

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

**In attendance:** Susanne Christopher, Sally Earll, Steve Smith, Kathleen Bradach, Scott Huff, Kendra Cawley, Dave Stout, Rebecca Mathern, Eriks Puris, Birgitte Ryslinge, Janeen Hull.  
**Guests:** Larry Atree, Stephanie Whitney, Jim Parks, Alisa Schneider, Josette Beach, Brad Vincent, Michael Sonnleitner, Brad Vincent, Kristine Shmakov.

**Old Business:**

Review April 13, 2011 Minutes

Scott moved, Kendra seconded, unanimous approval. **APPROVED.**

**Discussion Items:**

**EAC Chair Report**

A.S. changes were recommended to the EAC who approved the recommendation and moved it forward to the President Pulliams. The newly approved edits were made in the 2011-12 catalog. R-601, Related Instruction recommendation was approved and recommended to President Pulliams (who approved both of these items subsequent to our meeting). Jan Underwood presented for World Languages about General Education issue.

**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).

Discussion: Two issues emerged from the committee discussion. The first was a clarification around whether or not the PE requirement is credits or courses. Susanne had sent the above information to members of the Health and PE SACs for their input. Committee members and feedback from the SACs concurred that the second revision option clarifies the intent. Committee members recommended this revision for the 2011-12 catalog. Susanne will take it to the EAC.

Eriks moved to adopt second revision, Dave seconded. Unanimous recommendation for approval. **APPROVED.**

Additional discussion occurred around the intent of this AAOT requirement. In the PE area, the question is whether or not the intent was an activity course. This was believed to have been left vague on purpose by the community colleges in the AAOT agreement. In the Health area, the question is why did PCC restrict the health courses to specific ones? The registrar wants to know what JBAC's true intentions are. The registrar believes students who transfer in from another institution are disadvantaged because of this.

When the latest AAOT revision occurred, the focus was on courses that promote personal health, behavior change, wellness and fitness. Before the latest revision, the AAOT requirement in this area was HE 250 plus one PE credit or HPE 295. Scott Huff shared that JBAC left the decision as to which courses meet this AAOT requirement to the individual community college as was the case with courses in the Distribution Studies areas.

Committee members agreed this was a much larger conversation that others need to be involved in. Susanne will contact the SACs involved.

### **New Degree or Certificate Signature page**

Chris Chairsell asked us to revisit the order of signatures on the New Degree or Certificate Signature Page. Proposal was made to move the VP signature before the President's signature, currently it is after Dr Pulliams signature. Susanne discussed this with the EAC Leaders and DOIs before bringing it to committee members.

EAC is the advisory council that reports directly to the President. If the VP does not approve something, the recommendation still moves forward to the President without VP approval. The revision in the signature page aligns with the current process.

*Scott moved, Eriks seconded. Unanimous recommendation for approval. APPROVED.*

### **300/400 Level courses**

Rebecca Mathern, Registrar, provided committee members with a written proposal for accepting 300/400 level courses at PCC

1. Accept up to 16 credits
2. Accept LDC (UDC), CTE and General Education
3. As for any course evaluation, evaluators review these three things: course title, course description, course outcomes.
4. General standard is to articulate 16 credits for coursework that is an equivalency.
5. CTE coursework will be processed upon request at the time the graduation application is submitted.
6. LDC (UDC) coursework will be articulated upon request and on an as needed basis for graduation.

Discussion occurred over each of the points. Some revisions were suggested

Proposed Standards language:

1. 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
2. Graduation staff if needed to satisfy degree requirements. Only subject areas taught at PCC will be evaluated.

Alisa Schneider, RN faculty and guest, brought an additional discussion item, reverse degrees, where a student transfer from PCC to a four-year institution and earns course credit that may be used to complete the AAS Degree. In Nursing program, a student can leave us prior to the final term of the AAS. They transfer to OHSU and earn a bachelors of science in nursing. In this scenario, PCC doesn't get "credit" for the 5 terms plus that they were with us. Awarding reverse degrees is one method to demonstrate degree completion to accrediting bodies. Committee members asked Alisha if transferring up to 16 credits of 300 and 400 credit work would assist with their situation. Alisa Schneider affirmed that it would.

Committee members discussed whether or not 300 or 400 level courses could be general education. The registrar shared that she does not know how to put the courses in to the equivalency table without placing them on to the General Education list.

It was agreed that Rebecca would take the discussion points and revise the proposal. Committee will continue the discussion in the June meeting. Implementation would occur as soon as it's approved even if there was further discussion needed.

**MOVE FORWARD TO JUNE** *Rebecca is to write a proposal including implementation and process for feedback.*

### **Focus Award Criteria**

Discussion: Michael Sonnleitner joined committee members for this discussion. He presented his idea for a PAC, a system that provides inter-disciplinary faculty Focus Award oversight. Committee members discussed the purpose of the Focus Awards, which are not awarded by the state or transcript. We have a few, some are more interdisciplinary. Each has a group of faculty providing some sort of oversight. Michael's proposal would establish a new and different faculty oversight group outside the SAC structure. Committee members suggested the conversation continue with the DOIs. Scott Huff will be contacting Michal Sonnleitner about a date to meet with the DOIs.

### **Gen Ed/Discipline Studies List:**

Discussion: World Languages faculty members joined the committee for this discussion. Susanne brought committee members up to date and shared the information the World Languages faculty presented to the EAC. In addition, committee members reviewed the document Susanne sent to all committee members which provides information on background, process to-date, and values/themes identified in committee discussions (Susanne's handout is attached at end of minutes)

Committee discussion occurred around points on the document. Potential next steps were discussed. All continue to agree this is a complex topic with multiple layers. World Languages have found that one OUS school – WOU and several private four-year universities accept one-hundred level World Languages courses as general education. Discussion turned to the criteria for inclusion on the list. Susanne asked committee members if she could explore with the curriculum committee and DOI's the idea of blending 3 and 5 on the current criteria list: 3) *Verify Course Transfer Status using the General Education Transferability Status Form* and 5) *Be an LDC course that is eligible for the AAOT Discipline Studies List.*

The World Language SAC appreciated the committee looking into other options for Gen Ed. **Susanne will take this forward to the EAC next meeting, and will share the documents with the Curriculum Committee and the DOIs**

**New Business:**

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

Discussion:

Dave Moved, Rebecca Seconded Unanimous recommendation for approval. **APPROVED.**

**Note:** Cooperative Education cannot be used to fulfill all hours in a single area of related instruction. There must be some academic instruction hours in the related instruction focus area in at least one other course.

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

Dave Moved, Rebecca Seconded. Unanimous recommendation for approval. **APPROVED.**

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

Discussion: Credit total increased to 108 by 4 credit Gen Ed course in Math/Science Area. Psychology 111 course number is wrong in paperwork. Should be PSY 101.

Dave moved, Eriks seconded. Unanimous recommendation for approval as amended. **APPROVED.**

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

Discussion: **OUTCOMES HAVE BEEN UPDATED ON ALL THESE AVS DEGREES BUT IS NOT LISTED IN THE CHANGES.**

Dave moved, Janeen seconded. Unanimous recommendation for approval. **APPROVED.**

**REVISION: Aviation Science Technology Airplane w/Flight Instructor Option AAS:**

Course credit revisions, request limited entry, and add electives.

Eriks moved, Dave seconded. Unanimous recommendation for approval. **APPROVED.**

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

Eriks moved, Dave seconded. Unanimous recommendation for approval. **APPROVED.**

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

Eriks moved, Dave seconded. Unanimous recommendation for approval. **APPROVED.**

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

**POSTPONED**

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

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

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

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

### **3:45 NEW: Real Estate: Property Management Certificate**

Discussion: Brad Vincent shared that in this challenging economic environment the students will be able to add this to their resume and it will help them in the employment market. The program review in 2009 recommended that Real Estate develop a degree or certificate. The Real Estate Advisory Council recommended development of a new certificate. Students are required to take 60 hours in a course called property management to take State Exam. PCC had an AAS in 2001.

Questions were raised as to whether or not Real Estate should be a CEU or a Credit program. This may not be a traditional CTE program, yet how do we define a CTE program. Portland State is the only other public institution with Real Estate degrees. Committee members decided to refer this portion of the conversation to the DOIs.

The last outcome revised to “Prepare to take the State of Oregon Real Estate Property Manager license examination” .

Eriks moved, Dave seconded. Unanimous recommendation for approval as amended.

**APPROVED as amended.**

### **NEW: Real Estate: Real Estate Broker Certificate**

Discussion: Same changes to last outcome about standard language regarding passing a test. This will lead to a Real Estate license.

The last outcome “Prepare to take the State of Oregon Real Estate Broker license examination” revised.

Dave moved, Janeen seconded. Unanimous recommendation for approval. **APPROVED as amended.**

**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

Dave moved, Kathleen seconded. Unanimous approval. **APPROVED.**

**Retreat date has been set: Sept 15<sup>th</sup> 8:30-1pm. CLIMB. Kendra agreed to pay for lunch.**

General Education/Discipline Studies List

Discussion Summary for EAC Degrees/Certificates Meeting – May 11, 2011

**BACKGROUND**

In 2007, PCC merged the several degree general education courses lists into one list and renamed it the General Education/Discipline Studies List. (Discipline Studies was added to the title to clarify the lists applicability to the AAOT for which general education distribution requirements to Discipline Studies.) Rationale for merging the five general education course lists included:

1. Clarification to the student (prior to the merge, there were functionally four somewhat different lists for the AAOT, AS, AGS and AAS degrees. The majority of courses could satisfy the general education requirements for all four degrees, though a few applied to only one or two of the degrees.
2. Provide internal oversight and on-going review of course list (different criteria existed for courses on one or the other list, which made review and oversight difficult)
3. Address NW Accreditation questions, issues, and concerns that include a General Education component – such as standard prerequisites, course outcomes, degree and certificate completion
4. Maximize the potential that courses designated as general education at PCC will be received and transferred as general education courses within the OUS system

When the lists merged, the EAC recommendation was to grandfather in all of the courses from existing lists with the understanding that all courses would be reviewed for inclusion when the outcomes in the designated areas were determined. Statewide outcomes were adopted for all three discipline areas on

the General Education/Discipline Studies List. We are in a three-year process to have all current courses on the list reviewed for continued inclusion on the General Education/Discipline Studies List. Since the merged list, all new courses applying for General Education/Discipline Studies status must meet the criteria outlined by the EAC Curriculum Committee.

In the General Education/Discipline Studies course review process, specific grandfathered courses meet some but not all of the criteria for inclusion on the General Education/Discipline Studies list.

## **COMMITTEE DISCUSSION**

Should specific grandfathered courses stay on the General Education/Discipline Studies list or be removed? If they stay on the list what is the rationale? Specific courses involved are first-year language courses (with the exception of first-year Chinese which was added recently to the curriculum and was not grandfathered on the list), CIS 120,121,122 and HEC 226

Committee members sought additional information to assist with a potential recommendation.

1. SACs, who had courses specifically involved, were contacted and asked for their input.
2. Topic was mentioned at several EAC meetings.
3. EAC Leaders discussed this topic with DOIs at their monthly meeting
4. Information on course usage and degree completion from the past five years was sought from the Registrar's Office.

Over several committee meetings, themes and values have emerged. Listed below in no particular order is an attempt to capture this piece of our conversation:

- 1. This is a multi-faceted, complex topic which has various levels of understanding within the college community. The term general education is used to discuss a broad, educational experience and it is used to denote a list of courses designated to meet a specific educational standard.**
- 2. Students can make optimal use of the courses if/when they transfer to another college or university**
- 3. Students can make optimal use the courses if/when they change their focus within PCC (moving from AAS to transfer goal, for example)**
- 4. Our practices and requirements evidence good stewardship of taxpayer (and student) resources**
- 5. Courses taken are useful to a student's personal and/or professional goals.**
- 6. Our practices represent a balance between operational consistency and flexibility.**
- 7. PCC practices are responsive to economic and regulatory realities.**
- 8. Options provide greatest protection (or least potential harm) for students**

In Committee, two options were initially discussed, listed below. Subsequent committee conversations indicated there may be potential additional options.

1. Option One: Leave grandfathered courses on the list without review or oversight. New courses continue to meet all criteria for acceptance on the list
2. Option Two: All courses must meet the criteria for inclusion on the list when reviewed. New courses continue to meet all criteria for acceptance on the list.



## ADDITIONAL INFORMATION –RESOURCES

External Unknowns mentioned in committee discussions:

1. Financial Aid Requirements for funding
2. Veteran's Affairs Requirements for funding
3. NW Accreditation's recommendation around Related Instruction and AAS Degrees (Summer2011)
4. Applied Bachelor Degree discussion at the state
5. State discussion on degree and certificate completion rates
6. HB 3521 – Student Transfer Bill of Rights

The Senate Education and Workforce Development Committee passed out HB 3521 this week, the Student Transfer Bill of Rights. The bill would create a set of guarantees for students transferring from one public college or University to another, such as ensuring that all of the credits transfer from a student's Associates Degree to a Bachelor's degree.

Internal PCC changes, since 2007, mentioned in committee discussions that may influence recommendation:

1. Degree outcomes linked to Core Outcomes
2. Relationship of Core Outcomes to General Education Philosophy Statement which pre-dates Core Outcomes
3. Influence Degree Audit will have on students' ability to select general education courses that are transferred as general education at the receiving institution

Criteria for inclusion on the list: *Lower Division Collegiate (LDC) courses that apply for General Education/Discipline Studies status must*

1. *Be available to all PCC students who meet the prerequisites for the course*
2. *Ensure that the appropriate AAOT Discipline Studies outcomes and criteria are reflected in the course's outcomes.*
3. *Verify Course Transfer Status using the General Education Transferability Status Form*
4. *Have the Standard Prerequisites unless the SAC has completed the Prerequisite Opt-Out form and that request is approved.*
5. *Be an LDC course that is eligible for the AAOT Discipline Studies List*