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Degrees and Certificates Minutes
December 2, 2009
Conference Room A
2pm-4pm

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In attendance:
Susanne Christopher, Kendra Cawley, Kathleen Bradach, Loretta Goldy, Scott Huff, Dave Stout, Steve Smith, Amy Alday-Murray, Djambel Unkov, Eriks Puris, Joanne Harris.

Guests: Diana, Susan Lewis, Art Schneider.

2:00 Old Business: Approval of November Minutes
    Amend title, should be called Minutes not Agenda.
Dave moved, Loretta Seconded.
 <u>Approved as Amended.</u>

2:15 Adult High School Diploma-Steve Smith
    Need to submit a new plan to state because of new requirements. We are working on an update to the plan. Key thing that must happen, the courses that we want to add to the list to use need to be reviewed and compared against the outcomes of the high school courses. We need faculty involvement.

    Steve presented a signup sheet for one, 3-hour meeting to review courses. There will be a 30 minute orientation, overview, and a list of courses to make a decision about giving a full credit or sending it back to the SAC. The list will be based on recommendation from High school advisers.

2:20 Discussion Item: Academic Handbook A110, A111-Susanne Christopher, Kendra Cawley
    A111 - Course substitution. Susanne will talk to CTE chairs to get their input. Susanne is meeting with CTE chairs this Friday and these two items will be on the Agenda for January.

     R 601-Related Instruction. The goal is to align the handbook with the catalog. Kendra and Susanne discussed what the right level of detail and what information is correct. Kendra stated that none of the info here actually goes into the catalog but goes to accreditation. Instructor qualifications need to be in here among other information that is not in catalog.

    Committee members agreed to let Kendra and Susanne fix the document so that it correctly reflects current standards and practices in this area. Once all the revisions have been made, a copy will be presented to the EAC.

    <u>A 103 – AAOT</u> There are two document versions: The first is aligning the AAOT catalog and Academic Handbook with current practice and standards. The second document notes the changes for the 10-11 catalog and July 1, 2010 Handbook.
    The second version with the highlighting on it is the changes that apply as a result of the decisions made that relate to full implementation. Based on the guidelines that we had AAOT that was approved November 6, approved by JBAC (Joint Boards Articulation Committee) in January.

- **Kendra:** Most of what I changed is in yellow and is changed because of stuff I took directly from the guidelines. Changing from what we are currently doing and is highlighted in yellow for 10-11 catalog. Discussion followed on clarifying writing requirements with the Informational literacy requirement. Students must have 8 credits of writing . We agreed to add WR 123, as it is part of the state AAOT and students may have this writing course in their portfolio. **Kendra asks if she can make changes. The Committee agrees.**

2:30 Discussion Item: 300-400 level courses-Susanne Christopher
The committee decided we will hold this discussion in Winter or Spring when the registrar is back and the catalog items are resolved.
this issue further in the Spring or Summer.

3:00 REVISION: Computer Application Systems-Administrative Office Professional-AAS-Revision-Kelly Peden
This degree, (AOP) is a statewide program that provides connected instruction and pathways for completion between participating Oregon community colleges. Students may start at PCC, but complete and transfer credits to any of the participating colleges. PCC joined this consortium in 2007 and has been working with the other community colleges in the consortium for the past two years to determine requirements for this statewide degree. The core cluster and focus areas were determined by state measurement indicators and supported by an advisory committee formed by the consortium. The next step for the consortium is to work with area four-year institutions to create a pathway for transfer options. The rationale for this is that this degree will prepare students to earn a management degree where those additional courses are deemed more appropriate.
3 years working on a statewide consortium, 11 community colleges that participated, we have come up with this statewide degree. It really is a revision of our AAS Office management degree. We added a few BA classes, removed some CAS classes. We hope to contact 4 year institutions and have most of the classes accepted. Needs to talk to Davonna, currently we say we have to have Math 65 or higher, but we must remove that and keep it as a college requirement. If they have placed into or taken the higher credit class it can be used that way.

Dave recommended, as Amended, Kathleen Seconded. CAS office administrative professional Degree with Amendment of Removal of MTH 65 Takes degree down to 90 from 94 credits. Unanimous recommendation for approval.
APPROVED AS AMENDED

3:15 Aviation Maintenance Technology-AAS-Revision-Gilbert Bynoe- Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours, has precipitated a corresponding change in not only the certificate but the degree requirements for the AMT program. The original revision of the AMT Powerplant certificate through revision of the pre-requisites affects also the Aviation Maintenance Technology AAS.AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate and degree coursework to that of a pre-requisite course.

Discussion: SAC representative did not attend. Committee members reviewed the paperwork. Discussion occurred around the outcomes. The outcomes are the same of all degrees and certificates. Susanne agreed to send an email alerting the SAC to the committee members' concern about the outcomes and offering to assist, if desired.

POSTPONED UNTIL FURTHER NOTICE

Aviation Maintenance Technology-Two Year Certificate-Revision-Gilbert Bynoe
Recent changes by the
State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. Revising the AMT Powerplant certificate through revision of the pre-requisites affects also the Two-year Aviation Maintenance Technology Certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the two One-year certificate's coursework necessitates a similar correction to the Two-year certificate.
POSTPONED UNTIL FURTHER NOTICE

Aviation Maintenance Technology-Powerplant Certificate -Revision-Gilbert Bynoe
Recent changes by
the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the certificate coursework will realign the two single AMT mechanic rating certificates, Airframe and Powerplant, to both be recognized as one-year certificates. The Airframe is currently 59 credit hours and the Powerplant is currently 61.
POSTPONED UNTIL FURTHER NOTICE

Aviation Maintenance Technology: Airframe Certificate-Revision-Gilbert Bynoe
Recent changes by the State of Oregon in the maximum credit hour limit of a CTE one-year certificate from 61 to 60 credit hours. This has caused a poor representation of the actual calendar time required to complete the AMT Powerplant certificate. Revising the AMT Powerplant certificate through revision of the pre-requisites affects also the one-year AMT Airframe certificate.AMT SAC proposes the movement of AMT 101 – Introduction to A&P from certificate coursework to that of a pre-requisite. The removal of one credit hour from the certificate coursework will realign the two single AMT mechanic rating certificates, Airframe and Powerplant, to both be recognized as one-year certificates. The Airframe is currently 59 credit hours and the Powerplant is currently 61. Each would be reduced by one credit hour.
POSTPONED UNTIL FURTHER NOTICE

3:30 Civil Engineering Technology-AAS-Revision-Greg Gerstner- The Writing pre-requisite and outcomes have been altered. There is no change in course work.
Discussion:
Greg returned to the D/C committee with revised outcomes for these two AAS Degrees.

Eriks moved to recommend for approval the changes to Civil Engineering Technology and Mechanical Engineering Technology AAS as submitted, Joanne seconded. Unanimous recommendation for approval.
APPROVED AS AMENDED with a clarification in the 7 credits of General Education to read

"General Education 7 credits in parenthesis including at least one course, three-credit or more of Social Science".

AMENDED A SECOND TIME

Mechanical Engineering Technology-AAS-Revision-Greg Gerstner
The Writing pre-requisite and outcomes have been altered. There is no change in course work.
APPROVED AS AMENDED

Civil Engineering Technology: Green Technology and Sustainability Option-New-Greg Gerstner
To provide the Civil Engineering Technology student with Green Technology and Sustainability methodologies to better prepare the student to practice sustainable engineering.
Discussion: the last outcome is the one that is different, the fifth outcome is enhanced due to the 3 extra courses. Clarification in the 7 credits of General Education to read "General Education 7 credits in parenthesis including at least one course, three-credit or more of Social Science".
Removal of the asterisk by SOC 238 on paperwork.

Eriks moved to recommend for approval changes to CET and MET Green Technology and Sustainability Option as AMENDED, Janeen seconded. Unanimous recommendation for approval.
APPROVED AS AMENDED

Mechanical Engineering Technology: Green Technology and Sustainability-New-Greg Gerstner- to provide the Mechanical Engineering Technology student with Green Technology and Sustainability methodologies to better prepare the student to practice sustainable engineering.

Eriks moved to recommend for approval changes to CET and MET Green Technology and Sustainability Option as AMENDED, Janeen seconded. Unanimous recommendation for approval.
APPROVED AS AMENDED, General Education 7 credits in parenthesis including at least one course, three-credit or more of Social Science

Civil Engineering Technology Two Year Certificate-Related Instruction-Greg Gerstner-Addition of Related Instruction. Adding to Consent agenda.
Kathleen moved, Janeen seconded. Unanimous recommendation for approval.
APPROVED

Mechanical Engineering Technology Two Year Certificate-Related Instruction-**Greg Gerstner**-Addition of Related Instruction.
CONSENT AGENDA ITEMS ABOVE:
Add to the template so the template adds up. Putting hours in to show that it meets the hour requirements. Public Speaking or English Comp and Social Science need to have their credit hours added so as to express that it actually ads up on the related instruction sheet. As it is it isn't actually listed.

Kathleen moved, Janeen seconded. Unanimous recommendation for approval.
APPROVED

3:45 Medical Assisting Certificate-Revision-Susan Lewis CGCC

Requesting to increase the program reading and writing prerequisites and clarify the math requirement to better meet the needs of the medical community that supports CGCC's program. Our MA Advisory Committee has requested that our graduates have higher reading, writing and math skills. Proposed changes to MA certificate program prerequisites have proceeded through the CGCC Curriculum Committee process. While the new prerequisites differ from PCC prerequisites for this certificate, there has been conversation between the Chief Academic Officer at CGCC (Dr. Susan Wolff) and the Dean of Instructional Support at PCC (Dr. Kendra Cawley) resulting in an understanding that these changes fall within the purview of CGCC decision making as the college moves forward toward independent accreditation.

Discussion:

CGCC no longer needs to mirror our curriculum because they are candidates for becoming their own accredited institution. We are having a meeting soon about what things we need to know, but at this time it's in their best interest to use us as a consultant.

What we are requesting is that we change the prerequisites required to rather than test into Writing 121, Reading 115, and Math 20, that they have completed those classes or they test into WR121, RD 115, MTH 20 our test out of those. Completion of WR 121, RD 115, and MTH 20 to enter program. You can test out of MTH 20 and RD 115 but not WR 121. Our medical advisory made this recommendation.

Kendra moved, Scott seconded. Unanimous recommendation for approval to move forward.

Committee reviewed changes and are in support of the changes and the process they used.

<u>APPROVED</u>

Meeting adjourned at 4:16pm.

Additional Paperwork:

R 601 from Kendra Cawley

R 601

Academic Standards and Practices Handbook

Related Instruction Requirements for Career Technical Certificates

The PCC's accreditation agency, Northwest Commission on Colleges and Universities, requires that "Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation, and 3) human relations" This body of instruction is referred to as "Related Instruction".

Northwest Commission on Colleges and Universities further states that **"**Instruction in the related instructional areas may be either embedded within the program curriculum or taught in blocks of

specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study".   Below is information on the specifics of Related Instruction within the PCC system

Related Instruction in AAS Degrees and Certificates

At PCC, Related Instruction for AAS Degrees is fulfilled by the 16 credits of general education, as described in section Academic Standards and Practices A102.

The Related Instruction requirement in certificates may be fulfilled using stand-alone courses (defined below), courses containing embedded instruction in one or more of the three areas, or a combination of the two. Each certificate with greater than 45 credits must have a completed Certificate Related Instruction Template on file at the Curriculum Office. This document, which shows which courses provide related instructions in which areas, and how many hours, is approved by the Degrees and Certificates Committee.

Related Instruction Course Options:

Stand-alone course(s) option: Uses existing credit courses (must be 100 level or above) that address one or more of the program-related areas 1) communication, 2) computation, or 3) human relations. Sources for this option include:

1. A CTE course that addresses the necessary area

2. Any general education course that addresses the area

Stand-alone courses used for Related Instruction must be identified on the Certificate Related Instruction Template

 Embedded instruction option: Embedded instruction occurs simultaneously with program content instruction. Embedded instruction content and hours must be reflected in each course CCOG. SACS can identify embedded instruction hours that apply to their CTE courses only.

CTE courses containing Related Instruction either embedded or as the main focus of the course, must be approved as such by the Curriculum Committee prior to their inclusion in the Certificate Related Instruction Template.

Credit and Contact Hour Requirements for Related Instruction:

Certificates of 45 to 61 credits: Eight credits or 240 hours of related instruction with representation in three program-related instructional areas, 1) communication, 2) computation, and 3) human relations. A minimum of two credits or 48 embedded instruction hours are required in each area. 2 credits or 96 embedded instruction hours are at the SAC's discretion.

Certificates of 62 to 108 Credits: Sixteen credits or 480 embedded hours of related instruction with representation in the three program-related instructional areas, 1) communication, 2) computation, and 3) human relations. A minimum of four credits or 96 embedded instruction

hours are required in each. Four credits or 192 embedded instruction hours are at the SAC's discretion.

The procedures for identifying, submitting and approving Related Instructions may be found on the PCC EAC and Curriculum Office websites. Curriculum Office personnel are also available to serve as resources for completing this process.

Instructor Qualifications for Embedded Related Instruction

SACs need to ensure that instructors of each Career Technical course providing embedded related instruction are qualified to deliver the appropriate related instruction

The SAC develops specific requirements that pertain to the related instruction embedded in their courses, and recommends these for administrative approval as described in S701.

The Instructor Approval Form will note that an instructor is qualified to deliver embedded related instruction as defined in a supporting document, to be attached to the approval form. The supporting document indicates the course and embedded related instruction, and the specific qualifications that apply to this instructor. Both documents will be reviewed and approved by the VP of Academic and Student Affairs. Upon approval, a copy of both forms will reside in relevant Division Office(s), so that teaching assignments can be made appropriately.

Alternatively, SAC may specify (in the CCOG) topics that should be handled by guest instructors with specified qualifications. In that case it is the responsibility of the instructor to ensure that appropriate guest instructors are engaged for this purpose.