

Degrees and Certificates Minutes

February 11, 2009

Library 204

February 4th meeting minutes postponed until March meeting.

In attendance: Susanne Christopher, Eriks Puris, Janeen Hull, Phil Christain, Kendra Cawley, Kathleen Bradach, Dave Stout, Loretta Goldy, Joanne Harris, Brad Krohn, Amy Alday-Murray, Rebecca Mathern, Davonna Livingston, Djambel Unkov, Steve Smith, Guests: Amanda Ferroggiaro, Glen Truman, Taylor Hannah, Steve Ward, Mike Farrell, Gabe Hunter-Bernstein, Mark Hornshu, Bob Steele, Spencer Hinkle

Revision-Gerontology-AAS-Jan Abushakrah- brought additional paperwork to the meeting.

Removed AD 101 and replace it with AD 105. Removed PSY 215 and replace it with PSY 236. Courses that are being replaced will be placed upon the electives list. Lengthy discussion occurred over the number of general education courses in this specific AAS Degree. Several of the core courses are also on the PCC General Education Course List. The question becomes how to best serve the academic intent of this degree while honoring PCC's AAS General Education policy. Susanne suggested that the conversation continue outside the meeting between the Curriculum Office and Jan. If an understanding is reached, the recommendation will be emailed to the committee members for an email vote. This was agreed to as a process.

Revision-Gerontology-Career Pathway- Certificate-Jan Abushakrah- Remove PSY 215 and replace it with PSY 236. Add PSY 215 to the electives list and add AD 105 to the electives list. Loretta motioned to recommend for approval. Janeen seconded. Motion passed

Revision-Emergency Medical Technician Certificate-Mark Hornshu- Revisions made because statewide requirements have changed. Increase EMT 105 from 4cr to 5cr, Change Social Science Gen Ed elective from PSY 101, 201A and SOC 232 to just PSY 101 or higher, Inactivate EMT 280B, Change the computer requirement from CIS 120 or CAS 133 to Any CIS or CAS course 101 or higher. Course work discussion was approved for recommendation. Discussion occurred on the certificate outcome. It was agreed that Mark will contact Sally Earll to discuss degree outcomes. Related Instruction Template was not available. **Joanne made the motion to recommend for approval. Brad seconded. Motion passed pending Mark submitting the related instruction template and certificate outcome revision**

Revision-Emergency Medical Technician-Paramedic-AAS-Mark Hornshu-Changes made because statewide requirements have changed. Increase EMT 105 from 4cr to 5cr, Change Social Science Gen Ed elective from PSY 101, 201A and SOC 232 to PSY 101 or higher, Inactivate EMT 280B, Change the computer requirement from CIS 120 or CAS 133 to Any CIS or CAS course 101 or higher. EMT is increasing from 6cr to 7cr. Susanne questioned if MTH 65 was really necessary to be within the degree and Mark said that it is in there because it is required by the statewide degree. Janeen asked if it could

be an “or higher” and Mark stated that he wasn’t allowed to do that at this time. **Brad made the motion to recommend for approval. Janeen seconded. Motion was passed.**

Revision-Paraeducator Certificate-Gabe Hunter-Bernstein-Prerequisite change allowing for some elective courses to be used to meet core requirements. Title changes for ED 258, ED 259, ED 290 and ED 291. Add ED 259 as and/ or to ED 258 and ED 291 as and/ or to Ed 290. **Janeen made a motion to recommend for approval. Joanne seconded. Motion passed.**

Revision-Paraeducator-AAS-Gabe Hunter-Bernstein- Prerequisite change allowing for some elective courses to be used to meet core requirements. Title changes for ED 258, ED 259, ED 290 and ED 291. Add ED 259 as and/or to ED 258 and ED 291 as and/or to Ed 290. ED 218 is being added to the electives list. **Joanne made a motion to recommend for approval. Phil seconded. Motion passed.**

New-EET-Renewable Energy Systems Certificate-Career Pathway-Mike Farrell-This is a new certificate designed to accommodate the fast growing renewable energy field. Asked by the ‘Wind Industry’ to develop a certificate that would get students working in the field sooner while continuing to work on their AAS degree. Certificate outcomes are the same as the AAS Outcomes. Mike was asked to work with his SAC and Sally Earll in the Curriculum Office to develop the new outcomes. Susanne reminded Mike that the new outcomes will need to be sent to her so that she can get Committee approval prior to going to the EAC with this new certificate. **Loretta made a motion to recommend for approval, pending the revision of the outcomes. Kathleen seconded. Motion passed.**

Revision-EET-Renewable Energy Systems-AAS-Mike Farrell- Adding CS 133U, EET 255, ELT 125, ELT 126, ELT 225, EET 110, Reduce electives from 4cr to 3cr, Reduce EET 256 or EET 280A Capstone Project from 5cr to 2cr. Increase EET 242 from 2cr to 4cr. **Eriks made a motion to recommend for approval. Joanne seconded. Pending approval of EET 110 by the Curriculum Committee. EET 110 was approved by the Curriculum Committee.**

Revision-EET-Wireless and Data Communication Engineering Technology-AAS-Mike Farrell- Remove EET 255 as it is no longer part of the degree. **Dave made a motion to recommend for approval. Kathleen seconded. Motion passed.**

Revision-Professional Music-Certificate-Allen Jones- Revisions to bring the certificate more in line with the needs of the students and the industry. Remove WR 115, reduce Co-op Education from 3cr to 1cr and reduce the electives from 8cr to 6cr. **Loretta made a motion to recommend for approval. Joanne seconded. Motion passed.**

Revision-Construction Management-AAS- Bob Steele-Introduced a side by side comparison of his degree-As suggested by the BCT advisory committee, propose adding two auto cad courses and a job finding skills courses to better prepare the management students. Also: Reduce BCT 280A from 6cr to 3cr and remove 3cr of BCT electives, add ARCH 126 and add ARCH 136 And CG 209. **Brad made a motion to recommend for approval. Janeen seconded. Motion passed.**

Revision-Design/Build-Remodeling-AAS-Bob Steele-Add and revise coursework as advised by BCT advisory Committee to avoid course content overlap and better prepare Design/Build students for occupations in kitchen and bath design. Also: add ARCH 100, increase BCT 129 from 3cr to 4cr, removed ID 138, Increase degree total from 106 to 107. **BCT 129 is going before the Curriculum Committee which will also have a title change. Janeen made a motion to recommend for approval pending the course approval. Brad seconded. Motion passed. BCT 129 was approved by the Curriculum Committee.**

Revision-Drafting Technology- Certificate-Glen Truman-Course removed DRF 237 (3cr) and add DRF 256. There is no change in the credits for the certificate. **Brad made a motion to recommend for approval. Dave seconded. Motion passed.**

Revision-Interior Design- AAS-Amanda Ferroggiaro-Add ARCH 127, WR 121, MTH 65. Move ART 115 and ART 116 to the electives list. Remove BA 250 from the required list. Add 6 credits of electives increase required remaining General Education elective to 9 cr. ARCH127 has been approved by the Curriculum Committee. Remove what is currently in the degree/certificate outcomes section in the paperwork and replace it with correct outcomes. This was an error. Amanda will check to find degree outcomes. If they do not exist or if they need to be changed, then they will need to be sent to Susanne before Friday. **Loretta made a motion to recommend for approval pending the clarification of the outcomes. Kathleen seconded.**

Revision-Health Information Management- Ann Wenning-Industry changes within the Health Information Management and the Health Informatics field. HIM 110 increase from 3cr to 4cr, HIM 283 increase from 3cr to 4cr. Remove HIM 101 from the coursework, Removed BI 121 from the coursework, Remove BI 122 from the coursework, Add HIM 128 to the coursework, Add HIM 129 to the coursework and add an additional 4 credits of general education to the coursework. **HIM 128 and HIM 129 are pending approval from the Curriculum Committee and they are on the March Agenda.** The Health Informatics program that was designed by PCC is recognized by the state as leading in the industry. Susanne reminded that the Health Informatics Degree has not been brought through the Degrees and Certificates Committee as yet. Dave questioned how different the Health Informatics degree will be from the HIM degree? Ann said that there would be overlapping that the Health Informatics area would work on the computer areas of what the HIM people do. Kendra asked if all of the courses are offered online and Ann said yes, except for the practicum. **Joanne made a motion to recommend for approval pending the approval of HIM 128 and HIM 129 by the Curriculum Committee. Dave seconded. Motion passed.**

Revision-Computer Information Systems-AAS-Taylor Hanna- Add Eight 200 level electives to the degree, add CIS 277D to the electives list, add CIS 245 to the electives list, CIS 277T Title Change, Remove CIS 285 from the electives list, Add CIS 135T to the electives list and delete CS/CIS 140 from required courses and add CS 140U or CIS 140M. CIS 135T has been approved by the Curriculum Committee in the Feb 4, 2009 meeting. Title Change for CIS 277T is on the March Agenda for the Curriculum Committee. Rebecca asked if it would matter if students took the course under the other title and Taylor said no. Eriks brought up that MTH 111 cannot be listed as a graduation requirement

without being part of the AAS Degree course work. It was agreed to remove footnote number three entirely from the catalog. **Loretta made a motion to recommend for approval pending the removal of the third footnote. Phil seconded. Motion passed.**

Revision-Computer Information Systems-Network Administration-Taylor Hanna- add eight additional 200 level credits to the electives. Remove CIS 285 from the electives. Add CIS 284 to the electives list. Remove CIS 288L. **Dave made a motion to recommend for approval pending removal of footnote three. Brad seconded. Motion passed.**

Revision-Computer Information Systems-One Year Certificate-Related Instruction-Add PSY 201 to meet related instruction requirement, Delete CS/CIS 140 and replace with CS 140U/CIS 140M to the certificate, Add CIS 135T to the electives, Add CIS 245 to the electives, Add CIS277D to the electives, CIS 285 from the electives, Remove CIS 288L. Rebecca and Steve made the statement that since the MTH 95 cannot count in the one year certificate and that transcripts would now state a less than one year certificate. This was a concern for Taylor because his program student need at least a one year certificate to qualify for their retraining programs. Taylor decided to add four more credits to the CIS/CS electives to qualify the certificate as a One Year Certificate. Kendra questioned if the related instruction had been through the curriculum committee. Taylor said no. Davonna recommended Taylor get on the March agenda of the curriculum Committee. **Eriks made a motion to recommend for approval pending the approval of the related instruction by the Curriculum Committee. Brad seconded. Motion passed.**

Revision-Computer Information Systems-Ecommerce-Related Instruction-Add PSY 201 to the certificate requirements, Add CIS 277D to the electives, Title change on CIS 277T. Kendra questioned if the related instruction had been through the curriculum committee. Taylor said no. Davonna recommended Taylor get on the March agenda of the curriculum Committee. No change in credits. **Janeen made a motion to recommend for approval pending course title change and approval of related instruction. Phil seconded.**

Revision-Fitness Technology Certificate-Janeen Hull-Janeen brought additional paperwork to the meeting. Update core program outcomes, coursework, related instruction, and credits. Increase FT 101, FT 102, FT 103 from 2cr to 3cr. Remove CAS 133, add a new professional activities: Team Sports Option, Add a new Team Sports Choice Option. Janeen wanted EVERYONE to know that the related instruction was already approved by the Curriculum Committee. **Janeen is going to send the additional related instruction information to Davonna. Dave made a motion to recommend for approval. Loretta seconded. Motion passed. Subsequent to the meeting, Davonna received the new related instruction template from Janeen.**

Revision-Fitness Technology AAS-Janeen Hull-Update outcomes, update coursework, Remove CAS 133, Increase FT 101, 102 and 103 from 2cr to 3cr. Remove the Biology/Chemistry Restriction, Add PE 288 Professional Activities Team Sports Option and add Team Sports Option. Discussion occurred about number of general education credits and total degree credits. It was agreed to add 8 credits of electives to the course work list if necessary to meet the 90 credit degree minimum. Davonna and Janeen will sort this out. **Loretta made a motion to approval for recommendation with addition to electives if**

necessary. Eriks seconded. Motion approved. Subsequent to the meeting, electives were necessary and 8 credits were added to the degree to bring the total up to 91.

Consent Agenda **Eriks recommend for approval and Phil seconded. Motion passed.**

Registrar's Report

Rebecca Mathern, Registrar, asked what level of detail in catalog changes to the degree and certificate areas should be brought before the committee. Susanne suggested that revisions and/or modifications be brought before the committee as a checks and balances for everyone. It also serves as documentation for the college community.

Also, if there are any questions that need to be directed to the EAC about the transfer articulation recommendation, please have them to Rebecca before next Friday.

Meeting Adjourned: 6:06

Consent Agenda February 11th, 2009

Architectural Design: Addition of ARCH 127 to their electives list.

Computer Applications/Office Systems Changes:

Course Number Change from OS 120 to OS 220

- 1) AAS-Admin Assistant
- 2) AAS Admin Assistant: Office Management
- 3) CERT-One Year
- 4) Career Pathway: Word Processing
- 5) Career Pathway: Office Assistant

Course Number Change from CAS 112D to CAS 211D

- 1) AAS-Website Development and Design
- 2) AAS-Admin Assistant
- 3) AAS-Admin Assistant: Office Management
- 4) CERT-Website Develop and Design
- 5) Career Pathway: Web Assist I
- 6) Career Pathway: Web Assist II

Addition of CAS 220 and CAS 151 to the Electives List:

- 1) AAS-Admin Assistant: Office Management
- 2) AAS-Admin Assistant
- 3) CERT-One Year

Addition of CAS 111E to the Electives list:

- 1) AAS Admin Assistant: Office Management
- 2) AAS-Admin Assistant
- 3) CERT-One Year
- 4) CERT-Website Development and Design

Fire Protection Technology: Establishment of approved programs electives list.

APPROVED ELECTIVE LIST

2009-2010

FP 113 Firefighting Skills III 4.00:

FP 131 Introduction to High Angle Rescue 0.5:

FP 132 Fire App/Pump Construction Operation and Hydraulics 3.00

FP 141 Introduction Water Rescue 0.5:

FP 151 Aircraft Crash and Rescue Basics 0.5:

FP 152 Emergency Response to Terrorism 2.00

FP 161 Vehicle Extrication Basics 0.5:

FP 213 Principles of Supervision for Firefighters 3.00:

FP 214 Occupational Safety & Health for the Fire Science 3.00:

FP 215 Urban Interface Fire Operations 3.00:

FP 231 Aircraft Crash Rescue Practices 3.00:

FP 233 Aerial Ladder Operations for Firefighters 3.00

FP 240 Emergency Services Instructor I 3.00:

FP 242 Flammable, Explosive and Toxic Materials 3.00

FP 243 Laws Affecting Fire Fighting 1.00:

FP 250 Emergency Services Instructor II 3.00:

FP 252 High Angle Rescue I 3.00:

FP 260 Emergency Services Instructor III 3.00:

FP 262 Water Rescue for Emergency Services 3.00

FP 280B CE / Fire Science - Seminar 2.00

FP 283 Public Sector Employment Workshop (Fire) 3.00:

FP 293 Advanced Firefighting Tactics & Strategy 1.00:

FP 9010 Fire Management Practices Fire Management Practices 1.00:

FP 9020 Fire Department Budgets 1.00:

FP 9030 Planning Fire Protection 1.00

FP 9040 Managing Fire Personnel 1.00:

FP 9050 Public Relations Information and Education 1.00:

FP 9060 Fire Science II Chemistry 3.00:

FP 9070 Major Emergency Tactics/Strategy 3.00:

FP 9080 Fire Fighting Safety & Survival for Company Officers 1.00

FP 9110 Fire Inspection Practices 3.00:

FP 9120 Fire Codes & Related Ordinances 3.00:

FP 9130 Hazardous Materials Inspection 3.00

FP 9140 Fire Officer I 4.00:

FP 9150 Fire Officer II 4.00

FP 9210 Arson Law, Evidence, Motives 3.00

FP 9250 Advanced Fire and Arson Investigation 4.00

Also Any:

EMT Courses

CJA Courses

FP Courses not included in the Degree

Business Administration: Addition of BA 208 to the BA electives list

- 1) AAS-Accounting
- 2) AAS-Marketing
- 3) AAS-Management
- 4) CERT-One Year Accounting Clerk
- 5) CERT-One Year Marketing
- 6) CERT-Less than one year-Accelerated Accounting

Business Administration: Addition of RE 250 and RE 100 to the electives list of:

- 1) AAS-Accounting
- 2) AAS-Marketing
- 3) AAS-Management
- 4) CERT-One Year Accounting Clerk
- 5) CERT-One Year Marketing

Computer Information Systems: Amy: Career Pathway clarification.

The following courses have incorrect titles in the catalog. Listed below are the corrected titles in Banner and Webforms:

Catalog: CIS 140M Operating Systems I: Windows

Banner: CIS 140M Operating Systems I: Microsoft

Catalog: CIS 145 Microcomputer Hardware

Banner: CIS 145 Microcomputer Hardware & Troubleshooting

Catalog: CIS 234S Web Application Development

Banner: CIS 234S Web Application Development Using.NET

Catalog: CIS 275 Data Modeling and SQL

Banner: CIS 275 Data Modeling and SQL Introduction

Catalog: CIS 2770 Advanced Database Concepts-Oracle
Banner: CIS 2770 Advanced Database Concepts in Oracle

CIS One Year Certificate

Note: The following courses have incorrect titles in the catalog. Listed below are the corrected titles in Banner and Webforms:

Catalog: CIS 140M Operating Systems I: Windows
Banner: CIS 140M Operating Systems I: Microsoft

Catalog: CIS 145 Microcomputer Hardware
Banner: CIS 145 Microcomputer Hardware & Troubleshooting

Catalog: CIS 234S Web Application Development
Banner: CIS 234S Web Application Development Using.NET

Catalog: CIS 275 Data Modeling and SQL
Banner: CIS 275 Data Modeling and SQL Introduction

Catalog: CIS 2770 Advanced Database Concepts-Oracle
Banner: CIS 2770 Advanced Database Concepts in Oracle

CIS AAS Network Admin Option

Catalog Note: CIS 284 and CIS 287M were added to the Approved Network degree electives.

Catalog error notes:

DESIGN AND DEVELOPMENT TRACK COURSES

CIS 110 Introduction to Web Graphics should be CIS 110 Introduction to Web Graphics using Fireworks

CIS 112D Intermediate Web Site creation should be CIS 112D Intermediate Dreamweaver

CIS 233J Intermediate Java Programming should be CIS 233J Java Programming II

CIS 234J Advanced Java Programming should be CIS 234J Java Programming III

CIS 234S Web Application Development.NET should be CIS 234J Web Application Development

CIS 233B Intermediate VB.NET should be CIS 233B Intermediate Visual Basic.NET Programming

CIS 234B Advanced VB.NET should be CIS 234B Advanced Visual Basic.NET Programming

Windows Network Security Pathway Certificate

Note: Error in catalog: CIS 189 Wireless Networking Security should have the title CIS 189 Wireless Security, CIS 287M Windows Network Security should have the title CIS 287M Microsoft Server Security, CIS 288M Windows IP networks & services should have the title CIS 288M Microsoft Network Administration, CIS 289M Windows Active Directory should have the title CIS 289M Microsoft Active Directory Administration.

Linux/Unix Security Pathway Certificate

Note: Error in catalog: CIS 189 Wireless Networking Security should have the title CIS 189 Wireless Security.

Microsoft Server Administration Pathway Certificate

Note: Error in the catalog CIS 287M Microsoft Active Directory Administration should be called CIS 287M Microsoft Server Security.

Network Administration Pathway Certificate

Note: Error in catalog: CIS 189 Wireless Networking Security should have the title CIS 189 Wireless Security.

Computer Information Systems: Oracle and SQL

Notes: Courses come from the electives list. Error in catalog: CIS 277T Business Intelligence Development should have the title CIS 277T Business Intelligence Application Development.

VB.Net Application Programming

Note: Some of the classes are taken from the electives lists.

Establish an Education Approved Electives List:

List of Official Education Electives

ED 103 Desktop Publish for Educators 3.00:

ED 104 Multimedia for Educators 3.00:

ED 109 Library Procedures 3.00:

ED 111 Selection of Library Materials 3.00:

ED 112 Introduction to Children's Literature 3.00:

ED 114 Reference Materials 3.00:

ED 115 Storytelling 2.00:

ED 116 Literature for Adolescence and Young Adults 3.00:

ED 171 Computers in Education II 3.00:

ED 206 Seminar / Advanced Education Techniques 3.00:

ED 214 Practicum / Outdoor School 3.00:

ED 217 Classroom Management 3.00:

ED 252 Behavior Management 3.00:

ED 258 Multicultural Education I 3.00:

ED 259 Multicultural Education II 3.00:

ED 260 Multicultural Literature for Children and Young Adults 3.00:

ED 268 Introduction to Developmental Disabilities 3.00:

ED 269 Introduction to Teaching the Learning Disabled Student 3.00:

ED 290 Teaching Strategies for English Language Learners 3.00

ED 291 Strategies for Teaching English Language Learners II 3.00

ED 298A Special Projects in Education 1.00:

ED 298B Special Projects in Education 2.00:

ED 298C Special Projects in Education 3.00:

ED 298D Special Projects in Education 4.00:

ED 298E Special Projects in Education 5.00:

Put this on the agenda under Registrar's Report

At the December meeting, the following was approved:

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

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.

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.