May Degrees and Certificates Agenda
May 11, 2011
2pm-4pm
Library Room 204

Old Business:
Review April 13, 2011 Minutes

Discussion Items:
EAC Chair Report
AAOT Health/Wellness/Fitness

- **JBAC Guideline**: *Health/Wellness/Fitness:* One or more courses totaling at least three credits.

- **Current PCC Catalog**: One course from HE 242, 250, 254, HPE 295, or 3 PE courses (not including PE 10, 199 or 299).

- **Revision Option:** One course from HE 242, 250, 254, HPE 295, or 3 PE **credits** (not including PE 10, 199 or 299).

- **Revision Option:** One or more courses totaling at least three credits from HE 242, 250, 254, HPE 295, or PE (not including PE 10, 199 or 299).

New Degree or Certificate Signature page
300/400 Level courses

<u>**Proposal for accepting 300/400 level courses at PCC**</u>

Accept up to 16 credits

Accept LDC (UDC), CTE and General Education

As for any course evaluation, evaluators review these three things: course title, course description, course outcomes.

General standard is to articulate 16 credits for coursework that is an equivalency.

CTE coursework will be processed upon request at the time the graduation application is submitted.

LDC (UDC) coursework will be articulated upon request and on an as needed basis for graduation.

<u>**Proposed Standards language:**</u>
PCC will accept up to 16 credits of 300-400 level transfer coursework, provided it is equivalent to classes offered at PCC. Upper-division transfer coursework will be evaluated at the request of the student, or by

Graduation staff if needed to satisfy degree requirements. Only subject areas taught at PCC will be evaluated.

Focus Award Criteria
Gen Ed/Discipline Studies List:
Committee goal is to outline three options as to how to move forward with general education/discipline studies, weigh the pros and cons of each possible option and identify principles for decision making.

New Business:
2:45   **REVISION: Machine Manufacturing Technology CNC Turning Certificate**: Add course, related instruction.

REVISION: Machine Manufacturing Technology CNC Milling Certificate: Add course, related instruction.

2:55   **REVISION: Dental Hygiene AAS**: Add course.

3:05   **REVISION: Aviation Science Technology Airplane AAS:** Course credit revisions, request limited entry, and add electives.
REVISION: Aviation Science Technology Airplane w/Flight Instructor Option AAS: Course credit revisions, request limited entry, and add electives.

REVISION: Aviation Science Technology Helicopter AAS: Course credit revisions, request limited entry, and add electives.

REVISION: Aviation Science Technology Helicopter w/instrument Option AAS: Course credit revisions, request limited entry, and add electives.

3:30   **REVISION: Business Administration: Management AAS**: Course credit revision.

REVISION: Business Administration: Marketing AAS: Course credit revision.

 REVISION: Business Administration: Marketing Certificate: Course credit revision and related instruction.

REVISION: Business Administration: Retail Management AAS: Credit revision, course credit revision, electives revision.

REVISION: Business Administration: Retail Management Certificate: Course credit revision.

3:45   NEW: Real Estate: Property Management Certificate

NEW: Real Estate: Real Estate Broker Certificate

Consent Agenda:

Computer Applications/ Office Systems: Web Site Development and Design Certificate: Electives List Confirmation

Multimedia Certificate: Electives List Confirmation

Multimedia: Video Production Certificate: Electives List Confirmation

Welding AAS and Certificate: Electives list confirmation

NEW ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE OR CERTIFICATE SIGNATURE FORM

_____

Complete title of degree or certificate:

_____ RECOMMENDED (   ) NOT RECOMMENDED** (   )
SAC Chair (signature indicates full SAC approval)

_____
Date

_____ RECOMMENDED (   ) NOT RECOMMENDED** (   )
SAC Administrative Liaison

_____
Date

Please attach this page to the New AAS Degree/Certificate Request Form and mail to the Curriculum Office, DC, 4th floor via campus mail.

_____ RECOMMENDED (   ) NOT RECOMMENDED** (   )
EAC DEGREES & CERTIFICATE COMMITTEE

_____
Date

_____ RECOMMENDED (   ) NOT RECOMMENDED** (   )
Dean of Instruction

_____
Date

_____ APPROVED (   ) NOT APPROVED** (   )
Campus President

_____
Date

_____ RECOMMENDED (   ) NOT RECOMMENDED** (   )
EAC Committee Chair

_____
Date

_____ APPROVED (   ) NOT APPROVED** (   )
President

_____
Date

_____ APPROVED (   ) NOT APPROVED** (   )
Vice President for Academic and Student Affairs

_____   _____
Date   IMPLEMENTATION TERM

**Indicate Reason(s):
Should the signature process stop for any reason, please inform the Curriculum Office, 971-722-7816 or dac@pcc.edu

PACS FAC Proposal:
****
(Peace and Conflict Studies Focus Area Committee)

PACS Learning Community.   October 29, 2010.

Purposes: To provide **an institutional mechanism** for reviewing, updating, and promoting the Peace and Conflict Studies (PACS) Program at Portland Community College while creating **a structure** for administrative support and input into established PCC mechanisms for decision making which includes **a venue** for faculty and others interested in the PACS Program to meet and share information with respect to all SACs impacted by the PACS Program.

RATIONALE: When ad-hoc groups of people successfully create a program that is not designed to be housed under an already established program or discipline, the program (like Peace and Conflict Studies 20 years ago) benefits from the energy associated with the creative process, but that energy often fades with time. The aging program may find it difficult to recruit new energy to replace those who retire, die, or go on to devote energy elsewhere – due, in part, to the ad-hoc nature of the group (which is not officially recognized within the PCC organizational structure. To grant SAC status to the an established program would be one response to this reality, though SAC status risks confusion in relationship with discipline-related SACs whose courses may be given credit in the program. Since "Focus Area Awards" are now what the State of Oregon allows for non-vocational programs no longer eligible to be given "certificates", it seems logical to create new "Focus Area Committees" to remedy problems associated with ad-hoc groups and potential confusion also regarding responsibilities relating to certificates for which a SAC may not primarily be responsible.

PACS FAC Powers & Duties:

1) review, manage, and suggest improvements relating to the PACS focus area program structure and award requirements.

2) propose, manage, review, and suggest improvements for any Certificate Program relating to PACS (for which a SAC is not primarily responsible).

3) propose for consideration to SACs new courses for which PACS program credit may be given.

4) create and implement strategies for promoting completion of PACS Program Focus Awards and any Certificates Program relating to PACS (for which a SAC is not primarily responsible).

5) develop and implement mechanisms for more effective advertising of PACS Program options.

6) decide upon an inclusive PACS decision making process, clarifying criteria for participation.

7) clarify the powers and duties of all PACS FAC Chairs and other responsible persons.

8) maintain records of decisions, enrollment, and other data (to be available on request).

9) SACs yield no power or duties to FACs regarding course content, faculty requirements, or other issues (such as modes of delivery or evaluation) related to a course currently under SAC jurisdiction.

10) FACs would not be subject to extensive periodic "program review" as SACs are, but could be encouraged to provide suggestions for improvement in their "focus awards" and certificates in intervals of not more than 5 years

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

SECTION #1 OVERVIEW

Current Title:	**CNC Turning Certificate**	**Proposed Title:**	same
Current Credits:	**45.5 Credits**	**Proposed Credits:**	48.5
Overview and rationale for proposed changes:		Updated related instruction in CTE courses by adding a 3 credit hour course.	
List of specific changes being proposed i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc.		1. Submitted template for related instruction in certificates 2. Add MSD 115 (3 cr) to fulfill Human Relations portion of related instruction.	
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes		ASAP

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**	☐ **Yes**	☒ **No**
Course Number		**Course Title or Placement level**	

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

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

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

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

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

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

Related Instruction

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

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits

MCH120	Machine Shop Math		2	MCH120	Machine Shop Math	2
MCH125	Speeds and Feeds		1	MCH125	Speeds and Feeds	1
MCH105	Blueprint Reading I		1.5	MCH105	Blueprint Reading I	1.5
MCH110	Blueprint Reading II		1.5	MCH110	Blueprint Reading II	1.5
MCH115	Geometric Dimensioning & Tolerancing		3.5	MCH115	Geometric Dimensioning & Tolerancing	3.5
MCH130	Machine Shop Trigonometry		2.5	MCH130	Machine Shop Trigonometry	2.5
MCH135	Basic Measuring Tools		1.5	MCH135	Basic Measuring Tools	1.5
MCH100	Machine Tool Basics		1	MCH100	Machine Tool Basics	1
MCH158	Project Machine Technology II		3	MCH158	Project Machine Technology II	3
MCH180	Turning Machines & Operations		4	MCH180	Turning Machines & Operations	4
MCH145	Layout Tools		1.5	MCH145	Layout Tools	1.5
MCH150	Precision Measuring Tools		1.5	MCH150	Precision Measuring Tools	1.5
MCH259	CNC Programming-Lathe		5	MCH259	CNC Programming-Lathe	5
MCH195	Threading on the Lathe		3	MCH195	Threading on the Lathe	3
MCH279	CNC Operation-Lathe		4	MCH279	CNC Operation-Lathe	4
MCH190	Boring on the Lathe		1	MCH190	Boring on the Lathe	1
MCH280	Cooperative Education		4	MCH280	Cooperative Education	4
MCH121	Manufacturing Processes I		4	MCH121	Manufacturing Processes I	4
				MSD115	**Improving Working Relations (ADD)**	**3**
		Credit total	45.5		**Credit total**	48.5

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

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

Template for Related Instruction in Certificates

45 to 60 credits		CNC Turning			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No RI
MCH	130	Machine Shop Trigonometry	2.5	75	65.00	10.00		75.00
MCH	280	Cooperative Education	4.0	120	10.00	15.00		25.00
MCH	259	CNC Programming-Lathe	5.0	150	30.00	30.00		60.00
MCH	120	Machine Shop Math	2.0	60	60.00			60.00
				0				No RI
				0				No RI
courses used for stand-alone related instruction				0				No RI
MSD	115	Improving Work Relations	3.0	90			90.00	90.00
				0				No RI
		Totals	16.5	495	165.00	55.00	90.00	310.00
		Minimum for 1 yr certificate:			48.00	48.00	48.00	240.00
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

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

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

SECTION #1 OVERVIEW

Current Title:	**CNC Milling Certificate**	**Proposed Title:**	**Same**
Current Credits:	46 Credits	**Proposed Credits:**	**49 Credits**
Overview and rationale for proposed changes:	Updated related instruction which increased total certificate 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.	1. **Submitted template for related instruction in certificates** 2. **Add MSD115 (3cr) to fulfill Human Relations portion of related instruction.**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	ASAP	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	**Does the revision involve changing certificate prerequisites?**		☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**			

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

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

Certificate Outcome	Core Outcome
Attached outcome revision forms.	

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

Revised Outcomes: Identify which certificate outcome aligns to individual core outcomes. It is possible that all core outcomes may not be address by the certificate outcomes.	
Certificate Outcome	**Core Outcome**
Students who complete this certificate should be able to:	
Operate and maintain a safe work environment to industry standards	Community and Environmental Responsibility

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

Related Instruction

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

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
MCH130	Machine Shop Trigonometry	2.5	MCH130	Machine Shop Trigonometry	2.5
MCH135	Basic Measuring Tools	1.5	MCH135	Basic Measuring Tools	1.5
MCH110	Blueprint Reading II	1.5	MCH110	Blueprint Reading II	1.5
MCH115	Geometric Dimensioning & Tolerancing	3.5	MCH115	Geometric Dimensioning & Tolerancing	3.5
MCH120	Machine Shop Math	2	MCH120	Machine Shop Math	2
MCH125	Speeds and Feeds	1	MCH125	Speeds and Feeds	1
MCH100	Machine Tool Basics	1	MCH100	Machine Tool Basics	1
MCH105	Blueprint Reading I	1.5	MCH105	Blueprint Reading I	1.5
MCH121	Manufacturing Processes I	4	MCH121	Manufacturing Processes I	4
MCH158	Project Machine Technology II	3	MCH158	Project Machine Technology II	3
MCH145	Layout Tools	1.5	MCH145	Layout Tools	1.5
MCH150	Precision Measuring Tools	1.5	MCH150	Precision Measuring Tools	1.5
MCH205	Vertical Milling Machines & Operations	3.5	MCH205	Vertical Milling Machines & Operations	3.5
MCH268	CNC Programming-Mill	5	MCH268	CNC Programming-Mill	5
MCH272	Mastercam Level I	5	MCH272	Mastercam Level I	5
MCH278	CNC Operation-Mill	4	MCH278	CNC Operation-Mill	4
MCH280	Cooperative Education	4	MCH280	Cooperative Education	4
			MSD115	**Improving Work Relations (ADD)**	**3**
	Credit total	46		**Credit total**	49

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

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

45 to 60 credits		CNC Milling			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	Total RI
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No RI
MCH	272	Mastercam I	5.0	180	5.00	30.00		35.00
MCH	280	Cooperative Education	4.0	120	10.00	15.00		25.00
MCH	130	Machine Shop Trigonometry	2.5	75	65.00	10.00		75.00
MCH	120	Machine Shop Math	2.0	60	60.00			60.00
				0				No RI
				0				No RI
courses used for stand-alone related instruction				0				No RI
MSD	115	Improving Work Relations	3.0	90			90.00	90.00
				0				No RI
Totals			16.5	525	140.00	55.00	90.00	285.00
Minimum for 1 yr certificate:					48.00	48.00	48.00	240.00
Remaining to meet Min. Requirement:					0.00	0.00	0.00	0.00

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

	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:	Dental Hygiene	**Proposed Title:**	Dental Hygiene
Current Credits:	104	**Proposed Credits:**	108

Overview and rationale for proposed changes:	We must add 4 credits of general education to the degree as a result of FN 225 Nutrition being removed from the General Education/Discipline Studies list
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	1. **Increase degree total to 108** 2. **Add general education 4 cr to term 4**

SECTION # 2 PREREQUISITES AND OUTCOMES All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.			
Current Prerequisites	**Does the revision involve changing degree prerequisites?**	☐ **Yes**	☐ **No**
Course Number	**Course Title or Placement level**		
WR 121	English composition completion or equivalent test placement score	4	
MT 65 or higher	Or equivalent test placement score	4	
BI 234	Microbiology	5	
BI 231 and 232	Human Anatomy and Physiology Sequence with Lab	4, 4	

CH 102 or 106	Organic Chemistry Principles	5,5

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?** ☐Yes ☐No

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	
1. Communicate effectively with patients, peers, the public and other healthcare professionals using verbal, non-verbal and written language with clarity, coherence and purpose.	Communication
2. Apply scientific research methods to support evidence based treatment modalities with specific concern for oral health and overall health.	Critical Thinking and Problem Solving, Professional Competence.
3. Identify problems, investigate and use appropriate methods of reasoning, and develop creative and practical solutions to personal, professional and community issues regarding the delivery of oral health care.	Critical Thinking and Problem Solving
4. Understand and identify personal and public overgeneralizations and stereotyping and how these attitudes affect oral health beliefs and issues that arise from differences, while providing appropriate and effective care to diverse client populations in an increasing global marketplace	Cultural Awareness
5. Competently assess, plan, implement and evaluate individual and/or community needs related to oral disease prevention and therapy in an ever-changing healthcare environment	Professional Competence

6. Enhance knowledge as a life-long learner in healthcare by seeking peer support in professional associations, fulfilling continuing education and exploring career and educational advancements	Professional Competence
7. Advocate for oral health and overall health for patients/communities by linking them with the appropriate resources and human services for individual needs and practice ethically within the scope of practice for dental hygienists as regulated by the State Dental Licensing Board.	Community and Environmental Responsibilities
8. Fulfill characteristics of a desired employee by demonstrating skills, teamwork, collaboration, respect, efficiency, and customer/patient service.	Communication, Critical Thinking and Problem Solving, Cultural Awareness, Professional Competence
9. Examine and self assess one's own academic skill, professional competence and personal beliefs as they impact self and others to grow personally and professionally.	Self-Reflection
10. Place and finish dental restorations in teeth prepared by the dentist as allowed in the Oregon State Practice Act governing Dental Hygienists.	Professional Competence

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
DH 101	Dental Hygiene Theory I	4	DH 101	Dental Hygiene Theory I	4
DH 104	Dental Hygiene Practice I	3	DH 104	Dental Hygiene Practice I	3
DH 113	Dental Anatomy	2	DH 113	Dental Anatomy	2
DH 113L	Dental Anatomy Lab	1	DH 113L	Dental Anatomy Lab	1
DH 121	Oral Health Education and Promotion	1	DH 121	Oral Health Education and Promotion	1
DH 127	Medical Emergencies	2	DH 127	Medical Emergencies	2
SP 111	Speech Communication	4	SP 111	Speech Communication	4

DH 102	Dental Hygiene Theory II	2	DH 102	Dental Hygiene Theory II	2
DH 105	Dental Hygiene Practice II	3	DH 105	Dental Hygiene Practice II	3
DH 110	Cariology	2	DH 110	Cariology	2
DH 128	Oral Histology	1	DH 128	Oral Histology	1
DH 228	Head and Neck Anatomy	2	DH 228	Head and Neck Anatomy	2
DH 236	Ethics and Jurisprudence	1	DH 236	Ethics and Jurisprudence	1
DH 230	Dental Materials	2	DH 230	Dental Materials	2
PSY 111	General Psychology	4	PSY 111	General Psychology	4
DH 103	Dental Hygiene Theory III	2	DH 103	Dental Hygiene Theory III	2
DH 106	Dental Hygiene Practice III	3	DH 106	Dental Hygiene Practice III	3
DH 109	Dental Radiology I	2	DH 109	Dental Radiology I	2
DH 109L	Dental Radiology Lab I	1	DH 109L	Dental Radiology Lab I	1
DH 129	Oral Pathology	3	DH 129	Oral Pathology	3
DH 246	Pharmacology	3	DH 246	Pharmacology	3
SOC 204	General Sociology	4	SOC 204	General Sociology	4
FN 225	Nutrition	4	FN 225	Nutrition	4
	OR			OR	
FN 270	Normal and Applied Nutrition	(4)	FN 270	Normal and Applied Nutrition	(4)
DH 201	Dental Hygiene Theory IV	2	DH 201	Dental Hygiene Theory IV	2
DH 204	Dental Hygiene Practice IV	5	DH 204	Dental Hygiene Practice IV	5
	OR			*OR*	
DH 204A	Dental Hygiene Practice IV	1	DH 204A	Dental Hygiene Practice IV	(1)
	And			*And*	
DH 204B	Dental Hygiene Practice IV	4	DH 204B	Dental Hygiene Practice IV	(4)
DH 208	Community Oral Health I	2	DH 208	Community Oral Health I	2
DH 210	Dental Radiology Lab II	1	DH 210	Dental Radiology Lab II	1
DH 229	Local Anesthesia	2	DH 229	Local Anesthesia	2
DH 260	Periodontology I	2	DH 260	Periodontology I	2
DH 202	Dental Hygiene Theory V	3	DH 202	Dental Hygiene Theory V	3
DH 205	Dental Hygiene Practice V	5	DH 205	Dental Hygiene Practice V	5
DH 250	Research Methods and Issues in Oral Health	1	DH 250	Research Methods and Issues in Oral Health	1
DH 252	Community Oral Health II	2	DH 252	Community Oral Health II	2
DH 203	Dental Hygiene Theory VI	3	DH 203	Dental Hygiene Theory VI	3
DH 206	Dental Hygiene Practice VI	5	DH 206	Dental Hygiene Practice VI	5

DH 253	Community Oral Health III	2	DH 253	Community Oral Health III	2
DH 240	Introduction to Restorative Dentistry	2	DH 240	Introduction to Restorative Dentistry	2
DH 241	Restorative Dentistry I (2 hrs Lec/2hrs Lab)	4	DH 241	Restorative Dentistry I (2 hrs Lec/2hrs Lab)	4
DH 242	Restorative Dentistry II (2 hrs Lec/2hrsLab)	4	DH 242	Restorative Dentistry II (2 hrs Lec/2hrsLab)	4
DH 243	Restorative Dentistry III	1	DH 243	Restorative Dentistry III	1
DH 244	Restorative Dentistry IV	1	DH 244	Restorative Dentistry IV	1
DH 245	Restorative Dentistry V	1	DH 245	Restorative Dentistry V	1
				General Education (add)	**4**
	Credit Total	104		**Credit Total**	**108**

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

Is this a statewide degree?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**	
Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No	**If yes, name of career pathway(s) or related certificate**	
Requested Implementation Term (Please refer to Degree/Certificate timeline implementation guidelines)		Fall 2011	

Submitted By:	**Josette Beach**

Email:	**jbeach@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:	Aviation Science – Airplane Without Flight Instructor	**Proposed Title:**	No Change
Current Credits:	90	**Proposed Credits:**	90
Overview and rationale for proposed changes:	Credit hours had to be changed for 121 and 125 due to match contact hours with state requirements. Changes were also made to AVS-241 and 242 credit hours to reflect current instructional hours and match state contact hour. An application process will be required to be completed prior to beginning the program.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	1. **AVS-121: Change from 1 credit to 2 credits** 2. **AVS-125: Change from 3 credits to 4 credits** 3. Decrease Approved Electives 1 credits 4. **Limited entry program**		

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	☐ Yes	☒ No
Course Number	**Course Title or Placement level**		
	Placement into MTH 60 or higher		
	Placement into WR 115 or higher		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Placement into MTH 60 or higher	
	Placement into WR 115 or higher	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

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

Degree Outcome	Core Outcome

• Earn FAA certificates and ratings appropriate to the pilot career they seek.
  For Airplane:
    o Commercial Pilot certificate with airplane single- and multi-engine and instrument airplane ratings.
    o Flight Instructor certificate with airplane single- and multi-engine and instrument airplane ratings (If Flight Instructor specialization is chosen).
• Gain additional knowledge and skills related to the aviation industry and acting as a professional pilot that are above and beyond the FAA certification requirements and will allow them to be safer, more effective pilots and be competitive in the pilot job market.
• Explore areas in math, writing, general education and approved elective course work that will allow them to function more effectively as an aviation employee and/or continue their education towards advanced degrees. 2.2009
 	
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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
• Exercise the privileges of the FAA certificates appropriate to the pilot career that they seek:	Critical Thinking and Problem Solving

For Airplane: ➤ Commercial Pilot certificate with airplane single- and multi-engine and instrument airplane ratings. ➤ Flight Instructor certificate with airplane single- and multi-engine and instrument airplane ratings (If Flight Instructor specialization is chosen). For Helicopter: ➤ Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating ➤ Flight Instructor Rating with Rotorcraft Helicopter rating. •	Professional Competence
• Use knowledge and understanding of pilot industry trends, positions and operations gained in the Aviation Science program to: Implement a career plan; make informed career decisions; secure the position of their choice in the aviation industry; and identify additional opportunities for advancement including advanced degrees and training to remain competitive in the pilot industry.	Community/Env Responsibility Critical Thinking/Prob solving Cultural Awareness Self-Reflection
• Research, interpret and evaluate the following prior to each flight such that the safe, efficient and legal outcome of a flight in never in doubt: ➤ Pilot self-assessment of fitness, proficiency and ability. ➤ Aircraft airworthiness and capabilities. ➤ Environmental conditions. ➤ Other operational considerations. •	Communication Critical Thinking/Prob solving Professional Competence Self-Reflection
• Communicate clearly and concisely, both verbally and in writing, with fellow pilots, employers and the aviation community.	Communication Cultural Awareness
• Accurately performs calculations as required for flight operations and company records.	Professional Competence Critical Thinking/Prob Solving
• Operates aircraft consistent with an understanding of its impact on the environment, the community and the economic success of the company that employs them.	Community/Environ Responsibility Critical Thinking/Prob Solving Professional Competence
• Show respect for all individuals regardless of race, religion, cultural background, economic background or other differences.	Cultural Awareness Community / Environ Responsibilty

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AVS-120	Airplane Private Pilot Ground	4	AVS-120	Airplane Private Pilot Ground	4
AVS-125 or	**Airplane Private Flight**	**3**	**AVS-125 or**	**Airplane Private Flight (increase credit)**	**4**
AVS-121	**Airplane Pre-solo Flight**	**(1)**	**AVS-121**	**Airplane Pre-solo Flight (increase credit)**	**(2)**

AVS-122	Airplane Pre-Cross Cntry Flt	(1)	AVS-122	Airplane Pre-Cross Cntry Flt	(1)
AVS-123	Airplane Cross Cntry/Test Prep	(1)	AVS-123	Airplane Cross Cntry/Test Prep	(1)
AVS-127	Intro to Aviation	4	AVS-127	Intro to Aviation	4
AVS-130	Instrument Ground School	4	AVS-130	Instrument Ground School	4
AVS-135 or	Airplane Instrument Flight	3	AVS-135 or	Airplane Instrument Flight	3
AVS-131	Airplane Instr Attitude/Nav	(1)	AVS-131	Airplane Instr Attitude/Nav	(1)
AVS-132	Airplane Instrument Approach	(1)	AVS-132	Airplane Instrument Approach	(1)
AVS-133	Airplane Instrument XC	(1)	AVS-133	Airplane Instrument XC	(1)
AVS-137	Applied Aerodynamics	4	AVS-137	Applied Aerodynamics	4
AVS-140	Airplane Commercial Ground	4	AVS-140	Airplane Commercial Ground	4
AVS-145 or	Introduction to Commercial Airplane	3	AVS-145 or	Introduction to Commercial Airplane	3
AVS-141	Airplane Comm XC Night Intro	(1)	AVS-141	Airplane Comm XC Night Intro	(1)
AVS-142	Airplane Comm XC Exploration	(1)	AVS-142	Airplane Comm XC Exploration	(1)
AVS-143	Airplane Comm Precision XC	(1)	AVS-143	Airplane Comm Precision XC	(1)
AVS-157	Aircraft Systems Airframe	3	AVS-157	Aircraft Systems Airframe	3
AVS-167	Aircraft Systems Powerplant	3	AVS-167	Aircraft Systems Powerplant	3
AVS-225 or	Airplane Commercial Flight	4	AVS-225 or	Airplane Commercial Flight	4
AVS-221	Airplane Complex Airplanes	(1)	AVS-221	Airplane Complex Airplanes	(1)
AVS-222	Airplane Commercial Maneuvers	(1)	AVS-222	Airplane Commercial Maneuvers	(1)
AVS-223	Airplane Commercial Proficiency	(1)	AVS-223	Airplane Commercial Proficiency	(1)
AVS-224	Airplane Multi-Engine	(1)	AVS-224	Airplane Multi-Engine	(1)
AVS-227	Aviation Careers	4	AVS-227	Aviation Careers	4
AVS-255	Airplane Pilot Performance	1	AVS-255	Airplane Pilot Performance	1
GS-109	Meteorology*	4*	GS-109	Meteorology*	4
AVS-107	Flight Prep Lab Level 1 (3 sections)	3	AVS-107	Flight Prep Lab Level 1 (3 sections)	3
AVS-207	Flight Prep Lab Level 2 (3 sections)	3	AVS-207	Flight Prep Lab Level 2 (3 sections)	3
AVS 237	Aviation Law and Regulations	4	AVS 237	Aviation Law and Regulations	4
AVS 267	Economics of Flight Operation	4	AVS 267	Economics of Flight Operation	4
AVS 275	Airplane: Professional Pilot	3	AVS 275	Airplane: Professional Pilot	3
	Gen Ed	12		Gen Ed	12
WR 121	English composition	4	WR 121	English Composition	4
	AVS Program Electives	9		**AVS electives (decrease credits)**	**8**
	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?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☒ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**		Aviation Science AAS	
If yes, name of career pathway(s) or related certificate			**Requested implementation date:**		ASAP
Submitted By:	Larry Altree				
Email:	laltree@pcc.edu				

	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:	Aviation Science – Airplane With instructor	**Proposed Title:**	No Change
Current Credits:	90	**Proposed Credits:**	90
Overview and rationale for proposed changes:	Credit hours had to be changed for 121 and 125 due to match contact hours with state requirements. Changes were also made to AVS-241 and 242 credit hours to reflect current instructional hours and match state contact hour An application process will be required to be completed prior to beginning the program.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	1. **AVS-121: Change from 1 credit to 2 credits** 2. **AVS-125: Change from 3 credits to 4 credits** 3. **AVS-241: Change from 3 credits to 1 credit** 4. **AVS-242: Change from 2 credits to 1 credit** 5. **Add Approved Electives 2 credits** 6. **Limited entry program**		

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	☐ Yes	☒ No
Course Number	**Course Title or Placement level**		
	Placement into MTH 60 or higher		
	Placement into WR 115 or higher		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Placement into MTH 60 or higher	
	Placement into WR 115 or higher	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

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

Degree Outcome	**Core Outcome**

• Earn FAA certificates and ratings appropriate to the pilot career they seek.
 For Airplane:
    o Commercial Pilot certificate with airplane single- and multi-engine and instrument airplane ratings.
    o Flight Instructor certificate with airplane single- and multi-engine and instrument airplane ratings (If Flight Instructor specialization is chosen).
• Gain additional knowledge and skills related to the aviation industry and acting as a professional pilot that are above and beyond the FAA certification requirements and will allow them to be safer, more effective pilots and be competitive in the pilot job market.
• Explore areas in math, writing, general education and approved elective course work that will allow them to function more effectively as an aviation employee and/or continue their education towards advanced degrees.
 2.2009
 	
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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**
• Exercise the privileges of the FAA certificates appropriate to the pilot career that they seek:	Critical Thinking and Problem Solving

For Airplane: ➢ Commercial Pilot certificate with airplane single- and multi-engine and instrument airplane ratings. ➢ Flight Instructor certificate with airplane single- and multi-engine and instrument airplane ratings (If Flight Instructor specialization is chosen). For Helicopter: ➢ Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating ➢ Flight Instructor Rating with Rotorcraft Helicopter rating. •	Professional Competence
• Use knowledge and understanding of pilot industry trends, positions and operations gained in the Aviation Science program to: Implement a career plan; make informed career decisions; secure the position of their choice in the aviation industry; and identify additional opportunities for advancement including advanced degrees and training to remain competitive in the pilot industry.	Community/Env Responsibility Critical Thinking/Prob solving Cultural Awareness Self-Reflection
• Research, interpret and evaluate the following prior to each flight such that the safe, efficient and legal outcome of a flight in never in doubt: ➢ Pilot self-assessment of fitness, proficiency and ability. ➢ Aircraft airworthiness and capabilities. ➢ Environmental conditions. ➢ Other operational considerations. •	Communication Critical Thinking/Prob solving Professional Competence Self-Reflection
• Communicate clearly and concisely, both verbally and in writing, with fellow pilots, employers and the aviation community.	Communication Cultural Awareness
• Accurately performs calculations as required for flight operations and company records.	Professional Competence Critical Thinking/Prob Solving
• Operates aircraft consistent with an understanding of its impact on the environment, the community and the economic success of the company that employs them.	Community/Environ Responsibility Critical Thinking/Prob Solving Professional Competence
• Show respect for all individuals regardless of race, religion, cultural background, economic background or other differences.	Cultural Awareness Community / Environ Responsibilty

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
AVS-120	Airplane Private Pilot Ground	4	AVS-120	Airplane Private Pilot Ground	4
AVS-125 or	**Airplane Private Flight**	**3**	**AVS-125 or**	**Airplane Private Flight (increase credit)**	**4**
AVS-121	**Airplane Pre-solo Flight**	**(1)**	**AVS-121**	**Airplane Pre-solo Flight (increase credit)**	**(2)**

AVS-122	Airplane Pre-Cross Cntry Flt	(1)	AVS-122	Airplane Pre-Cross Cntry Flt	(1)
AVS-123	Airplane Cross Cntry/Test Prep	(1)	AVS-123	Airplane Cross Cntry/Test Prep	(1)
AVS-127	Intro to Aviation	4	AVS-127	Intro to Aviation	4
AVS-130	Instrument Ground School	4	AVS-130	Instrument Ground School	4
AVS-135 or	Airplane Instrument Flight	3	AVS-135 or	Airplane Instrument Flight	3
AVS-131	Airplane Instr Attitude/Nav	(1)	AVS-131	Airplane Instr Attitude/Nav	(1)
AVS-132	Airplane Instrument Approach	(1)	AVS-132	Airplane Instrument Approach	(1)
AVS-133	Airplane Instrument XC	(1)	AVS-133	Airplane Instrument XC	(1)
AVS-137	Applied Aerodynamics	4	AVS-137	Applied Aerodynamics	4
AVS-140	Airplane Commercial Ground	4	AVS-140	Airplane Commercial Ground	4
AVS-145 or	Introduction to Commercial Airplane	3	AVS-145 or	Introduction to Commercial Airplane	3
AVS-141	Airplane Comm XC Night Intro	(1)	AVS-141	Airplane Comm XC Night Intro	(1)
AVS-142	Airplane Comm XC Exploration	(1)	AVS-142	Airplane Comm XC Exploration	(1)
AVS-143	Airplane Comm Precision XC	(1)	AVS-143	Airplane Comm Precision XC	(1)
AVS-157	Aircraft Systems Airframe	3	AVS-157	Aircraft Systems Airframe	3
AVS-167	Aircraft Systems Powerplant	3	AVS-167	Aircraft Systems Powerplant	3
AVS-225 or	Airplane Commercial Flight	4	AVS-225 or	Airplane Commercial Flight	4
AVS-221	Airplane Complex Airplanes	(1)	AVS-221	Airplane Complex Airplanes	(1)
AVS-222	Airplane Commercial Maneuvers	(1)	AVS-222	Airplane Commercial Maneuvers	(1)
AVS-223	Airplane Commercial Proficiency	(1)	AVS-223	Airplane Commercial Proficiency	(1)
AVS-224	Airplane Multi-Engine	(1)	AVS-224	Airplane Multi-Engine	(1)
AVS-227	Aviation Careers	4	AVS-227	Aviation Careers	4
AVS-230	Airplane Flight Instructor Ground	4	AVS-230	Airplane Flight Instructor Ground	4
AVS-235 or	Airplane Flight Instructor Flight	2	AVS-235 or	Airplane Flight Instructor Flight	2
AVS-231	Airplane CFI Intro	(1)	AVS-231	Airplane CFI Intro	(1)
AVS-232	Airplane CFI Test Prep	(1)	AVS-232	Airplane CFI Test Prep	(1)
AVS-241	**Airplane CFII Ground/Flt**	**3**	**AVS-241**	**Airplane CFII Ground/Flt (decrease credit)**	**1**
AVS-242	**Airplane MEI Ground/Flt**	**2**	**AVS-242**	**Airplane MEI Ground/Flt (decrease credit)**	**1**
AVS-255	Airplane Pilot Performance	1	AVS-255	Airplane Pilot Performance	1
GS-109	Meteorology	4*	GS-109	Meteorology*	4
AVS-107	Flight Prep Lab Level 1 (3 sections)	3	AVS-107	Flight Prep Lab Level 1 (3 sections)	3
AVS-207	Flight Prep Lab Level 2 (3 sections)	4	AVS-207	Flight Prep Lab Level 2 (3 sections)	3
AVS 237	Aviation Law and Regulations	4	AVS 237	Aviation Law and Regulations	4
AVS 267	Economics of Flight Operation	4	AVS 267	Economics of Flight Operation	4
	Gen Ed	12		Gen Ed	12
WR 121	English composition	4	WR 121	English Composition	4
				AVS electives (add)	**2**
	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?	☐ Yes ☒ No	Has the change been approved by the consortium?	☐ Yes ☒ No	Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	If yes, name of the base degree:		Aviation Science AAS	
If yes, name of career pathway(s) or related certificate			Requested **implementation date**:	ASAP	
Submitted By:	Larry Altree				
Email:	laltree@pcc.edu				

	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:	Aviation Science – Helicopter Without Instrument Rating	**Proposed Title:**	No Change
Current Credits:	90	**Proposed Credits:**	90
Overview and rationale for proposed changes:		Credit hours had to be changed for AVS-111 and 115, in order to match contact hours with state requirements and to comply with the request of Veterans Admin. An application process will be required to be completed prior to beginning the program.	
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).		**1. AVS-111: Change from 1 credit to 2 credits** **2. AVS-115: Change from 3 credits to 4 credits** **3. Decrease elective credit requirement to 20** **4. Make this a limited entry program**	

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	**Does the revision involve changing degree prerequisites?**	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
	Placement in MTH 60 or higher		
	Placement into WR 115 or higher		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Placement in MTH 60 or higher	
	Placement into WR 115 or higher	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

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

Degree Outcome	Core Outcome

AAS: Aviation Science - Helicopter
 	
• Earn FAA certificates and ratings appropriate to the pilot career they seek.
  For Helicopter:
    a. Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating.
    b. Flight Instructor Rating with Rotorcraft Helicopter rating.
• Gain additional knowledge and skills related to the aviation industry and acting as a professional pilot that are above and beyond the FAA certification requirements and will allow them to be safer, more effective pilots and be competitive in the pilot job market.
• Explore areas in math, writing, general education and approved elective course work that will allow them to function more effectively as an aviation employee and/or continue their education towards advanced degrees. 2.2009	

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
• Exercise the privileges of the FAA certificates appropriate to the pilot career that they seek:	Critical Thinking and Problem Solving

For Airplane:	Professional Competence	
➢ Commercial Pilot certificate with airplane single- and multi-engine and instrument helicopter ratings.		
➢ Flight Instructor certificate with airplane single- and multi-engine and instrument helicopter ratings (If Flight Instructor specialization is chosen).		
For Helicopter:		
➢ Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating		
➢ Flight Instructor Rating with Rotorcraft Helicopter rating.		
•		
• Use knowledge and understanding of pilot industry trends, positions and operations gained in the Aviation Science program to: Implement a career plan; make informed career decisions; secure the position of their choice in the aviation industry; and identify additional opportunities for advancement including advanced degrees and training to remain competitive in the pilot industry.	Community/Env Responsibility Critical Thinking/Prob solving Cultural Awareness Self-Reflection	
• Research, interpret and evaluate the following prior to each flight such that the safe, efficient and legal outcome of a flight in never in doubt:		
➢ Pilot self-assessment of fitness, proficiency and ability.		
➢ Aircraft airworthiness and capabilities.		
➢ Environmental conditions.		
➢ Other operational considerations.		
• Communicate clearly and concisely, both verbally and in writing, with fellow pilots, employers and the aviation community.		
• Accurately performs calculations as required for flight operations and company records.		
• Operates aircraft consistent with an understanding of its impact on the environment, the community and the economic success of the company that employs them.		
• Show respect for all individuals regardless of race, religion, cultural background, economic background or other differences.		
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SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE	COURSE TITLE	CREDITS	COURSE	COURSE TITLE	CREDITS

NUMBER			NUMBER		
AVS-110	Helicopter Private Pilot Ground	4	AVS-110	Helicopter Private Pilot Ground	4
AVS-115 or	**Helicopter Private Flight**	**3**	**AVS-115 or**	**Helicopter Private Flight (increase credit)**	**4**
AVS-111	**Helicopter Pre-solo Flight**	**(1)**	**AVS-111**	**Helicopter Pre-solo Flight (increase credit)**	**(2)**
AVS-112	Helicopter Pre-Cross Cntry Flt	(1)	AVS-112	Helicopter Pre-Cross Cntry Flt	(1)
AVS-113	Helicopter Private Proficiency	(1)	AVS-113	Helicopter Private Proficiency	(1)
AVS-127	Intro to Aviation	4	AVS-127	Intro to Aviation	4
AVS-137	Applied Aerodynamics	4	AVS-137	Applied Aerodynamics	4
AVS-150	Helicopter Commercial Ground	3	AVS-150	Helicopter Commercial Ground	3
AVS-155 or	Helicopter Introduction to Comm Flt	3	AVS-155 or	Helicopter Introduction to Comm Flt	3
AVS-151	Helicopter Comm XC	(1)	AVS-151	Helicopter Comm XC	(1)
AVS-152	Helicopter Comm Basics	(1)	AVS-152	Helicopter Comm Basics	(1)
AVS-153	Helicopter Comm Basic Practice	(1)	AVS-153	Helicopter Comm Basic Practice	(1)
AVS-157	Aircraft Systems Airframe	3	AVS-157	Aircraft Systems Airframe	3
AVS-167	Aircraft Systems Powerplant	3	AVS-167	Aircraft Systems Powerplant	3
AVS-205 or	Helicopter Commercial Flight A	3	AVS-205 or	Helicopter Commercial Flight A	3
AVS-211	Helicopter Instrument Intro	(1)	AVS-211	Helicopter Instrument Intro	(1)
AVS-213	Helicopter Advanced Commercial	(1)	AVS-213	Helicopter Advanced Commercial	(1)
AVS-214	Helicopter Commercial Test Prep	(1)	AVS-214	Helicopter Commercial Test Prep	(1)
AVS-227	Aviation Careers	4	AVS-227	Aviation Careers	4
AVS-260	Helicopter Flight Instructor Ground	4	AVS-260	Helicopter Flight Instructor Ground	4
AVS-265 or	Helicopter Flight Instructor Flight	3	AVS-265 or	Helicopter Flight Instructor Flight	3
AVS-261	Helicopter Intro to CFI	(1)	AVS-261	Helicopter Intro to CFI	(1)
AVS-262	Helicopter CFI Development	(1)	AVS-262	Helicopter CFI Development	(1)
AVS-263	Helicopter CFI Test Prep	(1)	AVS-263	Helicopter CFI Test Prep	(1)
PHY-101	Physics*	4	PHY-101	Fundamentals of Physics*	4
	or			or	
PHY 201	General Physics*		PHY 201	General Physics*	(4)
GS-109	Meteorology	4	GS-109	Meteorology*	4
AVS-107	Flight Prep Lab Level 1 (2 sections)	2	AVS-107	Flight Prep Lab Level 1 (2 sections)	2
AVS-207	Flight Prep Lab Level 2 (2 sections)	2	AVS-207	Flight Prep Lab Level 2 (2 sections)	2
AVS 237	Aviation Law	4	AVS 237	Aviation Law	4
AVS 267	Economics of Flight	4	AVS 267	Economics of Flight	4
	Gen Ed	8		Gen Ed	8
	Approved Electives	21		**Approved Electives (reduce credits)**	**20**
	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	☐ Yes ☒ No	**Has the change been approved**	☐ Yes ☒ No	**Are there any career pathway(s) or related certificates attached to this**	

statewide degree?		by the consortium?		degree?	☐ Yes ☒ No
Is this a degree option?	☒ Yes ☐ No	If yes, name of the base degree:	Aviation Science AAS		
If yes, name of career pathway(s) or related certificate		Requested [implementation date]():	ASAP		
Submitted By:	Larry Altree				
Email:	laltree@pcc.edu				

![Portland Community College logo]	**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:	Aviation Science – Helicopter With instrument	**Proposed Title:**	No Change
Current Credits:	90	**Proposed Credits:**	90
Overview and rationale for proposed changes:		Credit hours had to be changed for AVS-111 and 115, in order to match contact hours with state requirements and to comply with the request of Veterans Admin. An application process will be required to be completed prior to beginning the program.
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).		1. **AVS-111: Change from 1 credit to 2 credits** 2. **AVS-115: Change from 3 credits to 4 credits** 3. **Decrease elective credit requirement to15** 4. **Make this a limited entry program**

SECTION # 2 PREREQUISITES AND OUTCOMES

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

Current Prerequisites	Does the revision involve changing degree prerequisites?	☐ Yes	☒ No
Course Number	**Course Title or Placement level**		
	Placement in MTH 60 or higher		
	Placement into WR 115 or higher		

Proposed Prerequisites		
Course Number	**Course Title or Placement level**	
	Placement in MTH 60 or higher	
	Placement into WR 115 or higher	
Current Outcomes: Required whether or not outcomes are being changed.	Describe what we intend students to be able to do "out there" (in life roles: worker, family member, community citizen, global citizen, and life-long learner), as opposed to a classroom activity "in here"? Good outcomes statements will suggest context to indicate this "out there" and they will describe what students can DO with what they know. The committee will review the outcomes. For guidance on writing good outcome statements.	**Does the revision involve changing degree outcomes?** ☐Yes ☒No

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

Degree Outcome	Core Outcome

AAS: Aviation Science - Helicopter
 	
• Earn FAA certificates and ratings appropriate to the pilot career they seek.
   For Helicopter:
   a. Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating.
   b. Flight Instructor Rating with Rotorcraft Helicopter rating.
• Gain additional knowledge and skills related to the aviation industry and acting as a professional pilot that are above and beyond the FAA certification requirements and will allow them to be safer, more effective pilots and be competitive in the pilot job market.
• Explore areas in math, writing, general education and approved elective course work that will allow them to function more effectively as an aviation employee and/or continue their education towards advanced degrees. 2.2009	

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
• Exercise the privileges of the FAA certificates appropriate to the pilot career that they seek:	Critical Thinking and Problem Solving

For Airplane: ➢ Commercial Pilot certificate with airplane single- and multi-engine and instrument helicopter ratings. ➢ Flight Instructor certificate with airplane single- and multi-engine and instrument helicopter ratings (If Flight Instructor specialization is chosen). For Helicopter: ➢ Commercial Pilot Certificate with Rotorcraft Helicopter and optional Instrument Helicopter rating ➢ Flight Instructor Rating with Rotorcraft Helicopter rating. ●	Professional Competence
● Use knowledge and understanding of pilot industry trends, positions and operations gained in the Aviation Science program to: Implement a career plan; make informed career decisions; secure the position of their choice in the aviation industry; and identify additional opportunities for advancement including advanced degrees and training to remain competitive in the pilot industry.	Community/Env Responsibility Critical Thinking/Prob solving Cultural Awareness Self-Reflection
● Research, interpret and evaluate the following prior to each flight such that the safe, efficient and legal outcome of a flight in never in doubt: ➢ Pilot self-assessment of fitness, proficiency and ability. ➢ Aircraft airworthiness and capabilities. ➢ Environmental conditions. ➢ Other operational considerations.	
● Communicate clearly and concisely, both verbally and in writing, with fellow pilots, employers and the aviation community.	
● Accurately performs calculations as required for flight operations and company records.	
● Operates aircraft consistent with an understanding of its impact on the environment, the community and the economic success of the company that employs them.	
● Show respect for all individuals regardless of race, religion, cultural background, economic background or other differences.	
●	

SECTION # 3 COURSE BY COURSE COMPARISON

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

NUMBER				NUMBER		
AVS-110	Helicopter Private Pilot Ground	4		AVS-110	Helicopter Private Pilot Ground	4
AVS-115 or	**Helicopter Private Flight**	**3**		**AVS-115 or**	**Helicopter Private Flight (increase credit)**	**4**
AVS-111	**Helicopter Pre-solo Flight**	**(1)**		**AVS-111**	**Helicopter Pre-solo Flight (increase credit)**	**(2)**
AVS-112	Helicopter Pre-Cross Cntry Flt	(1)		AVS-112	Helicopter Pre-Cross Cntry Flt	(1)
AVS-113	Helicopter Private Proficiency	(1)		AVS-113	Helicopter Private Proficiency	(1)
AVS-127	Intro to Aviation	4		AVS-127	Intro to Aviation	4
AVS-130	Instrument Ground School	4		AVS-130	Instrument Ground School	4
AVS-137	Applied Aerodynamics	4		AVS-137	Applied Aerodynamics	4
AVS-150	Helicopter Commercial Ground	3		AVS-150	Helicopter Commercial Ground	3
AVS-155 or	Helicopter Introduction to Comm Flt	3		AVS-155 or	Helicopter Introduction to Comm Flt	3
AVS-151	Helicopter Comm XC	(1)		AVS-151	Helicopter Comm XC	(1)
AVS-152	Helicopter Comm Basics	(1)		AVS-152	Helicopter Comm Basics	(1)
AVS-153	Helicopter Comm Basic Practice	(1)		AVS-153	Helicopter Comm Basic Practice	(1)
AVS-157	Aircraft Systems Airframe	3		AVS-157	Aircraft Systems Airframe	3
AVS-167	Aircraft Systems Powerplant	3		AVS-167	Aircraft Systems Powerplant	3
AVS-215 or	Helicopter Commercial Flight B	4		AVS-215 or	Helicopter Commercial Flight B	4
AVS-211	Helicopter Instrument Intro	(1)		AVS-211	Helicopter Instrument Intro	(1)
AVS-212	Helicopter Instrument Procedures	(1)		AVS-212	Helicopter Instrument Procedures	(1)
AVS-213	Helicopter Advanced Commercial	(1)		AVS-213	Helicopter Advanced Commercial	(1)
AVS-214	Helicopter Commercial Test Prep	(1)		AVS-214	Helicopter Commercial Test Prep	(1)
AVS-227	Aviation Careers	4		AVS-227	Aviation Careers	4
AVS-260	Helicopter Flight Instructor Ground	4		AVS-260	Helicopter Flight Instructor Ground	4
AVS-265 or	Helicopter Flight Instructor Flight	3		AVS-265 or	Helicopter Flight Instructor Flight	3
AVS-261	Helicopter Intro to CFI	(1)		AVS-261	Helicopter Intro to CFI	(1)
AVS-262	Helicopter CFI Development	(1)		AVS-262	Helicopter CFI Development	(1)
AVS-263	Helicopter CFI Test Prep	(1)		AVS-263	Helicopter CFI Test Prep	(1)
PHY-101	Physics	4		PHY-101	Fundamentals of Physics*	4
				or		
				PHY 201	General Physics*	(4)
GS-109	Meteorology	4		GS-109	Meteorology*	4
AVS-107	Flight Prep Lab Level 1 (2 sections)	2		AVS-107	Flight Prep Lab Level 1 (2 sections)	2
AVS-207	Flight Prep Lab Level 2 (2 sections)	2		AVS-207	Flight Prep Lab Level 2 (2 sections)	2
AVS 237	Aviation Law	4		AVS 237	Aviation Law	4
AVS 267	Economics of Flight	4		AVS 267	Economics of Flight	4
	Gen Ed	8			Gen Ed	8
	Approved Electives	16			**Approved Electives (reduce credits)**	**15**
	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?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☒ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☐ Yes ☒ No
Is this a degree option?	☒ Yes ☐ No	**If yes, name of the base degree:**	**Aviation Science AAS**		
If yes, name of career pathway(s) or related certificate		**Requested implementation date:**	**ASAP**		
Submitted By:	**Larry Altree**				
Email:	**laltree@pcc.edu**				

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

SECTION # 1 OVERVIEW

Current Title:	Management AAS Degree	**Proposed Title:**	Same
Current Credits:	91	**Proposed Credits:**	92
Overview and rationale for proposed changes:	Update the degree to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	**1. Increase credit: BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2.**		

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	**Does the revision involve changing degree prerequisites?**	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		
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?** ☐Yes ☒No

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	
Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
Analyze business situations and evaluate solutions in the context of the global business setting.	Cultural Awareness, Critical Thinking, Professional Competence
Work effectively in a team and group setting	Communication, Critical Thinking, Professional Competence, Self-Reflection
Apply an understanding of the management process inclusive of planning, organizing, leading, and controlling resources within organizations.	Communication, Critical Thinking, Professional Competence
Utilize computer applications for appropriate managerial analysis, presentations, and reports.	Communication, Critical Thinking, Professional Competence
Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	

SECTION # 3 COURSE BY COURSE COMPARISON

CURRENT DEGREE INFORMATION			PROPOSED DEGREE INFORMATION		
COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
	Business Administration - Management Degree Electives	15		Business Administration - Management Degree Electives	15
	Business Administration - Management Degree Support Electives	9		Business Administration - Management Degree Support Electives	9
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
OS131	10-Key on Calculators	1	OS131	10-Key on Calculators	1
	General Education Courses	12		General Education Courses	12
WR121	English Composition	4	WR121	English Composition	4
BA101	Introduction to Business	4	BA101	Introduction to Business	4
BA131	Computers in Business	4	BA131	Computers in Business	4
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
BA226	Business Law I	4	BA226	Business Law I	4
BA224	Human Resources Management	3	BA224	Human Resources Management	3
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA212	Principles of Accounting II	3	BA212	Principles of Accounting II	3
BA206	Management Fundamentals	3	BA206	Management Fundamentals	3
BA211	Principles of Accounting I	3	BA211	Principles of Accounting I	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
CAS121	Beginning Keyboarding	3	CAS121	Beginning Keyboarding	3
	Or			Or	
CAS122	Keyboarding for Speed and Accuracy	(3)	CAS122	Keyboarding for Speed and Accuracy	(3)
CAS216	Beginning Word	3	CAS216	Beginning Word	3
	Or			Or	
CAS217	Intermediate Word	(3)	CAS217	Intermediate Word	(3)
CAS170	Beginning Excel	3	CAS170	Beginning Excel	3
	Or			Or	
CAS171	Intermediate Excel	(3)	CAS171	Intermediate Excel	(3)
EC201	Principles of Economics: Microeconomics	4	EC201	Principles of Economics: Microeconomics	4
	Or			Or	
EC202	Principles of Economics: Macroeconomics	(4)	EC202	Principles of Economics: Macroeconomics	(4)

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

If yes, name of career pathway(s) or related certificate			Requested implementation date:	fall 2011
Submitted By:	Phil Seder			
Email:	Phillip.seder@pcc.edu			

	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:	Marketing AAS	**Proposed Title:**	Same
Current Credits:	91	**Proposed Credits:**	92

Overview and rationale for proposed changes:	Update the degree to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	**1. Increase credit: BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2.**

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		

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?** ☐Yes ☒No

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	
Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
Analyze market situations and evaluate possible marketing solutions in the context of the local business setting	Communication, Professional Competence
Identify situations unique to the global environment and evaluate possible marketing solutions in the context of that business setting.	Cultural Awareness, Critical Thinking, Professional Competence
Work effectively in a team or group setting.	Communication, Critical Thinking, Professional Competence, Self-Reflection
Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.	Cultural Awareness, Critical Thinking, Professional Competence
Use computer applications for appropriate marketing analysis, presentations, and reports.	Cultural Awareness, Critical Thinking, Professional Competence
Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, Self-Reflection

Revised Outcomes:

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	

SECTION # 3 COURSE BY COURSE COMPARISON					
CURRENT DEGREE INFORMATION			**PROPOSED DEGREE INFORMATION**		
COURSE NUMBER	COURSE TITLE	CRE DITS	COURSE NUMBER	COURSE TITLE	CREDITS
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
BA203	Introduction to International Business	3	BA203	Introduction to International Business	3
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
BA131	Computers in Business	4	BA131	Computers in Business	4
BA101	Introduction to Business	4	BA101	Introduction to Business	4
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credits)**	**4**
BA211	Principles of Accounting I	3	BA211	Principles of Accounting I	3
BA226	Business Law I	4	BA226	Business Law I	4
BA239	Advertising	3	BA239	Advertising	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA238	Sales	3	BA238	Sales	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
BA250	Small Business Management	3	BA250	Small Business Management	3
	Business Electives For Business Administration Programs	13		Business Electives For Business Administration Programs	13
	General Education Courses	8		General Education Courses	8
BA280B	CE: Business Experience - Seminar	1	BA280B	CE: Business Experience - Seminar	1
	And			And	
BA280A	Business Experience	2	BA280A	Business Experience	2
	or			or	
CAS140	Beginning Access	(3)	CAS140	Beginning Access	(3)
	or			or	
CAS111D	Beginning Web Site Creation:Dreamweaver	(3)	CAS111D	Beginning Web Site Creation: Dreamweaver	(3)
	or			or	

CAS171	Intermediate Excel	(3)	CAS171	Intermediate Excel		(3)
	or			or		
CAS111F	Beginning Web Site Creation: FrontPage	(3)	CAS111F	Beginning Web Site Creation: FrontPage		(3)
	or			or		
CAS231	Publisher	(3)	CAS231	Publisher		(3)
BA234	International Marketing	3	BA234	International Marketing		3
	Or			Or		
	Business Electives For Business Administration Programs	(3)		Business Electives For Business Administration Programs		(3)
CAS121	Beginning Keyboarding	3	CAS121	Beginning Keyboarding		3
CAS170	Beginning Excel	3	CAS170	Beginning Excel		3
CAS216	Beginning Word	3	CAS216	Beginning Word		3
EC200	Introduction to Economics	4	EC200	Introduction to Economics		4
SP111	Public Speaking	4	SP111	Public Speaking		4
WR121	English Composition	4	WR121	English Composition		4
	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?	☐ Yes ☒ No	**Has the change been approved by the consortium?**	☐ Yes ☐ No	**Are there any career pathway(s) or related certificates attached to this degree?** ☐ Yes ☒ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**		

If yes, name of career pathway(s) or related certificate		**Requested implementation date:**	**fall 2011**
Submitted By:	**Phil Seder**		
Email:	**Phillip.seder@pcc.edu**		

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

SECTION #1 OVERVIEW

Current Title:	Marketing Certificate	**Proposed Title:**	Same
Current Credits:	44	**Proposed Credits:**	45
Overview and rationale for proposed changes:	Update the certificate to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	**1. Increase credit: BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2. submit Template of Related Instruction in Certificates**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

	Does the revision involve changing certificate prerequisites?		

Current Prerequisites		☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		

Proposed Prerequisites			
Course Number	**Course Title or Placement level**		

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

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

Certificate Outcome	**Core Outcome**
Students who complete this certificate should be able to:	
Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Professional Competence
Analyze market situations and evaluate possible marketing solutions in the context of the local business setting	Communication, Professional Competence
Identify situations unique to the global environment and evaluate possible marketing solutions in the context of that business setting.	Cultural Awareness, Critical Thinking, Professional Competence
Work effectively in a team or group setting.	Communication, Critical Thinking, Professional

	Competence, Self-Reflection
Develop marketing plans including elements of an environmental analysis, strategic marketing analysis, and marketing mix.	Cultural Awareness, Critical Thinking, Professional Competence
Use computer applications for appropriate marketing analysis, presentations, and reports.	Cultural Awareness, Critical Thinking, Professional Competence
Practice within the legal, ethical, and economic standards of the business environment.	Community, Cultural Awareness, 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?	☒Yes ☐No
If yes, a template for Related Instruction will need to be filled out. The template can be found at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html	

Additional Comments Or Changes

Separate related instruction form submitted.

SECTION #3 COURSE BY COURSE COMPARISON

Current Certificate Information			Proposed Certificate Information		
Course Number	**Course Title**	**Credits**	**Course Number**	**Course Title**	**Credits**
	Business Administration - Business Program Electives	3		Business Administration - Business Program Electives	3
	Business Administration - Business Program Electives	3		Business Administration - Business Program Electives	3
WR121	English Composition	4	WR121	English Composition	4
BA238	Sales	3	BA238	Sales	3
BA239	Advertising	3	BA239	Advertising	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA280B	CE: Business Experience - Seminar	1	BA280B	CE: Business Experience - Seminar	1
BA280A	Cooperative Education: Business Experience	3	BA280A	Cooperative Education: Business Experience	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
CAS216	Beginning Word	3	CAS216	Beginning Word	3
BA101	Introduction to Business	4	BA101	Introduction to Business	4
BA131	Computers in Business	4	BA131	Computers in Business	4
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
CAS121A	Beginning Keyboarding	1	CAS121A	Beginning Keyboarding	1
	Or			Or	
	Business Administration - Business Program Electives	(3)		Business Administration - Business Program Electives	(3)
	Credit total	**44**		**Credit total**	**45**

SECTION #4 (Please contact the Curriculum Office for your approved course listing <u>before</u> completing.)

Is this a Related Certificate?	☐ Yes ☒ No	**Is this a Career Pathway?**	☐ Yes ☒ No

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

Submitted by:	Phil Seder
Email:	Phillip.seder@pcc.edu
Phone:	971-722-8274

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

Template for Related Instruction in Certificates

45 to 60 credits		Marketing Certificate			Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	**Total RI**
BKT	101	Basket Weaving Basics	4	120	6	12	8	26
courses used for embedded related instruction				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
				0				No RI
courses used for stand-alone related instruction				0				No RI
BA	111	Intro to Accounting	3	90	90.00			90.00
BA	285	Human Relations - Organization	3	90			90.00	90.00
WR	121	English Composition	4	120		120.00		120.00
		Totals	10	300	90.00	120.00	90.00	300.00
		Minimum for 1 yr certificate:			48.00	48.00	48.00	240.00
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

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

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

SECTION # 1 OVERVIEW

Current Title:	Retail Management AAS Degree	**Proposed Title:**	Same
Current Credits:	95	**Proposed Credits:**	94
Overview and rationale for proposed changes:	Update the degree to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit. Decrease the number of elective 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).	**1. Increase credit of BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2. Reduce business elective requirement – from 10 credits to 8 credits (no 5 credit business electives exist).** **3. Reduce total credits required for the AAS**		

SECTION # 2 PREREQUISITES AND OUTCOMES
All degree/certificate outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.

Current Prerequisites	Does the revision involve changing degree prerequisites?	☐ **Yes**	☒ **No**
Course Number	**Course Title or Placement level**		

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?** ☐Yes ☒No

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	
Use management skills to effectively utilize company resources in a retail environment.	Professional Competence, Critical Thinking,
Recommend and implement appropriate retail strategies in different business environments.	Professional Competence, Critical Thinking,
Use data analysis skills to identify and analyze business data common in a retail environment. Make recommendations based on the data analysis.	Critical Thinking and Problem Solving,
Use soft and hard skills in technology and communication to be effective in positions within the retail environment.	Community and Environmental Responsibility, Communication
Communicate effectively with customers, suppliers, employees, and other stakeholders using standard business terminology.	Communication, Cultural Awareness, Professional Competence
Evaluate career opportunities within the retail industry and assess the personal skills needed within the industry for career advancement	Self Reflection, Critical Thinking,

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

Degree Outcome	Core Outcome
Students who complete this degree should be able to:	

SECTION # 3 COURSE BY COURSE COMPARISON	
CURRENT DEGREE INFORMATION	**PROPOSED DEGREE INFORMATION**

COURSE NUMBER	COURSE TITLE	CREDITS	COURSE NUMBER	COURSE TITLE	CREDITS
HE112	First Aid and Emergency Care	1	HE112	First Aid and Emergency Care	1
EC201	Principles of Economics: Microeconomics	4	EC201	Principles of Economics: Microeconomics	4
EC202	Principles of Economics: Macroeconomics	4	EC202	Principles of Economics: Macroeconomics	4
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
BA250	Small Business Management	3	BA250	Small Business Management	3
BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA213	Principles of Accounting III	4	BA213	Principles of Accounting III	4
BA212	Principles of Accounting II	3	BA212	Principles of Accounting II	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA238	Sales	3	BA238	Sales	3
BA226	Business Law I	4	BA226	Business Law I	4
BA224	Human Resources Management	3	BA224	Human Resources Management	3
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
BA206	Management Fundamentals	3	BA206	Management Fundamentals	3
	General Education Courses	4		General Education Courses	4
	General Education Courses	4		General Education Courses	4
WR121	English Composition	4	WR121	English Composition	4
	Business Administration - Business Program Electives	**5**		**Business Administration - Business Program Electives (decrease credit)**	**4**
	Business Administration - Business Program Electives	**5**		**Business Administration - Business Program Electives (decrease credit)**	**4**
SP130	Business and Professional Speech Communication	4	SP130	Business and Professional Speech Communication	4
SP111	Public Speaking	4	SP111	Public Speaking	4
SP140	Introduction to Intercultural Communication	4	SP140	Introduction to Intercultural Communication	4
BA251	Office Management	3	BA251	Office Management	3
BA280A	CE: Business Experience	2	BA 280A	CE: Business Experience	2
BA131	Computers in Business	4	BA131	Computers in Business	4
	Or			Or	
CIS120	Computer Concepts I	(4)	CIS120	Computer Concepts I	(4)
MTH30	Business Mathematics (or higher)	4	MTH30	Business Mathematics (or higher)	4
	Or			Or	
MTH60	Introductory Algebra - First Term (or higher)	(4)	MTH60	Introductory Algebra - First Term (or higher)	(4)
BA111	Intro to Accounting	3	BA111	Intro to Accounting	3
	Or			Or	
BA211	Principles of Accounting I	(3)	BA211	Principles of Accounting I	(3)
	Credit Total	**95**		**Credit Total**	**94**

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

Is this a statewide degree?	☒ Yes ☒ No	**Has the change been approved by the consortium?**	☒ Yes ☐ No	**Are there any career pathway(s) or related certificates attached to this degree?**	☒ Yes ☐ No
Is this a degree option?	☐ Yes ☒ No	**If yes, name of the base degree:**			
If yes, name of career pathway(s) or related certificate	**Retail Sales and Service**	**Requested implementation date:**		**fall 2011**	
Submitted By:	**Phil Seder**				
Email:	**Phillip.seder@pcc.edu**				

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

Portland Community College

SECTION #1 OVERVIEW

Current Title:	Retail Management Certificate	**Proposed Title:**	Same
Current Credits:	34	**Proposed Credits:**	35
Overview and rationale for proposed changes:	Update the certificate to accommodate the credit hour change of BA 223 Principles of Marketing from 3 to 4 credit.		
List of specific changes being proposed (i.e. may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes, etc).	**1. Increase credits of BA 223 – Principles of Marketing – Convert from 3 credit to 4 credit.** **2**		
Requested Implementation Term (Please refer to **Degree/Certificate timeline** implementation guidelines)	Please contact the Curriculum Office for guidelines on proposed timelines for changes	fall 2011	

SECTION #2 REVISION AREAS

Prerequisites

Current Prerequisites	Does the revision involve changing certificate prerequisites?	☐ **Yes**	☒ **No**

Course Number	Course Title or Placement level	

Proposed Prerequisites

Course Number	Course Title or Placement level	

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

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

Certificate Outcome	Core Outcome
Students who complete this certificate should be able to:	
The outcomes were developed and approved by the statewide consortium. They retain the spirit of the PCC goal of degree and certificate outcomes. • Written business communication • Oral communications • Business mathematics • Bookkeeping or general accounting • Microcomputer applications • Introduction to management • Marketing management • Human resources management • Retail management	

- Merchandising
- Leadership and human relations

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

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

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

Additional Comments Or Changes

SECTION #3 COURSE BY COURSE COMPARISON					
Current Certificate Information			Proposed Certificate Information		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BA211	Principles of Accounting I	3	BA211	Principles of Accounting I	3

BA223	**Principles of Marketing**	**3**	**BA223**	**Principles of Marketing (increase credit)**	**4**
BA224	Human Resources Management	3	BA224	Human Resources Management	3
BA249	Principles of Retailing & E-tailing	3	BA249	Principles of Retailing & E-tailing	3
BA285	Human Relations-Organizations	3	BA285	Human Relations-Organizations	3
BA206	Management Fundamentals	3	BA206	Management Fundamentals	3
BA205	Solving Communication Problems with Technology	4	BA205	Solving Communication Problems with Technology	4
SP111	Public Speaking	4	SP111	Public Speaking	4
MTH30	Business Mathematics	4	MTH30	Business Mathematics	4
	Or			Or	
MTH60	Introductory Algebra - First Term (or higher)	(4)	MTH60	Introductory Algebra - First Term (or higher)	(4)
BA131	Computers in Business	4	BA131	Computers in Business	4
	Or			Or	
CIS120	Computer Concepts I	(4)	CIS120	Computer Concepts I	(4)
	Credit Total	**34**		**Credit Total**	**35**

SECTION #4 (Please contact the Curriculum Office for your approved course listing <u>before</u> completing.)

Is this a Related Certificate?	☒ Yes ☐ No	**Is this a Career Pathway?**	☒ Yes ☐ No
If yes, what is the base degree?	**Retail Management**	**Will the proposed change affect the Career Pathway or Related Certificate?** ☒ Yes ☐ No	
If yes, how?	It will increase the number of credits by 1		

Is this a statewide certificate?	If yes, has the change been approved by the consortium?
☒ Yes ☐ No	☒ Yes ☐ No

Submitted by:	Phil Seder
Email:	Phillip.seder@pcc.edu
Phone:	971-722--8274

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

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

Portland Community College

SECTION # 1 OVERVIEW				
Proposed Title:	Property Manager		**Proposed Credits:**	12
Reason for new certificate:	This new certificate will help prepare our students to enter the property management field. The state of Oregon requires that individuals receive specialized training and pass a state exam before they can become licensed as Property Managers. The state also requires that all CTE courses be attached to a degree/certificate program. This new certificate will fulfill both requirements.			
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	**X** Yes ☐ No	**Explain:** The BA department has been consulted and approves of this new certificate program. There should be no impact on any other SAC's or departments.	**Has certificate been validated by the Advisory Committee?**	Yes

SECTION # 2 PREREQUISITES AND OUTCOMES		
PROPOSED PREREQUISITES		
Course Number	**Course Title or Placement level**	**Credits**
	(none)	
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 **X No**

PROPOSED OUTCOMES	
Outcomes statements suggest context to indicate "out there" and they describe what students can DO with what they know. The committee members will review the outcomes. For guidance on writing outcome statements.	
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:	
Apply an understanding of Oregon Landlord/Tenant Laws by describing how various aspects of these laws apply to a variety of property management situations.	Professional Competence.
Research market rental rates, monitor expenses, manage client trust accounts and create operating statements for the property owner	Professional Competence
Participate in discussions with the owner (if requested) to explore strategies to help maximize the profitability of the property.	Critical Thinking/Problem Solving & Communication
List the federal and state Fair Housing Laws that apply to rental property and describe how they should be implemented when managing property for clients	Professional Competence & Cultural Awareness
Successfully pass the state of Oregon's Real Estate Property Manager license examination	Professional Competence

SECTION # 3 COURSEWORK		
PROPOSED CERTIFICATE COURSEWORK		
COURSE NUMBER	**COURSE TITLE**	**CREDITS**
RE 100	Introduction to Real Estate	3
RE 250	Real Estate Investments	3
RE 252	Real Estate Property Management	6
	Confirm total number of credits	Credit Total	12

SECTION # 4 (Please contact the Curriculum Office for support in filling out this section if needed.)					
Is this a Statewide Certificate?	☐ Yes **X No**	**Has the certificate been approved by the consortium?**	**(N/A)**	**Requested implementation term:**	Spring 2012
Eligible Training Provider Application Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu					
Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html All courses identified as fulfilling the embedded related instruction requirement must have been reviewed and recommended by the Curriculum Committee and the details outlined on the CCOG.					
Submitted By:	Brad Vincent, SAC Chair PCC Real Estate Department				
Email:	bradford.vincent@pcc.edu				

Next steps:

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

| Portland Community College | NEW CERTIFICATE

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

SECTION # 1 OVERVIEW

Proposed Title:	Real Estate Broker	**Proposed Credits:**	16
Reason for new certificate:	This new certificate will help prepare our students to enter the real estate brokerage field. The state of Oregon requires that individuals receive specialized training and to pass a state exam before they can become licensed as Real Estate Brokers. The state also requires that all CTE courses be attached to a degree/certificate program. This new certificate will fulfill both requirements.		
Impact on other areas of instruction: Have you talked to other area SACs? If yes, explain:	**X Yes** ☐ No	**Explain:** The BA department has been consulted and has no objection to this new RE certificate. It is believed that no other SACs or departments would be impacted by this certificate.	**Has certificate been validated by the Advisory Committee?** Yes

SECTION # 2 PREREQUISITES AND OUTCOMES

PROPOSED PREREQUISITES

Course Number	**Course Title or Placement level**	**Credits**
	(none)	
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 **X No**

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PROPOSED OUTCOMES

Outcomes statements suggest context to indicate "out there" and they describe what students can DO with what they know. The committee members will review the outcomes.   For guidance on writing outcome statements.

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:	
Recite the essential elements of a listing agreement and a purchase contract and be able to insert appropriate verbiage in a rudimentary version of each document.	Professional Competence
Assist clients with decision-making by participating in discussions with them about pricing strategies and financing options when they are in the process of buying or selling real property.	Critical Thinking/Problem Solving & Communication
Identify the federal and state Fair Housing Laws & describe to clients how they apply when listing or selling real property.	Cultural Awareness
Successfully pass the state of Oregon's Real Estate Broker license examination	Professional Competence

SECTION # 3 COURSEWORK

PROPOSED CERTIFICATE COURSEWORK

COURSE NUMBER	COURSE TITLE	CREDITS
RE 110	Real Estate Practices	3
RE 112	Real Estate Law	3
RE 114	Real Estate Agency Law	2
RE 116	Real Estate Finance	3
RE 118	Real Estate Brokerage	2
RE 126	Real Estate Contracts	2
RE 140	Real Estate Broker Property Management	1
	Confirm total number of credits	**Credit Total** 16

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

Is this a Statewide Certificate?	☐ Yes **X No**	Has the certificate been approved by the consortium?	(N/A)	Requested implementation term:	Spring 2012
Eligible Training Provider Application Complete the Eligible Training Provider application available on the Curriculum Office forms page. The value of being listed on the ETP list is that students who have Workforce Investment Act (WIA) funds may use the funds for their tuition. Return completed form to DAC@pcc.edu					
Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located at: (http://www.pcc.edu/recources/academic/eac/degree/forms.html All courses identified as fulfilling the embedded related instruction requirement must have been reviewed and recommended by the Curriculum Committee and the details outlined on the CCOG.					
Submitted By:	Brad Vincent, SAC Chair PCC Real Estate Department				
Email:	bradford.vincent@pcc.edu				

Next steps:

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

	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:	Ron Bekey	**Email: rbekey@pcc.edu**	**Phone: x 4084**

Title of Degree/Certificate:	Web Site Development and Design Certificate	**Requested Implementation Term:**	**Fall 2011**

What type of change are you requesting?	☐ Course title change ☐ Course number change ☒ Addition of an elective ☐ Deletion of an elective ☐ Degree or certificate title change ☐ Other

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

Current Course Title:	N/A	**Proposed Course Title:**	N/A

Current Course Number:	N/A	**Proposed Course Number:**	N/A

Electives List Title:	Web Site Development and Design Certificate Electives Change list to read as follows: CAS 110 Introduction to Web Graphics: Fireworks 1 CAS 111F Beginning Web Site Creation: FrontPage 3 CAS 180 Search Engine Optimization 3 CAS 181 Web Site Creation Using CMS 3 CAS 213 Enhancing Web Pages with JavaScript 4 CAS 214 Beginning ColdFusion 4 CAS 225 Introduction to PHP 4 CAS 246 Integrated Computer Projects 4 CAS 275 Intermediate Flash 3 MM 130 Multimedia Graphics Video & Audio Production 3 MM 140 Multimedia Authoring I 3

| | MM 230 | Graphics for Multimedia | 4 |
| | MM 231 | Vector Graphics & Animation for the WWW | 3 |

| **Explanation of Other:** | In the 2010-2011 Catalog, someone accidentally cut-and-pasted the Development and Design Electives list from the 2-year Web Site Development and Design AAS Degree into the 1-year Certificate. This change is necessary to prevent this mistake from carrying on again in the 2011-2012 Catalog. This form submitted on the request of Emily Biskey. |

CONSENT AGENDA FORM

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

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

Consent Agenda form may be used for the following:
1. **Course title changes**
2. **Course number changes**
3. **Addition/Deletion of an elective**
4. **Change in the number of pass/no pass credits other than the default**
5. **Degree or certificate title changes**
6. **Change to open admissions**

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

Submitted by:	Beth Fitzgerald	**Email:**efitzger@pcc.edu	**Phone:**971-722-5672
Title of Degree/Certificate:	Multimedia Certificate	**Requested Implementation Term:**	**Fall 2011**

What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other

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

| **Current Course Title:** | MM141 Taking Presentations to the Next Level
MM220 Multimedia Design II Designing for Interactivity
MM232 Multimedia 3D Modeling and Animation
MM233 Character Modeling and Animation
MM234 3D for the World Wide Web
MM236 Internet Delivery of Digital Video and Audio Files
MM237 Video Compositing and Effects
MM238 Creating Professional DVDs
MM244 Creating Interactive Web Pages
MM245 Internet Delivery of Interactive Multimedia
MM250 Advanced Multimedia Project Development I
MM251 Advanced Multimedia Project Development II
MM252 Advanced Multimedia Project Development III
MM280 Cooperative Work Experience in Multimedia
MM260 Multimedia Video Production I
MM261 Multimedia Video Production II
MM262 Multimedia Video Production III

MM253 Intermediate Modeling and Texturing-Passed Curr 12/01/10
MM254 Character Rigging and Animation-Passed Curr 12/01/10 | **Proposed Course Title:** | **N/A** |

	MM246 Post-Production Sound for Video-Passed Curr 4/06/11 MM255 3D Lighting and Texturing-Passed Curr 4/06/11 MM256 Graphics for Multimedia II-Passed Curr 4/06/11		
Current Course Number:		**Proposed Course Number:**	**N/A**
Electives List Title:	Multimedia Program Electives		
Explanation of Other:	**This is to verify that these MM courses are included in the Grad Plan system and the catalog as Multimedia Electives that students can pick 12 credits toward the MM Certificate**		

	CONSENT AGENDA FORM This form maybe used instead of coming to the Degree and Certificate Meeting. Directions: Fill out completely and return electronically to: dac@pcc.edu	Consent Agenda form may be used for the following: 1. **Course title changes** 2. **Course number changes** 3. **Addition/Deletion of an elective** 4. **Change in the number of pass/no pass credits other than the default** 5. **Degree or certificate title changes** 6. **Change to open admissions** Other changes need to come before the Degree and Certificate Committee.

Submitted by:	Beth Fitzgerald	Email:efitzger@pcc.edu	Phone:971-722-5672
Title of Degree/Certificate:	Video Production Certificate	**Requested Implementation Term:**	**Fall 2011**

What type of change are you requesting?	☐ Course title change ☒ Addition of an elective ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other

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

Current Course Title:	MM110 Intro to Multimedia MM140 Multimedia Authoring I MM141 Taking Presentations to the Next Level MM150 Project Review, Testing, and Delivery MM160 Marketing Yourself as a Multimedia Professional MM220 Multimedia Design II Designing for Interactivity MM231 Vector Graphics and Animations for the WWW MM232 Multimedia 3D Modeling and Animation MM233 Character Modeling and Animation MM234 3D for the World Wide Web MM236 Internet Delivery of Digital Video and Audio Files MM240 Multimedia Authoring II MM241 Multimedia Authoring III - Scripting MM244 Creating Interactive Web Pages MM245 Internet Delivery of Interactive Multimedia MM250 Advanced Multimedia Project Development I MM251 Advanced Multimedia Project Development II MM252 Advanced Multimedia Project Development III MM270 Writing for Multimedia MM253 Intermediate Modeling and Texturing-Passed Curr 12/01/10 MM254 Character Rigging and Animation-Passed Curr 12/01/10 MM246 Post-Production Sound for Video-Passed Curr 4/06/11	**Proposed Course Title:**	**N/A**

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	MM255 3D Lighting and Texturing-Passed Curr 4/06/11 MM256 Graphics for Multimedia II-Passed Curr 4/06/11		
Current Course Number:		**Proposed Course Number:**	**N/A**
Electives List Title:	Video Production Certificate Electives		
Explanation of Other:	**This is to verify that these MM courses are included in the Grad Plan system and the catalog as Video Production Certificate Electives that students can pick 9 credits toward the VP Certificate**		

	CONSENT AGENDA FORM	Consent Agenda form may be used for the following:
Portland Community College	**CONSENT AGENDA FORM** This form maybe used instead of coming to the Degree and Certificate Meeting. **Directions: Fill out completely and return electronically to:** dac@pcc.edu	**Consent Agenda form may be used for the following:** 1. **Course title changes** 2. **Course number changes** 3. **Addition/Deletion of an elective** 4. **Change in the number of pass/no pass credits other than the default** 5. **Degree or certificate title changes** 6. **Change to open admissions** **Other changes need to come before the Degree and Certificate Committee.**

Submitted by:	Djambel Unkov	**Email:** Djambel.unkov@pcc.edu	**Phone:**971-722-7816
Title of Degree/Certificate:	Welding AAS and Certificate	**Requested Implementation Term:**	**ASAP**
What type of change are you requesting?	☐ Course title change ☒ Electives change ☐ Degree or certificate title change	☐ Course number change ☐ Deletion of an elective ☐ Other	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.			
Current Course Title:		**Proposed Course Title:**	
Current Course Number:		**Proposed Course Number:**	
Electives List Title:		Welding Program Electives	
Explanation of Other:		**Welding Electives List: WLD 115, 116, 116A, 116B, 216, 216A, 216B, 224, 225, 226A, 226B, 253, 254, 256, 257, 262, 266B, 271, 280A, 280B, 290, and 295.**	