

Degrees and Certificates Agenda
March 4, 2009
Conference Room A, 2pm-4pm

Janeen Hull, Kathleen Bradach, Kendra Cawley, Fred Attrache, Joanne Harris, Rebecca Mathern, Scott Huff, Phil Christain, Susanne Christopher, Loretta Goldy, Eriks Puris, Dave Stout, Djambel Unkov, Amy Alday Murray, Davonna Livingston.

Guest: Bart Ouchida – Automotive Technology

2:10 pm -Curriculum Office Information-Steve Smith:

- Updates and information on Webforms; Alignment with the State and Banner; Start times for Degrees and Certificates changes and/or New Degrees and Certificates
- Common PCC Practices
- Curriculum handbook outline

Webforms Update, Alignment of State with Banner, and Start times for Changes

Steve shared that State Web forms have to match the catalog at the point of archive. Starting next year, the last Friday in April is when the following year's catalog needs to match the Archived version. This has potential for significantly changing our internal timeline for implementation of new and/or revised AAS Degrees, Certificates, and courses.

Susanne discussed the current process and compared it to the new guidelines. Steve clarified that we can't accept AAS Degree, certificate, and course changes all the way up until April. We cannot archive until they are approved. We can still continue to accept courses etc but it will not be in the upcoming catalog. IT can be taught in the coming Fall term but it **will not** be in the catalog.

Steve Smith shared some of the timeline realities for internal and state approval of courses, certificates, and AAS Degrees:

1. It generally takes a minimum of 4 months for a revised course, certificate, or degree before it can be taught.
2. **NEW Degree or Certificates** – Approved by PCC board, department of education board, notice of intent, program application, all those take even more time. New degrees or certificates require 8 to 9 Months minimum for these to go through. This is after internal approval process is completed
3. A new CTE course can probably be in the 4 month range.

Steve clarified approval process and PCC's ability to offer courses, certificates, and AAS Degrees:

1. Revisions have to come through the curriculum office, then DAC, and then we have to get signature pages back. That takes a minimum of 1 month. After they come back, we need time to enter it into webforms, the state then needs a month to approve whatever has been entered into webforms. After the state approves, we then need more time to get it into banner. If something happens and additional conversations need to occur in between this process, it takes even more time.

2. New certificate and/or AAS Degree requirements coming through cannot be applied to students unless it is in the catalog.
3. A CTE course it has to be connected to an AAS Degree or Certificate.
4. LDT courses that are connected to AAS Degrees and/or Certificates cannot implement changes to their course title, number, credits, or course description until all the AAS Degrees and certificates that contain this course have revised their webforms.

Steve will bring a sheet that explains the deadlines and timelines to the next DAC meeting.

Curriculum Handbook

Handbook is being developed. Steve presents the outline for committee to review at their leisure. Steve reviewed a document that clarifies common AAS Certificate practices at PCC. Committee members support these two efforts.

Scott Huff requests a list of LDC courses that impact a Degree or Certificate so that SACs can review it.

2:45 pm - Revision – Automotive Service Technology AAS – Bart Ouchida

Course title change: Automotive is removing the unit system from the course titles. Related instruction has gone through curriculum on February 11th 2009. Title changes go through curriculum committee today. Discussion of the percentage of students who get certificate versus AAS occurs. Committee proposes to see correct credit totals next month but Automotive doesn't need to come back. Committee will make recommendation in April's meeting

2:45 pm - Revision – Automotive Service Technology Certificate – Bart Ouchida

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Dave moves for recommendation, Joanne seconds. Approval is unanimous contingent on reviewing correct form in April.

Updates from Susanne:

- Transfer Articulation Recommendation
- AAOT Update: Health and Wellness, Informational Literacy and Cultural Literacy update - Kendra
- Update on the General Education List review process and next steps - Loretta and Susanne
- Degree Outcomes for AS, AGS, ASOT in Business, and AAS Degrees. Discuss potential process

Transfer articulation agreement discussion. Recommendation to EAC was to transfer in D grades. Two month discussion occurred at DAC. The EAC declined our recommendation and approved the secondary recommendation not to transfer in Ds.

Changed to "transfer credit standards" instead of "transfer articulation". District President Pulliams approved it under the new name.

AAOT discussions lead by Kendra Cawley and Scot Huff:

Update on status of cultural and information literacy requirements. Cultural literacy: Did not have an outcome or outcomes or clean set of criteria by the end of the day. Versions of outcomes were created but nothing concrete. Each school put the name of one representative forward to be a part of a group to try and decide on a solution. The AAOT team: Cultural literacy should be built into courses and not have to be contained in a class called “cultural literacy”.

Information literacy: The idea of it being embedded is that same as cultural literacy. It’s not ok to split the requirements into three courses or so, it has to be contained in one course. They want it to be embedded and it has to be one course. It’s the minimum requirement and students can take more. Can students double dip? Yes. The intent is that it’s embedded so students wouldn’t have to take a new course. Correct version is already in our hands.

Defer discussion the degree outcomes to April agenda.

Update on General Ed – Susanne and Loretta:

Small, subgroup of Curriculum and D/C (Scot L, Bob Allen, Doris W, Loretta G, and Susanne C) has met. 40 current general education courses reviewed because of the Gen Ed and A/B List merge of two years ago. CCOGs were reviewed. Emailed the SACs who had the courses and said hey you never applied for GEN Ed, and are on the current list. Do you want to apply for 09-10 list? If so, complete the general education forms and meet with the subgroup in March. The next step will be for this group to review the General Education forms and make recommendations to the two committees. Next year, a fuller discussion on the general education philosophy, etc may take place. We need further clarification of the outcomes for each of the Disciple Studies area..

Registrars report – Rebecca Mathern

Rebecca handed out several pages of the current PCC catalog that discusses degrees and certificates. She had made some changes in language to assist in clarifying points and for consistency. She shared those with the committee members and asked for support and/or clarification. With the exception of the items listed below, all edits were agreed to by the committee members as ones that were clarification edits:

1. Rebecca will check with Math SAC about language on page 6 of her report. D/C Committee supports whatever the Math SAC decides.

AAOT language exists and can be obtained from Scott Huff or in the Minutes for December.

Susanne to send D/C President’s memo to Davonna to complete communication loop.

Consent Agenda – Steve Smith:

Eriks moved for recommendation, Janeen seconded. Approval was unanimous.

Consent Agenda:

- **CJA 245 and MM 262**-Somehow, some way these two courses made it into the catalog and the state Webforms last year without having gone through degrees and certificates. This is just to acknowledge that both are attached to their respective degrees and are not rogue courses without a home.

- **To be DELETED effective September 2, 2009:**

Building Inspection Technology: Plans Examiner Certificate CIP 46.0403

Building Inspection Technology: Mechanical Inspection Certificate CIP 46.0403

- **To be SUSPENDED effective September 2, 2009**

AAS Industrial Technology CIP 46.0000

AAS Industrial Technology: Apprenticeship CIP 46.0000

- Transfer Articulation Agreement renamed Transfer Credit Standards