DEGREES & CERTIFICATES COMMITTEE MINUTES

Date: **October 10th, 2018**

Sylvania, CC Conference Room 2333B, 2pm to 4pm

Committee – Voting Members ✔					
✔	Eriks Puris (Chair)	✔	Beth Fitzgerald	✔	Alissa Leavitt
✔	Kristin Bryant	✔	Wendy Fresh	✔	Don Ritchie
✔	Laurie Chadwick		Dana Fuller		Cheryl Scott
✔	Dorina Cornea-Hasegan		Amanda Gallo	✔	Irene Seto
✔	Meredith Farkas	✔	Jaime Heberlein	✔	Stacie Williams
Committee Support – Non-Voting Members ✔					
✔	Joshua Andersen	✔	Ryan Clark	✔	Joy Killgore
✔	Emily Biskey	✔	Sally Earll	✔	Jessica Morfin
	Kendra Cawley	✔	Anne Haberkern	✔	Susan Wilson
Guests					

OLD BUSINESS:

All items can be viewed in CourseLeaf, which can be accessed through your MyPCC account.

Degree/Certificate Title ✓	Recommended for approval:	Recommended w/amendments:	Postponed

NEW BUSINESS:

All items can be viewed in CourseLeaf, which can be accessed through your MyPCC account.

Degree/Certificate Title ✓	Recommended for approval:	Recommended w/amendments:	Postponed
1. AAS-ADC: Addiction Counselor AAS			✓
2. ACERT-ASC: Addictions Studies Less Than One-Year Certificate			✓
3. ACERT-GIS: Geographic Info Systems (GIS) Less Than One-Year Certificate – Change only in the elective list, credits remain the same	✓		
4. ACERTP-FPT: Personal Trainer Less Than One-Year Certificate			✓
5. ACERTP-GFL: Group Fitness Leader Less Than One-Year Certificate			✓
6. ACERTP-HOA: Healthy Older Adult Fitness Less Than One-Year Certificate			✓

CONSENT AGENDA ITEMS:

These items do not require committee recommendation.
All items can be viewed in CourseLeaf, which can be accessed through your MyPCC account

ELECTV-AD01: Addiction Counselor Degree Electives
ELECTV-BA04: Business Program Electives
ELECTV-BIT02: Bioscience Degree Electives
PREREQ-CULI: Culinary Assistant Academic Prerequisites and Requirements

DISCUSSION ITEMS:

- Welcome introductions; quick review of how meeting and the agendas work; took a group photo; the 2017-2018 DAC recommended 5 NEW degrees/certificates and 60 REVISED ones.
- Onboarding for new members – see "DAC Onboarding Notes Fall 2018" document
- General Education Framework: no report
- General Education Credit Requirement: Anne Haberkern – There is a CTE-supported proposal to change the AAS general education credit requirements. Currently, the requirement is 4 courses AND a total of 16 credits. However, students often mistake this as either/or, not understanding both 4 courses and 16 credits are required, and because of this they are often one credit short of being able to graduate when they think they can. The proposal is to change the requirement to just 4 courses. Last year, the DAC liked the proposal and wants PCC now to consider an implementation group to form to figure out how this policy change will unfold in regard to the specific catalog years that students start courses in (e.g. starting one year with certain credit requirements but ending another year with different requirements).
- Joint EAC/LAC/CC/ELIWIG: no report
- DOI Report: no report
- EAC Chair Report: Eriks Puris and Ann Cary will function as interim co-chairs of the EAC
- Style Guide: no report

DAC Onboarding Notes Fall 2018

- **Role of DAC Committee (from EAC By-Laws)** (Sally)
  - o EAC Degrees and Certificates Committee: The committee's primary responsibility is to oversee the academic and program integrity of the College's degrees and certificates, including compliance with degree requirements mandated by the Northwest Commission on Colleges and Universities, the state system of higher education, and policies particular to PCC. The committee makes recommendations to the EAC on issues relating to general education, basic competencies and course distributions as they impact degree, certificate, and course requirements. The committee oversees the College's residency and degree completion requirements and makes recommendations to the EAC on requests for exceptions to approved policies where feasible.
  - o **DAC Purpose** – *Ensure value, viability and vitality of degrees and certificates for students, employers, transfer institutions and faculty.*

- **How PCC process fits into "big picture"** (Anne)
  - o State approval – PCC cannot offer courses, degree or certificate pathways without first obtaining HECC (Higher Education Coordinating Commission) approval
  - o Accreditation/NWCCU
  - o Although he EAC, DAC, CC and other such committees are mandated by the state, PCC largely determines the nuts-and-bolts of the approval process. For example, which specific courses will satisfy "computation" requirement.

- **Role of the DAC in the PCC process** (Sally)
  - o Recommend vs. final approval – the committee's responsibility is to make recommendations to the EAC. If a degree/certificate is brand NEW, then the PCC Board must approve it. If a degree/certificate is only REVISED, then the EAC can approve it.
  - o Where committee fits in overall PCC process (SAC, DAC, DOIs, EAC, VP/Pres) – the committee makes recommendations that go up the ladder of institutional authority, and works closely with Curriculum Support Services to move things along.
  - o The committee's charge – what are you looking for, what are you supposed to be vetting these items for – and how that intersects with the other parts of the approval process (shared governance etc.)

- **Relationship between DAC and CC** (Sally)
  - o Individual courses (CC) vs. overall degree/certificates (DAC) and how approvals/committee processes are integrated

- **Overview of Degrees, Certificates, and related** (Anne)
  - o Degrees
    - ▪ LDC: AAOT, ASOT-B, AGS, AS – These have broad & specific requirements determined by the state.

- CTE: AAS (n≈70)
  o Certificates (CTE)
    - Two Year(ACERT2) (n≈7)
    - One Year (ACERT1)(n≈27)
    - Less Than One Year (ACERT)(n≈27)
    - Career Pathways (CPCC)(n≈52)
  o Other course pathways
    - Oregon Transfer Module
    - CTM & MTM
      ➢ CTM – Core Transfer Maps: 30 credits of foundational curriculum. CTM is not a degree or certificate but a coursework pathway that, if completed by students, will guarantee a waiver of equivalent general education courses required to transfer. One big challenge: AAOT vs AAS – science majors often have many LDC science courses in addition to required general education. What will the total number of credits be in relation to CTM?
      ➢ MTM – Major Transfer Maps: this is similar to CTMs but with a focus on specific majors. Challenge: some majors look slightly different at each university, e.g., biology. The idea here is the MTMs will guarantee that students fulfill specific requirements.
      ➢ The challenge to PCC: how does we consistently message to students these pathways across the district and from office to office? Student records and Advising, for example, should use the same language.
    - Focus Awards (n≈12) – PCC only determines these; the DAC approves the policy of the awards.

https://www.pcc.edu/resources/academic/eac/curriculum/degree-certificate-committee/

- **Types of items & consequent workflow for committee** (Sally)
    - New – must go to the PCC President and Board, then Sally submits approved proposal to the State (CCWD, HECC), then the program comes back to PCC ready to award or ready to be officially offered to students.
    - Revised
    - Prerequisites
    - Electives
    - Consent
    - Catalog/Handbook policies that relate to degrees
    - Focus Awards

- **Role of the Curriculum Office** (Anne)
  o Who does what, overall work of the office
    - Supporting committee (logistics, minutes, agenda) (Joshua)
    - State approval and accreditation reporting (Sally, Anne)
    - Catalog publication (Joy)

- ▪ Policy expertise and helping both committee and SACs understand the policy framework (PCC and external) within which the committee does its work (Anne)
  - ▪ Helping SACs be "committee ready" (Sally)
  - ▪ Systems & course data (Stacey)
  - ▪ GRAD Plan & degree requirements (Jessica)

- **What happens prior to the meeting**
  - o Committee members should review the agenda items in CourseLeaf
  - o Review the timeline for submitting new/revised proposals

- **Logistics of the committee's work** (Eriks)
  - o Agenda – located on the website, or in the Google Drive folder
  - o CourseLeaf – how the committee members use it
  - o Order of Business
    - ▪ discussion
    - ▪ "move to recommend for approval"
    - ▪ 2nd
    - ▪ "further discussion"
    - ▪ " all those in favor…. opposed...abstentions…"
  - o Typical issues/concerns
    - ▪ have you discussed this with… advisory committee, other impacted SACS?
    - ▪ have all the courses been approved at Curriculum?
    - ▪ IS the wording on prerequisites, requirements clear & consistent with existing PCC usage in the catalog-> style guide
    - ▪ FOR NEW: outcomes
    - ▪ FOR REVISED: understanding credit totals remove y credits, add x credits does new total make sense?
    - ▪ FOR CERTIFICATES: related instruction, embedded instruction vs. stand alone courses

- **Current "hot topics" that *might* affect committee's work/responsibilities, *depending* on how they are resolved, and/or that involve the committee as discussions continue** (Eriks)
  - o ATD/YESS - Achieving the Dream / say…Yes to Equitable Student Success
  - o CRT - Critical Race Theory / Culturally Responsive teaching
  - o SEM - Strategic Enrollment Management
  - o GE - General Education
  - o GP - Guided Pathways
  - o HB 2998 - transferability of credits
  - o HB 2864 - culturally responsive teaching