

**Degrees and Certificates Minutes**  
**January 7, 2009**

**In attendance: Susanne Christopher, Scott Huff, Eriks Puris, Joanne Harris, Janeen Hull, Brad Krohn, Fred Attrache, Phil Christain, Dave Stout, Kathleen Bradach, Loretta Goldy, Steve Smith, Davonna Livingston, Amy Alday-Murray, and Djambel Unkov.**

**Guests: Rebecca Mathern, Nancy Pilgrim, Connie Christopher, Jon Gieber, Joanne Harris, Marilyn Alexander, and Beth Fitzgerald.**

2:00 Read and review the December minutes-Eriks made a motion to approved and it was seconded by Dave. Motion approved.

**Old Business:**

**AAOT Information-Susanne Christopher-New Document was introduced by Susanne (1) See document for information.**

The Health SAC exchanged email and, then, met Monday to discuss the courses for the Health/Wellness/Fitness AAOT requirement. In the absence of a statewide outcome, we discussed the original material sent to JBAC (2005-6 ish) to support the inclusion of health/wellness/fitness in the AAOT from the community colleges. The focus of that material was to support health and fitness from a personal health, personal behavior and change perspective. This was linked to the growing understanding and recognition nationally and globally about the role personal choice has in enhancing or deterring from an individual's health.

The Health SAC members discussed this material and reviewed current health courses at PCC that primarily focus on this perspective. We believe that the current courses in the AAOT, HE 250 and HPE 295, have this primary focus. We also believe that HE 242 Stress and Human Health and HE 254 Weight Management and Health do as well. We believe that HE 212 Women's Health and HE 213, Men's Health do not have this as a primary focus. While some personal health issues are discussed in these courses, the primary emphasis is on the sociological, historical, and political impacts on men's and/or women's health.

We would welcome an opportunity to ask the committee members to reconsider their recommendation to include HE 212 and HE 213 in the AAOT degree and ask they be removed and replaced with HE 242 and HE 254. In addition, Health SAC would like to pursue a statewide outcome and as a result of statewide consultation with our colleagues leave open the possibility of amending our course list during future AAOT review periods.

It was decided to use "SP 111 or 112 or 113 and HE 242 or HE 250 or HE 254 or HPE 295" rather than using commas.

**Recommend for approval by EAC by Dave Stout, seconded by Loretta. Motion Approved.**

**Transfer Articulation Information-Susanne Christopher-Rebecca Mathern-**The question was posed as to what the ramifications are to allowing students to transfer in any D's that they may have acquired from other colleges. If we transfer in D's, there is concern for financial aid problems, students being placed on probation, if we transfer in the D's we have to transfer in the GPA. If we don't transfer in D's,

in D's it can give a false sense of their GPA if they transfer to a four year. If we don't bring in the D's we could be helping transfer students get a cleaner slate than our own non-transferring students. **(2) New document was introduced by Rebecca.** Scott Huff feels that it is appropriate to bring the D's in. It is partly the responsibility of the student who earns the D's. Fred was in favor of bringing in the D's. Eriks is for bringing them in, however students do need a chance to start over and it seems that we are closing students out if we don't give them the chance to start over. Steve pointed out that students do have the ability to start over. Brad doesn't think that bringing in the D's is lowering expectations.

Susanne proposed a recommendation, seconded by Kathleen.

**Recommend: Bring in grades of A, B, C, D, and P (where P is C or better). These articulated courses are included in the GPA calculation in compliance with the comprehensive degree requirement.**

**Recommendation vote: In Favor: 7- Opposed: 3, with chair abstaining. Motion passed and will be passed on to the EAC with a 7 to 3 vote.**

**Registrar's Report-** Rebecca Mathern-The total number of experimental courses that can be used towards a degree or certificate is currently states as 9 credits in the Academic Handbook. Future discussion on this item in the spring.

3:00 **Dental Hygiene-AAS-Revision-**Nancy Pilgrim-Reducing DH 121 from 2 credits to 1 credit. Increasing DH 202 from 2 credits to 3. Inactivate and removed DH 261 from the degree. Add new course DH 110 to the degree. The number of credits required for the degree will not change. The new course would provide more sequencing.

**Dave recommended we approve these revision with the stipulation that the new course is approved by the Curriculum Committee. Eriks seconded. Motion passed. It was verified with Stacey that DH110 was recommended for approval by the Curriculum Committee.**

3:15 **Landscape Technology- Landscape Construction Certificate-Related Instruction-** Marilyn Alexander  
**Landscape Technology-Landscape Design Certificate- Related Instruction-**Marilyn Alexander  
**Landscape Technology-Landscape Management Certificate-Related Instruction-**Marilyn Alexander

**Motion made by Phil and seconded by Dave to recommend, with the stipulation that the courses with embedded instruction be approved by the Curriculum Committee. Motion passed.**

3:30 **Alcohol and Drug AAS-Revision-**Jon Gieber-Postponed at SAC request

**Addiction Studies Certificate-Revision-**Jon Gieber- Postponed at SAC request

3:45 **Welding Technology Two Year Certificate-Revision and Related Instruction-**Connie Christopher-  
Postponed at SAC request

**Welding Technology –AAS-Revision-**Connie Christopher Postponed at SAC request

4:00 **Multimedia-Certificate-Revision-Related Instruction**-Beth Fitzgerald-Needs to get new paperwork for the Multimedia Related Instruction.

Kendra suggested that all of the people who are teaching need to know that all of the related instruction is within the courses. If the numbers change then it was agreed that it would be okay that the change be put on a consent agenda.

**Eriks recommended for approval pending the approval of the embedded instruction by the Curriculum Committee. Janeen seconded.**

4:15 **Ophthalmic Medical Technology-AAS-Revision**-Joanne Harris-Remove BI 55 and replace with BI 121 and BI 122. Removed WR 121 from coursework. Increase credits of OMT 111 from 3 credits to 4 credits.

**Dave recommended for approval, pending the recommendation of the Curriculum Committee of the increase of credits in OMT 111. Brad seconded. Motion passed. It was confirmed with Stacey that OMT 111 is on the February agenda.**

#### **Consent agenda**

- CIS 245 Project Management to be added to the CIS-CS Electives Course List for the Computer Information Systems AAS Degree.
- CIS 288L Linux Security has been inactivated and needs to be removed from the Administration Track of the CIS: E-Commerce Certificate.
- The Interior Design AAS degree is actually 94 credits not 95. There was a mathematical error.

**Scott recommended and Dave seconded the approval of the consent agenda.**

#### **Curriculum Support Report:**

Recommended by the EAC and approved by the president. (completing communication loop of previous material recommended by the committee)

1. Students must apply for graduation within one year of completing coursework at PCC. If it has been longer than one year, students must petition for an exception to this policy. The petition must be approved by the Registrar's Office. If the student completed a CTE program, the CTE department chair must also approve the petition.
2. Recommend: Pass/No Pass Credit Maximums (add to the Comprehensive Degree Requirements)  
A maximum of 24 credits of Pass/No Pass grades will apply to any degree. Specific AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.

#### **Catalog Template (3)**

- Change the verbiage from General Education to "Remaining General Education" in the catalog template.

- The DAC committee wants feedback as to how the CTE committee receives the new changes.

**Degrees and Certificates requiring college approval (4)** : It was decided by the committee that the following changes should be made to the list:

- The change in the related instruction, not the initial meeting, but changes in the related instruction can go on the consent agenda rather than on the “before the committee” section.
- Remove the “other than the default” from Number 3 under consent area.

## **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
<b>Distribution Courses</b>  (PCC General Education Distribution List)	<b>Discipline Studies</b>  (PCC General Education Distribution List)	<b>Discipline Studies</b>  (PCC General Education Distribution List)
<p><b>Arts and Letters – 5 Courses</b></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><b>Arts and Letters - 3 Courses</b></p> <p>At least 3 courses chosen from at least two disciplines in the Arts and Letters area</p>	<p><b>Arts and Letters - 3 Courses</b></p> <p>At least 3 courses chosen from at least two disciplines in the Arts and Letters area</p>
<p><b>Social Science – 5 Courses</b></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><b>Social Science – 4 Courses</b></p> <p>At least 4 courses chosen from at least two disciplines in the Social Science area</p>	<p><b>Social Science – 4 Courses</b></p> <p>At least 4 courses chosen from at least two disciplines in the Social Science area</p>
<p><b>Science and Math – 5 Courses</b></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><b>Science/Math/Computer Science – 4 Courses</b></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><b>Science/Math/Computer Science – 4 Courses</b></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>
<b>Other PCC Requirements</b>	<b>Foundational Requirements</b>	<b>Foundational Requirements</b>
<p><b>Writing:</b> 8 credits minimum from WR 121, 122, or 123 or 227</p>	<p><b>Writing:</b> 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 (OWEAC)</p>	<p><b>Writing:</b> WR 121 and either WR 122 or WR 227</p>

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

To: Degrees and Certificates Committee Members

CC: Christine Chairsell, ASA VP

Veronica Garcia, Dean of Enrollment Services

From: Rebecca Mathern, Registrar

Steve Smith, Director of Curriculum

RE: Proposed Changes to Catalog Requirements

Date: January 2009 DAC Meeting

---

The focus of our revisions this month allows an opportunity for the committee to finalize the transfer articulation policy recommendation.

NOTE: The discussion and decision regarding the total number of credits accepted for the experimental courses which apply to certificates will be discussed later in the spring.

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**

### Transfer Articulation Policy

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.

#### Option One

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) and meets 2.0 GPA minimum policy for graduation.

#### Option Two

Bring in A, B, C, D and P (when P is C or better) and do NOT bring in GPA on transferred 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 is similar with other Oregon schools.

Issues:

Comprehensive degree policy must be changed (2.0 minimum for courses applying to the degree versus courses taken and PCC).

Only 30 credits may be used to calculate GPA in this scenario.

AAOT requirements state a minimum of 2.0 GPA for transfer classes.

#### Option Three

Bring in A, B, C, D and P (when P is C or better) and bring in GPA for courses transferred.

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 is similar with other Oregon schools.

Issue:

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

---