomes?**

☐ Yes ☒ No

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

Certificate Outcome

Core Outcome

Students who complete this certificate should be able to:

1. Work effectively as an activity director with diverse groups of older adults in long term care facilities, adult daycare and community settings

1. Communication
2. Community/Environmental Responsibility
3. Critical Thinking/Problem Solving
4. Cultural Awareness

	5. Professional Competence 6. Self-Reflection
2. Design and administer a comprehensive activity program for all levels of functioning and for special needs populations using State and CMS required assessment and documentation	1,2,3,4,5,6
3. Direct an activity department and supervise activity assistants and volunteers	1,2,3,4,5,6
4. Meet eligibility standards for certification by the NCCAP as an Activity Assistant Certified, when combined with continuing education and work experience	1,2,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/resources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GRN165	Basic Activity Director Training	2	GRN165	Basic Activity Director Training	2
GRN181	Exploring the Field of Aging	2	GRN181	Exploring the Field of Aging	2
GRN265	Activity Professional Training I	3	GRN265	Activity Professional Training I	3
GRN266	Activity Professional Training II	3	GRN266	Activity Professional Training II	3
GRN280A	CE: Gerontology Internship	5	GRN280A	CE: Gerontology Internship	5
			OR		
			FT280A	CE: FT Internship	(5)
GRN280B	Internship Seminar	1	GRN280B	Internship Seminar	1
GRN282	Gerontology Professional Seminar	1	GRN282	Gerontology Professional Seminar (increase credit)	2
HE250 or HPE295	Personal Health OR Health & Fitness for Life	3	HE250 or HPE295	Personal Health OR Health & Fitness for Life	3
SOC223	Sociology of Aging	4	SOC223	Sociology of Aging	4
SOC231	Health & Aging	4	SOC231	Health & Aging	4
SOC232	Death & Dying	4	SOC232	Death & Dying	4
			OR		
			SOC234	Cross-cultural Views of Death (add)	(4)
WR121	English Composition	4	WR121	English Composition	4
	Credit total	36		Credit total	37

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013	

Submitted by:	Jan Abushakrah, Gerontology SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077



CERTIFICATE REVISION REQUEST FORM

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SECTION #1 OVERVIEW

Current Title:	Gerontology: Advanced Behavioral & Cognitive Care	Proposed Title:	Gerontology: Advanced Behavioral & Cognitive Care
Current Credits:	30	Proposed Credits:	32
Overview and rationale for proposed changes:	Adding one credit to GRN282 to accommodate learning outcomes assessment and additional career tools. Adding GRN245 Introduction to Guardianship as required course.		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	<ol style="list-style-type: none"> 1. Increase total credits from 30 to 32 2. Increase Credits: GRN282 from one to 2) 3. ADD GRN245 as Required Course 4. Add “or” option to SOC 232: SOC234 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

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

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

Certificate Outcome	Core Outcome
----------------------------	---------------------

Students who complete this certificate should be able to:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Work effectively as an advanced care provider with diverse individuals or groups of older adults with cognitive decline, dementia, and other challenging behavioral and cognitive conditions, in long term care, adult daycare, home and community settings | <ol style="list-style-type: none"> 1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness |
|--|--|

	5. Professional Competence 6. Self-Reflection
2. Apply best practices for dealing with challenging cognitive and behavioral issues, following care plans, providing appropriate documentation and working collaboratively with all stakeholders, including multidisciplinary teams, medical and healthcare professionals, family and community members	1,2,3,4,5,6
3. Adhere to professional and ethical care standards	1,2,3,4,5,6
4. Continue to develop professional care knowledge and skills through continuing education and training	1,2,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/reources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON
List all courses (current AND proposed) in the order that they are distributed in the catalog . If listed term by term then identify them in a

term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
AD105	Aging and Addiction	3	AD105	Aging and Addiction	3
GRN181	Exploring the Field of Aging	2	GRN181	Exploring the Field of Aging	2
GRN235	Introduction to Dementia Care	2	GRN235	Introduction to Dementia Care	2
GRN236	Dementia Care Practice	2	GRN236	Dementia Care Practice	2
GRN240	Care and Service Coordination	3	GRN240	Care and Service Coordination	3
			GRN245	Introduction to Guardianship (ADD)	1
GRN280A	CE: Internship	4	GRN280A	CE: Internship	4
GRN280B	Internship Seminar	1	GRN280B	Internship Seminar	1
GRN282	Gerontology Prof Seminar	1	GRN282	Gerontology Prof Seminar (increase credit)	2
SOC223	Sociology of Aging	4	SOC223	Sociology of Aging	4
SOC231	Health and Aging	4	SOC231	Health and Aging	4
SOC232	Death & Dying	4	SOC232	Death & Dying	4
			or		
			SOC 234	Cross-Cultural Views of Death	(4)
	Credit total	30		Credit total	32

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013	

Submitted by:	Jan Abushakrah, Gerontology SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077

1.



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SECTION #1 OVERVIEW

Current Title:	Gerontology: End of Life Care & Support	Proposed Title:	Gerontology: End of Life Care & Support
Current Credits:	36	Proposed Credits:	37
Overview and rationale for proposed changes:	<p>Adding 1 credit to GRN282 to incorporate Learning Outcomes Assessments in ePortfolios and additional career tools, thus increasing credits from 36 to 37</p> <p>Also formalizing course substitution: SOC234 for SOC232</p>		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	<ol style="list-style-type: none"> 1. INCREASE Total Credits from 36 to 37 2. INCREASE Credits GRN282 1 to 2 3. ADD “or” Option to SOC232; ADD SOC234 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

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

Certificate Outcome	Core Outcome
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Students who complete this certificate should be able to: 1. Guide family members and dying persons through the end of life process, including social, psychological, medical, financial, legal, and spiritual issues related to care and support.	1. Communication 2. Community/Environmental Responsibility 3. Critical Thinking/Problem Solving 4. Cultural Awareness
---	--

	5. Professional Competence 6. Self-Reflection
2. Assess and document the care and support needs and assets of the dying person, their family and social support network; communicate and collaborate with all related parties; and facilitate access to appropriate resources, while working with other professionals and with diverse stakeholders in a coordinated care and support plan, in hospice, long term care, and home environments.	1,2,3,4,5,6
3. Apply best practices of person-centered and directed care and support, and adhere to professional and ethical standards in supporting the dying person and working effectively with all stakeholders, including legal, medical, financial, insurance, relevant government programs, and other professionals, as well as family and the dying person's social support network.	1,2,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/recources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GRN131	Hospice Basics	1	GRN131	Hospice Basics	1
GRN181	Exploring the Field of Aging	2	GRN181	Exploring the Field of Aging	2
GRN233	Supporting End of Life	4	GRN233	Supporting End of Life	4
GRN237	End of Life Therapies	1	GRN237	End of Life Therapies	1
GRN245	Introduction to Guardianship	1	GRN245	Introduction to Guardianship	1
GRN246	Guardian Conservator Training	2	GRN246	Guardian Conservator Training	2
GRN240	Care & Service Coordination	3	GRN240	Care & Service Coordination	3
GRN280A	CE: Gerontology Internship	4	GRN280A	CE: Gerontology Internship	4
GRN280B	Internship Seminar	1	GRN280B	Internship Seminar	1
GRN282	Gerontology Professional Seminar	1	GRN282	Gerontology Professional Seminar (increase credit)	2
PHL207	Ethical Issues in Aging	4	PHL207	Ethical Issues in Aging	4
SOC223	Sociology of Aging	4	SOC223	Sociology of Aging	4
SOC231	Health & Aging	4	SOC231	Health & Aging	4
SOC232	Death & Dying	4	SOC232	Death & Dying	4
			OR		
			SOC234	Cross-cultural Views of Death	(4)
	Credit total	36		Credit total	37

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2012	

Submitted by:	Jan Abushakrah, Gerontology SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077



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SECTION #1 OVERVIEW

Current Title:	Gerontology: Horticultural Therapy	Proposed Title:	Gerontology: Horticultural Therapy
Current Credits:	29	Proposed Credits:	30
Overview and rationale for proposed changes:	Adding 1 credit to GRN282 to incorporate Learning Outcomes Assessments in ePortfolios and additional career tools, thus increasing credits from 29 to 30		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	1. INCREASE Total Credits from 29 to 30 2. INCREASE Credits GRN282 from 1 to 2		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

SECTION #2 REVISION AREAS

Prerequisites

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

Proposed Prerequisites

Course Number	Course Title or Placement level	

**Current Outcomes:
Required whether or not
outcomes are being
changed.**

Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on [writing good outcome](#) statements.

**Does the revision involve
changing certificate outcomes?**

☐ Yes ☒ No

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

Certificate Outcome

Core Outcome

Students who complete this certificate should be able to:

1. Work effectively as a registered horticultural therapist or therapy assistant with diverse populations in therapeutic gardens and horticultural therapy programs within pediatric, geriatric, psychiatric, offender, vocational and medical rehabilitation, and other day or residential treatment facilities.

1. Communication
2. Community/Environmental Responsibility
3. Critical Thinking/Problem Solving
4. Cultural Awareness

	5. Professional Competence 6. Self-Reflection
2. Design, implement, and evaluate therapeutic garden and horticultural therapy programs meeting the physical, cognitive, and psychosocial needs of special needs clients, and applying professional skills and standards of the field.	1,2,3,4,5,6
3. Meet educational standards for certification by the American Horticultural Therapy Association as a Horticultural Therapist Registered [HTR], when combined with required educational, continuing education and supervised work experience criteria.	1,2,3,4,5,6
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
Related Instruction	
Does the revision involve changing or adding Related Instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/resources/academic/eac/degree/forms.html)	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GRN165	Basic Activity Director Training	2	GRN165	Basic Activity Director Training	2
GRN235	Introduction to Dementia Care	2	GRN235	Introduction to Dementia Care	2
GRN236	Dementia Care Practice	2	GRN236	Dementia Care Practice	2
GRN267	Prof Therapeutic Horticulture	2	GRN267	Prof Therapeutic Horticulture	2
GRN268	Therapeutic Hort Strategies	2	GRN268	Therapeutic Hort Strategies	2
GRN269	Therapeutic Hort Skills I	2	GRN269	Therapeutic Hort Skills I	2
GRN270	Therapeutic Hort Programming	2	GRN270	Therapeutic Hort Programming	2
GRN271	Therapeutic Hort Skills II	2	GRN271	Therapeutic Hort Skills II	2
GRN272	Therapeutic Gardens	3	GRN272	Therapeutic Gardens	3
GRN280A	CE: Gerontology Internship	4	GRN280A	CE: Gerontology Internship	4
GRN280B	Internship Seminar	1	GRN280B	Internship Seminar	1
GRN282	Gerontology Professional Seminar	1	GRN282	Gerontology Professional Seminar (increase credit)	2
SOC223	Sociology of Aging	4	SOC223	Sociology of Aging	4
Credit total		29	Credit total		30

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	Gerontology AAS Degree	Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Winter 2013	

Submitted by:	Jan Abushakrah, Gerontology SACC Chair
Email:	jabushak@pcc.edu
Phone:	971-722-4077



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SECTION #1 OVERVIEW

Current Title:	Oregon Green Technician	Proposed Title:	No Change
Current Credits:	46	Proposed Credits:	45
Overview and rationale for proposed changes:	Credits for GT 104, GT 110, and GT 113 have been increased 1 credit each because instructors have found that the original number of contact hours/credits were insufficient to cover course outcomes and content. Adding SP 111 (3 credits) as an equivalent to GT 110 Work Place Communications. Removing electives. WR 115 credit requirement lowered from 4 to 3 credits to match statewide certificate and accommodate transfer within consortium colleges.		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	<ol style="list-style-type: none"> 1. Increase credit: GT 104 Electrical Systems Troubleshooting 2 to 3. 2. Increase credit: GT 110 Workplace Communications from 2 to 3. 3. Increase credit: GT 113 Fluid Power from 2 to 3. 4. Add: SP 111 Public Speaking as an “or” for GT 110 Workplace Communications. 5. Delete elective. 6. Decrease credit: WR 155 requirement from 4 to 3. 7. Decrease total credits for the certificate to 45. 8. Update related instruction template. 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	

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		
MTH 20	Basic Math or placement into MTH 60 Introductory Algebra – First Term		
RD 90	Reading 90 or placement into RD 115 College Reading		
WR 90	Writing 90 or placement into WR 115 Introduction to Expository Writing		

Proposed Prerequisites

Course Number	Course Title or Placement level	
No Change		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing certificate outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
<ul style="list-style-type: none"> Be multi-skill, systems thinkers and problem-solvers 	N/A. This is a TBCC certificate
<ul style="list-style-type: none"> Be prepared for a broad array of green occupations across a variety of diverse industries, such as green energies production, equipment manufacturing (such as solar panel, wind turbine, wave energy, bio-energy component), construction and installation, monitoring and repair, building retro-fitting, process recycling, hazardous material removal work and others. 	
<ul style="list-style-type: none"> Have a fundamental understanding of sustainability, green technologies, process improvements/elimination of waste, and an overview of various careers in green tech. 	
<ul style="list-style-type: none"> Be able to demonstrate the applied reading and workplace math skills needed on-the-job, as well as the workplace skills employers need: critical thinking, problem solving, team work, etc. 	

<ul style="list-style-type: none"> Possess a unique set of entry-level electrical, mechanical, and heating/cooling systems skills – as taught through the lens of green energy and energy efficiency – that will allow graduates to learn quickly on the job and be prepared for success in advanced programs of study. 		
Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.		
Certificate Outcome	Core Outcome	
Students who complete this certificate should be able to:		
No Changes		
Related Instruction		
Does the revision involve changing or adding Related Instruction?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, a template for Related Instruction will need to be filled out. The template can be found at: http://www.pcc.edu/reources/academic/eac/degree/forms.html		
Additional Comments Or Changes		

SECTION #3 COURSE BY COURSE COMPARISON
<p>List all courses (current AND proposed) in the order that they are distributed in the catalog. If listed term by term then identify them in a term by term sequence on this form. If they identified within categories such as CORE, ELECTIVES, etc, then identify them as such.</p> <p>If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line. If you want to rearrange the order of courses within the term by term sequence do so on this form. If you are removing a course identify the course with (remove) and bold the text. If the course title is changed identify the course with (title change) and bold the text.</p>

**If the course credits have changed identify the course with (increase or decrease credit) and bold the text.
If you need more lines to accommodate the courses, right click and insert rows.**

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

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
GT 101	Introduction to Industrial Sustainability	3	GT 101	Introduction to Industrial Sustainability	3
GT 102	Green Industrial Safety	2	GT 102	Green Industrial Safety	2
GT 103	Mechanical Systems	3	GT 103	Mechanical Systems	3
GT 104	Electrical Systems Troubleshooting I	2	GT 104	Electrical Systems Troubleshooting I (increase credit)	3
GT 105	Applied Math for Green Technologies	4	GT 105	Applied Math for Green Technologies	4
GT 106	Introduction to Green Technologies	2	GT 106	Introduction to Green Technologies	2
GT 107	Electrical Systems Troubleshooting II	3	GT 107	Electrical Systems Troubleshooting II	3
GT 108	Building Systems	2	GT 108	Building Systems	2
GT 109	HVACR Systems Operation	3	GT 109	HVACR Systems Operation	3
GT 110	Workplace Communications	2	GT 110	Workplace Communications (increase credit)	3
			or		
			SP 111	Public Speaking (add)	(4)
GT 111	Preventative Maintenance and Energy Conservation	2	GT 111	Preventative Maintenance and Energy Conservation	2
GT 112	Control Systems	3	GT 112	Control Systems	3
GT 113	Fluid Power	2	GT 113	Fluid Power (increase credit)	3
GT 114	Local Applications-Alternative Energy	3	GT 114	Local Applications-Alternative Energy	3
GT 115	Human Relations-Customer Service	3	GT 115	Human Relations-Customer Service	3
WR 115 or higher	Introduction to Expository Writing	4	WR 115 or higher	Introduction to Expository Writing (reduce credit)	3
	Elective from Approved List (remove)	3		.	
	Credit total	46		Credit total	45

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?		Will the proposed change affect the Career Pathway or Related Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how?			
Is this a statewide certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, has the change been approved by the consortium? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Fall 2012	

Submitted by:	Lori Gates
Email:	gates@tillamookbay.cc
Phone:	503.842.8222 ext. 1030

Template for Related Instruction in Certificates

45 to 60 credits Oregon Green Technician Certificate					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				<i>No RI</i>
				0				<i>No RI</i>
				0				<i>No RI</i>
				0				<i>No RI</i>
				0				<i>No RI</i>
courses used for stand-alone related instruction				0				<i>No RI</i>
GT	105	Applied Math for Green Technologies	4	120	120.00			120.00
GT	115	Human Relations/Customer Service	3	90			90.00	90.00
WR	115	Introduction to Expository Writing	3	90		90.00		90.00
Totals			10	300	120.00	90.00	90.00	300.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

	YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?		
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?		

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

[Related Instruction Overview | PCC](#)

for assistance contact: sally.earll@pcc.edu or 971.722.7812



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:	Health Information Management	Proposed Title:	Health Information Management
Current Credits:	96	Proposed Credits:	92
Overview and rationale for proposed changes:	Deletion of one practicum course and adding more hours/credit to the second practicum course. Also, wanting students to complete Writing as a pre-requisite to entering in order to better prepare them for the program.		
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). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	<ol style="list-style-type: none"> 1. Remove HIM 292-Directed Practice 1 2. Remove WR 121-English Composition 3. Increase credits from 1 to 2 -HIM 293-Health Information Directed Practice 2 4. Add SP 111-Communication or Public Speaking as an “or” option for SP 100-Introduction to Speech 5. Revise outcome 6. Change pre-requisites 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	N/A - Deletion of WR 121 from HIM program curriculum and added as a pre-requisite.

SECTION # 2 PREREQUISITES AND OUTCOMES

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	---	---	-----------------------------

Course Number	Course Title or Placement level	
MP 111	Medical Terminology	
CAS 133	Basic Computer Skills/Microsoft Office	
	Compass scores to show readiness to enter WR 121, RD 115, and MTH 60.	
Proposed Prerequisites		
Course Number	Course Title or Placement level	
MP 111	Medical Terminology	
CAS 133	Basic Computer Skills/Microsoft Office	
WR 121	English Composition	
MTH 65	Introductory Algebra – 2 nd term	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.		
Degree Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
To provide graduates who will meet the entry-level competencies as defined by American Health Information Management Association and become gainfully employed in the health information management field.		1.Communication
		2.Community & Environmental responsibility
		3.Critical Thinking and Problem-solving
		4.Cultural Awareness
		5.Professional Competence
		6.Self-reflection

Revised Outcomes:

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

Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
Meet the entry-level competencies as defined by American Health Information Management Association and become gainfully employed in the health information management field.	1.Communication
	2.Community & Environmental responsibility
	3.Critical Thinking and Problem-solving
	4.Cultural Awareness
	5.Professional Competence
	6.Self-reflection

SECTION # 3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Term 1				
HIM120	Health Information Tech 1 Lab	1	HIM120	Health Information Tech 1 Lab	1
HIM110	Health Information Tech 1	4	HIM110	Health Information Tech 1	4
HIM182	Health Care Delivery Systems	3	HIM182	Health Care Delivery Systems	3
WR121	English Composition (REMOVE)	4			

degree revision 3

HIM128	A & P for Health Info Mgmt 1	4	HIM128	A & P for Health Info Mgmt 1	4
	Term 2				
HIM129	A & P for Health Info Mgmt 2	4	HIM129	A & P for Health Info Mgmt 2	4
HIM105	Ancillary Information Analysis	3	HIM105	Ancillary Information Analysis	3
HIM107	Ancillary Info Analysis Lab	1	HIM107	Ancillary Info Analysis Lab	1
HIM121	Legal/Ethical Aspects Hlthcare	3	HIM121	Legal/Ethical Aspects Hlthcare	3
	Term 3				
HIM131	Medical Science	5	HIM131	Medical Science	5
HIM136	Medications	3	HIM136	Medications	3
SP100	Intro to Speech Communication	4	SP100	Intro to Speech Communication	4
			SP111	OR Communication or Public Speaking	(4)
	General Education Courses	4		General Education Courses	4
	Term 4				
	General Education Courses	4		General Education Courses	4
	General Education Courses	4		General Education Courses	4
	Term 5				
HIM292	Health Info Directed Prac (REMOVE)	1			
HIM281	Data Management & Analysis 1	3	HIM281	Data Management & Analysis 1	3
HIM283	Health Information Systems	4	HIM283	Health Information Systems	4
HIM141	Health Information Tech 2	3	HIM141	Health Information Tech 2	3
HIM 270	ICD-10-CM Basic Coding	4	HIM 270	ICD-10-CM Basic Coding	4
HIM286	Data Mngmnt & Analysis 1 Lab	2	HIM286	Data Mngmnt & Analysis 1 Lab	2
	Term 6				
HIM271	Quality Improv in Healthcare	3	HIM271	Quality Improv in Healthcare	3
HIM285	HC Financing & Compliance	3	HIM285	HC Financing & Compliance	3
HIM 273	Intermediate ICD-10-CM/PCS	4	HIM 273	Intermediate ICD-10-CM/PCS	4
HIM274	Quality Improvement HC Lab	1	HIM274	Quality Improvement HC Lab	1
HIM 276	Intermediate ICD-10-CM/PCS Lab	2	HIM 276	Intermediate ICD-10-CM/PCS Lab	2

HIM282	Data Management & Analysis 2	3	HIM282	Data Management & Analysis 2	3
	Term 7				
HIM293	Health Infor Directed Prac	1	HIM293	Health Infor Directed Prac (INCREASE CREDITS)	2
HIM277	Health Info Management Lab	2	HIM277	Health Info Management Lab	2
HIM275	Classification Systems 3	3	HIM275	Classification Systems 3	3
HIM290	Health Information Tech 3	3	HIM290	Health Information Tech 3	3
HIM272	Health Information Management	3	HIM272	Health Information Management	3
	Credit	96		Credit	92
	Total			Total	

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
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:	
Are there any career pathway(s) or related certificates attached to this degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			

Submitted By:	Ann Wenning
Email:	awenning@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.



ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM

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SECTION # 1 OVERVIEW

Current Title:	Interior Design	Proposed Title:	No change
Current Credits:	103	Proposed Credits:	No Change
Overview and rationale for proposed changes:	The AAS degree in Interior Design is responding to industry requirements with the addition of the new, required course, ID 128, Digital Rendering and Presentation. ART 131, Introduction to Drawing, is removed from the AAS degree requirements and moved to the list of electives to keep the number of credits for the degree at 103. The addition of ARCH 136, Intermediate AutoCAD, to the electives list, will give students an opportunity to strengthen their computer skills and get credits towards the degree. New articulation with OSU requires that there be an option to take BA 226, Business Law I so that students may apply that course to their further studies at the university.		
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). Use simple text such as Add, Remove, Change, Revise to inform the reader of the changes desired.	<ol style="list-style-type: none"> 1. Add ID 128, Digital Rendering and Presentation 2. Remove ART 131 from the list of required courses 3. Add ART 131 to the list of elective courses 4. Add ARCH 136, Intermediate AutoCAD, to the list of electives 5. Add BA 226, Business Law I, as an option to BA 238 Sales 6. Revise outcomes 7. Add MTH 70 as “or” option to MTH 65 		
Are you adding or removing a course which is from another discipline? Consider this question for program prerequisites and required courses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, have you communicated with the SAC or the dean? Are they aware of the financial and/or schedule impact of this change? Provide details of the conversation including who was contacted.	Yes, I have consulted with Steve Ward, Division Dean of Visual and Performing Arts and Design.

SECTION # 2 PREREQUISITES AND OUTCOMES

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	Does the revision involve changing degree outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.			
Degree Outcome		Core Outcome	
<i>Students who complete this degree should be able to:</i>			
1. Demonstrate the application of the principles and concepts of color and design through the creation of residential client-based projects.		<ul style="list-style-type: none"> • Critical thinking and problem solving • Communication 	
2. Produce architecturally accurate drawings to demonstrate technical skills.		<ul style="list-style-type: none"> • Communication • Professional competence 	
3. Incorporate and articulate appropriate historical perspectives in creating residential projects.		<ul style="list-style-type: none"> • Critical thinking and problem solving • Self reflection 	
4. Demonstrate research and evaluation skills in the selection and use of products/ materials including sustainable design applications.		<ul style="list-style-type: none"> • Community and environmental responsibility 	
5. Apply building and American with Disability Act codes to residential design projects.		<ul style="list-style-type: none"> • Cultural awareness 	

6. Demonstrate an understanding of professional practice methodology, ethics, selling techniques, and communication/ listening skills.	<ul style="list-style-type: none"> • Professional competence
7. Demonstrate skills in leadership, negotiation, interpersonal and teamwork communication.	<ul style="list-style-type: none"> • Communication • Professional competence • Self reflection
Revised Outcomes: Identify which college AAS degree outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the AAS degree outcomes.	
Degree Outcome	Core Outcome
<i>Students who complete this degree should be able to:</i>	
1. Apply the principles and concepts of color and design throughout the creation of residential client-based projects.	<ul style="list-style-type: none"> • Critical thinking and problem solving • Communication
2. Produce architecturally accurate drawings by applying correct architectural graphics and drafting standards.	<ul style="list-style-type: none"> • Communication • Professional competence
3. Incorporate and articulate appropriate historical perspectives in creating residential projects.	<ul style="list-style-type: none"> • Critical thinking and problem solving • Self reflection
4. Apply research and evaluation skills in the selection and use of products/ materials including sustainable design applications.	<ul style="list-style-type: none"> • Community and environmental responsibility
5. Apply building codes and an understanding of the Americans with Disability Act to residential design projects.	<ul style="list-style-type: none"> • Cultural awareness
6. Utilize an understanding of professional practice methodology, ethics, selling techniques, and communication/ listening skills.	<ul style="list-style-type: none"> • Professional competence
7. Apply skills in leadership, negotiation, interpersonal and teamwork communication.	<ul style="list-style-type: none"> • Communication • Professional competence • Self reflection

SECTION # 3 COURSE BY COURSE COMPARISON

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

If you are adding a course place it in the preferred term or category, identify such a course with (add) and bold the text in the line.

If you want to rearrange the order of courses within the term by term sequence do so on this form.

If you are removing a course identify the course with (remove) and bold the text.

If the course title is changed identify the course with (title change) and bold the text.

If the course credits have changed identify the course with (increase or decrease credit) and bold the text.

If you need more lines to accommodate the courses, right click and insert rows.

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

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
First Term			First Term		
ARCH 110	Introduction to Architectural Drawing	2	ARCH 110	Introduction to Architectural Drawing	2
ART 131	Introduction to Drawing (Remove)	3	ARCH 100	Graphic Communication for Designers	3
ID 131	Introduction to Interiors	3	ID 131	Introduction to Interiors	3
MTH 65	Introductory Algebra	4	MTH 65	Introductory Algebra	4
			or		
			MTH 70	Review of Introductory Algebra (Add)	(4)
	General Education	4		General Education	4
Second Term			Second Term		
ARCH 100	Graphic Communication for Designers	3	ARCH 200	Principles of Architectural Design	4
ARCH 124	Introduction to Building Systems	3	ARCH 124	Introduction to Building Systems	3
ID 120	Interior Products and Materials	3	ID 120	Interior Products and Materials	3
ID 125	CAD for Interior Designers	3	ID 125	CAD for Interior Designers	3
WR 121	College Writing	4	WR 121	College Writing	4
Third Term			Third Term		
ARCH 200	Principles of Architectural Design	4	ID 128	Digital Rendering and Presentation (Add)	3
ID 236	Lighting Design	3	ID 236	Lighting Design	3
ID 132	Planning Interiors	3	ID 132	Planning Interiors	3
SP 111	Fundamentals of Speech	4	SP 111	Fundamentals of Speech	4
or			or		
SP 130	Business and Professional Speech Comm.	(4)	SP 130	Business and Professional Speech Comm	(4)
Fourth Term			Fourth Term		
ARCH 132	Residential Building Codes	2	ARCH 132	Residential Building Codes	2
ID 122	History of Furniture: Antiquity to 1800	3	ID 122	History of Furniture: Antiquity to 1800	3
ID 133	Space Planning	3	ID 133	Space Planning	3
ID 138	Introduction to Kitchen and Bath Planning	3	ID 138	Introduction to Kitchen and Bath Planning	3
ID 230	Textiles for Interiors	3	ID 230	Textiles for Interiors	3
				ID Degree Electives	3
Fifth Term			Fifth Term		
ARCH 111	Working Drawings 1	3	ARCH 111	Working Drawings I	3
ARCH 121	Structural Systems I	2	ARCH 121	Structural Systems I	2
ARCH 127	Introduction to Google Sketch-Up	3	ARCH 127	Introduction to Google Sketch-Up	3
ART 215	History of American Residential Architecture	3	ART 215	History of American Residential Architecture	3
ID 121	Sustainable Materials for Residential Interiors	3	ID 121	Sustainable Materials for Residential Interiors	3

ID 123	History of Furniture: 1800- Present	3	ID 123	History of Furniture: 1800- Present	3
ID 135	Professional Practice for Designers	3	ID 135	Professional Practice for Designers	3
	ID Degree Electives	6		ID Degree Electives	3
Sixth Term			Sixth Term		
BA 238	Sales	3	BA 238	Sales	3
			or		
			BA 226	Business Law I (Add)	(3)
ID 234	Advanced Interiors	3	ID 234	Advanced Interiors	3
	ID Degree Electives	6		ID Degree Electives	6
	General Education	5		General Education	5
	Interior Design Degree Electives			Interior Design Degree Electives	
ID 225	CAD for Kitchen and Bath	1	ID 225	CAD for Kitchen and Bath	1
ID 238	Advanced Kitchen and Bath Planning	3	ID 238	Advanced Kitchen and Bath Planning	3
BCT 244	Cabinet Installation	2	BCT 244	Cabinet Installation	2
ID 280 A	CE: Kitchen and Bath Internship	1-6	ID 280 A	CE: Kitchen and Bath Internship	1-6
ART 115	Basic Design (Black and White)	3	ART 115	Basic Design (Black and White)	3
ART 116	Basic Design Color	3	ART 116	Basic Design Color	3
			ART 131	Introduction to Drawing (Add)	3
			ARCH 136	Intermediate AutoCAD (Add)	3
	Credit Total	103		Credit Total	103

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

Is this a statewide degree?	<input type="checkbox"/> Yes ■ No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes ■ No
Is this a degree option?	<input type="checkbox"/> Yes ■ No	If yes, name of the base degree:	
Are there any career pathway(s) or related certificates attached to this degree?	■ Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Kitchen and Bath Certificate
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Winter 2013

Submitted By:	Amanda Ferroggiaro, SAC Chair, FDC, Interior Design
Email:	amanda.ferroggiaro1 @pcc.edu

Next steps:

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



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

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

SECTION # 1 OVERVIEW

Proposed Title:	Environmental Landscape Management Technology AAS		Proposed Credits:	92
Reason for new degree:	<p>There have been tremendous changes in the field of Landscape Technology in recent years that are spurred by the movement toward sustainability and a need to conserve and protect environmental resources. This has led to the creation of new technologies in the areas of water management and ecosystem services, including bioswales, permeable paving, and greenroofs, as well as in areas that are a crossover between landscape technology and biology, like wetland mitigation. Currently there is a gap in training for these emerging technologies. PCC was approached by Clean Water Services and asked to develop a degree that would address this emerging need, in order to train competent professionals for this industry. After consultation with Clean Water Services and the Landscape Technology Advisory Board, the Landscape Technology department collaborated with the Biology and Environmental Studies departments to produce this new degree.</p>			
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain and identify the person consulted	x <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain: This degree is being developed as a joint venture between Landscape Technology, Biology, and Environmental Studies. Although it will fall under the aegis of Landscape Technology, Biology (Kevin Lien) and ESR (Tom Robertson) have been involved in the creation of the degree.	Has degree been validated by the Advisory Committee?	x <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
	Placement into WR 115	
	Placement into RD 115	
	Math 20	
Is this a limited entry program? Students must apply, via the department for program entry. The program will not be listed on the drop down menu in PCC web admissions.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p align="center">PROPOSED OUTCOMES</p> <p>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> <p>Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.</p>		
Certificate Outcome		Core Outcome
<i>Students who complete this degree should be able to:</i>		
-Maintain, install or monitor low impact development sites following accepted professional standards		Professional Competence
-Work within the ethical and professional parameters of current low impact development practices and regulations		Professional Competence
- Assess and change practices using an understanding of current environmental and sustainable issues		-Community and Environmental Responsibility -Critical Thinking and Problem Solving
-Communicate effectively using verbal, written and/or graphic skills, individually or as a member of a team.		Communication

SECTION # 3 COURSEWORK

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

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

The information you provide on this form will be reflected in the PCC catalog pages. Please ensure it is correct. You may add or delete rows should this become necessary.

PROPOSED DEGREE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
	First Term	
LAT 106	Basic Horticulture	4
LAT 236	Landscape Math	3
BI 141*	Habitats: Life of the Forest*	4
ESR 150	Environmental Studies Orientation	4
ESR 160	Introduction to Environmental Systems	1
	Second Term	
CSS 200	Soils and Plant Nutrition	4
LAT 104	Pesticides	3
LAT 272	Sustainable Landscaping	3
Degree Elective	Any LAT, BI, or ESR class will count as a degree elective	6
	Third Term	
LAT 108	Landscape Irrigation I	3
LAT 110	Grounds Maintenance	3

new degree 3


BI 143*	Habitats: Fresh Water Biology*	4
LAT 262	Native Plants of Oregon	3
	Fourth Term	
LAT 223	Site Surveying and Analysis	3
ESR 202	Applied Environmental Studies	4
GEN ED	General Education—Social Science	4
GEN ED	General Education—Arts and Letters	4
	Fifth Term	
LAT 243	Landscape Business Operations	3
LAT 264	Landscape Estimating and Bidding	3
ESR 201	Applied Environmental Studies: Science /Policy Consideration	4
LAT 273	Sustainable Landscape Water Management	3
	Sixth Term	
LAT 224	Grading and Drainage	3
LAT 250	Plant Diseases, Insects and Weed Identification	3
Degree Elective	Any LAT, BI, or ESR class will count as a degree elective	3
ESR 204	Introduction to Environmental Restoration	4
	Seventh Term	
LAT 280A	Cooperative Education	6
	Credit Total	92


SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the degree been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requested <u>implementation term:</u>	Fall 2013

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

Next steps:

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

		<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: Jan Abushakrah</p> <p>GRN SACC Chair</p> <p>Email: jabushak@pcc.edu</p> <p>Phone: 971-722-4077</p>		<p>Fall 2012</p>	
<p>Title of Degree/Certificate:</p>		<p>Gerontology AAS Degree and Certificate</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 checked="" type="checkbox"/> Course title change <input 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"/> Deletion of an elective <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>The Mature Mind</p>		<p>Proposed Course Title:</p>	
<p>Current Course Number:</p>		<p>GRN175</p>		<p>Proposed Course Number:</p>	
<p>Electives List Title:</p>		<p>N/A</p>			
<p>Explanation of Other:</p>		<p>GRN175 is a Program Elective for both the Degree and the Certificate</p>			

 Portland Community College		<h3 style="text-align: center;">CONSENT AGENDA FORM</h3> <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 style="text-align: center;">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 style="text-align: center;">Other changes need to come before the Degree and Certificate Committee.</p>									
Submitted by:		Heather Griffo		Email: heather.griffo@pcc.edu		Phone: 971.722.7684							
Title of Degree/Certificate:		Multiple Degrees/Certificate: see list below		Requested Implementation Term:		Winter 2013							
What type of change are you requesting?		<table border="0" style="width: 100%;"> <tr> <td><input checked="" type="checkbox"/> Course title change</td> <td><input type="checkbox"/> Course number change</td> </tr> <tr> <td><input type="checkbox"/> Addition of an elective</td> <td><input type="checkbox"/> Deletion of an elective</td> </tr> <tr> <td><input type="checkbox"/> Degree or certificate title change</td> <td><input type="checkbox"/> Other</td> </tr> </table>						<input checked="" type="checkbox"/> Course title change	<input type="checkbox"/> Course number change	<input type="checkbox"/> Addition of an elective	<input type="checkbox"/> Deletion of an elective	<input type="checkbox"/> Degree or certificate title change	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Course title change	<input type="checkbox"/> Course number change												
<input type="checkbox"/> Addition of an elective	<input type="checkbox"/> Deletion of an elective												
<input type="checkbox"/> Degree or certificate title change	<input type="checkbox"/> Other												
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.													
Current Course Title:		Computers in Business		Proposed Course Title:		Introduction to Business Technology							
Current Course Number:		BA131		Proposed Course Number:		BA131							
Explanation of Other:		<p>Degrees and Certificates:</p> <p>Accounting – AAS, Accounting Clerk – One Year Certificate, Accounting Entry Level, Accounting Clerk – Career Pathway, Management – AAS , Marketing – AAS , Retail Management – AAS, Retail Management – Less than 1 year, Retail Management – Career Pathway</p> <p>Facilities Maintenance Technology – AAS, Facilities Maintenance Technology – Less Than 1 year,</p> <p>MSD – AAS, MSD – 1 year certificate</p> <p>Multimedia – AAS,</p>											



CONSENT AGENDA FORM

This form maybe used instead of
coming to the Degree and
Certificate Meeting.


Directions: Fill out completely and
return electronically to:
dac@pcc.edu

Consent Agenda form may be used
for the following:

1. Course title changes
2. Course number changes
3. Addition/Deletion of an elective
4. Change in the number of pass/no pass credits other than the default
5. Degree or certificate title changes
6. Change to open admissions

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

Submitted by:	Beth Fitzgerald	Email:efitzger@pcc.edu	Phone:971-722-5672
Title of Degree/Certificate:	Multimedia Certificate	Requested Implementation Term:	Fall 2012
What type of change are you requesting?	<input type="checkbox"/> Course title change <input checked="" type="checkbox"/> Addition of an elective <input type="checkbox"/> Degree or certificate title change <input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input type="checkbox"/> Other		
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	MM239 Digital Video Edit/Post Production II – Passed Curr 1/2012 MM258 Video Compositing and Effects II - Passed Curr 1/2012 MM259 Screenwriting/Pre-Prod-Passed Curr 2/2012		Proposed Course Title: N/A
Electives List Title:	Multimedia Program Electives		
Explanation of Other:	This is to verify that these MM courses are included in the Grad Plan system and the catalog as Multimedia Electives.		

		<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: Sally Earll and Steve Ward</p> <p>Email: sally.earll@sward</p> <p>Phone: 7812, 4263</p>		<p>Title of Degree/Certificate: Building Inspection Technology AAS</p> <p>Requested Implementation Term: FA 2012 webforms only</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 of an elective <input type="checkbox"/> Degree or certificate title change </div> <div> <input type="checkbox"/> Course number change <input type="checkbox"/> Deletion of an elective <input checked="" 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>Explanation of Other:</p>		<p>There is a need to extend the teach-out plan for the suspended program to the end of summer 2013 as there are students who need a cooperation education course to complete their program of study. Only INSP 280B will be scheduled on an individual need basis. The AAS will be listed in the 2012-2013 catalog as suspended. As the state has approved the AAS students will be able to earn the AAS during the 2012-2013 academic year.</p>			