

Degrees and Certificates Committee Meeting

September 16, 2009, 1pm – 4pm

Attendance: Susanne, Steve, Djambel, Sally, Eriks, Brad, Janeen, Loretta, Phil, Kendra, Kathleen, Rebecca

Guests: None

Actions item! - Steve to bring curriculum handbook to the October DAC meeting.

1) Updates from the Curriculum Office “summer developments” – Steve Smith

Steve discussed Gen Ed statement change in catalog. As listed in the paperwork he handed out.

- Current: The 16 credits must include at least one course from each category and no more than two courses or eight credits from any one category. No more than two courses may come from courses required by specific programs
- Suggested revision: The 16 credits must include at least one, 3 credit course from each category. No more than two courses may come from courses required by specific programs

3-4-5-6 credit Gen Ed courses create difficulties for graduation due to the number of combinations creating different totals. He provided some suggested wording changes.

Added to October DAC Agenda for discussion and possible decision

Curriculum timeline changes: New degree or cert has to be in October meeting otherwise it won't be implemented that year.

Steve explained to the committee that the curriculum office doesn't always control how the degree approval process works. Steve and Susanne feel differently about the submission dates and have agreed to disagree.

Susanne asked committee members to consider having September meetings for DAC. We can wait to make a decision after we see how October turns out.

2) New Credit totals for Certificates as defined by CCWD: As stated in Steve's paperwork. (See Additional Paperwork below)

Action Item! - Steve to bring information about which degrees and certificates impacted by CCWD credit total change.

45-60 will have 1yr of Related Instruction and 61-108 will have to have 2yrs of Related Instruction.

Approval: Susanne asked if committee members were in agreement about related instruction. All were in agreement. Susanne asked Steve if the committee's help backing the transition to the RI structure would help. Steve said yes.

Operational details were discussed and agreed upon: All our one year and two year certificates have to have RI that reflects our new standards, because of that there are one year and two year certificates that will be changed and need to revise their RI to match the changes. The SACs must bring them through DAC by June and if they have to embed RI in their courses they must go through the Curriculum Committee. Committee wants the template changes to come through on the consent agenda

Approval: Anything that changes a degree or certificates has to come through committee.

- 3) **Sub 100 level courses** Get problematic when they are at the low end of the cert level. A less than one year cert anywhere from 12-15 and a 4 credit math 65 course, the less than one year cert is no longer that because the sub 100 level course doesn't apply? You can't have sub 100 level courses count toward the total of your certificate.

Add To October DAC Agenda: October DAC agenda AGS math requirement discussion about sub 100 level courses.

Courses need to be attached to a degree: All CTE courses need to be attached to a Degree or Certificate. If you revise the courses or they are new they have to come through Curriculum and DAC.

See Page 24 of the Curriculum handbook.

4) High School Diploma – Summer Activities and Next Steps

DAC is responsible for the adult high school diploma. We offer an adult HS diploma. It originally came through DAC 8 years ago. State has given us new requirements recently. A group met over the summer and agreed to a revised conversion chart with the understanding that the agreement can be sent forth to the state but may need to be reviewed if the EAC does not support the revision.

In addition, it was agreed the current courses on the high school approved course list need to be reviewed. Courses added to the PCC catalog since 2001 also need to be reviewed to see if they should be added to the HS course list.

Steve is going to gather more information so we can put together a two-year review plan.

AAOT State Update – Kendra Cawley

Kendra provided an update on this degree. Outcomes in the distribution areas and cultural literacy are expected any moment.

A) Information literacy: what to do with it? The library people are very passionate about it, wrote a list of 8 criteria for courses that would meet cultural literacy. Embedded in foundational or discipline studies areas. How do we embed these 8 things? Track them? Make sure the student has taken them? Most of it is done in writing so they went to the Writing SAC. Writing faculty said they do about 6 of the 8 but the other 2 they won't touch.

They don't want to own and be responsible for the whole thing. The other two are online safety and another one Kendra can't recall at the moment. The info lit requirement is going to be in WR 121 and WR 122 or WR 227 in all colleges.

B) Cultural literacy: Timeline for reviewing courses will be dependent on when we receive the outcome from the state

09-10 Tasks

Academic Handbook items A110 and A111 – see hand out it. Susanne hopes to bring the updated version before the EAC by the end of the term. Discussion on who should review A 111. Rebecca wonders if it is in Steve's area. Steve and Rebecca will gather more information for our next meeting.

Question about 300 and 400 level courses, are we going to accept them? Initial discussion included: Students wish to use them when they come back from a Bachelors program to get an AAS here at PCC. Equivalent issues with 300 level courses. We are forcing students to jump through hoops to fulfill equivalents that they have surpassed. We are we only helping AAS students? We are helping them because of the flexible slots. Susanne asked the Curriculum Office personnel to talk to accreditation to see if there is anything we need to be aware of before we accept upper division classes.

The Academic Handbook: Big Picture

The Big picture is that we have an academic handbook, which is a work in progress, a living document. Kendra has been involved with this for many years. She is now trying to make sure all the pieces have been revised. These two by the work group are two that are ours. The handbook information is from 1991. We need to revise

ADD to OCTOBER AGENDA: Recommendation is to eliminate this. Susanne would like to bring it up in the October DAC meeting before taking it to the EAC.

If the information is in two places there has to be a lot of work put in to make sure they match. Loretta doesn't understand why A110 is in the handbook. It sounds like a catalog issue.

Pending: The Committee agrees to think about eliminating 111 for October meeting.

Action item! - Kendra to look into what the title for A110 should be.

Action Item! - Rebecca to find catalog language that pertains to it.

Approval: Committee has agreed to eliminate items 1 and 2.

Additional Paperwork:

- Curriculum timelines especially the two January meetings (Jan 13th and 20th) and the dates that are different from the norm i.e. Nov 4th because Nov 11th is a holiday, Dec 2 and June 2nd because EAC meeting is moved to the second Wednesday instead of the third.
- New credit totals for 1 yr = 45-60 and 2 yr = 61-108
- Sub 100 level courses and how they count in degrees and certificates
- Courses needing to be attached to degrees