

**Degrees and Certificates
Conference Room A
December 3, 2008**

2:00 Read and review the November minutes-Loretta motioned to approve the minutes as submitted. Seconded by Eriks. Minutes were approved.

New Business:

2:15 Registrar's Report-Rebecca Mathern- See paperwork attached to the minutes. Proposed language change for the general education language: Term Program Pre-req's should be removed and "No more than two courses may come from courses required by the specific AAS Degree." Students can use courses to meet their Gen Ed requirements that are required as prereq's for a program if those courses are on the Gen Ed list. However, all three general education areas must still be met. Eriks made the motion and Kathleen seconded. Motion recommended for approval. Item to go on EAC Agenda as action item.

Transfer Articulation-Pilot project has been underway for a while. Accrediting body has asked us to come up with an official Transfer Articulation Policy. Rebecca requested a recommendation from the committee as to what PCC would like to see. Do we or do we not want to transfer in "D's"? Susanne said that now that we are articulating the transcripts of transfer students up front instead of at the end of their program then we need to have a set of standards in order to best serve the students. Pilot project found that in most cases the "D's" were not necessary. Veronica stated that since we don't accept D's now, then we don't worry about the external GPA, but if we do start accepting D's then we will be recalculating their GPAs. Phil stated that advisors at Cascade are mixed about accepting D's with the idea that we seem to be lowering our standards by accepting D's. Scott Huff: Many students have multiple transcripts, it isn't fair to the PCC students who have to have the D effect their transcripts and students transferring in don't have to have their D go against their transcripts. Accepting D's will put us more in line with the rest of the schools in the state. Rebecca recommended to **Bring in A,B,C, D and P (When P is C or better; D may or may not work for this P due to prerequisites.)** Eriks recommended and Kathleen seconded. Further discussion: Eriks thinks this is much more fair to our full time PCC students and it also makes sure that our students know that their Ds will be counted when they transfer to four year institutions. Janeen thinks we should not accept Ds and if students have Ds on their transcripts then they will need to retake the class and that we should set a higher standard than other colleges. Loretta agrees.

Veronica stated that it will be difficult and ugly up front, but once it is implemented it will be better for everyone. Fred said that although he wouldn't like it as a student, it would be better for the whole student body. Susanne advised that we need to make a decision one way or the other and called for a vote. Vote was 3 for and 3 against. The Chair of the Committee voted No. The decision is that we gather more information from the EAC and will talk about it next month. Rebecca requested to know if anyone needs more information so that a decision can be made. See attached paperwork provided by Rebecca.

Residency Requirements for Certificates: One year: only 6 credits must be earned at PCC, 6 of which must apply to the certificate requirements. The final six credits that apply to the certificate must be earned at PCC and only three credits of 199 and 299 experimental courses may apply. Rebecca believes that there should be a limit on experimental course credits. Susanne agrees that the experimental courses do not have enough oversight in degrees and certificates. Rebecca stated that should could come back if need be in order for people to have some more time to understand the material. It was decided that she would bring this back with her next month. See attached paperwork provided by Rebecca.

Pass No Pass Maximum: A maximum of 8 P/NP credits apply for less than one-year certificates; 12 for 1 year certificates; and 24 for two-year certificates or AAS degrees. Specific AAS degrees or certificates that deviate from this maximum will state their P/NP maximum in the requirements for that specific degree or certificate. Rebecca will bring this back next month.

3:00 Criminal Justice AAS Revision-Jim Parks-Jim stated that he wanted to increase the number of CJA electives from 12 to 18 so that if students used two of the program courses as their Gen Ed they were not short on credits. He also explained that he wants to remove SP 100 and have students take SP 111 only. Also he wants to expand the choices of the PS courses from just PS 203 to include PS 201 and 202. He also wanted to add PSY 201 or PSY 201A to his program requirements. Make sure that the paperwork reflects the students are required to take 4 credits of Science and Math and 4 credits of any other Gen Ed. **Eriks recommended for approval. Janeen seconded. Motion approved for recommendation to the EAC.**

3:15 Microelectronics Technology: Automated Manufacturing Technology-Dorina Cornea-There has been a great demand for people to work in the Automated Manufacturing Technology field. **Math 95 is to be removed from the required core courses** because most students will have placed higher. The differences between the AAS in MT and the AAS in EET is: EET will build the Automated systems and the MT people will use/operate/maintain the automated systems equipment. **Loretta made a motion to approve. Phil seconded. Motion was approved for recommendation to the EAC.**

Microelectronic technology: Solar Voltaic Revision: The revision is to clarify that all courses that are being used by the Solar Voltaic Career Pathway. MT 90 will be added to the degree .CH 104 has been replaced with CH 100. Credits change from 93 to 92 credits. **Eriks recommended for approval and Kathleen seconded. Motion approved and is recommended to the EAC.**

3:30 Sign Language Interpretation-Two Year Certificate-Related Instruction-Darcie Lemieux -Scott questioned if this is actually a two year certificate. Amy said that according to the state it is. Amy stated

that this has always been a fuzzy area with the state. Eriks made a motion to approve. Kathleen seconded. Kendra pointed out that in ITP 279 there should be 30 hours or Communication instead of 33 motion approved.

Deaf Studies-Related Instruction-Darcie Lemieux-motion to approved Kathleen seconded Janeen motion passed.

Gerontology New Horticultural Therapy Certificate: The decision was made to only offer one certificate for 28 credits instead of the Therapeutic Horticultural Certificate. This certificate does not contain the BA requirement. Jan will remove the parenthical part of the third outcome. **Loretta recommended for approval. Scott seconded. Motion approved.**

4:00 AAOT Discussion-Susanne Christopher- Under the Foundational Requirements area- WR 227 will be added to the number one and number six of Susanne's handout. See paperwork below.

AAOT Revision Overview

1. The AAOT revision has been a multiple year, statewide process.
2. This is a joint effort between the Community Colleges and Oregon University System.
3. PCC has been involved from the beginning Revised AAOT does not allow individual schools to change the structure of the degree; categories cannot be added or deleted. The local schools do determine which courses meet the AAOT category outcomes.
4. Significant requirement changes include:
 - a. "Distribution List" title replaced by "Discipline Studies"; no sequence (old "A" list) requirement
 - b. Statewide outcomes developed for each Discipline Studies area
 - c. Change in number of courses required in Discipline Studies area;
 - d. New Foundational Area; Statewide outcomes have been developed for some of the Foundational Area requirements, not all
 - e. Cultural Literacy and Informational Literacy embedded requirements. Statewide Outcomes still under development

EAC Degree/Certificate Committee Recommendations

1. PCC adopt the structure of the revised AAOT for the 09-10 academic year with the recommendation that we develop a three-year work plan to integrate Statewide outcomes into our internal processes for course review.
2. PCC maintains a triennial review process for AAOT categories. This allows for changes in statewide outcomes and PCC outcomes and assessment processes to inform course eligibility requirements. Triennial review process time line
 - a. 09-10 work for 10-11 catalog: Cultural Literacy and Informational Literacy
 - b. 10-11 work for 11-12 catalog: Foundational Areas; Discipline Studies- General Education List.

AAOT Revision, adopted for 09-10 catalog

Discipline Studies: General Education Distribution List used for the Discipline Studies categories

Cultural Literacy: Cultural Literacy embedded requirement achieved by maintaining the current requirement that students take one General Education course that is designated as Cultural Diversity. The current Cultural Diversity course list will be used and renamed Cultural Literacy

Additional work during the 09-10 year with implementation in the 10-11 Academic/Calendar year: The EAC Curriculum Committee review the criteria for this designation and the courses on the list with changes being reflected in the 2010-11 catalog

Informational Literacy: Informational Literacy requirement: WR 121 and either WR 122 or WR 227.

The Informational Literacy requirement in 2010-11: WR 121 and WR 122 or WR 227 plus ones one course from the General Education-Discipline Studies List that has an Informational Literacy designation

Additional work during the 09-10 year with implementation in the 10-11 Academic/Catalog year: The EAC Curriculum Committee will develop a process for Informational Literacy course designation that mirrors Cultural Literacy.

Foundational Area Requirements:

Writing - WR 121 and either WR 122 or WR 227

Oral Communication –SP 111 or 112, or 113

Mathematics –MTH 105 or higher, for which Intermediate Algebra is a prerequisite

Health/Wellness/Fitness – HE 212, HE 213, HE 250, HPE 295 or three courses with PE prefix other than PE 10 and PE 199 or 299 courses

PCC - Associate of Arts, Oregon Transfer Degree (AAOT)

Current

State Revised AAOT

PCC Revised AAOT – Fall 09

Distribution Courses (PCC General Education Distribution List)	Discipline Studies (PCC General Education Distribution List)	Discipline Studies (PCC General Education Distribution List)
<p>Arts and Letters – 5 Courses</p> <p>One 2-course sequence and three additional courses from the Arts and Letters Distribution List; One course must have a prefix different</p>	<p>Arts and Letters - 3 Courses</p> <p>At least 3 courses chosen from at least two disciplines in the Arts and Letters area</p>	<p>Arts and Letters - 3 Courses</p> <p>At least 3 courses chosen from at least two disciplines in the Arts and Letters area</p>
<p>Social Science – 5 Courses</p> <p>One 2-course sequence and three additional courses from the Social Science Distribution List; One course must have a prefix different.</p>	<p>Social Science – 4 Courses</p> <p>At least 4 courses chosen from at least two disciplines in the Social Science area</p>	<p>Social Science – 4 Courses</p> <p>At least 4 courses chosen from at least two disciplines in the Social Science area</p>
<p>Science and Math – 5 Courses</p> <p>One 2-course sequence and three additional courses from the Science and Math Distribution List or which one must be an additional lab science course.</p>	<p>Science/Math/Computer Science – 4 Courses</p> <p>At least 4 courses from at least two disciplines including at least three laboratory courses in biological and/or physical science in the Science/Math/Computer Science area</p>	<p>Science/Math/Computer Science – 4 Courses</p> <p>At least 4 courses from at least two disciplines including at least three laboratory courses in biological and/or physical science in the Science/Math/Computer Science area</p>
Other PCC Requirements	Foundational Requirements	Foundational Requirements
<p>Writing: 8 credits minimum from WR 121, 122, or 123 or 227</p>	<p>Writing: At least two courses of lower division collegiate writing that meet the statewide criteria for such courses and together provide all of the content recommended by the Oregon Writing and English Advisory Committee</p>	<p>Writing: WR 121 and either WR 122 or WR 227</p>

	(OWEAC)	
Speech: 3 credits minimum, SP 111 or 112 or 113	Oral Communications: One course in the fundamentals of speech or communication that meets the statewide criteria for such courses	Oral Communications: SP 111,112 or 113
Mathematics: 4 credits minimum with Intermediate Algebra prerequisite, MTH 105	Mathematics: One courses in college-level mathematics, for which Intermediate Algebra is a prerequisite	Mathematics: MTH 105 or higher for which Intermediate Algebra is a prerequisite
HPE 295 or HE 250 plus one credit PE	Health/Wellness/ Fitness: One or more courses totaling at least three credits	Health/Wellness/ Fitness: HE 212, HE 213, HE 250, HPE 295 or three PE courses other than PE 10 or courses with PE 199 or 299 prefixes
Cultural Diversity, 3 credits minimum, from General Education Distribution List	Cultural Literacy: Include through embedding the appropriate content in courses that count toward Discipline Studies. Colleges designate courses that do so.	Cultural Literacy: One course from the Discipline Studies area with a Cultural Literacy designation
	Informational Literacy (new AAOT category): Include through embedding the appropriate content and analytical activity in courses that count toward Foundational requirements or Discipline Studies. Colleges designate courses that do so.	Informational Literacy: WR 121 and either WR 122 or WR 227 <i>(Fall 2010: WR 121 and either WR 122 or WR 227 and one course from the Discipline studies area with an Informational Literacy designation)</i>

Registrar's Report DAC December 2008

The focus of our revisions this month continue to address comprehensive and specific degree requirements that must be clarified or modified in order to move toward a degree audit system and bring added clarity in our catalog and to our students.

Specifically, there are three issues requiring a decision and one issue requiring discussion.

Again, please contact Steve, Susanne or myself with any questions about the proposed changes as we move forward in this process.

Discussion for committee consideration and recommendation

Recommend: AAS General Education Requirements

OLD LANGUAGE (2008-09 catalog)	PROPOSED LANGUAGE (2009-10 catalog)
No more than two courses may come from program prerequisites or from courses required by specific programs. (p 23)	No more than two courses may come from courses required by the specific AAS degree.

Rationale: In the five programs where this occurs (Dental Hygiene, Nursing, Veterinary Technology, Biomedical Engineering, Radiography,, this could be seen as unreasonable because students need to take more coursework than the program requirements list just because their department happens to have prerequisites that are gen ed courses. If the student can “choose” to use those classes as their gen ed courses, it will prevent him/her from having to take 4 or 8 additional credits. Here is an example:

Program Prerequisites	General Education List	Program Requirements
Bio 111	Psy 101	Program Class 1
Bio 112	Psy 109	Program Class 2
	Math 112	Bio 112
	Soc 213	Math 111
	Hist 211	Gen Ed Choice 1
		Gen Ed Choice 2

Transfer Articulation Policy- multiple options

Current college comprehensive degree requirements policy states: All candidates for a degree must have a 2.0 grade point average (C average) or higher for course applied to the degree.

Current Practice

Bring in A, B, C and P (when P is C or better).

Do not bring in GPA from other institutions.

Courses are viewed on unofficial transcript as TA, TB, TC, TP.

Rationale-Students are less likely to fall into financial aid timeframe, SAP, other compliance problems (such as Veterans Affairs).

Proposed Change as discussed by staff

Bring in A, B, C, D and P (when P is C or better; D may or may not work for this P due to prerequisites).

In order to adhere to policy, the GPA from courses being applied to the degree must be calculated to ensure 2.0 minimum (including the transfer courses).

Courses are viewed on unofficial transcript as TA, TB, TC, TD, TP.

Rationale- Students can use transfer D's toward graduation but students are more likely to fall into financial aid timeframe, SAP, other compliance problems (such as Veterans Affairs).

This policy falls more in line with other Oregon schools.

Residency Requirements for Certificates- NOTE: The 2 year requirements do not change but the one year certification did not have the experimental course information and the less than one year certification did not have any information listed (it was not in current or previous catalogs).

OLD LANGUAGE (2008-09 catalog)	PROPOSED LANGUAGE (2009-10 catalog)
<p>Two Year Certificate Requirements</p> <ol style="list-style-type: none"> 1. At least 24 credits must be earned at PCC, 18 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC. 2. Only nine credits of 199 and 299 Experimental Courses apply. 	<p>No change</p>
<p>One Year Certificate Requirements</p> <ol style="list-style-type: none"> 1. At least 12 credits must be earned at PCC, 9 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC. 	<p>One Year Certificate Requirements</p> <ol style="list-style-type: none"> 1. At least 12 credits must be earned at PCC, 9 of which must apply to the certificate requirements. The final nine credits that apply to the certificate must be earned at PCC. 2. Only six credits of 199 and 299 Experimental Courses apply.
	<p>Less than One Year Certificate Requirements</p> <ol style="list-style-type: none"> 1. At least 6 credits must be earned at PCC, 6 of which must apply to the certificate requirements. The final six credits that apply to the certificate must be earned at

	PCC. 2. Only three credits of 199 and 299 Experimental Courses apply.
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Discussion for Committee Consideration

This recommendation is a continuation of the degree requirement discussion of P/NP as it applies to the associate degrees. As a result of the approved recommendation of 24 credits for all degrees (unless stated otherwise by AAS degrees), the following recommendations are derived from the degree approach.

A maximum of 8 credits of Pass/No Pass grades will apply to any certificate. Specific certificates that deviate from this maximum will state their P/NP maximum in the requirements for that specific certificate.

<u>ACERT</u>	<u>Total</u>	<u>128</u>	
< 12	117		91%
< 24	10		8%
< 36	1		
< 48	0		
>= 48	0		

A maximum of 12 credits of Pass/No Pass grades will apply to any one-year certificate. Specific one-year certificates that deviate from this maximum will state their P/NP maximum in the requirements for that specific one-year certificate.

<u>ACERT1</u>	<u>Total</u>	<u>536</u>	
< 12	453		84.5%
< 24	69		13%
< 36	8		1.5%
< 48	1		
>= 48	5		1%

A maximum of 24 credits of Pass/No Pass grades will apply to any two-year certificate. Specific two-year certificates that deviate from this maximum will state their P/NP maximum in the requirements for that specific two-year certificate.

<u>ACERT2</u>	<u>Total</u>	<u>111</u>	
< 12	69		62%
< 24	40		36%
< 36	1		
< 48	0		
>= 48	1		

