

- Apply the use of ingredients and the development of a menu and individual dishes
- Be proficient in operational functions and principles in the foodservice industry
- Discuss the importance of the value of persons in a team
- Develop proficiency in kitchen production
- Communication skills needed at the management level in the foodservice industry
- Utilize technical/computer skills for kitchen communication
- Product purchasing and cost control
- Apply skills for human relations activities
- Apply effective routine, technical, and persuasive styles of written communication
- Apply effective verbal communications in various settings
- Demonstrate necessary professional skills for conducting business in the foodservice industry
- Demonstrate effective communications, problem-solving, and human relations skills.

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
CA 141	Customer Service in the Hosp. Industry	2	CA 141	Customer Service in the Hosp. Industry	2
CA 160	Culinary Theory (remove)	3	CA 165	Culinary Practicum I	7
CA 165	Culinary Practicum I	7	CA 170	Beverage Server Training	1
CA 170	Beverage Server Training	1	CA 205	Restaurant & Menu Marketing	4
CA 205	Restaurant & Menu Marketing	4	CA 220	Food & Beverage Cost Control	4
CA 220	Food & Beverage Cost Control	4	CA 265	Culinary Practicum II	7
CA 265	Culinary Practicum II	7	CA 270	Food Service Purchasing	3
CA 270	Food Service Purchasing	3	CA 275	Nutrition for the Food Service Professional	3
CA 275	Nutrition for the Food Service Professionals	3	CA 292	Garde Manger & Presentations (increase credits)	7
CA 292	Garde Manger & Presentations	3	CA 295	Food Operations Supervision (add)	7
CAS 121	Beginning Keyboarding	3	CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills	4	CAS 133	Basic Computer Skills	4
HTM 100	Introduction to Hospitality Industry (remove)	3			
HTM 105	Food Service Management	3	HTM 105	Food Service Management	3
HTM 107	Sanitation & Safety for Managers	3	HTM 107	Sanitation & Safety for Managers	3
HTM 280A	CE: HTMR Experience	3	HTM 280A	CE: HTMR Experience	3
HTM 280B	CE: HTMR Exper. Seminar	1	HTM 280B	CE: HTMR Exper. Seminar	1
PSY 101	Psychology and Human Relations	4	PSY 101	Psychology and Human Relations	4
SP 111	Public Speaking	4	SP 111	Public Speaking	4
WR 121	English Composition	4	WR 121	English Composition	4
WR 122	English Composition	4	WR 122	English Composition	4
WR 227	Technical Writing I	4	WR 227	Technical Writing I	4

	Remaining General Education	8		Remaining General Education	8
	Remaining Degree Electives (remove)	5			
	Credit Total	90		Credit Total	90

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	Culinary Arts
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Fall 2013

Submitted By:	Lori Gates
Email:	Gates@tillamookbay.cc

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 - TBCC**

**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:	Culinary Arts 1 Year Certificate	Proposed Title:	Culinary Arts 1 Year Certificate
Current Credits:	53	Proposed Credits:	50
Overview and rationale for proposed changes:	Adjust courses and credits to provide more kitchen (hands on) time working with product, as per feedback from our Advisory Committee. The courses we are eliminating are either introductory courses that are being eliminated in most Culinary Arts Programs or are math or higher level courses that a person at the 1 year-certificate level would not need to secure employment.		
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. Remove HTM 100 Introduction to the Hospitality Industry 2. Remove CA 220 – Food & Beverage Cost Control 3. Remove CA 270 – Food Service Purchasing 4. Add CA 265 – Culinary Practicum I to the Certificate 5. Reduce number of credits required to earn the certificate 		
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:			
Display skills and knowledge appropriate for employment in the Foodservice industry, in kitchen, bakery or foodservice venues.			
Become familiar with food and bakery production, operations			
Demonstrate an understanding of the major functions of the kitchen including food theory, sanitation and safety practices, production methods, use of tools and equipment.			
Develop practical experience in running a small catering operation			
Explain why team development is an integral part of every foodservice organization			
Understand the use of ingredients and the development of a menu and individual dishes			
Be proficient in operational functions and principles in the foodservice industry			

Understand the value of persons in a team.	
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
<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. If the course credits have changed identify the course with (increase or decrease credit) and bold the text.</p>

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
CA 141	Cust Service in the Hosp. Ind	2	CA 141	Customer Service in the Hosp. Ind.	2
CA 160	Culinary Theory	3	CA 160	Culinary Theory	3
CA 165	Culinary Arts Practicum I	7	CA 165	Culinary Arts Practicum I	7
CA 170	Beverage Server Training	1	CA 170	Beverage Server Training	1
CA 220	Food and Bev Cost Control (remove)	4	CA 265	Culinary Arts Practicum II (add)	7
CA 270	Foodservice Purchasing (remove)	3			
HTM 100	Intro. to Hospitality Industry (remove)	3			
HTM 105	Food Service Management	3	HTM 105	Food Service Management	3
HTM 107	Sanit and Safety for Managers	3	HTM 107	Sanitation and Safety for Managers	3
HTM 280A	CE: HTMR Experience	3	HTM 280A	CE: HTMR Experience	3
HTM 280B	CE: HTMR Exper. - Seminar	1	HTM 280B	CE: HTMR Exper. - Seminar	1
MTH 60	Intro Algebra or higher	4	MTH 60	Intro Algebra or higher	4
PSY 101	Psych. and Human Rel	4	PSY 101	Psych. and Human Rel	4
CAS 133	Basic Computer Skills	4	CAS 133	Basic Computer Skills	4
SP 111	Public Speaking	4	SP 111	Public Speaking	4
WR 121	English Composition	4	WR 121	English Composition	4
	Credit total	53		Credit total	50

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?	Culinary Arts AAS		Will the proposed change affect the Career Pathway or Related Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

If yes, how?	It will improve the validity of the School to Work aspect of the Career Pathway, and a similar change will be affected with the Less Than 1-Year Certificate.	
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)	Fall 2013	

Submitted by:	Lori Gates
Email:	gates@tillamookbay.cc
Phone:	503-842-8222, ext. 1030

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.



**CERTIFICATE
REVISION REQUEST
FORM - TBCC**

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Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Culinary Arts Less Than 1 Year Certificate	Proposed Title:	Culinary Arts Less Than 1 Year Certificate
Current Credits:	34	Proposed Credits:	34
Overview and rationale for proposed changes:	Adjust courses and credits to provide more kitchen (hands on) time working with product, as per feedback from our Advisory Committee. The courses we are eliminating are either introductory courses that are being eliminated in most Culinary Arts Programs or are math or higher level courses that a person at the 1 year-certificate level would not need to secure employment.		
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. Remove: HTM 100 Introduction to the Hospitality Industry 2. Remove: CA 220 Food & Beverage Cost Control 3. Add: CA 265 – Culinary Practicum II to the Certificate 		
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:			
Display skills and knowledge appropriate for entry-level employment in the Foodservice industry, in kitchen, bakery or foodservice venues.			Not necessary for TBCC
Understand broad food service concepts			
Demonstrate quality customer service skills and practices			
Demonstrate an understanding of the contemporary forces that shape the foodservice industry Practice effective verbal communications in the kitchen environment Be able to identify effective communications, problem-solving, and human relations skills.			
Demonstrate an understanding of the major functions of the kitchen including food theory, sanitation and safety practices, production methods, use of tools and equipment.			



**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:	Sign Language Interpretation	Proposed Title:	
Current Credits:	101	Proposed Credits:	107
Overview and rationale for proposed changes:	Credits in the program need to be redistributed to better reflect skills progression and to avoid overloading students' course schedules. ASL needs to be offered in the final term of the program in order to adequately develop student's fluency needed for work in the Deaf community. Public speaking and/or improvisational acting skills would both be a great boon to future interpreters, and are thus recommended preparation. They have been for our program for some time, but had not been formally added to the catalog as such.		
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. Change program prerequisites: Add recommended: ASL 210, ASL 260, SP 11 or TA 144, PSY 215 2. Add ITP 263 3. Add ITP 242 4. Change title and #: ITP 131 (Deaf Culture) becomes ITP 241, Deaf Culture I 5. Increase credit: ITP 270, ITP 231, ITP 180, ITP 279, ITP 211, ITP 212 6. Decrease credit: ITP 262, ITP 273, ITP 274 7. Remove: HEC 226/PSY 215 from course of study 8. Increase credits to earn degree 		
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 checked="" type="checkbox"/> Yes	No
Course Number	Course Title or Placement level		
ASL 101, 102, 103, 201, 202, 203 OR	American Sign Language course sequence		
ASL 150, 151, 250, 251	American Sign Language course sequence - accelerated		
WR 121	English Composition		
ASL 240	Deaf Studies		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
<u>Recommended:</u>			
SP 111 or TA 144	Speech or Theatre Arts		
ASL 210	American Sign Language Literature		
ASL 260	Introduction to Interpreting		
PSY 215	Human Development		
<u>Required:</u>			
WR 121	English Composition (with a C or better)		
ASL 240	Deaf Studies (with a C or better)		
ASL 101, 102, 103, 201, 202, 203 OR	American Sign Language course sequence		
ASL 150, 151, 250, 251	American Sign Language course sequence - accelerated		
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:			

1. Serve as ASL/English interpreter in a variety of professional settings, drawing on experience with and knowledge of different settings within the Deaf community, and interact effectively and respectfully with members of the majority and minority language groups.	Communication Community and environmental responsibility
2. Build on the foundation of knowledge of the interpreting process, cultural differences, and Deaf culture, through feedback and critical self-reflection, and continually improve as an interpreter while deepening familiarity with and understanding of Deaf culture.	Cultural awareness Community and environmental responsibility
3. Work as a member of a team of interpreters to maintain skills and stay current with the interpreting field.	Professional Competence Self-Reflection

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

Additional Comments Or Changes

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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
First Term:			First Term:		
ITP 111	American Sign Language I	5	ITP 111	American Sign Language I	5
ITP 120	Fingerspelling I	2	ITP 120	Fingerspelling I	2
ITP 131	Deaf Culture	4	ITP 241	Deaf Culture I (title and # change)	4
ITP 270	Interpreting Process I	4	ITP 270	Interpreting Process I (increase credit)	6
	General education	4		General education	4
Second Term:			Second Term:		
ITP 112	American Sign Language II	5	ITP 112	American Sign Language II	5
ITP 230	ASL Linguistics	3	ITP 230	ASL Linguistics	3
ITP 260	Interpreting Theory	3	ITP 260	Interpreting Theory	3
ITP 271	Interpreting Process II	4	ITP 271	Interpreting Process II	4
ITP 180	Field Experience	1	ITP 180	Field Experience (increase credit)	2
	General education	4		General education	4
Third Term:			Third Term:		
ITP 113	American Sign Language III	5	ITP 113	American Sign Language III	5
ITP 121	Fingerspelling II	2			
ITP 276	Specialized Discourse I	3	ITP 276	Specialized Discourse I	3
ITP 231	ASL Linguistics II	2	ITP 231	ASL Linguistics II (increase credit)	3
ITP 272	Interpreting Process III	4	ITP 272	Interpreting Process III	4
ITP 279	Mock Interpreting I	1	ITP 279	Mock Interpreting I (increase credit)	2

Fourth Term:			Fourth Term:		
ITP 211	American Sign Language IV	3	ITP 211	American Sign Language IV (increase credit)	4
ITP 277	Specialized Discourse II	3	ITP 277	Specialized Discourse II	3
ITP 273	Interpreting Process IV	6	ITP 273	Interpreting Process IV (reduce credit)	4
ITP 281	Mock Interpreting II	2	ITP 281	Mock Interpreting II	2
ITP 262	Interpreting Theory III	4	ITP 262	Interpreting Theory III (reduce credit)	3
Fifth Term:			Fifth Term:		
ITP 212	American Sign Language V	3	ITP 212	American Sign Language V (increase credit)	4
ITP 261	Interpreting Theory II	3	ITP 261	Interpreting Theory II	3
ITP 283	Interpreting Internship I	3	ITP 283	Interpreting Internship I *	3
ITP 274	Interpreting Process V	6	ITP 274	Interpreting Process V (reduce credit)	4
HEC 226/PSY 215	Child/Human Development (remove)	4	ITP 121	Fingerspelling II (move from Term 3)	2
Sixth Term:			Sixth Term:		
ITP 275	Interpreting Process VI	4	ITP 275	Interpreting Process VI	4
ITP 284	Interpreting Internship II (optional)	(3)	ITP 284	Interpreting Internship II (optional) *	(3)
			ITP 242	Deaf Culture II (new)	2
			ITP 263	Interpreting Theory IV (new)	2
	General Education	4		General Education (moved from 5 th term)	8
		101			107
			* only one internship is required		

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	Sign Language Interpretation
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)			Fall 2013

Submitted by:	Xenia Woods
Email:	Xenia.woods@pcc.edu
Phone:	971-722-8112

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.



**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:	Sign Language Interpretation	Proposed Title:	
Current Credits:	89	Proposed Credits:	91
Overview and rationale for proposed changes:	Credits in the program need to be redistributed to better reflect skills progression and to avoid overloading students' course schedules. ASL needs to be offered in the final term of the program in order to adequately develop student's fluency needed for work in the Deaf community. Public speaking and/or improvisational acting skills would both be a great boon to future interpreters, and are thus recommended preparation. They have been for our program for some time, but had not been formally added to the catalog as such.		
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. Change program prerequisites: Add recommended: ASL 210, ASL 260, SP 11 or TA 144 2. Add ITP 263 3. Add ITP 242 4. Change title and #: ITP 131 (Deaf Culture) becomes ITP 241, Deaf Culture I 5. Increase credit: ITP 270, ITP 231, ITP 180, ITP 279, ITP 211, ITP 212 6. Decrease credit: ITP 262, ITP 273, ITP 274 7. Increase credits to earn certificate 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 checked="" type="checkbox"/> Yes	No
Course Number	Course Title or Placement level		
ASL 101, 102, 103, 201, 202, 203 OR	American Sign Language course sequence		
ASL 150, 151, 250, 251	American Sign Language course sequence - accelerated		
WR 121	English Composition		
ASL 240	Deaf Studies		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
<u>Recommended:</u>			
SP 111 or TA 144	Speech or Theatre Arts course		
ASL 210	American Sign Language Literature		
ASL 260	Introduction to Interpreting		
<u>Required:</u>			
WR 121	English Composition (with a C or better)		
ASL 240	History of the Deaf Community in America (with a C or better)		
ASL 101, 102, 103, 201, 202, 203 OR	American Sign Language course sequence		
ASL 150, 151, 250, 251	American Sign Language course sequence - accelerated		
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:			
1. Serve as ASL/English interpreter in a variety of professional settings, drawing on experience with and knowledge		Communication	

of different settings within the Deaf community, and interact effectively and respectfully with members of the majority and minority language groups.	Community and environmental responsibility
2. Build on the foundation of knowledge of the interpreting process, cultural differences, and Deaf culture, through feedback and critical self-reflection, and continually improve as an interpreter while deepening familiarity with and understanding of Deaf culture.	Cultural awareness Community and environmental responsibility
3. Work as a member of a team of interpreters to maintain skills and stay current with the interpreting field.	Professional Competence 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
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
First Term:			First Term:		
ITP 111	American Sign Language I	5	ITP 111	American Sign Language I	5
ITP 120	Fingerspelling I	2	ITP 120	Fingerspelling I	2
ITP 131	Deaf Culture	4	ITP 241	Deaf Culture I (title and # change)	4
ITP 270	Interpreting Process I	4	ITP 270	Interpreting Process I (increase credit)	6
Second Term:			Second Term:		
ITP 112	American Sign Language II	5	ITP 112	American Sign Language II	5
ITP 230	ASL Linguistics	3	ITP 230	ASL Linguistics	3
ITP 260	Interpreting Theory	3	ITP 260	Interpreting Theory	3
ITP 271	Interpreting Process II	4	ITP 271	Interpreting Process II	4
ITP 180	Field Experience	1	ITP 180	Field Experience (increase credit)	2
Third Term:			Third Term:		
ITP 113	American Sign Language III	5	ITP 113	American Sign Language III	5
ITP 121	Fingerspelling II	2			
ITP 276	Specialized Discourse I	3	ITP 276	Specialized Discourse I	3
ITP 231	ASL Linguistics II	2	ITP 231	ASL Linguistics II (increase credit)	3
ITP 272	Interpreting Process III	4	ITP 272	Interpreting Process III	4
ITP 279	Mock Interpreting I	1	ITP 279	Mock Interpreting I (increase credit)	2
Fourth Term:			Fourth Term:		
ITP 211	American Sign Language IV	3	ITP 211	American Sign Language IV (increase credit)	4
ITP 277	Specialized Discourse II	3	ITP 277	Specialized Discourse II	3

ITP 273	Interpreting Process IV	6	ITP 273	Interpreting Process IV (reduce credit)	4
ITP 281	Mock Interpreting II	2	ITP 281	Mock Interpreting II	2
ITP 262	Interpreting Theory III	4	ITP 262	Interpreting Theory III (reduce credit)	3
Fifth Term:			Fifth Term:		
ITP 212	American Sign Language V	3	ITP 212	American Sign Language V (increase credit)	4
ITP 261	Interpreting Theory II	3	ITP 261	Interpreting Theory II	3
ITP 283	Interpreting Internship I	3	ITP 283	Interpreting Internship I *	3
ITP 274	Interpreting Process V	6	ITP 274	Interpreting Process V (reduce credit)	4
HEC 226/PSY 215	Child/Human Development	4	ITP 121	Fingerspelling II (move from Term 3)	2
Sixth Term:			Sixth Term:		
ITP 275	Interpreting Process VI	4	ITP 275	Interpreting Process VI	4
ITP 284	Interpreting Internship II (optional)	(3)	ITP 284	Interpreting Internship II (optional) *	(3)
			ITP 242	Deaf Culture II (new)	2
			ITP 263	Interpreting Theory IV (new)	2
		89			91
			* only one internship is required		

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?	Sign Language Interpretation	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?		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)		Fall 2013	

Submitted by:	Xenia Woods
Email:	Xenia.woods@pcc.edu
Phone:	971-722-8112



**CERTIFICATE
REVISION REQUEST
FORM**

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dac@pcc.edu**

**Signature pages should be intercampus mailed to:
Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Deaf Studies	Proposed Title:	
Current Credits:	52	Proposed Credits:	54
Overview and rationale for proposed changes:	Credits in the program need to be redistributed to better reflect skills progression and to avoid overloading students' course schedules.		
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. Change program prerequisites: Add recommended: ASL 210, SP 111 or TA 144 2. Increase credit: ITP 231, ITP 180, ITP 211, ITP 212 3. Decrease credit: ITP 262 4. Change title and #: ITP 131 (Deaf Culture) becomes ITP 241, Deaf Culture I 5. Increase credits to earn certificate 		
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 checked="" type="checkbox"/> Yes	No
Course Number	Course Title or Placement level		
ASL 101, 102, 103, 201, 202, 203 OR	American Sign Language course sequence		
ASL 150, 151, 250, 251	American Sign Language course sequence - accelerated		
WR 121	English Composition		
ASL 240	Deaf Studies		
Proposed Prerequisites			
Course Number	Course Title or Placement level		
<u>Recommended:</u>			
SP 111 or TA 144	Speech or Theatre Arts course		
ASL 210	American Sign Language Literature		
<u>Required:</u>			
WR 121	English Composition (with a C or better)		
ASL 240	History of the Deaf Community in America (with a C or better)		
ASL 101, 102, 103, 201, 202, 203 OR	American Sign Language course sequence		
ASL 150, 151, 250, 251	American Sign Language course sequence - accelerated		
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 x 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. Communicate effectively and respectfully using American Sign Language in a variety of settings in the Deaf community, including in a professional capacity.		Cultural awareness Community and	

	environmental responsibility
2. Serve as liaison between Deaf and hearing communities in settings both formal and informal, continually learning more about and advocating for the needs of the Deaf community.	Cultural awareness Community and environmental responsibility
3. Use feedback from others to continually improve ASL proficiency.	Professional Competence 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
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
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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/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
First Term:			First Term:		
ITP 111	American Sign Language I	5	ITP 111	American Sign Language I	5
ITP 120	Fingerspelling I	2	ITP 120	Fingerspelling I	2
ITP 131	Deaf Culture	4	ITP 241	Deaf Culture I (title and # change)	4
Second Term:			Second Term:		
ITP 112	American Sign Language II	5	ITP 112	American Sign Language II	5
ITP 230	ASL Linguistics	3	ITP 230	ASL Linguistics	3
ITP 260	Interpreting Theory	3	ITP 260	Interpreting Theory	3
ITP 180	Field Experience	1	ITP 180	Field Experience (increase credit)	2
Third Term:			Third Term:		
ITP 113	American Sign Language III	5	ITP 113	American Sign Language III	5
ITP 121	Fingerspelling II	2			
ITP 231	ASL Linguistics II	2	ITP 231	ASL Linguistics II (increase credit)	3
Fourth Term:			Fourth Term:		
ITP 211	American Sign Language IV	3	ITP 211	American Sign Language IV (increase credit)	4
ITP 262	Interpreting Theory III (or alternate)	4	ITP 262	Interpreting Theory III (reduce credit)	3
HEC 226/PSY 215	Child/Human Development	4	HEC 226/PSY 215	Child/Human Development	4

Fifth Term:			Fifth Term:		
ITP 212	American Sign Language V	3	ITP 212	American Sign Language V (increase credit)	4
ITP 261	Interpreting Theory II (or alternate)	3	ITP 261	Interpreting Theory II (or alternate)	3
ITP 283	Deaf Studies Internship	3	ITP 283	Deaf Studies Internship	3
			ITP 121	Fingerspelling II (move from Term 3)	2

SECTION #4 (Please contact the Curriculum Office for support in filling out this section)			
Is this a Related Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what is the base degree?	Sign Language Interpretation	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?	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)	Fall 2013		

Submitted by:	Xenia Woods
Email:	Xenia.woods@pcc.edu
Phone:	971-722-8112

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.



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

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Signature pages should be intercampus mailed to:
Curriculum Office DC / 4th floor**

SECTION # 1 OVERVIEW

Current Title:	Emergency Management AAS	Proposed Title:	No Change
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Current Credits:	97	Proposed Credits:	No Change
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Overview and rationale for proposed changes: Change Emergency Management to a Limited Entry Program. Limit number of students entering the program until funding issues can be resolved and articulation with a bachelor degree program is established.

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 Make the program a limited entry program, remove the option from the admissions drop down menu.

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	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.
	<input checked="" type="checkbox"/> No	

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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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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
AAS: Emergency Management	
<ul style="list-style-type: none"> Articulate a comprehensive emergency management philosophy. 	Communication Community & Environmental Responsibility Critical Thinking & Problem Solving
<ul style="list-style-type: none"> Demonstrate management, leadership and team building skills in real or simulated disaster events. 	Communication Critical Thinking & Problem Solving

Cultural Awareness

- Articulate the theory of: integrated emergency management; comprehensive emergency management; and all-risks planning.

Communication

Community & Environmental Responsibility

Self-Reflection

- Demonstrate skills in critical-thinking; decision-making; and problem-solving as they relate to disaster assessment, planning and response.

Communication

Critical Thinking & Problem Solving

- Facilitate the development of comprehensive multi-hazard emergency action plans.

Communication

Cultural Awareness

Professional Competence

- Demonstrate a working knowledge of systems and standards of emergency management and identify resources at all levels of government and in the private sector. 5.2007

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>	

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					
CJ 101	Cultural Diversity in CJ Prof	3			
EM 101	Intro to Emergency Services	4		No change	
EM110	Theory of Emergency Mgmt	3		No change	
EM 114	History of US Haz & Disasters	4		No change	
	Emergency Management - Emergency Management Program Electives	4			
Term 2					
EM 103	Intro to Radio Communication	3		No change	
EM 203	P & P Disaster Response I	4		No change	
	General Education Courses	4			
PHL 191	Analysis & Eval of Argument	4			
PS 203	State and Local Government	4			
term 3					

EM 202	P & P of Hazard Mitigation	3		No change	
EM 204	P & P Disaster Response II	4		No change	
	Emergency Management - Emergency Management Program Electives	4			
ETC 105	Crisis Intervention & CISM	3			
HUM 221	Leadership Development	4			
term 4					
EM 210	Planning for Haz & Disasters	4		No change	
EM 211	Public Policy & Law in EM	3		No change	
MSD 101	Prin of Management/Supervision	3			
SP 111	Public Speaking	4			
term 5					
EM 205	Disaster Rec Ops	3		No change	
EM 221	Business Continuity Plan	3		No change	
PSY 101	Psychology and Human Relations	4			
WR 227	Technical/Profession WR 1	4			
term 6					
EM 222	Disaster Exercise Design	3		No change	
EM 223	Terrorism	3		No change	
	Emergency Management - Emergency Management Program Electives	4			
	General Education Electives - Math/Sciences	4			
	Credit Total	97		Credit 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of career pathway(s) or related certificate	Emergency Management Certificate
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Fall 2013	

Submitted By:	Carol Bruneau
Email:	cbruneau@pcc.edu

Next steps:

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



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Curriculum Office DC 4th floor**

SECTION #1 OVERVIEW

Current Title:	Kitchen and Bath Certificate	Proposed Title:	Kitchen and Bath Certificate (no change)
Current Credits:	51	Proposed Credits:	50
Overview and rationale for proposed changes:	ID 225, CAD for Kitchen and Bath Design is going to be dropped from the certificate. The software is not compatible with our program. The removal of this class will benefit students and simply the certificate.		
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. Remove the course, ID 225, CAD for Kitchen and Bath Design from the required list of courses for this certificate. 2. Reduce the number of credits required to earn the certificate. 		
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.	Elizabeth Metcalf and Denise Roy, co-chairs for the Architectural Design and Drafting department have been alerted to this change and are in agreement with the change described here.

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:			
1. Identify aesthetic and spatial requirements for a project, by observation of space and client interview, create design solutions using elements and principles of design.			<ul style="list-style-type: none"> • Communication • Critical Thinking and Problem Solving
2. Apply universal and accessible design criteria to meet client needs.			<ul style="list-style-type: none"> • Cultural Awareness • Critical Thinking and Problem Solving
3. Incorporate environmental considerations, using knowledge of sustainable building practices and specification of sustainable products, materials and appliances.			<ul style="list-style-type: none"> • Community and Environmental Responsibility

4. Prepare contract documents, using industry standards for written and graphic communication	• 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:	
NO CHANGE	
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
ARCH 100	Graphic Communication for Designers	3	ARCH 100	Graphic Communication for Designers	3
ARCH 110	Introduction to Architectural Drawing	2	ARCH 110	Introduction to Architectural Drawing	2
ARCH 124	Introduction to Building Systems	3	ARCH 124	Introduction to Building Systems	3
ID 125	Computer Drafting for Interior Designers	3	ID 125	Computer Drafting for Interior Designers	3
ID 131	Introduction to Interiors	3	ID 131	Introduction to Interiors	3
ID 121	Sustainable Materials for Residential Interiors	3	ID 121	Sustainable Materials for Residential Interiors	3
ID 132	Planning Interiors	3	ID 132	Planning Interiors	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
BCT 244	Kitchen and Bath Cabinet Installation	2	BCT 244	Kitchen and Bath Cabinet Installation	2
ID 135	Professional Practice for Interior Designers	3	ID 135	Professional Practice for Interior Designers	3
ID 225	CAD for Kitchen and Bath Design (remove)	1	ID 236	Lighting Design	3
ID 236	Lighting Design	3	ID 238	Advanced Kitchen and Bath Planning	3

ID 238	Advanced Kitchen and Bath Planning		ARCH 121	Structural Systems	2
ARCH 121	Structural Systems I	2	ARCH 132	Building Codes	2
ARCH 132	Building Codes	2	ART 215	History of American Residential Architecture	3
ART 215	History of American Residential Architecture	3	ID 280A	CE: Kitchen and Bath Internship	6
ID 280A	CE: Kitchen and Bath Internship	6			
	Credit total	51		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 type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the base degree?	AAS in Interior 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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Is this a statewide certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Fall 2013. I have requested that this certificate change be included in the fall 2013 catalog to prevent confusion for the	

	students.
--	-----------

Submitted by:	Amanda Ferroggiaro, FDC, SAC Interior Design
Email:	amanda.ferroggiaro1@pcc.edu
Phone:	971.722.4030

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
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DEGREE REQUEST FORM**

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Signature pages should be sent via intercampus
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Curriculum Office DC/4th floor**

SECTION # 1 OVERVIEW

Proposed Title:	AAS: Video Production	Proposed Credits:	93
Reason for new degree:	To serve student demand and industry needs for degree in video production. This degree offers advanced courses and theory related to the video/film field.		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain and identify the person consulted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Explain: We have consulted with Pro Music (Allen Jones) and Theatre programs (Patrick Tangredi and Barry Hunt) at PCC. Both programs are supportive to this proposal and look forward to continued collaboration plain:	Has degree 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
MM120	Multimedia Design	2
MM130	Multimedia Graphics	3
WR121	Writing	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.

Yes No

PROPOSED OUTCOMES

Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: <http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html>

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 degree should be able to:

<p>Plan, research, design, write, create, evaluate and revise context-appropriate video production projects using a variety of methods and industry-standard tools.</p>	<p>Critical Thinking and Problem Solving Professional Competence Communication Cultural Awareness Community and Environmental Responsibility</p>
<p>Manage video production projects including budgets, timelines, personnel, and location variables.</p>	<p>Professional Competence Community and Environmental Responsibility</p>
<p>Prepare and present a portfolio reel containing hard copy and electronic media that demonstrates pre-production, principle production, and post production skill development along with problem-solving skills and includes designing a personal marketing plan based on analysis of employment availability and trends in the video production and/or film industry.</p>	<p>Critical Thinking and Problem Solving Professional Competence Self-Reflection</p>
<p>Create and edit media elements using industry standard software, optimized for quality, file size, and file format for delivery over appropriate media.</p>	<p>Professional Competence</p>
<p>Work effectively in group- and team-based video production environments.</p>	<p>Communication Cultural Awareness</p>
<p>Apply the essential features of project management: scheduling, estimating, marketing, prototyping, budgeting, testing and QA, determining specifications, and developing proposals.</p>	<p>Professional Competence Critical Thinking and Problem Solving</p>
<p>Set-up and operate studio, and field video, and audio recording equipment.</p>	<p>Professional Competence</p>

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
MM160	Marketing Yourself as a Multimedia Professional	2
MM230	Graphics for Multimedia	4
MM235	Digital Video Editing & Production	3
MM236	Deliver Digital Video/Audio Files	3
MM237	Video Compositing and Effects	4
MM239	Digital Video Editing & Production II	4
MM246	Post Production Sound	2
MM250	Advance Multimedia Project	3
MM258	Video Compositing and Effects II	4
MM259	Scriptwriting	4
MM260	Video Production I	4
MM261	Video Production II	4
MM262	Video Production III	4
MM280	Cooperative Work Experience	3
BA205	Business Communications	4
BA223	Principles of Marketing (choose BA223 or BA250)	4
BA250	Small Business Management	3
MTH105	Explorations in Mathematics	4
MM Electives		12
Film Stud. Electives		8
Art Electives		6
Gen. Ed.		8
	Film Studies Elective List	
ENG195	Film Studies: Film as Art	4

ENG196	Film Studies: Directors	4			
ENG197	Film Studies: Themes and Genres	4			
Art Elective List					
ART103	Understanding New Media Arts	4			
ART116	Basic Design	3			
ART140	Digital Photography	3			
Credit Total		93			
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 checked="" type="checkbox"/> No	Requested implementation term:	Summer 2014
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:	Beth Fitzgerald				
Email:	efitzger@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="margin: 0;">CONSENT AGENDA FORM</h2> <p style="margin: 5px 0 0 20px;">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p style="margin: 10px 0 0 20px;">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 style="text-align: center; margin-top: 10px;">Other changes need to come before the Degree and Certificate Committee.</p>
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Submitted by:	Terry Foty	Email: tfoty@pcc.edu	Phone: x4070
Title of Degree/Certificate:	Health Informatics	Requested Implementation Term:	
What type of change are you requesting?	<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:	Health Information Technology 1	Proposed Course Title:	Health Record Content 1
Current Course Number:	HIM 110	Proposed Course Number:	N/A
Electives List Title:	N/A		
Explanation of Other:			

<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</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>	
Submitted by:	Terry Foty	Email: tfoty@pcc.edu	Phone: x4070
Title of Degree/Certificate:	Health Informatics	Requested Implementation Term:	
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input 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:	Data Management and Analysis 1	Proposed Course Title:	Data Management and Analysis
Current Course Number:	HIM 281	Proposed Course Number:	N/A
Electives List Title:	HEALTH INFORMATICS DEGREE ELECTIVES		
Explanation of Other:			

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:	Terry Foty	Email: tfoty@pcc.edu	Phone: x4070
Title of Degree/Certificate:	Health Informatics	Requested Implementation Term:	
What type of change are you requesting?	<input checked="" type="checkbox"/> Course title change <input 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:	Data Management and Analysis 1 Lab	Proposed Course Title:	Data Management and Analysis Lab
Current Course Number:	HIM 286	Proposed Course Number:	N/A
Electives List Title:	HEALTH INFORMATICS DEGREE ELECTIVES		
Explanation of Other:			

		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:	Richard Willebrand	Email:rwillebr@pcc.edu	Phone:971.722.5653
Title of Degree/Certificate:	Facilities Maintenance Technology	Requested Implementation Term:	Next Available Term		
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:	Solar Voltaic Panel Installation	Proposed Course Title:			
Current Course Number:	FMT 170	Proposed Course Number:			
Electives List Title:	Facilities Maintenance Technology				
Explanation of Other:					