February Degrees and Certificates Agenda
February 9, 2011
2pm-4pm
Library Room 204

Old Business

Review January 19, 2011 Minutes

Discussion Items: EAC Issue Chair Report: Susanne Christopher
300/400 Level courses
A-110
Certification Statement
Gen Ed/Discipline Studies List

New Business

2:15 Suspension: Welding Technology 2 year Certificate: Scott Judy: Certificate Suspension.

2:30 Revision: Revision: Diesel Service Technology 2 year Certificate: Robert Bonner: Related instruction.

2:45 Revision: Aviation Maintenance Technology 2 year Certificate: Marshall Pryor: Related instruction.

Revision: Aviation Maintenance Technology Powerplant 1 year Certificate: Marshall Pryor: Related Instruction.

Revision: Aviation Maintenance Technology Airframe 1 year Certificate: Marshall Pryor: Related Instruction.

3:00 Revision: Emergency TeleCommunicator Certificate: Carol Bruneau: Related Instruction

3:15 Revision: Automotive Service Tech AAS: Scott Morgan: Addition of a course option.

Revision: Automotive Service Technology 2 year Certificate: Scott Morgan: Addition of a course option.

3:30 Revision: Machine Manufacturing Technology CNC Milling Certificate: Joe Huddleston: Related Instruction and outcomes revision.

Revision: Machine Manufacturing Technology CNC Turning Certificate: Joe Huddleston: Related Instruction and outcomes revision.

3:45 Revision: Renewable Energy Technology AAS: Susan Lewis (CGCC): Core course revision; overall credit decrease from 97 to 96.

Consent Agenda:

CAS Administrative Assistant AAS: Addition of CAS 137 to electives.

CIS AAS: Addition of CIS 187I to electives.

CIS Network Administration AASO: Addition of CIS 187I to electives.

CIS 1 Year Certificate: Addition of CIS 187I to electives.

CJA AAS: Addition of CJA 231 to electives.

DLT AAS/2 Year Certificate: Revised prerequisite statement in catalog pg. 69.

MSD AAS: Addition of MSD 122A and MSD 123A to electives.

Memo

To: Degrees and Certificates Committee

From: Scott Judy, Department Chair, Welding Technology

Date: 1/28/2011

Re: Suspension of Welding Technology Two-Year Certificate

Message: The Welding SAC has decided to suspend the Two-year Certificate beginning spring 2011.

Rationale: In order to respond to the accreditation requirement for documenting related instruction, it would require the addition of a 4 credit course to the Welding Technology Two-Year Certificate. This would result in the Two-Year Certificate having the same number of credits required for completion (97) as the AAS degree. In addition, the State of Oregon has mandated Math 105 (collegiate level math) as a requirement for the completion of the Certificate which is higher than the AAS degree requirement (MTH 65) and beyond the reasonable needs of the profession. Therefore, the faculty has determined that it would be in the best interest of our students and the program to suspend the Welding Technology Two-Year Certificate.

Teach-out plan:

A teach-out plan, required by the Office of Community Colleges and Workforce Development, has been reviewed and approved by the Welding SAC. To provide sufficient notice, the certificate will be phased out over a period of time. Students currently enrolled in welding classes who have already started the Welding Technology Two-Year Certificate, as of winter term 2011 or earlier, will be given two years to complete the requirements for the certificate. These students will have first priority to register for those welding courses needed for completion of the certificate. All these students will be tracked by our Division office.

All courses required for the Two-Year Certificate will continue to be offered by the Welding program as all the courses are required for the AAS degree. No new students will be accepted into the Two-Year Certificate program as of spring 2011.

The plan includes notification:

- In the college 2012–2013 catalog.
- To advise listserv.
- To all welding students, faculty and advisory committee members in the form of emails or letters.
- To all advisors so that the student's course of study timeline is completed by spring term 2013.

Conclusion**:** Welding Technology students will continue to have an option to pursue the "less than" One-Year Certificate and the AAS degree.

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**Two-Year Certificate: Diesel Service Technology**	**Proposed Title:**	**Two-Year Certificate: Diesel Service Technology**
Current Credits:	**80**	**Proposed Credits:**	**80**
Overview and rationale for proposed changes:	Submission of revised and updated Template for Related instruction in Certificates.		
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. Submission of template of related instruction in certificate**		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	Please contact the Curriculum Office for guidelines on proposed timelines for changes		

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ Yes	☒ 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:	
Repair and maintain diesel engines and equipment to industry standards	Human Relations, Computation
Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.	Communication
Follow safety practices and work ethics as expected in the diesel industry.	Human Relations, Communication
Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and troubleshoot a stated problem. 6.2.10	Computation

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 Change	

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at:
(http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
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?	☒ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☐ No
If yes, what is the base degree?	**AA Diesel Service Technology**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes X☐ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Robert Bonner
Email:	rbonner@pcc.edu
Phone:	503-614-7489

Template for Related Instruction in Certificates

61 to 108 credits — Diesel Service Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction				0				*No RI*
DS	101	Engine Rebuild and Lab Procedures	12	360	65.00	114.00	111.00	**290.00**
DS	104	Fundementals of Electricity & Electronics	6	180	57.00	6.00	21.00	**84.00**
DS	204	Diesel Starting, Charging & Electronic Control Systems	6	180	68.00	44.00	21.00	**133.00**
courses used for stand-alone related instruction				0				*No RI*
								No RI
		Totals	**24**	**720**	**190.00**	**164.00**	**153.00**	**507.00**
		Minimum for 2 yr certificate:			96.00	96.00	96.00	**480.00**
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

	YES	NO
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	

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**Two Year Certificate – Aviation Maintenance Technology**	**Proposed Title:**	**Two Year Certificate – Aviation Maintenance Technology** **(no change)**
Current Credits:	**92**	**Proposed Credits:**	**92** **(no change)**
Overview and rationale for proposed changes:	The Template for RI in CTE Certificates was submitted several years ago for the Aviation Maintenance Technology program. It is currently listed as approved. However, for some reason, the AMT SAC did not complete the request for related instruction in CTE courses for curriculum committee review. AMT has now completed the task of review and rewrite, and is now submitting such for review by the appropriate EAC committees.		
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.	**Revision and submission of the Template for RI in Certificate.**		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	Please contact the Curriculum Office for guidelines on proposed timelines for changes	**The next term in which it is possible.**	

SECTION #2 REVISION AREAS			
Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **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:			
• Make independent and accurate airworthiness judgments in the process of inspecting and maintaining aircraft structures and powerplants in accordance with applicable airworthiness requirements.		- Critical Thinking and Problem Solving, Professional Competence	
• Develop and implement a plan for aircraft maintenance action based on research and understanding of appropriate maintenance and inspection data.		- Critical Thinking and Problem Solving, Professional Competence	
• Troubleshoot aircraft structures, powerplants and their associated systems with a discerning recognition of the specific malfunction within the scope of the overall aircraft and associated systems and accomplish the correct maintenance action that will allow approval for return to service of the affected items.		- Critical Thinking and Problem Solving, Professional Competence	

• Develop and act upon a personal attitude and plan of "Safety Awareness" and compliance that includes one's self, ones' co-workers, the work area, and the aircraft. • Satisfy the FAA required competencies for completing the required written, oral and practical exams for the Airframe and Powerplant ratings of the FAA Mechanic certificate. • Integrate airframe and powerplant knowledge to create adaptable solutions to evolving problems satisfying the greater aviation maintenance industry need. 1.2010	- Communication, Community and Environmental Responsibility, Critical Thinking and Problem Solving, Cultural Awareness, Professional Competence, Self-Reflection - Professional Competence - Communication, Community and Environmental Responsibility, Professional Competence

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?	**☑Yes ☐No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at:
(http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

This is the initial submittal of the substantiating Activities, Skills, Concepts corresponding to Course Outcomes for this two year certificate. A revised Related Instruction Template accompanies this request.

SECTION #3 COURSE BY COURSE COMPARISON						
Current Certificate Information				Proposed Certificate Information		
Course Number		Course Title	Credits	Course Number	Course Title	Credits
AMT	102	Aircraft Electricity I	4			
AMT	105	Aviation CFRs and Related Subjects	4			
AMT	106	Aircraft Applied Science	4			
AMT	107	Materials and Processes	4			
AMT	108	AMT Practicum / General	2			
AMT	109	Assembly and Rigging	4			
AMT	115	Aircraft Structures and Inspections	4			
AMT	117	Reciprocating Engine Theory and Maintenance	4			
AMT	120	Propellers and Engine Installation	4			
AMT	121	Turbine Engine Theory and Maintenance	4			
AMT	123	Ignition Systems	4			
AMT	124	Fuel Metering Systems	4			
AMT	203	Aircraft Electricity II	4			
AMT	204	Aircraft Electricity III	4			
AMT	208	Aircraft Systems	4			
WLD	210	Aircraft Welding	2			
AMT	211	Composite Structures	4			
AMT	212	Sheet Metal	4			
AMT	213	Hydraulics and Landing Gear	4			
AMT	214	Instruments, Communication and Navigation Systems	4			
AMT	216	AMT Practicum / Airframe	2			
AMT	218	Powerplant Inspection	4			
AMT	219	Turbine Engine Overhaul	4			
AMT	222	Reciprocating Engine Overhaul	4			
AMT	225	AMT Practicum / Powerplant	2			
		Credit total	92		**Credit total**	92

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☑ Yes	**Is this a Career Pathway?**	☐ Yes ☑ No
If yes, what is the base degree?	**Associate of Applied Science – Aviation Maintenance Technology**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☑ No
If yes, how?			
Is this a statewide certificate? ☐Yes ☑ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Marshall V. Pryor
Email:	mpryor@pcc.edu
Phone:	971-722-7233

Template for Related Instruction in Certificates

2 Year Certificate - Aviation Maintenance Technology

Aviation Maintenance Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
AMT	101	Introduction to A&P	1	30	0.00	1.00	6.00	*7.00*
AMT	102	Aircraft Electricity I	4	120	45.00	1.00	1.00	*47.00*
AMT	105	Aviation CFRs and Related Subjects	4	120	0.00	10.00	10.00	*20.00*
AMT	106	Aircraft Applied Science	4	120	60.00	10.00	0.00	*70.00*
AMT	107	Materials and Processes	4	120	4.00	5.00	5.00	*14.00*
AMT	115	Aircraft Structures and Inspections	4	120	2.00	10.00	10.00	*22.00*
AMT	117	Reciprocating Engine Theory and Maintenance	4	120	0.00	23.00	6.00	*29.00*
AMT	120	Propellers and Engine Installation	4	120	3.00	12.00	7.00	*22.00*
AMT	121	Turbine Engine Theory and Maintenance	4	120	0.00	29.00	15.00	*44.00*
AMT	123	Ignition Systems	4	120	4.00	7.00	8.00	*19.00*
AMT	203	Aircraft Electricity II	4	120	2.00	4.00	4.00	*10.00*
AMT	204	Aircraft Electricity III	4	120	0.00	2.00	8.00	*10.00*
AMT	208	Aircraft Systems	4	120	3.00	12.00	5.00	*20.00*
AMT	212	Sheet Metal	4	120	28.00	1.00	7.00	*36.00*
AMT	213	Hydraulics and Landing Gear	4	120	6.00	10.00	5.00	*21.00*
AMT	218	Powerplant Inspection	4	120	0.00	6.00	20.00	*26.00*
AMT	219	Turbine Engine Overhaul	4	120	0.00	3.00	20.00	*23.00*
AMT	222	Reciprocating Engine Overhaul	4	120	10.00	15.00	15.00	*40.00*
		Totals	**69**	**2070**	**167.00**	**161.00**	**152.00**	**480.00**
		Minimum for 2 yr certificate:			96.00	96.00	96.00	**480.00**
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

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

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**One Year Certificate – Aviation Maintenance Technology - Powerplant**	**Proposed Title:**	One Year Certificate – Aviation Maintenance Technology - Powerplant (no change)
Current Credits:	**60**	**Proposed Credits:**	**60** (no change)
Overview and rationale for proposed changes:	The Template for RI in CTE Certificates was submitted several years ago for the Aviation Maintenance Technology program. It is currently listed as approved. However, for some reason, the AMT SAC did not complete the request for related instruction in CTE courses for curriculum committee review. AMT has now completed the task of review and rewrite, and is now submitting such for review by the appropriate EAC committees.		
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.	**Revision and submission of the Template for RI in Certificates.**		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	**The next term in which it is possible.**	

SECTION #2 REVISION AREAS			
Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **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:			
• Make independent and accurate airworthiness judgments in the process of inspecting and maintaining aircraft powerplants in accordance with applicable airworthiness requirements.		- Critical Thinking and Problem Solving, Professional Competence	
• Develop and implement a plan of powerplant maintenance action based on research and understanding of appropriate maintenance and inspection data.		- Critical Thinking and Problem Solving, Professional Competence	
• Troubleshoot powerplant problems with a discerning recognition of the specific malfunction within the scope of the larger engine and associated systems and accomplish the correct maintenance action that will allow approval for return to service of the affected items.		- Critical Thinking and Problem Solving, Professional Competence	

• Develop and act upon a personal attitude and plan of "Safety Awareness" and compliance that includes one's self, ones' co-workers, the work area, and the aircraft. • Satisfy the FAA required competencies for completing the required written, oral and practical exams for the powerplant rating of the FAA Mechanic certificate. 1.2010(no change)	- Communication, Community and Environmental Responsibility, Critical Thinking and Problem Solving, Cultural Awareness, Professional Competence, Self-Reflection - Professional Competence

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?	**☑Yes ☐No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at:
(http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

The RI hours worksheet was submitted several years ago. This is the initial submittal of the substantiating Activities, Skills, and Concepts corresponding to Course Outcomes for this one year certificate. A revised Related Instruction Template accompanies this request.

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information				Proposed Certificate Information		
Course Number		Course Title	Credits	Course Number	Course Title	Credits
					NO Changes	
AMT	102	Aircraft Electricity I	4			
AMT	105	Aviation CFRs and Related Subjects	4			
AMT	106	Aircraft Applied Science	4			
AMT	107	Materials and Processes	4			
AMT	108	AMT Practicum / General	2			
AMT	117	Reciprocating Engine Theory and Maintenance	4			
AMT	120	Propellers and Engine Installation	4			
AMT	121	Turbine Engine Theory and Maintenance	4			
AMT	123	Ignition Systems	4			
AMT	124	Fuel Metering Systems	4			
AMT	203	Aircraft Electricity II	4			
AMT	204	Aircraft Electricity III	4			
AMT	218	Powerplant Inspection	4			
AMT	219	Turbine Engine Overhaul	4			
AMT	222	Reciprocating Engine Overhaul	4			
AMT	225	AMT Practicum / Powerplant	2			
		Credit total	**60**		**Credit total**	**60**

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes No	**Is this a Career Pathway?**	☐ Yes ☑ No
If yes, what is the base degree?	**Two-year Certificate Aviation Maintenance Technology**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☑ No
If yes, how?			
Is this a statewide certificate? ☐ Yes ☑ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Marshall V. Pryor
Email:	mpryor@pcc.edu
Phone:	971-722-7233

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

1 year Certificate - Powerplant

Aviation Maintenance Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
AMT	102	Aircraft Electricity I	4	120	45.00	1.00	1.00	***47.00***
AMT	105	Aviation CFRs and Related Subjects	4	120	0.00	10.00	10.00	***20.00***
AMT	106	Aircraft Applied Science	4	120	60.00	10.00	0.00	***70.00***
AMT	107	Materials and Processes	4	120	4.00	5.00	5.00	***14.00***
AMT	120	Propellers and Engine Installation	4	120	3.00	12.00	7.00	***22.00***
AMT	203	Aircraft Electricity II	4	120	2.00	4.00	4.00	***10.00***
AMT	218	Powerplant Inspection	4	120	0.00	6.00	20.00	***26.00***
AMT	222	Reciprocating Engine Overhaul	4	120	10.00	15.00	15.00	***40.00***
		Totals	**32**	**960**	**124.00**	**63.00**	**62.00**	**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?	yes	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	yes	

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

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**One Year Certificate – Aviation Maintenance Technology - Airframe**	**Proposed Title:**	**One Year Certificate – Aviation Maintenance Technology - Airframe (no change)**
Current Credits:	**58**	**Proposed Credits:**	**58 (no change)**
Overview and rationale for proposed changes:	The Template for RI in CTE Certificates was submitted several years ago for the Aviation Maintenance Technology program. It is currently listed as approved. However, for some reason, the AMT SAC did not complete the request for related instruction in CTE courses for curriculum committee review. AMT has now completed the task of review and rewrite, and is now submitting such for review by the appropriate EAC committees.		
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.	**Revision and submission of the Template for RI in Certificates.**		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	Please contact the Curriculum Office for guidelines on proposed timelines for changes	**The next term in which it is possible.**	

SECTION #2 REVISION AREAS			
Prerequisites			
Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **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:			
• Make independent and accurate airworthiness judgments in the process of inspecting and maintaining airframe structures and associated systems in accordance with applicable airworthiness requirements.		- Critical Thinking and Problem Solving, Professional Competence	
• Develop and implement a plan for airframe or system maintenance action based on research and understanding of appropriate maintenance and inspection data.		- Critical Thinking and Problem Solving, Professional Competence	
• Troubleshoot airframe or associated system problems with a discerning recognition of the specific malfunction within the scope of the overall aircraft and associated systems and accomplish the correct maintenance action that will allow approval for return to service of the affected items.		- Critical Thinking and Problem Solving, Professional Competence	

• Develop and act upon a personal attitude and plan of "Safety Awareness" and compliance that includes one's self, ones' co-workers, the work area, and the aircraft.	- Communication, Community and Environmental Responsibility, Critical Thinking and Problem Solving, Cultural Awareness, Professional Competence, Self-Reflection
• Satisfy the FAA required competencies for completing the required written, oral and practical exams for the airframe rating of the FAA Mechanic certificate. 1.2010 (no changes)	- Professional Competence

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?	☑**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at:
(http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

The RI hours worksheet was submitted several years ago. This is the initial submittal of the substantiating Activities, Skills, Concepts corresponding to Course Outcomes for this one year certificate. A revised Related Instruction Template accompanies this request.

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information				Proposed Certificate Information		
Course Number		**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
					NO Changes	
AMT	102	Aircraft Electricity I	4			
AMT	105	Aviation CFRs and Related Subjects	4			
AMT	106	Aircraft Applied Science	4			
AMT	107	Materials and Processes	4			
AMT	108	AMT Practicum / General	2			
AMT	109	Assembly and Rigging	4			
AMT	115	Aircraft Structures and Inspections	4			
AMT	203	Aircraft Electricity II	4			
AMT	204	Aircraft Electricity III	4			
AMT	208	Aircraft Systems	4			
WLD	210	Aircraft Welding	2			
AMT	211	Composite Structures	4			
AMT	212	Sheet Metal	4			
AMT	213	Hydraulics and Landing Gear	4			
AMT	214	Instruments, Communication and Navigation Systems	4			
AMT	216	AMT Practicum / Airframe	2			
		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?	☒ Yes No	**Is this a Career Pathway?**	☐ Yes ☑ No
If yes, what is the base degree?	**Two-year Certificate Aviation Maintenance Technology**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☑ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☑ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Marshall V. Pryor
Email:	mpryor@pcc.edu
Phone:	971-722-7233

Template for Related Instruction in Certificates

1 year Certificate - Airframe

Aviation Maintenance Technology

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
AMT	102	Aircraft Electricity I	4	120	45.00	1.00	1.00	***47.00***
AMT	105	Aviation CFRs and Related Subjects	4	120	0.00	10.00	10.00	***20.00***
AMT	106	Aircraft Applied Science	4	120	60.00	10.00	0.00	***70.00***
AMT	107	Materials and Processes	4	120	4.00	5.00	5.00	***14.00***
AMT	115	Aircraft Structures and Inspections	4	120	2.00	10.00	10.00	***22.00***
AMT	204	Aircraft Electricity III	4	120	0.00	2.00	8.00	***10.00***
AMT	208	Aircraft Systems	4	120	3.00	12.00	5.00	***20.00***
AMT	212	Sheet Metal	4	120	28.00	1.00	7.00	***36.00***
AMT	213	Hydraulics and Landing Gear	4	120	6.00	10.00	5.00	***21.00***
		Totals	**36**	**1080**	**148.00**	**61.00**	**51.00**	**260.00**
		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?	yes	
Related instruction instructor qualification forms are filed with the VP Academic & Student Affairs?	yes	

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**Emergency TeleCommunicator**	**Proposed Title:**	**Same**
Current Credits:	**47**	**Proposed Credits:**	**47**
Overview and rationale for proposed changes:	To comply with requirements for Related Instruction for greater than 44 credit certificate. To show embedded related instruction in Computation, Communications and Human Relations.		
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. Submit revised template for RI in Certificate** **2. Revised outcomes**		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	Summer/Fall 2011		

SECTION #2 REVISION AREAS

Prerequisites

	Does the revision involve changing certificate prerequisites?		

Current Prerequisites		☐ **Yes**	**X☐ 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**
Become familiar with the technology and equipment currently being used in emergency communications.	Computation
Apply communication skills to interrogate callers, interpret and process information and relay critical information to responders.	Communications Human Relations
Enter data into a computer-aided dispatch program based upon standard call interrogation	Computation Communications
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.	Communications Human Relations

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**

Follow standard operating procedures with a high level of attention to detail and accuracy.	Computation Communications
Apply SOPs and problem-solving skills in assigning resources, equipment and personnel.	Computation Communications
Develop skills in dealing with traumatic incidents and defusing volatile situations through application of CISM techniques.	Communications Human Relations
Learn to express empathy and compassion as a calming technique	Human Relations
Utilizing voice tone, rate of speech and proper pronunciation and appropriate language to project a professional demeanor in all verbal communication transmissions.	Communications Human Relations

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

Related Instruction for CTE Courses Forms have been submitted for 12 ETC Courses. There are no substantial changes to the individual courses.

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	No change				
	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes ☒ **No**	**Is this a Career Pathway?**	☐ **Yes** ☒ No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☒ **No**	
If yes, how?			
Is this a statewide certificate? ☐ Yes **X**☐ **No**		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

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

Template for Related Instruction in Certificates

45 to 60 credits — Emergency TeleCommunicator - 911

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
courses used for embedded related instruction				0				No RI
EM	101	Intro to Emergency Services	4	120	2.00	0.00	10.00	12.00
CJA	101	Cultural Diversity in CJ Prof	3	90	0.00	0.00	0.00	No RI
EM	103	Intro to Radio Communications	3	90	10.00	30.00	10.00	50.00
ETC	103	Intro to Emergency TeleCom	4	120	4.00	20.00	10.00	34.00
ETC	104	Em TeleCom: Call Taking	4	120	4.00	20.00	8.00	32.00
ETC	105	Crisis Intervention & CISM	3	90	0.00	10.00	20.00	30.00
ETC	106	Intro to Criminal Law	3	90	4.00	4.00	4.00	12.00
ETC	108	Transcription for TeleCom	2	60	4.00	4.00	0.00	8.00
ETC	110	Comm Cen Ops - Basic	3	90	4.00	5.00	5.00	14.00
ETC	111	Comm Cen Ops - Intermediate	3	90	4.00	5.00	5.00	14.00
ETC	112	Comm Cen Ops - Advanced	3	90	6.00	10.00	10.00	26.00
ETC	115	Em TeleCom: Capstone	3	90	10.00	10.00	4.00	24.00
EMT	120	EMS:First Responder	3	90	0.00	0.00	0.00	No RI
ETC	202	EMD: Overview	2	60	4.00	10.00	10.00	24.00
ETC	280A	ETC: Co-op Ed	1	30	0.00	0.00	0.00	No RI
CAS	122	Keyboarding: Speed & Acc	3	90	0.00	0.00	0.00	No RI
		Totals	47	1410	56.00	128.00	96.00	256.00
		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	

Portland Community College	ASSOCIATE OF APPLIED SCIENCE DEGREE REVISION REQUEST FORM	Directions: Fill out completely and return electronically to: dac@pcc.edu Signature pages should be intercampus mailed to: Curriculum Office DC / 4th floor

SECTION # 1 OVERVIEW

Current Title:	Automotive Service Technology	**Proposed Title:**	Automotive Service Technology
Current Credits:	97	**Proposed Credits:**	No change
Overview and rationale for proposed changes:	Alternative option for Cooperative Education for those students who are unable to obtain work due to personal or economic circumstances.		
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. Addition of AM 281 – This will be an equivalent course to AM 280A but will be held during the AM capstone courses as an alternative to cooperative work experience. The course will be graded the same way as AM 280A.**		

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?**	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
none			
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 degree outcomes?** ☐**Yes** ☒**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
Students who complete this degree should be able to:	
Repair cars and light trucks with limited supervision and to customer satisfaction.	
Access and utilize repair information in a rapidly changing technology.	
Communicate effectively with employers, customers and co-workers.	
Implement strategies and processes to solve the vehicle's repair problems.	
Perform vehicle repair to the highest professional and ethical standards.	
Prepares the student for managerial or leadership positions in the automotive repair community.	

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
Students who complete this degree should be able to:	
No change	

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
AM111	Engine Repair	4	AM111	Engine Repair	4
AM161	Electrical Systems I	4	AM161	Electrical Systems I	4

AM100	Intro to Automotive Systems	4	AM100	Intro to Automotive Systems	4
AM 162	Electrical Systems II	4	AM 162	Electrical Systems II	4
AM151	Undercar Systems I	4	AM151	Undercar Systems I	4
AM141	Undercar Systems II	4	AM141	Undercar Systems II	4
AM 142	Undercar Systems III	4	AM 142	Undercar Systems III	4
AM181	Engine Performance I	4	AM181	Engine Performance I	4
AM182	Engine Performance II	4	AM182	Engine Performance II	4
AM183	Engine Performance III	4	AM183	Engine Performance III	4
AM201	Auto Shop Lab 1	4	AM201	Auto Shop Lab 1	4
AM171	Heating and Air Conditioning Systems	4	AM171	Heating and Air Conditioning Systems	4
AM163	Electrical Systems III	4	AM163	Electrical Systems III	4
AM202	Auto Shop Lab 2	4	AM202	Auto Shop Lab 2	4
AM203	Auto Shop Lab 3	4	AM203	Auto Shop Lab 3	4
AM131	Drive Train System I	4	AM131	Drive Train Systems I	4
AM132	Drive Train Systems III	4	AM132	Drive Train Systems III	4
AM121	Drive Train System II	4	AM121	Drive Train Systems II	4
CG209	Job Finding Skills	1	CG209	Job Finding Skills	1
AM280A	Cooperative Education: Automotive Service	8	AM280A	Cooperative Education: Automotive Service	(8)
or			**or**		
AM 201	**Auto Shop Lab I (delete)**	**(4)**	**AM 281**	**Cooperative Education: Automotive Service Lab (ADD)**	**8**
or					
AM 202	**Auto Shop Lab II (delete)**	**(4)**			
or					
AM 203	**Auto Shop Lab III (delete)**	**(4)**			
	General Education	16		General Education	16
Credit Total		97	**Credit Total**		97

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

Is this a statewide degree?	☐ **Yes** ☐ **No**	**Has the change been approved by the consortium?**	☐ **Yes** ☐ **No**	**Are there any career pathway(s) or related certificates attached to this degree?**	☒ **Yes** ☐ **No**
Is this a degree option?	☐ **Yes** ☒ **No**	**If yes, name of the base degree:**	**Automotive Service Technology**		

If yes, name of career pathway(s) or related certificate		**Requested implementation date:**		Fall 2011	
Submitted By:	**Scott Morgan samorgan@pcc.edu**				

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 4th floor

SECTION #1 OVERVIEW

Current Title:	Automotive Service Technology	**Proposed Title:**	Automotive Service Technology
Current Credits:	81	**Proposed Credits:**	**No change**
Overview and rationale for proposed changes:	Alternative option for Cooperative Education for those students who are unable to obtain work due to personal or economic circumstances.		
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.	**Addition of AM 281 – This will be an equivalent course to AM 280A but will be held during the AM capstone courses as an alternative cooperative work experience. The course will be graded the same way as AM 280A.**		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Fall 2011 or ASAP		

SECTION #2 REVISION AREAS

Prerequisites

	Does the revision involve changing certificate prerequisites?		

Current Prerequisites		☐ Yes	☒ No
Course Number	**Course Title or Placement level**		
None			
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?** ☐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:	
Repair cars and light trucks with limited supervision and to customer satisfaction.	
Access and utilize repair information in a rapidly changing technology.	
Communicate effectively with employers, customers and co-workers.	
Implement strategies and processes to solve the vehicle's repair problems.	
Perform vehicle repair to the highest professional and ethical standards. 6.2010	

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 change	

Related Instruction	
Does the revision involve changing or adding Related Instruction?	☐ **Yes** ☒ **No**
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html	
Additional Comments Or Changes	

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
AM111	Engine Repair	4	AM111	Engine Repair	4
AM161	Electrical Systems I	4	AM161	Electrical Systems I	4
AM100	Intro to Automotive Systems	4	AM100	Intro to Automotive Systems	4
AM 162	Electrical Systems II	4	AM 162	Electrical Systems II	4
AM151	Undercar Systems I	4	AM151	Undercar Systems I	4
AM141	Undercar Systems II	4	AM141	Undercar Systems II	4
AM 142	Undercar Systems III	4	AM 142	Undercar Systems III	4
AM181	Engine Performance I	4	AM181	Engine Performance I	4
AM182	Engine Performance II	4	AM182	Engine Performance II	4
AM183	Engine Performance III	4	AM183	Engine Performance III	4
AM201	Auto Shop Lab 1	4	AM201	Auto Shop Lab 1	4
AM171	Heating and Air Conditioning Systems	4	AM171	Heating and Air Conditioning Systems	4
AM163	Electrical Systems III	4	AM163	Electrical Systems III	4
AM202	Auto Shop Lab 2	4	AM202	Auto Shop Lab 2	4
AM203	Auto Shop Lab 3	4	AM203	Auto Shop Lab 3	4
AM131	Drive Train System I	4	AM131	Drive Train Systems I	4
AM132	Drive Train Systems III	4	AM132	Drive Train Systems III	4
AM121	Drive Train System II	4	AM121	Drive Train Systems II	4

CG209	Job Finding Skills	1	CG209	Job Finding Skills	1
AM280A	Cooperative Education: Automotive Service	8	AM280A	Cooperative Education: Automotive Service	(8)
or			**or**		
AM 201	**Auto Shop Lab I (delete)**	**(4)**	**AM 281**	**Cooperative Education: Automotive Service Lab (ADD)**	**8**
or					
AM 202	**Auto Shop Lab II (delete)**	**(4)**			
or					
AM 203	**Auto Shop Lab III (delete)**	**(4)**			
	Credit total	81		**Credit total**	81

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?	**Automotive Service Technology**	**Will the proposed change affect the Career Pathway or Related Certificate?**	☐ Yes ☒ No
If yes, how?			
Is this a statewide certificate? ☐ Yes ☒ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

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

Template for Related Instruction in Certificates

Two-Year Certificate
61 to 108 credits

Automotive Service Technology

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
courses used for embedded related instruction								No RI
AM	100	Intro to Automotive	4	120	15.00	6.00	15.00	**36.00**
AM	111	Engine Repair	4	120	9.00	2.00	15.00	**26.00**
AM	121	Drive Train Systems II	4	120	3.00	1.00	15.00	**19.00**
AM	131	Drive Train Systems I	4	120	3.00	3.00	15.00	**21.00**
AM	141	Undercar Systems II	4	120	3.00	2.00	15.00	**20.00**
AM	151	Undercar Systems I	4	120	6.00	2.00	15.00	**23.00**
AM	161	Electrical Systems I	4	120	15.00	2.00	15.00	**32.00**
AM	171	Heat & Air Conditioning Sys	4	120	4.00	11.00	15.00	**30.00**
AM	181	Engine Performance I	4	120	6.00		15.00	**21.00**
AM	132	Drive Train Systems III	4	120	4.00	13.00	23.00	**40.00**
AM	142	Undercar Systems III	4	120	4.00	11.00	23.00	**38.00**
AM	162	Electrical Systems II	4	120	3.00	2.00	15.00	**20.00**
AM	182	Engine Performance II	4	120	6.00		15.00	**21.00**
AM	163	Electrical III	4	120	4.00	13.00	23.00	**40.00**
AM	183	Engine Performance III	4	120	6.00		15.00	**21.00**
AM	201	Auto Shop Lab I	4	120	6.00		15.00	**21.00**
AM	202	Auto Shop Lab II	4	120	4.00	11.00	23.00	**38.00**
AM	203	Auto Shop Lab III	4	120	4.00	11.00	23.00	**38.00**
AM	280A	Automotive Service Co-Op	8	240	1.00	3.50	8.00	**12.50**
courses used for stand-alone related instruction				0				No RI
CG	209	Job Finding Skills	1	30		30.00		**30.00**
				0				No RI
		Totals	**81**	**2430**	**106.00**	**123.50**	**318.00**	**547.50**
		Minimum for 2 yr certificate:			96.00	96.00	96.00	**480.00**
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

june.2010

	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	

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**CNC Milling Certificate**	**Proposed Title:**	**Same**
Current Credits:	46 Credits	**Proposed Credits:**	**same**
Overview and rationale for proposed changes:	Changed related instruction and in turn changed the course outcome. Simplify and bring up to date the certificate outcomes.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	**1. Revised certificate outcomes** **2. Submitted template for related instruction in certificates**		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	ASAP	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **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**
Attached outcome revision forms.	

- Gain an understanding of how to operate in, and maintain a safe work environment.
- Utilize industry standard mechanical drawings to select and interpret processes, procedures, inspection equipment.
- Identify geometric dimensioning symbols and interpret their use on industry standard mechanical drawings per ASM Y14.5M – 1994 standard.
- Accurately operate necessary machine tools to produce the part/product to industry specifications and standards.
- Verify acceptable dimensional tolerances through the use of basic, semiprecision, precision measurement and inspection tools.
- Accurately perform conversations, computations and calculations that result in parts production to industry standards and specifications.
- Perform safe maintenance, setup, and operating procedures with manual milling machine tools.
- Write CNC programs for G & M code compatible controlled CNC machining centers using basic programming skills.
- Perform safe maintenance, setup and operating procedures with CNC machining centers.
- Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC machining centers.
- 5.2007

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:	

Operate and maintain a safe work environment to industry standards	Community and Environmental Responsibility
Utilize industry standard mechanical drawings to select and interpret processes, procedures, inspection equipment.	Communication
Identify geometric dimensioning symbols and interpret their use on industry standard mechanical drawings per ASM Y14.5M – 1994 standard.	Critical Thinking and Problem Solving
Accurately operate necessary machine tools to produce the part/product to industry specifications and standards.	Professional Competence
Verify acceptable dimensional tolerances through the use of basic, semiprecision, precision measurement and inspection tools.	Professional Competence
Accurately perform conversations, computations and calculations that result in parts production to industry standards and specifications.	Communication
Perform safe maintenance, setup and operating procedures with CNC machining centers.	Professional Competence
Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC machining centers.	Critical Thinking and Problem Solving
Perform safe maintenance, setup, and operating procedures with manual milling machine tools.	Professional Competence
Write CNC programs for G & M code compatible controlled CNC machining centers using basic programming skills.	Critical Thinking and Problem Solving

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	No change				
	Credit total	46		**Credit total**	

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

Is this a Related Certificate?	☐ Yes ☒ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☐ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☐ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Joe Huddleston
Email:	joe.huddleston@pcc.edu
Phone:	503-977-4155

45 to 60 credits — CNC Milling

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction				0				*No RI*
MCH	272	Mastercam I	5.0	180	5.00	30.00		***35.00***
MCH	280	Cooperative Education	4.0	120	10.00	15.00	60.00	***85.00***
MCH	130	Machine Shop Trigonometry	2.5	75	65.00	10.00		***75.00***
MCH	120	Machine Shop Math	2.0	60	60.00			***60.00***
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
				0				*No RI*
				0				*No RI*
		Totals	**13.5**	**435**	**140.00**	**55.00**	**60.00**	**255.00**
		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	

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 4th floor

SECTION #1 OVERVIEW

Current Title:	**CNC Turning Certificate**	**Proposed Title:**	**same**
Current Credits:	**45.5 Credits**	**Proposed Credits:**	**same**
Overview and rationale for proposed changes:	Updated related instruction in CTE courses and in turn changed the course outcomes. Simplify and bring up to date the certificate outcomes.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	**1. Revised certificate outcomes** **2. Submitted template for related instruction in certificates**		
Requested Implementation Term **(Please refer to Degree/Certificate timeline implementation guidelines)**	Please contact the Curriculum Office for guidelines on proposed timelines for changes	ASAP	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **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**
• Gain an understanding of how to operate in, and maintain a safe work environment. • Utilize industry standard mechanical drawings to select and interpret processes, procedures, inspection equipment. • Identify geometric dimensioning symbols and interpret their use on industry standard mechanical drawings per ASM Y14.5M – 1994 standard. • Accurately operate necessary machine tools to produce the part/product to industry specifications and standards. • Verify acceptable dimensional tolerances through the use of basic, semiprecision, precision measurement and inspection tools. • Accurately perform conversations, computations and calculations that result in parts production to industry standards and specifications. • Perform safe maintenance, setup, and operating procedures with manual turning machine tools. • Write CNC programs for G & M code compatible controlled CNC turning centers using basic programming skills. • Perform safe maintenance, setup and operating procedures with CNC turning centers. • Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC turning machine	

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**
Operate and maintain a safe work environment to industry standards.	Community and Environmental Responsibility
Utilize industry standard mechanical drawings to select and interpret processes, procedures, inspection equipment.	Communication

Identify geometric dimensioning symbols and interpret their use on industry standard mechanical drawings per ASM Y14.5M – 1994 standard.	Critical Thinking and Problem Solving
Accurately operate necessary machine tools to produce the part/product to industry specifications and standards.	Professional Competence
Verify acceptable dimensional tolerances through the use of basic, semiprecision, precision measurement and inspection tools.	Professional Competence
Accurately perform conversations, computations and calculations that result in parts production to industry standards and specifications.	Communication
Perform safe maintenance, setup, and operating procedures with manual turning machine tools.	Professional Competence
Write CNC programs for G & M code compatible controlled CNC turning centers using basic programming skills.	Critical Thinking and Problem Solving
Perform safe maintenance, setup and operating procedures with CNC turning centers.	Professional Competence
Construct and verify computer aided designed 2-D and 3-D part models with tool paths machined with CNC turning machines.	Critical Thinking and Problem Solving

Related Instruction

Does the revision involve changing or adding Related Instruction?	☒**Yes** ☐**No**

If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	No change				

	Credit total			**Credit total**	

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	☐ Yes ☒ No	**Is this a Career Pathway?**	☐ Yes ☒ No
If yes, what is the base degree?		**Will the proposed change affect the Career Pathway or Related Certificate?** ☐ Yes ☐ No	
If yes, how?			
Is this a statewide certificate? ☐ Yes ☐ No		**If yes, has the change been approved by the consortium?** ☐ Yes ☐ No	

Submitted by:	Joe Huddleston
Email:	joe.huddleston@pcc.edu
Phone:	503-977-4155

Template for Related Instruction in Certificates

45 to 60 credits — CNC Turning

Enter course information in light yellow areas (totals will be automatically calculated)

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in: Computation	Communication	Human Relation	Total RI
BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction				0				*No RI*
MCH	130	Machine Shop Trigonometry	2.5	75	65.00	10.00		***75.00***
MCH	280	Cooperative Education	4.0	120	10.00	15.00	60.00	***85.00***
MCH	259	CNC Programming-Lathe	5.0	150	30.00	30.00		***60.00***
MCH	120	Machine Shop Math	2.0	60	60.00			***60.00***
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
				0				*No RI*
				0				*No RI*
		Totals	**13.5**	**405**	**165.00**	**55.00**	**60.00**	**280.00**
		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	

Portland Community College	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:	Renewable Energy Technology	**Proposed Title:**	No change
Current Credits:	97	**Proposed Credits:**	96
Overview and rationale for proposed changes:	To align EET courses with changes made by the PCC EET SAC.		
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. Remove EET 255** **2. Add EET 273** **3. Decrease overall credits to 96**		

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?**	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
MTH 95	Intermediate Algebra	4 cr.	
WR 115	Intro to Expository Writing	4 cr.	
RD 115	College Reading	3 cr.	
CAS 133	Basic Computer Skills/MS Office 2007	4 cr.	

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 degree outcomes?** ☐**Yes** ☒**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**
Students who complete this degree should be able to:	
Qualify for employment in the renewable energy field as technicians	NA This is a CGCC degree
Service and repair renewable energy systems, assist engineers with the design of renewable systems by applying knowledge of electrical, electronics, mechanical, control systems and hydraulics/pneumatics concepts	
Communicate effectively both at the individual level and within team settings	
Understand the impact of renewable energy within the context of sustainability and apply sustainability concepts to their practice	
Apply ethical and professional practice within the field of renewable energy	
Achieve success in continuing their education toward completion of a four-year degree in engineering technology or engineering, should that be their goal.	

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**
Students who complete this degree should be able to:	
No change	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**	**COURSE NUMBER**	**COURSE TITLE**	**CREDITS**
First Term		Credits	First Term		Credits
EET 111	Electrical Circuit Analysis I	5	EET 111	Electrical Circuit Analysis I	5
RET 121	Mechanical Power I	5	RET 120	Basic Hydraulics	5
RET 101	Intro to Wind Turbine Operations	1	RET 101	Intro to Wind Turbine Operations	1
MTH 111	College Algebra	5	MTH 111	College Algebra	5
Second Term			Second Term		
EET 112	Electrical Circuit Analysis II	5	EET 112	Electrical Circuit Analysis II	5
RET 120	Basic Hydraulics	5	RET 121	Mechanical Power I	5
MTH 112	Elementary Functions	5	MTH 112	Elementary Functions	5
WR 121	Writing 121	4	WR 121	Writing 121	4
Third Term			Third Term		
EET 113	Electrical Circuit Analysis III	5	EET 113	Electrical Circuit Analysis III	5
RET 122	Mechanical Power II	5	RET 122	Mechanical Power II	5
RET 141	Electric Motor Controls	3	RET 141	Electric Motor Controls	3
EET 188	Industrial Safety	1	EET 188	Industrial Safety	1
	Social Science/Gen Ed Elective	3		Social Science/Gen Ed Elective	3
Fourth Term			Fourth Term		
EET 221	Semiconductor Devices/Circuits	5	EET 221	Semiconductor Devices/Circuits	5
EET 121	Digital Systems I	3	EET 121	Digital Systems I	3
PE 182H	Physical Education	1	PE 182H	Physical Education	1
CAS 170	MS 2007 Excel	3	CAS 170	MS 2007 Excel	3
	RET Electives	3		RET Electives	3
Fifth Term			Fifth Term		
EET 222	Operational Amplifier Circuits	5	EET 222	Operational Amplifier Circuits	5
EET 122	Digital Systems II	3	EET 122	Digital Systems II	3
RET 119	Programmable Controllers	3	RET 119	Programmable Controllers	3
EET 254	EET Seminar	1	EET 254	EET Seminar	1
	Arts or Humanities Gen. Ed.	3		Arts or Humanities Gen. Ed.	3
Sixth Term			Sixth Term		
EET 255	**Industrial Controls (remove)**	**4**	**EET 273**	**Electronic Control Systems (add)**	**3**
EET 123	Digital Electronics III	5	EET 123	Digital Electronics III	5
RET 223	Power Generation	5	RET 223	Power Generation	5
RET 102	Alternate Energy Power Generation	1	RET 102	Alternate Energy Power Generation	1
	Credit Total	97		**Credit Total**	**96**

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a statewide degree?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☒ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate	**Renewable Energy Technology Certificate**	**Requested implementation date:**	**Fall, 2011**		
Submitted By:	**Susan Lewis, Instructional Coordinator CGCC**				
Email:	**slewis@cgcc.cc.or.us**				

Portland Community College	**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:	**Kelly Peden**	**Email: kpeden@pcc.edu**	**Phone: 971-722-7851**
Title of Degree/Certificate:	Computer Applications & Office Systems: Administrative Assistant AAS	**Requested Implementation Term:**	**Fall 2011**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	Basic Web Design Skills/Adobe Creative Suite	**Proposed Course Title:**	**N/A**
Current Course Number:	**CAS 137**	**Proposed Course Number:**	**N/A**
Electives List Title:	Administrative Assistant Degree Electives		
Explanation of Other:	**N/A**		

Portland Community College	**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:	Franklin Roberts	**Email:** franklin.roberts@pcc.edu	**Phone:** (971) 722-4429
Title of Degree/Certificate:	Associate of Applied Science in CIS	**Requested Implementation Term:**	**Fall 2011**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	Web Technical Administration	**Proposed Course Title:**	**N/A**
Current Course Number:	**CIS 187I**	**Proposed Course Number:**	**N/A**
Electives List Title:	Computer Information Systems Program Electives		
Explanation of Other:			

Portland Community College	**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:	Franklin Roberts	**Email:** franklin.roberts@pcc.edu	**Phone:** (971) 722-4429
Title of Degree/Certificate:	Associate of Applied Science in CIS: Network Administration degree option	**Requested Implementation Term:**	**Fall 2011**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	Web Technical Administration	**Proposed Course Title:**	**N/A**
Current Course Number:	**CIS 187I**	**Proposed Course Number:**	**N/A**
Electives List Title:	Computer Information Systems Network Administration Degree Electives		
Explanation of Other:			

Portland Community College	**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:	Franklin Roberts	**Email:** franklin.roberts@pcc.edu	**Phone:** (971) 722-4429
Title of Degree/Certificate:	One-Year Certificate in Computer Information Systems	**Requested Implementation Term:**	**Fall 2011**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	Web Technical Administration	**Proposed Course Title:**	**N/A**
Current Course Number:	**CIS 187I**	**Proposed Course Number:**	**N/A**
Electives List Title:	Computer Information Systems Program Electives		
Explanation of Other:			

Portland Community College	**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:	Jim Parks	**Email: jparks@pcc.edu**	**Phone: 971-722-5236**
Title of Degree/Certificate:	AAS in Criminal Justice	**Requested Implementation Term:**	**Next Available**
What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	**Crime Scene Photography**	**Proposed Course Title:**	
Current Course Number:	**CJA 231**	**Proposed Course Number:**	
Electives List Title:	Criminal Justice Degree Electives		
Explanation of Other:	**N/A**		

Portland Community College	**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:	Josette Beach, Director Ray Ridgley, SAC Chair	**Email: jbeach@pcc.edu** **rridgley@pcc.edu**	**Phone: x 4235 (jbeach)**
Title of Degree/Certificate:	Dental Technology 2 Yr. Certificate and AAS Degree	**Requested Implementation Term: F'11**	
What type of change are you requesting?	☐ Course title change ☐ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☒ Other: **Clarification to program prereq.**	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:			
Explanation of Other:	**The current 2010/11 catalog (pg. 69) states: #3 Completion of math placement test (prerequisite).** **The program would like to clarify the prerequisite to instead read "Placement into Math 20".** **The request aligns clearly with the requirement that students take a minimum of Math 20 while in the program.**		

Portland Community College	**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:	**Joe Wright**	**Email: jwright@pcc.edu**	**971-722-2955**
Title of Degree/Certificate:	**AAS in Management/Supervisory Development**	**Requested Implementation Term:**	**Fall, 2011**
What type of change are you requesting?	☐ Course title change X☐ Addition of an elective ☐ Degree or certificate title change	☐Course number change ☐ Deletion of an elective ☐ Other	
Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:	MSD 122A, Strength Based Leadership MSD 123A, Innovation and New Products	**Proposed Course Title: N/A**	
Current Course Number:	**N/A**	**Proposed Course Number: N/A**	
Electives List Title:	MSD Workshop Electives list:		
Explanation of Other:	The current catalog workshop elective list: MSD 110, 113, 116, 119A, 122, 123, 128, 133, 134, 140, 141A, 148, 150, 151, 157, 159, 160A, 161, 162, 164, 174, 175B, 176, 176A, 177, 177B, 179B, 180A, 187, 188B, 192A, 193, 193A, 194, 198A, 198B Add: MSD 122A, MSD 123A		