

**June Degrees and Certificates Agenda
June 2, 2010
Conference Room A**

Old Business

2:00 Approval of May Minutes

New Business:

Outcomes:

2:10 Sign Language Interpretation-Darcie LeMeiux

2:20 Building Construction Technology-Spencer Hinkle

2:30 Diesel-Bob Bonner

2:40 Early Education and Family Studies-Christyn Dundorf

2:50 Revision Automotive Service Technology Two Year Certificate-Scott Morgan-Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.

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

3:15 Revision Accounting AAS- Add a Business focused Business Practices and Ethics course which will be taught by business faculty to the degree.

Increase BA 213 from 3 to 4 credits.

Revision-Retail Management- Add a Business focused Business Practices and Ethics course which will be taught by business faculty to the degree. Increase BA 213 from 3 to 4 credits.

3:30 New-Computed Tomography--New-reaffirmation of the repeatable course

Consent Agenda:

Machine Manufacturing Technology- adding courses to the Machine Manufacturing Technology Degree electives-MCH 290, 291, 292, 293, 294

Business Administration-Addition of BA 213 to the Management Degree Electives, and to the Business Program Electives

Curriculum Office Report: Steve Smith- High School Diploma and Curriculum Timeline

Sign Language Interpretation Outcomes
Deaf Studies Outcomes:

1. Communicate effectively and respectfully using American Sign Language in a variety of settings in the Deaf community, including in a professional capacity.
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.
3. Use feedback from others to continually improve ASL proficiency.

Sign Language Interpretation AAS:

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.
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.
3. Continue education towards a 4-year degree and gather sufficient professional experience to earn national interpreter certification through the Registry for Interpreters of the Deaf (RID).

Sign Language Interpretation Two Year Certificate:

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.
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.
3. Work as a member of a team of interpreters to maintain skills and stay current with the interpreting field.

Building Construction Technology Outcomes

Design/Build Remodeling Degree

Evaluate building systems, including structural and mechanical, and apply such knowledge to building design and construction requirements. Use efficient and safe construction skills and techniques on remodeling and/or new construction projects

Identify and analyze technical and aesthetic project requirements, research industry specifications, and specify appropriate building and finish materials, equipment, and fixtures to meet client needs and building code requirements.

Create kitchen and bath design solutions meeting client aesthetic and budgetary needs by using the National Kitchen and Bath Association guidelines and the elements & principles of design including universal and accessible design criteria.

Prepare contract documents, using industry standards for written and graphic communication. Manage project schedule, subcontractors and suppliers. Practice ethical standards of business conduct and professional services.

Exhibit organizational and written/oral communication skills required to bring design/build projects from initial concept to competition.

Building Construction Technology Degree Outcomes

Safely construct and finish concrete foundation and flatwork systems by interpreting construction documents, estimating costs, ordering materials, and completing projects to industry standards.

Safely construct various residential floor, wall and roof framing systems by interpreting construction documents, estimating costs, ordering materials, and completing projects to industry standards.

Safely construct various residential interior and exterior wall and roof coverings, millwork, cabinetry and finishes by interpreting construction documents, estimating costs, ordering materials, and completing projects to industry standards.

Demonstrate competence in tool and job site safety, applied mathematics, estimating, building codes, and construction surveying

Practice the efficient use of natural and man-made resources in both commercial and residential building construction.

Read, understand and generate construction documents, and communicate in the construction environment using effective written and oral communication skills.

Construction Management Degree

Use research and memorization to demonstrate a basic understanding of residential and commercial construction codes, materials and methods

Effectively apply mathematics, residential/commercial building codes; construction surveying, and basic engineering principles to the management of a construction project

Practice the efficient use of natural and man-made resources in both commercial and residential building construction.

Effectively communicate in the construction environment by reading, interpreting and generating construction documents. Practice effective oral communication skills in the construction environment.

Manage a construction project by applying effective estimating, scheduling, job costing and business principles.

Identify safe construction practices and participate in the management of a construction company's OSHA safety compliant program.

One-Year Certificate: Building Construction Technology

Use efficient and safe construction skills and techniques on construction projects.

Use technology to automate and organize information used in construction activities.

Employ effective and appropriate communication skills when interacting with trade associates, design associates, vendors and customers.

Practice effective problem solving skills.

Practice ethical standards of business conduct and professional services.

Practice the efficient use of man made and natural resources.

AAS degree

Repair and maintain diesel engines and equipment to industry standards

Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.

Follow safety practices and work ethics as expected in the diesel industry.

Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and trouble shoot a stated problem.

Be prepared to transfer to a four year university diesel related program.

Be prepared for advancement into management.

2 year certificate

Repair and maintain diesel engines and equipment to industry standards

Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.

Follow safety practices and work ethics as expected in the diesel industry.

Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and trouble shoot a stated problem.

Less than one year certificate

Repair and maintain selected areas of diesel equipment to industry standards

Use professional and industry appropriate communication skills to converse with employers, co-workers and customers.

Follow safety practices and work ethics as expected in the diesel industry.

Utilize appropriate equipment, literature, measuring devices, and computational technologies to collect, analyze, and interpret data to effectively diagnose and trouble shoot a stated problem.

Early Education and Family Studies Outcomes

Students exiting the program with an AAS in EEFS will ...

- use their understanding of young children's characteristics and needs, and of the multiple interacting influences on children's development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children (critical thinking & problem solving; professional competence)
- apply a recognition of the importance and complex characteristics of children's families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children's development and learning (cultural awareness; self reflection).
- use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning. (professional competence, communication, critical thinking & problem solving)
- employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children (critical thinking & problem solving; communication; cultural awareness).
- identify and conduct themselves as members of the early childhood profession. (professional competence)
- know and use ethical guidelines and other professional standards related to early childhood practice (professional competence)
- identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources. (Self reflection; communication)
- act as informed advocates for sound educational practices and policies (communication; community & environmental responsibility).

Students exiting the program with an Early Childhood Certificate will ...

- use their understanding of young children's characteristics and needs to create environments that are healthy, respectful, supportive, and challenging for all children. (critical thinking & problem solving; professional competence)
- use their understanding of the importance and complex characteristics of children's families and communities to create respectful reciprocal relationships that support and involve all families in their children's development and learning. (cultural awareness; self-reflection)

- use observation and documentation, in partnership with families and other professionals, to positively influence children's development and learning. (professional competence, communication)
- employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children (critical thinking & problem solving; communication; cultural awareness).
- know and use professional standards related to early childhood practice. (professional competence)
- identify themselves as collaborative learners who demonstrate reflective perspectives on their work, making decisions that integrate knowledge from professional sources. (Self reflection; communication)



**CERTIFICATE
REVISION REQUEST
FORM**

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

SECTION #1 OVERVIEW

Current Title:	Two-Year Certificate: Automotive Service Technology	Proposed Title:	Two-Year Certificate: Automotive Service Technology
Current Credits:	89	Proposed Credits:	81
Overview and rationale for proposed changes:	Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.		
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.	<p>AM 108 Intro to Automotive Sys I – Course number and title change to AM 100 Intro to Automotive Systems</p> <p>AM 101 Engine Repair I – Course number and title change to AM 111 Engine Repair</p> <p>AM 102 Electrical Systems I – Course number change to AM 161</p> <p>AM 103 Engine Performance I – Course number change to AM 181</p> <p>AM 104 Steering and Suspension Systems I – Course number and title change to AM 141 Undercar Systems II</p> <p>AM 105 Brake Systems I – Course number and title change to AM 151 Undercar Systems I</p> <p>AM 106 Heat & Air Conditioning Sys – Course number and title change to AM 171 Heating & Air Conditioning Sys</p> <p>AM 112 Electrical II – Course number and title change to AM 162 Electrical Systems II</p> <p>AM 113 Engine Performance II – Course number change to AM 182</p> <p>AM 115 Brake Systems II – Course number and title change to AM 142 Undercar Systems III</p> <p>AM 122 Electrical III – Course number and title change to AM 163 Electrical Systems III</p> <p>AM 123 Engine Performance III – Course number change to AM 183</p>		

	AM 107 Manual Drive Train and Axles – Course number and title change to AM 131 Drive Train Systems I AM 117 Manual Drive Train and Axles II – Course number and title change to AM 132 Drive Train Systems III AM 127 27: Auto Trans/Transaxle I – Course number and title change to AM 121 Drive Train Systems II AM 133 Engine Performance IV – Course number and title change to AM 201 Auto Shop Lab I AM 143 Engine Performance V – Course number and title change to AM 202 Auto Shop Lab II AM 153 Engine Performance VI – Course number and title change to AM 203 Auto Shop Lab III AM 114 Steering & Susp Sys II – Course Inactivation AM 125 25: Brake Systems III – Course Inactivation AM 137 Auto Trans/Transaxle II – Course Inactivation		
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		
SECTION #2 REVISION AREAS			
Prerequisites			
Current Prerequisites	Does the revision involve changing certificate prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60	
Outcomes		
Current Outcomes: Required whether or not outcomes are being changed.	Does the revision involve changing certificate outcomes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>List outcomes:</p> <ul style="list-style-type: none"> • Repair cars and light trucks with limited supervision. • Access repair information in a rapidly changing technology. • Communicate effectively with their employers, customers and co-workers. • Develop strategies and processes to solve the vehicle's repair problems. • Perform vehicle repair to the highest professional and ethical standards. 		
<p>Proposed Outcomes: Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html</p>		

List outcomes:

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

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

☐ Yes ☒ No

Related Instruction

Does the revision involve changing or adding Related Instruction?

☐ Yes ☒ No

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

Additional Comments Or Changes

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AM 108	Intro to Automotive Sys I	4	AM 100	Intro to Automotive	4

AM 101	Engine Repair I	4	AM 111	Engine Repair	4
AM 102	Electrical Systems I	4	AM 161	Electrical Systems I	4
AM 112	Electrical II	4	AM 162	Electrical Systems II	4
AM 122	Electrical III	4	AM 163	Electrical Systems III	4
AM 103	Engine Performance I	4	AM 181	Engine Performance I	4
AM 113	Engine Performance I	4	AM 182	Engine Performance II	4
AM 123	Engine Performance I	4	AM 183	Engine Performance III	4
AM 133	Engine Performance I	4	AM 201	Auto Shop Lab I	4
AM 143	Engine Performance I	4	AM 202	Auto Shop Lab II	4
AM 153	Engine Performance I	4	AM 203	Auto Shop Lab III	4
AM 104	Steering & Suspension Sys I	4	AM 141	Undercar Systems II	4
AM 115	Brake Systems II	4	AM 142	Undercar Systems III	4
AM 105	Brake Systems I	4	AM 151	Undercar Systems I	4
AM 114	Steering & Suspension Sys II	4			
AM 106	Heat & Air Conditioning Sys	4	AM 171	Heat & Air Conditioning Sys	4
AM 107	Manual Drive Train & Axles	4	AM 131	Drive Train Systems I	4
AM 117	Manual Drive Train & Axles	4	AM 132	Drive Train Systems III	4
AM 127	Auto Trans/Transaxle I	4	AM 121	Drive Train Systems II	4
AM 137	Auto Trans/Transaxle II	4			
CG 209	Job finding skills	1	CG 209	Job finding skills	1
AM 280A	CE Automotive service	8	AM 280A or AM 201 And/or AM 202 And/or AM 203	CE: Automotive service Auto Shop Lab I Auto Shop Lab II Auto Shop Lab III	8
Credit Total		89		Credit Total	81

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

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

Next steps:

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

Template for Related Instruction in Certificates

Two-Year Certificate 61 to 108 credits			Automotive Service Technology		Related instruction Hours in:			
Subject Code	Course Number	Course Title	Credits	Hours	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

	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	

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

[Related Instruction Overview | PCC](#)



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SECTION # 1 OVERVIEW

Current Title:	AAS: Automotive Service Technology	Proposed Title:	AAS: Automotive Service Technology
Current Credits:	105	Proposed Credits:	97
Overview and rationale for proposed changes:	Realignment of courses to better reflect contact hours as noted by SAC and Program Review Committee.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	<p>AM 108 Intro to Automotive Sys I – Course number and title change to AM 100 Intro to Automotive Systems AM 101 Engine Repair I – Course number and title change to AM 111 Engine Repair AM 102 Electrical Systems I – Course number change to AM 161 AM 103 Engine Performance I – Course number change to AM 181 AM 104 Steering and Suspension Systems I – Course number and title change to AM 141 Undercar Systems II AM 105 Brake Systems I – Course number and title change to AM 151 Undercar Systems I AM 106 Heat & Air Conditioning Sys – Course number and title change to AM 171 Heating & Air Conditioning Sys AM 112 Electrical II – Course number and title change to AM 162 Electrical Systems II AM 113 Engine Performance II – Course number change to AM 182 AM 115 Brake Systems II – Course number and title change to AM 142 Undercar Systems III AM 122 Electrical III – Course number and title change to AM 163 Electrical Systems III AM 123 Engine Performance III – Course number change to AM 183 AM 107 Manual Drive Train and Axles – Course number and title change to AM 131 Drive Train Systems I AM 117 Manual Drive Train and Axles II – Course number and title change to AM 132 Drive Train Systems III AM 127 27: Auto Trans/Transaxle I – Course number and title change to AM 121 Drive Train Systems</p>		

	II AM 133 Engine Performance IV – Course number and title change to AM 201 Auto Shop Lab I AM 143 Engine Performance V – Course number and title change to AM 202 Auto Shop Lab II AM 153 Engine Performance VI – Course number and title change to AM 203 Auto Shop Lab III AM 114 Steering & Susp Sys II – Course Inactivation AM 125 25: Brake Systems III – Course Inactivation AM 137Auto Trans/Transaxle II – Course Inactivation
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SECTION # 2 REVISION AREAS

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Course Number	Course Title or Placement level		
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60		

Proposed Prerequisites

Course Number	Course Title or Placement level	
	Placement into (RD 90 and WR 90) or (ESOL 260, 262 and 264) Completion of MTH 20 or placement into MTH 60	

Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	Does the revision involve changing degree outcomes? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Repair cars and light trucks with limited supervision. • Access repair information in a rapidly changing technology. • Communicate effectively with their employers, customers and co-workers. • Develop strategies and processes to solve the vehicle's repair problems. • Perform vehicle repair to the highest professional and ethical standards. 		
Proposed Outcomes:		
<ul style="list-style-type: none"> • Repair cars and light trucks with limited supervision and to customer satisfaction. • Access and utilize repair information in a rapidly changing technology. • Communicate effectively with employers, customers and co-workers. • Implement strategies and processes to solve the vehicle's repair problems. • Perform vehicle repair to the highest professional and ethical standards. • Be prepared to transfer to a college or university for upper level studies in operations management. • Prepares the student for managerial or leadership positions in the automotive repair community. 		

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AM 108	Intro to Automotive Sys I	4	AM 100	Intro to Automotive	4
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AM 102	Electrical Systems I	4	AM 161	Electrical Systems I	4

AM 112	Electrical II	4	AM 162	Electrical Systems II	4
AM 122	<u>Electrical III</u>	4	AM 163	Electrical Systems III	4
AM 103	<u>Engine Performance I</u>	4	AM 181	Engine Performance I	4
AM 113	<u>Engine Performance I</u>	4	AM 182	Engine Performance II	4
AM 123	<u>Engine Performance I</u>	4	AM 183	Engine Performance III	4
AM 133	<u>Engine Performance I</u>	4	AM 201	Auto Shop Lab I	4
AM 143	<u>Engine Performance I</u>	4	AM 202	Auto Shop Lab II	4
AM 153	<u>Engine Performance I</u>	4	AM 203	Auto Shop Lab III	4
AM 104	<u>Steering & Suspension Sys I</u>	4	AM 141	Undercar Systems II	4
AM 114	<u>Steering & Suspension Sys II</u>	4			
AM 105	<u>Brake Systems I</u>	4	AM 151	Undercar Systems I	4
AM 115	<u>Brake Systems II</u>	4	AM 142	Undercar Systems III	4
AM 106	<u>Heat & Air Conditioning Sys</u>	4	AM 171	<u>Heat & Air Conditioning Sys</u>	4
AM 107	<u>Manual Drive Train & Axles</u>	4	AM 131	Drive Train Systems I	4
AM 117	<u>Manual Drive Train & Axles</u>	4	AM 132	Drive Train Systems III	4
AM 127	<u>Auto Trans/Transaxle I</u>	4	AM 121	Drive Train Systems II	4
AM 137	<u>Auto Trans/Transaxle II</u>	4			
AM 280A	CE: Automotive service	8	AM 280A or AM 201 And/or AM 202 And/or AM 203	CE: Automotive service Auto Shop Lab I Auto Shop Lab II Auto Shop Lab III	8
CG 209	Job finding skills	1	CG 209	Job finding skills	1
	General Education	16		General Education	16
	Credit Total	105		Credit Total	97

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

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

Next steps:

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



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SECTION # 1 OVERVIEW

Current Title:	Accounting	Proposed Title:	
Current Credits:	91	Proposed Credits:	92
Overview and rationale for proposed changes:	Add a Business focused Business Practices and Ethics course which will be taught by business faculty to the degree. Increase BA 213 from 3 to 4 credits.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	<ol style="list-style-type: none"> 1. Add BA 277 - Business Practices and Contemporary Social Issues courses as an OR option to the degree. 2. Increasing credits to BA 213 Principles of Accounting III from 3 credits to 4 credits. 3. Increase total credits to the degree from 91 to 92. 		

SECTION # 2 REVISION AREAS

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	Yes	X No
Course Number	Course Title or Placement level		
	None		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>Students who successfully complete the AAS in Accounting degree will develop skills and knowledge appropriate for entry-level bookkeeping and accounting positions. Upon successful completion of this AAS-Accounting degree, students will be able to:</p> <ul style="list-style-type: none"> Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles. Use applicable technology available in accounting practice. Communicate effectively with business professionals. Demonstrate an understanding of the legal, ethical and economic environment of business organizations. Use accounting information for decision making. 10.2009 		
Proposed Outcomes:		
<ul style="list-style-type: none"> Analyze, record, and report accounting information in conformity with Generally Accepted Accounting Principles. Use applicable technology available in accounting practice. Communicate effectively with business professionals. Apply an understanding of the economic environment impact and legal and ethical issues within business organizations. Use accounting and financial information for decision making. 		

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
BA 101	Introduction to Business	4	BA 101	Introduction to Business	4
BA 111	Introduction to Accounting	3	BA 111	Introduction to Accounting	3
BA 131	Computers in Business	4	BA 131	Computers in Business	4
BA 177	Payroll Accounting	3	BA 177	Payroll Accounting	3
BA 205	Sol Communication Problems	4	BA 205	Sol Communication Problems	4
BA 206	Management Fundamentals	3	BA 206	Management Fundamentals	3
BA 211	Principles of Accounting I	3	BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3	BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting III	3	BA 213	Principles of Accounting (Increase)	4
BA 222	Financial Management	3	BA 222	Financial Management	3
BA 226	Business Law I	4	BA 226	Business Law I	4
BA 228	Computer Acctg. Applications	3	BA 228	Computer Acctg. Applications	3
BA 240 or BA242	Nonprofit Fin. Management or Intro to Investments	4 3	BA240 or BA242	Nonprofit Fin. Management or Intro. To Investments	4 3
BA 256	Income Tax	3	BA 256	Income Tax	3
BA 285	Human Relations-Organizations	3	BA 285	Human Relations-Organizations	3
CAS170 or CAS171	Beg.Excel or Inter.Excel	3	CAS170 or CAS171	Beg Excel or Inter.Excel	3
CAS216 or CAS217	Beg.Word or Inter.Word	3	CAS216 or CAS217	Beg.Word or Inter.Word	3
EC 201	Prin.of Eco:Micro	4	EC 201	Princ.of Eco:Micro	4
EC 202	Prin.of.Eco:Macro	4	EC 202	Prin.ofEco:Macro	4
OS131	10-key on Calculators	1	OS 131	10-key on Calculators	1
PHL202 or PHL209	Intro.toPhil or Bus.Ethics	4	PHL202 or PHL209 or BA277	Intro.toPhil or Bus.Ethics or Bus.Practices and Contemporary Social Issues (ADD)	4
WR121	English Composition Business Program Electives	4 11	WR121	English Composition Business Program Electives	4 11

	Remaining Gen Ed	8		Remaining Gen Ed.	8
	Credit Total	91		Credit Total	92
SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any career pathway(s) or related certificates attached to this degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:			
If yes, name of career pathway(s) or related certificate				Requested implementation date:	As soon as possible
Submitted By:		Usha Ramanujam			
Email:		usha.ramanujam@pcc.edu			

Next steps:

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



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

**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:	Retail Management	Proposed Title:	
Current Credits:	94	Proposed Credits:	95
Overview and rationale for proposed changes:	Add a Business focused Business Practices and Ethics course which will be taught by business faculty to the degree. Increase BA 213 from 3 to 4 credits.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	<ol style="list-style-type: none"> 1. Increasing credits to BA 213 Principles of Accounting III from 3 credits to 4 credits. 2. Increase total credits to the degree from 94 to 95 		

SECTION # 2 REVISION AREAS

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	Yes	X No
Course Number	Course Title or Placement level		
	None		

Proposed Prerequisites		
Course Number	Course Title or Placement level	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do “out there” (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity “in here”? Good outcomes statements will suggest context to indicate this “out there” and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements visit: http://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-development/new/program-outcomes.html	Does the revision involve changing degree outcomes? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>*Students completing this degree should have the skills necessary for successful employment in a variety of retail supervisory and management positions, advancing to store manager level responsibilities.</p> <p>*Students will learn soft and hard skills in technology and communication that will enable them to be effective in their roles within the retail environment.</p>		
Proposed Outcomes:		
Have skills necessary for successful employment in a variety of retail, supervisory and management positions with a potential to advance to store manager level. Use soft and hard skills in technology and communication to be effective in positions within retail environment.		

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
BA	Introduction to	3	BA	Introduction to Accounting/Principles of	3

111/BA211	Accounting/Principles of Accounting I		111/BA211	Accounting I	
BA 131/CIS120	Computers in Business/Computer Concepts	4	BA 131/CIS120	Computers in Business/Computer Concepts	4
BA 205	Solv.Comm.w/Technology	4	BA 205	Solv.Comm.w/Technology	4
BA 206	Management Fundamentals	3	BA 206	Management Fundamentals	3
BA 212	Principles of Accounting II	3	BA 212	Principles of Accounting II	3
BA 213	Principles of Accounting III	3	BA 213	Principles of Accounting III (Increase)	4
BA 223	Principles of Marketing	3	BA 223	Principles of Marketing	3
BA 224	Human Resources Management	3	BA 224	Human Resources Management	3
BA 226	Business Law I	4	BA 206	Business Law I	4
BA 238	Sales	3	BA 238	Sales	3
BA 249	Principles of Retailing and E-tail	3	BA 249	Principles of Retailing and E-tail	3
BA 250	Small Business Management	3	BA 250	Small Business Management	3
BA 251	Office Management	3	BA 251	Office Management	3
BA 285	Human Relations Management	3	BA 285	Human Relations Management	3
EC 201	Prin. of Eco :Microeconomics	4	EC 201	Prin. of Eco: Microeconomics	4
EC 202	Prin. Of Eco: Macroeconomics	4	EC 202	Prin. of Eco: Macroeconomics	4
HE112	First Aid Emergency Care	1	HE 112	First Aid Emergency Care	1
MTH 30	Business Math	4	MTH30	Business Math	4
SP 111	Public Speaking	4	SP 111	Public Speaking	4
SP 130	Business and Professional Speech Comm.	4	SP 130	Business and Professional Speech Comm.	4
SP 140	Introduction to Intercultural Communication	4	SP 140	Introduction to Intercultural Communication	4
WR 121 BA 280A	English Composition CE: Business Experience Gen Ed Business Program Elective	4 2 8 10	WR121 BA 280A	English Composition CE: Business Experience Gen Ed Business Program Elective	4 2 8 10
	Credit Total	94		Credit Total	95

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)				
Is this a statewide degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the change been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any career pathway(s) or related certificates attached to this degree?
Is this a degree option?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, name of the base degree:		
If yes, name of career pathway(s) or related certificate	Retail Management Certificate	Requested implementation date:	As soon as possible	
Submitted By:	Usha Ramanujam			
Email:	usha.ramanujam@pcc.edu			

Next steps:

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



**NEW
CERTIFICATE REQUEST FORM**

**Directions: Fill out completely and
return electronically to:
dac@pcc.edu
Signature pages should be intercampus mailed
to:
Curriculum Office RC 5/115**

SECTION # 1 OVERVIEW

Proposed Title:	Computed Tomography		Proposed Credits:	17
Reason for new certificate:	<p>Oregon State law requires a structured academic training program for technologists to obtain the additional knowledge and skills needed in order to perform CT procedures. PET (Positron Emission Tomography) utilizes dual imaging methods, combining Nuclear Medicine and CT scanners. Nuclear Medicine technologists must gain the appropriate CT training to meet State Standards. Community partners have approached Portland Community College for assistance in this matter. There are no similar programs in the metropolitan Portland area. Upon completion of this program, students will be qualified to sit for the national certification examination. Certification is now required for hospital compliance with their accreditation organization.</p>			
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Explain: These courses do not impact any other SACs	Has certificate been validated by the Advisory Committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	Course Title or Placement level	Credits
	Must be certified in Radiography, Nuclear Medicine or Radiation Therapy to apply to CT Program	

PROPOSED OUTCOMES

Upon completion of this program, students will:

1. **provide competent health care to the community** using the skills and knowledge of a CT and PET professional
2. **perform CT and PET procedures safely and effectively** in a professional manner meeting health care industry standards
3. **abide by professional ethical standards** in order to provide the highest quality care to the community

Proposed Certificate addresses the following Core PCC Outcomes:
(Check all that apply)

- ☒ **Communication**
- ☒ **Community and Environmental Responsibility**
- ☒ **Critical Thinking and Problem Solving**
- ☐ **Cultural Awareness**
- ☒ **Professional Competence**
- ☐ **Self Reflection**

SECTION # 3 COURSEWORK


PROPOSED CERTIFICATE COURSEWORK


COURSE NUMBER	COURSE TITLE	CREDITS
RAD 251	Cross-Sectional Anatomy-Neck + Thorax	1
RAD 252	Cross-Sectional Anatomy –Abdomen + Pelvis	1
RAD 253	Cross-Sectional Anatomy –Head + Spine	1
RAD 254	CT Physics + Instrumentation	2
RAD 255	CT Protocols, Procedures + Pathology Correlation	2
RAD 270	CT Clinical Education I	5
RAD 271	CT Clinical Education II	5
	Note: Completion of the programs is dependent upon the student's ability to complete all clinical requirements in two terms. Students must earn either an A or B grade for both RAD 270 and RAD 271 to meet Program requirements. Both courses may be repeated one time if additional time is needed for completion of all required competencies.	
30		Credit Total 17


SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a Statewide Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Has the certificate been approved by the consortium?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Requested implementation date:	Fall Term 2010
Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located at: http://www.pcc.edu/resources/academic/eac/degree/forms.html					
List any stand alone Related Instruction courses:					
Submitted By:	Virginia Vanderford, Radiography Program Director				
Email:	vvanderf@pcc.edu				

Next steps:

1. Save the completed New Certificate Request Form and submit as an e-mail attachment to dac@pcc.edu.
2. Download and print the New Certificate Signature Page Form and obtain the appropriate signatures.
3. Staple the signed New Certificate Signature Page Form to a hard copy of the New Certificate Request Form (electronic version has already been sent in step one). Send both forms to Curriculum Office, Rock Creek Campus, Building 5, Room 114 via campus mail.

		<h2 style="text-align: center;">CONSENT AGENDA FORM</h2> <p style="text-align: center;">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p style="text-align: center;">Directions: Fill out completely and return electronically to: dac@pcc.edu </p>		<p>Consent Agenda form may be used for the following:</p> <ol style="list-style-type: none"> 1. Course title changes 2. Course number changes 3. Addition/Deletion of an elective 4. Change in the number of pass/no pass credits other than the default 5. Degree or certificate title changes 6. Change to open admissions <p>Other changes need to come before the Degree and Certificate Committee.</p>			
		<p>Submitted by:</p>		<p>Patrick Kraft / MMT Chair</p>		<p>Email: pkraft@pcc.edu</p>	
<p>Title of Degree/Certificate:</p>		<p>AAS Machine Manufacturing Technology</p>		<p>Requested Implementation Term:</p>		<p>Fall 2010</p>	
<p>What type of change are you requesting?</p>		<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			
<p>Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</p>							
<p>Current Course Title:</p>		<p>MCH 290 Mastercam Fundamentals Orientation MCH 291 Laser Cutting and Engraving Fundamentals MCH 292 FDM Additive Manufacturing Fundamentals Orientation MCH 293 CNC Router Fundamentals Orientation MCH 294 3 Dimensional Digital Laser Scanning Fundamentals</p>				<p>Proposed Course Title:</p>	
<p>Current Course Number:</p>						<p>Proposed Course Number:</p>	
<p>Electives List Titles:</p>		<p>Machine Manufacturing Technology Degree Electives</p>					
<p>Explanation of Other:</p>							

 Portland Community College		<p align="center">CONSENT AGENDA FORM</p> <p align="center">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p align="center">Directions: Fill out completely and return electronically to: dac@pcc.edu</p>		<p align="center">Consent Agenda form may be used for the following:</p> <ol style="list-style-type: none"> 1. Course title changes 2. Course number changes 3. Addition/Deletion of an elective 4. Change in the number of pass/no pass credits other than the default 5. Degree or certificate title changes 6. Change to open admissions <p align="center">Other changes need to come before the Degree and Certificate Committee.</p>			
Submitted by:		Usha Ramanujam		Email: usha.ramanujam@pcc.edu		Phone: x7507	
Title of Degree/Certificate:		Management AAS		Requested Implementation Term:		As soon as possible	
What type of change are you requesting?		<input 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 checked="" type="checkbox"/> Other			
<p align="center">Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</p>							
Current Course Title:		Principles of Accounting III		Proposed Course Title:			
Current Course Number:		BA 213		Proposed Course Number:			
Electives List Title:		Management Degree Elective					
Explanation of Other:		Course credit increased from 3 to 4					

 Portland Community College		<p align="center">CONSENT AGENDA FORM</p> <p align="center">This form maybe used instead of coming to the Degree and Certificate Meeting.</p> <p align="center">Directions: Fill out completely and return electronically to: dac@pcc.edu</p>		<p align="center">Consent Agenda form may be used for the following:</p> <ol style="list-style-type: none"> 1. Course title changes 2. Course number changes 3. Addition/Deletion of an elective 4. Change in the number of pass/no pass credits other than the default 5. Degree or certificate title changes 6. Change to open admissions <p align="center">Other changes need to come before the Degree and Certificate Committee.</p>	
Submitted by:	Usha Ramanujam		Email:usha.ramanujam@pcc.edu	Phone:x7507	
Title of Degree/Certificate:	AAS(Accounting) AAS(Marketing) Accounting Clerk Certificate Accelerated Accounting Certificate Marketing Certificate		Requested Implementation Term:	As soon as possible	
What type of change are you requesting?	<div> <input type="checkbox"/> Course title change <input type="checkbox"/> Course number change </div> <div> <input type="checkbox"/> Addition of an elective <input type="checkbox"/> Deletion of an elective </div> <div> <input type="checkbox"/> Degree or certificate title change <input checked="" type="checkbox"/> Other </div>				
<p align="center">Fill in the sections below as applicable. If a section is not applicable, fill in N/A.</p>					
Current Course Title:	Principles of Accounting III		Proposed Course Title:		
Current Course Number:	BA 213		Proposed Course Number:		
Electives List Title:	Business Program Electives				
Explanation of Other:	Course credit increased from 3 to 4				

New and Revised AAS Degrees and Certificates

2010-2011 Timeline For Approvals and Catalog Inclusion:

Month Passed Curriculum and/or Degree/Certificate Committee	Available to Award: Revised Degrees or Certificates	Available to Award: New Degrees or Certificates	Available in Catalog: New and Revised Degrees, Certificates
February 2010	Winter 2011	Winter 2011	2011-2012
March 2010	Winter 2011	Winter 2011	2011-2012
April 2010	Winter 2011	Winter 2011	2011-2012
May 2010	Winter 2011	Spring 2011	2011-2012
June 2010	Winter 2011	Spring 2011	2011-2012
July 2010 - No meetings			
August 2010 – No meetings			
September 2010 – No meetings			
October 2010 Last date for new AAS degrees, new degree options of existing AAS degrees and new certificates to be included in the 2011-2012 catalog	Spring 2011	Fall 2011	2011-2012
November 2010	Summer/Fall 2011	Fall 2011	2011-2012 Revisions only 2012-2013 New
December 2010	Summer/Fall 2011	Fall 2011	2011-2012 Revisions only 2012-2013 New
January 2011 Last date for new/revised courses and revised degrees to be included in 2011-2012 catalog	Summer/Fall 2011	Fall 2011	2011-2012 Revisions only 2012-2013 New
February 2011	Winter 2012	Winter 2012	2012-2013
March 2011	Winter 2012	Winter 2012	2012-2013
April 2011	Winter 2012	Winter 2012	2012-2013
May 2011	Winter 2012	Spring 2012	2012-2013
June 2011	Winter 2012	Spring 2012	2012-2013
July 2011 - No meetings			
August 2011 – No meetings			
September 2011 – No meetings	35		

Submission Deadlines for Curriculum Committee and Degree/Certificate Committee

Curriculum Committee

Electronic request	Sig Page	Meeting Date
17-Sep-2010	24-Sep-2010	6-Oct-2010
15-Oct-2010	22-Oct-2010	3-Nov-2010
12-Nov-2010	19-Nov-2010	1-Dec-2010
10-Dec-2010	17-Dec-2010	5-Jan-2011
10-Dec-2010	17-Dec-2010	12-Jan-2011*
14-Jan-2011	21-Jan-2011	2-Feb-2011
11-Feb-2011	18-Feb-2011	2-Mar-2011
18-Mar-2011	25-Mar-2011	6-Apr-2011
15-Apr-2011	22-Apr-2011	4-May-2011
13-May-2011	20-May-2011	1-Jun-2011

*The January 12th meeting will be scheduled on an as needed basis.

Degree and Certificate Committee

Electronic request	Sig Page	Meeting Date
24-Sep-2010	1-Oct-2010	13-Oct-2010
22-Oct-2010	29-Oct-2010	10-Nov-2010
12-Nov-2010	19-Nov-2010	1-Dec-2010
24-Dec-2010	31-Dec-2010	12-Jan-2011
24-Dec-2010	31-Dec-2010	19-Jan-2011*
21-Jan-2011	28-Jan-2011	9-Feb-2011
18-Feb-2011	25-Feb-2011	09-Mar-2011
25-Mar-2011	1-Apr-2011	13-Apr-2011
22-Apr-2011	29-Apr-2011	11-May-2011
13-May-2011	20-May-2011	1-Jun-2011

*The January 19th meeting will be scheduled on an as needed basis.

CTE and LDC Courses

2010-2011 Timeline For Approvals and Catalog Inclusion:

	Available to Teach:	Available to Teach:	Available to Teach	Available in Catalog:
Month Passed Curriculum and/or Degree/Certificate Committee	Changes which impact a degree or certificate like a credit change may take longer Revised CTE/LDC Courses	New CTE Courses	New LDC Courses	New and Revised Courses
February 2010	Fall 2010	Winter 2011	Winter 2011	2011-2012
March 2010	Fall 2010	Winter 2011	Winter 2011	2011-2012
April 2010	Winter 2011	Winter 2011	Winter 2011	2011-2012
May 2010	Winter 2011	Winter 2011	Winter 2011	2011-2012
June 2010	Winter 2011	Winter 2011	Winter 2011	2011-2012
July 2010 - No meetings				
August 2010 – No meetings				
September 2010 – No meetings				
October 2010 Last date for new AAS degrees, new degree options of existing AAS degrees and new certificates to be included in the 2011-2012 catalog	Spring 2011	Spring 2011	Spring 2011	2011-2012
November 2010	Spring 2011	Summer/Fall 2011	Summer/Fall 2011	2011-2012
December 2010	Spring 2011	Summer/Fall 2011	Summer/Fall 2011	2011-2012
January 2011 Last date for new/revised courses and revised degrees to be included in 2011-2012 catalog	Fall 2011	Summer/Fall 2011	Summer/Fall 2011	2011-2012
February 2011	Fall 2011	Winter 2012	Winter 2012	2012-2013
March 2011	Fall 2011	Winter 2012	Winter 2012	2012-2013
April 2011	Winter 2012	Winter 2012	Winter 2012	2012-2013
May 2011	Winter 2012	Winter 2012	Winter 2012	2012-2013
June 2011	Winter 2012	Winter 2012	Winter 2012	2012-2013
July 2011 - No meetings				
August 2011 – No meetings				
September 2011 – No meetings				