Curriculum Committee Meeting Agenda

<u>Voting Committee Members</u>
Chair – Pam Morse (Math)
Vice Chair – Mimi Pentz (Nurs/Hlth Occ)

Kristen Booth (Pre-Coll/ESOL)	Emilie Miller (Science)	Robert Wells-Clark (Tec/Trad)
LOA Jenn Kamrar (Art/Comm)	Rebecca Schwartz (Inst Dean)	
Andrea LoMonaco (Business)	Stephen Shwiff (Soc Sci & Ed)	

<u>Non-Voting Committee Members</u>
Jarett Gilbert (VP Instructional Services)   Mary Martin (Student Services/Registrar)
Susan Lewis (Curriculum)

<u>Support Staff</u>   <u>Guests</u>
Sara Wade (Instructional Services)   Katherine Aiken, Mike Davis

January 26, 2023 3:30 am – 5:00 pm
Meeting will be via Zoom only at the following link.
Zoom log-in: https://cgcc.zoom.us/j/83595137084; Meeting ID: 835 9513 7084;
phone in: 1-253-215-8782

Approval of November 3, 2022 minutes [1]

<u>Old Business</u>

1. Contact Hour Definitions (postponed)

<u>Submissions</u> [2]

1. Mike Davis (4:00 – 4:15 pm)
   - UAS 101 Introduction to Unmanned Aircraft Systems (Course Revision: des, out, cont, txt/mat)
   - UAS 200 sUAS Professional Remote Pilot I (New CTE Course)
   - Professional Small Unmanned Aircraft Systems (New Certificate)
   - Professional Small Unmanned Aircraft Systems (Certificate Suspension, Teach Out Plan, Termination of Program Checklist)

2. Pam Morse (4:15 – 4:20 pm)
   - MTH 65 Beginning Algebra II (Course Revision: title)
   - Modified Degree/Certificate Revision (MTH 65 title revision)

3. Jenn Kamrar (4:20 – 4:25 pm)

   - IRW 115L Foundations of Critical Reading and Writing (Course Revision: req, des)

<u>New Business</u>

1. Approval of Administrative Rules and Operating Procedures updates [3] (Susan, 4:25 – 4:35 pm)
   - AR 040.035.000 Occupational Supplementary Courses / Continuing Education Units
     - OP 040.035.001 Occupational Supplementary Courses / Continuing Education Units
   - AR 040.037.000 Termination of a Program
     - OP 040.037.001 Termination of a Program

2. Addition of make-up CC meeting in late February (Susan, 4:35 – 4:40 pm)

3. Gen Ed Request updates for CCN revisions (Susan, 4:40 – 4:50 pm)

4. Refusal to include entry for Text & Materials section on CCOG (Susan, 4:50 – 5:00 pm)

Discussion Items

2. Credit for Prior Learning – questions for Katherine Aiken and CC (3:35 – 4:00 pm)

- What may the CC expect to have coming before it for review and approval?

- Does the CC envision any potential curricular issues when courses are approved for CGCC's catalog of courses, however, the courses are not offered/taught?

- Portfolio class – please describe. Will students be required to take this course for each CPL request, or is it required only once?

- What research has been done regarding transfer of CPL credit to universities?

Next Meeting: February 9, 2022

Attachments: [1] November 3, 2022 CC Minutes; [2] Submissions (1 New CTE Course, 3 Course Revisions, 1 New Certificate, 1 Certificate Suspension/Teach Out Plan/Termination of Program Checklist, 1 Modified Degree/Certificate Revision); [3] Administrative Rules & Operating Procedures

Curriculum Committee Minutes
November 06, 2022 3:30 to 5pm
Location: TDC 1.162 (Board Room) & HRC 209 (Conference Room)
Zoom Link: https://cgcc.zoom.us/j/87624070787

PRESENT:

Voting Committee Members

Chair- Pam Morse (Math)

Vice Chair- Mimi Pentz (Nurs/Hlth)

Andrea LoManaco (Business)

Kristen Booth (Pre-College)

Emilie Miller (Science)

Stephen Shwiff (Social Science)

Robert Wells-Clark (Ind/Trade)

Jenn Kamrar (Art,Cult,Comm)

Rebecca Schwartz (Inst Dean)

Non-Voting Committee Members

Supporting Staff

Sara Wade (Instructional Services)

Guests

Janie Griffin

ABSENT

Voting Members

Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services), Susan Lewis (Curriculum), Mary Martin (Student Services)

Item	Discussion	Action
Call to Order: 3:32 pm	Meeting called to order at 3:32 pm by Chair Pam Morse.	
Approval of October 20, 2022	**Motion: approve as written.**	Motion: Stephen 2nds: Rebecca 9 in favor – 0 opposed – 0 abstains
Old Business:		
1. **ECE & Elementary Educator Pathway relationship – shifting ECE from CTE to LDC (Rebecca will conduct research on what other colleges classify ECE under – original date: June 10, 2022)**	Rebecca shares an update with the research that has been conducted regarding ECE & the Elementary Educator Pathway.	

	• Out of the 12 schools that have responded only about 4 (Mount Hood, Blue Mountain, OCCC & Lane) have been able to state that their ECE degree is stackable. • The two ways they have been explained to be stackable is transfer agreements and expectations of credits. • Discussion of a way that CGCC how to be able to implant the exception of credits to fall under the Early Childhood Education pathway. A discussion ensued around General Education credits. And that CGCC's requirement of 16 General Education Credits for CTE students for a degree seems high in comparison of other colleges in the state.	
Submissions:		
EMS 105 EMT Part I (Content Hour Change)	Janie explained the proposed changes for both the EMS 105 & 106 Content Hour Change, that it will allow for more time to teach all the content that is needed for students to be successful in the courses. Question arose about the math on the Content Hours but discussion and explanation resolved/answered question/concern. **Motion: approve as written.**	Motion: Stephen 2nded: Andrea 9 in favor – 0 opposed – 0 abstained
EMS 106 Part II (Content Hour Change)	**Motion: approve as written**	Motion: Rebecca 2nded: Kristen 9 in favor – 0 opposed – 0 abstained
New Business:		

1. Approval of Administrative Rules and Operating Procedures updates
    • AR 040.035.000 Occupational Supplementary Courses/Continuing Education Units
        • OP 040.035.001 Occupational Supplementary Courses/Continuing Education Units
    • AR 040.037.000 Termination of a Program
        • OP 040.037.001 Termination of a Program
	Motion: Table approval of ARs and OPs until next meeting for Susan to explain changes and discuss proposed changes.	Motion: Rebecca
		2nded: Mimi
		9 in favor – 0 opposed – 0 abstained

Discussion Items:		
1. Contact Hour Definitions	Tori shared her conversation with Susan with the committee & shared with the committee the research she conducted on the definitions of Contact Hours. And shared a suggested reporting for CGCC. Confusion and discussion on what the original intent of the original Contact Hour Definitions discussion was from the retreat. If it was Contact Hours on different modalities of courses, and how to measure and track. **Motion: Table Contact Hour Definition conversation until the November 17 meeting, when Susan can be available to explain and guide conversation.**	Motion: Kristen 2nded: Robert 8 in favor – 0 opposed – 0 abstained
Meeting Adjourned: 4:31pm	**Rebecca motioned to end the meeting Mimi seconded, all in favor. Meeting ended at 4:31pm.**	**Next Meeting: November 17, 2022**

Columbia Gorge Community College

Course Revision

What are you seeking to revise? Check all that apply		
☐ Course number	☒ Requisites	☐ Related Instruction
☐ Title	☒ Outcomes	☒ Content
☒ Description	☐ Repeatability	☒ Text / Materials

SECTION #1 GENERAL INFORMATION & REVISIONS			
Department	Trades & Technology - UAS	Submitter name Phone Email	Mike Davis 503.680.6384
Current prefix and number	UAS 101	Proposed prefix and number	No change
Current course title	Introduction to Unmanned Aircraft Systems	Proposed title (60 characters max)	No change
Current Repeatability	0	Proposed Repeatability	No change
Current transcript title (30 characters max)	Intro to Unmanned Aircraft Sys	Proposed transcript title (30 characters max)	No change
Reason for above proposed changes	No changes		

COURSE DESCRIPTION: To be used in the catalog and schedule of classes. Begin each sentence of the course description with an active verb. Avoid using the phrases: "This course will …" and/or "Students will …" Include course requisites in the description. Guidelines for writing concise descriptions can be found at Writing Course Descriptions.

Current Description (required whether being revised or not)	Proposed Description
Introduces the fundamentals of Unmanned Aircraft Systems (UAS), including their history and developing role in modern aviation history. Includes UAS Applications, UAS systems, Human Factors, UAS Design, Power Systems, Communications Systems, FAA Regulations, Public Policies and the future potential of the UAS. Prerequisites: IRW 115 or WR 115, MTH 65, or equivalent placement. Audit available.	Introduces the fundamentals of Unmanned Aircraft Systems (UAS), including their history and developing role in modern aviation history. Includes UAS applications, UAS systems, human factors, UAS design, power systems, communications systems, FAA regulations, public policies and the future potential of the UAS. **Covers FAA exam requirements. Prerequisites: placement into IRW 115 or WR 115, MTH 65 or MTH 98**. Audit available.
Reason for description change	Addition of FAA requirement for Remote Pilots and revision of requisites.

REQUISITES: Note: If this course has been approved for the Gen Ed list, it will have, as a default the following requisites: "Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121." If the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to submit the Opt-out of Standard Prerequisites Request form.

Current prerequisites, corequisites and concurrent (if no change, leave blank)			
☐ Standard requisites – Placement into MTH 65 or MTH 98 Prerequisite/concurrent: WR 121			
☐ Placement into:			
prefix & number: IRW 115 or WR 115 or equivalent placement	☒ Prerequisite	☐ Corequisite	☐ pre/con
prefix & number: MTH 65 or equivalent placement	☒ Prerequisite	☐ Corequisite	☐ pre/con
Proposed prerequisites, corequisites and concurrent			
☐ Standard requisites – Placement into MTH 65 or MTH 98 Prerequisite/concurrent: WR 121			
☒ Placement into: IRW 115 or WR 115, MTH 65 or MTH 98			
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
Reason for requisite changes	To match requisite requirements in other UAS courses and still be sufficient for student success in the course.		

LEARNING OUTCOMES: Describe what the student will be able to do "out there" (in their life roles as worker, family member, community citizen, global citizen or lifelong learners). Outcomes must be measurable through the application of direct and/or indirect assessment strategies. Three to six outcomes are recommended. Start each outcome with an active verb, completing the sentence starter provided. (See Writing Learning Outcomes on the curriculum website.)

NOTE: Gen Ed Courses revising outcomes are required to submit a new Gen Ed Request form. A new Cultural Literacy Request form will also be required of any course with a Cultural Literacy designation.

Current learning outcomes (required whether being revised or not)	New learning outcomes
Upon successful completion of this course, students will be able to: 1. Identify the function of UAS components 2. Recognize the capabilities and limitations of various types and classes of UAS platforms 3. Prepare a mission plan using the components of the UAS mission planning process 4. Understand the civil applications of UAS 5. Apply the requirements and processes necessary to obtain Federal Aviation Administration (FAA) authorization 6. Identify hazards associated with UAS operations and prescribe risk controls 7. Identify ethical issues related to UAS and determine professional responses. 8. Understand autonomous flight for effective photogrammetry.	Upon successful completion of this course, students will be able to: 1. Identify the function of UAS components. 2. Recognize the capabilities and limitations of various types and classes of UAS platforms 3. Prepare a mission plan using the components of the UAS mission planning process 4. Understand the civil applications of UAS 5. Apply the requirements and processes necessary to obtain Federal Aviation Administration (FAA) authorization **for Remote Pilot License**. 6. Identify hazards associated with UAS operations and prescribe risk controls 7. Identify ethical issues related to UAS and determine professional responses. 8. Understand autonomous flight for effective photogrammetry.
Reason for outcomes change	Addition of FAA Remote Pilot Requirements

Course Content – organized by outcomes (list each outcome followed by an outline of the related content):	**Outcome #1:** Identify the function of UAS system components. • UAS system components and functions: propulsion, guidance and controls **Outcome #2:** Recognize the capabilities and limitations of various types and classes of UAS platforms. • UAS system components and functions: classes, payloads, sensor data and processing **Outcome #3:** Prepare a mission plan using the components of the UAS mission planning process. • Mission planning: determine outcome(s) of mission; develop steps for achieving mission outcome(s) **Outcome #4:** Understand the civil applications of UAS. • Regulations: FAA UAS policies, state and local laws governing UAS **Outcome #5:** Apply the requirements and processes necessary to obtain Federal Aviation Administration (FAA) authorization. • Regulations: FAA FAR part 107, title 14, certificate of waiver and minimum requirement for a FAA Remote Pilot License. **Outcome #6:** Identify hazards associated with UAS operations and prescribe risk controls. • Operational considerations: human factors, airspace restrictions, maneuvers **Outcome #7:** Identify ethical issues related to UAS and determine professional responses. • Respecting safety and privacy, professional ethics **Outcome #8:** Understand autonomous flight for effective photogrammetry. • Identify routes, flight plans, and payloads for required image capture and mapping
Suggested Texts & Materials updates (specify if any texts or materials are required):	Introduction to Unmanned Aircraft Systems, Marshall, ISBN: 9781482263930 UAS Remote Pilot Flying Handbook, Davis, second edition, 2022

Is this course used for related instruction?	☐ Yes ☒ No
If yes, then check to see if the hours of student learning should be amended in the related instruction template to reflect the revision. This may require a related instruction curriculum revision.	

SECTION #2 IMPACT ON OTHER DEPARTMENTS

Are there changes being requested that may impact other departments, such as academic programs that require this course as a prerequisite for courses, degrees, or certificates?	☒ Yes ☐ No
Please provide details, who was contacted and the resolution.	

Conversation with Jim Pytel has been accomplished to ensure required option for the EM-Tech AAS program.

Implementation term	Seeking approval for Spring term 2023
Allow 2-6 months to complete the approval process before scheduling the course.	

SECTION #3 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean."

Submitter	Email	Date
Mike Davis	mdavis@cgcc.edu	11.15.22

Department Chair (enter name of department chair): James Pytel
Department Dean (enter name of department dean): Robert Clark

NEXT STEPS:
1. Save this document as the course prefix and number (e.g. MTH 65 or HST 104). Send completed form electronically to curriculum@cgcc.edu or slewis@cgcc.edu.
2. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the curriculum office may review and provide feedback.
3. Course submissions will be placed on the next agenda with available time slots. You will be notified of your submission's time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department dean. It is the submitter's responsibility to ensure that completed signature pages are delivered to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Columbia Gorge Community College

New Course
Career Technical Education (CTE)

SECTION #1 GENERAL INFORMATION

Department:	Trades & Technology - UAS	Submitter name phone and email	Mike Davis 503.680.6384 mdavis@cgcc.edu
Prefix and Course Number:	UAS 200	Credits:	5
Course Title: (60 characters max, including spaces)	sUAS Professional Remote Pilot I	Transcript Title: (30 characters max, including spaces)	sUAS Prof. Remote Pilot I

May this course be repeated for credit?	☐ Yes ☒ No	For how many times?		Contact hours:	Lecture: 44 Lec/lab: 0 Lab: 33

Is this course equivalent to another? They must have the same description, outcomes and credit.	☐ Yes ☒ No	

Reason for the new course.	The National office of Bureau of Land Management has been working with CGCC for the past few years to create an agency standard for all commercial sUAS pilots. This course has been conducted twice with existing BLM personnel as a non-credit NCTC. BLM is requesting this course now be offered to the public (including all DOI agencies) and be for credit.

GRADE OPTIONS: Check as many or as few options as you'd like. **Choose the default grade option**. The default grade refers to the option that is listed at the top of the dropdown menu for the CRN. Students who do not make a choice or do not make a change in the dropdown menu will automatically be assigned to the default grade option.

	Check all that apply	Default (Choose one)
A-F (letter grade)	☒	☒
Pass/No pass	☐	☐
Audit in consultation with faculty	☐	☐

REQUISITES: Identify prerequisite, corequisite and concurrent course(s)

☐ Standard requisites – Placement into MTH 65 or MTH 98; Prerequisite/concurrent: WR 121.

☐ placement into:	☐ placement into:		
course prefix & number:	☐ prerequisite	☐ corequisite	☐ pre/co
course prefix & number: FAA Remote Pilot License	☒ prerequisite	☐ corequisite	☐ pre/co
course prefix & number:	☐ prerequisite	☐ corequisite	☐ pre/co

COURSE DESCRIPTION: To be used in the catalog and schedule of classes. Begin each sentence of the course description with an active verb. Avoid using the phrases: "This course will …" and/or "Students will …" Include course requisites in the description. Guidelines for writing concise descriptions can be found at Writing Course Descriptions.

Extends knowledge and skills learned in UAS 101, preparing students for professional applications of UAS by providing an understanding of UAS Systems, including: command and control, communication, payload, launch and recovery, and basic maintenance considerations. Covers human factors, crew resource management, aviation decision making cybersecurity, risk management and ethics. Provides an in-depth study of Notices to Airmen (NOTAMS), mission and flight planning and low altitude authorization and notification (LAANC). Introduces basic National Institute of Standards and Training (NIST) flight training utilizing simulator technology. Integrates stress management strategies/techniques as part of in the simulator training as well as throughout. Includes a one-week, on-site NIST training and flight exam. Prerequisite: FAA Remote Pilot License.

LEARNING OUTCOMES: Describe what the student will be able to do "out there" (in their life roles as worker, family member, community citizen, global citizen or lifelong learners). Outcomes must be measurable through the application of direct and/or indirect assessment strategies. Three to six outcomes are recommended. Start each outcome with an active verb, completing the sentence starter provided. (See Writing Learning Outcomes on the curriculum website.)

Outcomes: (Use observable and measurable verbs)	Upon successful completion of this course, students will be able to:
	1. Apply aeronautical decision making (ADM), risk management, and crew resource management (CRM).
	2. Demonstrate practical applications of stress management in a flight situation.
	3. Prepare a mission plan using advanced flight methods within the UAS mission planning process.
	4. Demonstrate a basic understanding of photogrammetry and automated flights.
	5. Apply the requirements and processes necessary to achieve the minimum accepted level of the National Institute Standards and Training (NIST) sUAS flight exam.
Outcomes assessment strategies:	The student will demonstrate competencies related to the following (via written test, verbal demonstrations, and flight exam): The student will Explain ADM, CRM and Risk Management. The student will demonstrate and evaluate the use of UAS systems and planning skills, demonstrate effective team/group process skills, employ analytical skills, demonstrate, and evaluate aircraft operations. The student will be able to demonstrate the understanding of all Mission steps. The student will be able to verbally explain the steps necessary to pass a NIST flight exam. Student evaluation is done via exams, quizzes, assignments, simulator exercises and flight exams.

COURSE CONTENT, ACTIVITIES AND DESIGN

Activity & Design: The determination of teaching strategies used in the delivery of outcomes is generally left to the discretion of the instructor. On occasion, a department may decide that the inclusion of a particular strategy will be required (specify in "required activities" box below). For example, a department may determine that a course will be required to incorporate a service learning project into its curriculum delivery. However, for the most part, delivery mechanisms fall under academic freedom and so the individuality and creativity of each instructor.

Here are some strategies that you might consider when designing your course: lecture, small group/forum discussion, flipped classroom, dyads, oral presentation, role play, simulation scenarios, group projects, service learning projects, hands-on lab, peer review/workshops, cooperative learning (jigsaw, fishbowl), inquiry based instruction, differentiated instruction (learning centers), graphic organizers, etc.

Department required course activities (optional):	

Course Content – organized by outcomes (list each outcome followed by an outline of the related content):	**Outcome #1:** Apply aeronautical decision making (ADM), risk management, and crew resource management (CRM).
	
	• FAA Flight Policy and Procedures of aeronautical knowledge FAA-8083-25B
	   o Aeronautical decision making
	      ▪ Understanding of the Systematic Approach
	      ▪ Review Personal Attitudes
	      ▪ Define Influencers
	   o Risk management
	      ▪ Students will identify safety-related hazards.
	      ▪ Introduce students to the Risk Management Process
	      ▪ Define the Five Hazardous Attitudes: Anti-authority, Impulsivity, Invulnerability, macho and resignation. Introduce students to their antidote.
	      ▪ Students will demonstrate their understanding by assessing the degree of risk and determine the best course of action by using the Risk Assessment matrix.
	   o Crew resource management
	      ▪ Students will be introduced to human conditions; fatigue, complacency and stress in aviation environments. Students will be introduced to the five traits prone for aviation accidents; Disdain for rules, safety violations, adventure seeking, impulsive and disregard.
	
	Outcome #2: Demonstrate practical applications of stress management in a flight situation.
	
	• Stress techniques within a sUAS environment
	   o Students will be trained and will utilize the Heartmath emWave2 stress monitor.
	   o Students will understand how fatigue, complacency and stress relates to aviation incidents and how to avoid techniques.
	      ▪ Introduce students how to recognize and cope with stress
	      ▪ Introduce students how to cope with stress and to prevent overload.
	
	Outcome #3: Prepare a mission plan using advanced flight methods within the UAS mission planning process.
	
	• Advanced flight plans in difficult situations. This will include preflight planning related to weather, locations, operational limitations, hazards, crew health and no fly zones.
	• UAS mission planning process
	   o Lectures, exams and assignments (role-playing) related to Operational checklist for preflight, during flight and post flight.
	   o Instructure will cover Ground operations, Pre-mission planning, in flight planning, post flight planning and end-mission debrief.
	• Advanced flight methods

	o This includes demonstrations and flight exams for Precision flights which will include: indoor investigations, Search & Rescue, Fire, Police activity, industrial inspections, surveying, Infrared, complex sensors and medical delivery.

Outcome #4: Demonstrate a basic understanding of photogrammetry and automated flights

- Identify detailed accurate flight plans and payloads in professional environments.
- Defining photogrammetry
  - o Introduction to capturing and processing imagery and data
- Use in professional environments
  - o Choosing a sensor
  - o Mission planning techniques for capturing imagery
  - o Students will be provided hands-on applications as outlined in reference text: "Fundamentals of Capturing and Processing Drone Imagery and Data"

Outcome #5: Apply the requirements and processes necessary to achieve the minimum accepted level of the National Institute Standards and Training (NIST) sUAS flight exam.

- Measure progress, highlight break-through capabilities, and encourage hardening of developmental systems through repeated testing and comparison of quantitative results.
- Test taking strategies
  - o Instructor will follow the NIST standard test methods
  - o Students will have hands-on instruction to meet the standards as outline in above referenced handbook
  - o The Student will be supplied detailed test methods and evaluation.
- What can be expected on the test
  - Students will demonstrate all elements of the safety of flight while demonstrating their flight abilities.
  - Flight exams will use the NIST standards. This will provide measured results to quantitatively evaluate the remote pilot proficiency. |
| Suggested Texts & Materials (specify if any texts or materials are required): | • Emwave2 monitor
• Zephyr Simulator Training
• Simulator & Controller
• FAA "Pilot's Handbook of Aeronautical Knowledge", FAA-H-8983-25B
• Federal Aviation Regulations, FAR/AIM, ISBN: 978-1-64425-093-B
• "UAS Remote Flying Handbook", I.M.Davis, ISBN: 978-0-9890839-6-6
• NIST Standards; www.nist.gov |
| Department Notes (optional) | |

SECTION #2 FUNCTION OF COURSE WITHIN EXISTING AND/OR NEW PROGRAM(S)

New CTE courses must be attached to a degree and/or certificate. They cannot be offered until the degree or certificate is approved. Please answer below, as appropriate.

Will this new course be part of existing, currently approved CGCC certificate(s) and/or degree(s)?	☐ Yes ☒ No

Name of certificate(s):		# credit:
Name of degree(s):		# credit:

Will this new course be part of a new, proposed CGCC certificate or degree?	☒ Yes ☐ No

Name of new certificate(s):	sUAS Professional Remote Pilot	# credit: 18
Name of new degree(s):		# credit:

Briefly explain how this course fits into the new or existing degrees /certificates noted above (i.e. requirement or elective):	This course will be part of a new certificate which will include UAS-102 and UAS-210 as requested by BLM. It is BLM's intent to add (via CGCC) an additional course (sUAS Maintenance) to this certificate in the future. This will eventually become a BLM adopted program offering to all DOI agencies. The current UAS credit certificate will be suspended.

Is this course used to supply related instruction for a certificate?	☐ Yes ☒ No

If **yes,** the related instruction form, available on the curriculum office website, must be completed and submitted together with this form.

SECTION #3 ADDITIONAL INFORMATION FOR NEW CTE COURSES

Transferability: Will this course transfer to another academic institution? Identify and describe the nature of the transfer.	The possibility of both elective transfer and transfer to the same program at a different university. BLM has discussed this possibility.

IMPACT ON OTHER PROGRAMS AND DEPARTMENTS

Are there degrees and/or certificates that are affected by the instruction of this course? If so, provide details.	Yes. The impact on the present sUAS certificate is over 30% (moving of UAS-102 and UAS 210) and will require it's suspension and submission of a new version of the certificate.
Are there similar courses existing in other programs or disciplines at CGCC? If yes, provide details and/or describe the nature of acknowledgments and/or agreements that have been reached.	No

Is there any potential impact on another department? Identify and consult with Department chairs whose courses may be impacted by this course, such as: content overlap, course duplication, prerequisite need, enrollment increase or decrease, etc.	☐ Yes ☒ No

Explain and/or describe the nature of acknowledgments and/or agreements that have been reached.	

Has the Library director been notified regarding the addition of this course and the need for any potential resources?	☐ Yes – date: _____ ☒ No There is no significant change between this course and other UAS courses currently being offered.
Implementation term:	☒ Start of next academic year (summer term) ☐ Specific term (if BEFORE next academic year):

Course approval is dependent on approval of the related certificate/degree submission which documents the placement of the new course. Degree/certificate status will impact the speed of the process. The Curriculum Office will notify the submitter, department chair, and department director when the course has completed the approval process and is available to be scheduled. Curriculum changes generally go into effect at the beginning of the next academic year (summer term). Mid-year revisions/additions are discouraged but accommodated when possible if there is a specific, identifiable need.

SECTION #4 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean."

Submitter	Email	Date
Mike Davis	mdavis@cgcc.edu	12.8.22

Department Chair (enter name of department chair): Jim Pytel

Department Dean (enter name of department dean): Robert Clark

NEXT STEPS:
1. Save this document as the course prefix and number (e.g. MTH 65 or HST 104). Send completed form electronically to curriculum@cgcc.edu or slewis@cgcc.edu.
2. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the curriculum office may review and provide feedback.
3. Course submissions will be placed on the next agenda with available time slots. You will be notified of your submission's time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department dean. It is the submitter's responsibility to ensure that completed signature pages are delivered to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Columbia Gorge Community College

NEW CERTIFICATE REQUEST

Submitted by: Mike Davis	Email: mdavis@cgcc.edu	Phone: 503.680.6384	Department: Trades & Technology - UAS

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW				

Proposed Title:	Professional Small Unmanned Aircraft Systems		Proposed Credits:	18
Reason for new certificate:	Replacing existing 20 credit certificate. Revision is over 30% change and requires that we build a new certificate and suspend the existing certificate. The revision is to create a certificate that better aligns with BLM/DOI requirements.		Requested implementation term:	Summer 2023
Is there impact on other areas of instruction?	☒ Yes ☐ No	Explanation of issues and how they are being resolved: Suspension of existing 20 credit Professional Small Unmanned Aircraft Systems certificate.	Has the certificate been validated by the Advisory Committee?	☒ Yes ☐ No
If yes, have you talked with impacted departments and resolved any and all possible issues?	☒ Yes ☐ No	Maintaining UAS 101 course that is part of the EM-Tech AAS. UAS 101 is a prerequisite to UAS 102.	Date of Advisory Committee meeting:	11.29.22

Is this a Statewide Certificate?	☐ Yes ☒ No	If so, has the certificate been approved by the consortium?	☐ Yes ☐ No
Is this a Related Certificate?	☐ Yes ☒ No	Is this a Career Pathway?	☐ Yes ☒ No
If this is a Related Certificate or a Career Pathway, what is the base degree?			

SECTION #2 PREREQUISITES AND OUTCOMES			

Note that degree/certificate/program entry prerequisites are only enforceable in limited entry programs. Program prerequisites for open entry programs only have meaning when they are representative of prerequisites associated to specific courses within the program. Prerequisites that students are not able to test out of using Next Gen Accuplacer result in hidden degree/certificate requirements and should be avoided. (Courses that may be tested out of using Next Gen Accuplacer include: RD 90, RD 115, WR 90, WR 115, MTH 20, MTH 60, MTH 65, MTH 95, MTH 98, MTH 105, MTH 111, MTH 112.)

PROPOSED PRE and/or COREQUISITES			
Course Number	**Course Title or Placement level**	**Requisites**	**Credits**
IRW 115	Critical Reading and Writing or equiv placement or	ABE 75 or ABE 70 or GED 70 or equiv placement	5
or WR 115	or Introduction to Expository Writing or equiv place	Placement into WR 115	4
MTH 65	Beginning Algebra II or equivalent placement	Placement into MTH 65	4

Is this a limited entry program? Students must apply, via the department for program entry.	☐ Yes ☒ No

PROPOSED OUTCOMES

Describe what the student will be able to do "out there" (in their life roles as worker, family member, community citizen, global citizen or lifelong learners). Outcomes must be measurable through the application of direct and/or indirect assessment strategies. Three to six outcomes are recommended. Start each outcome with an active verb, completing the sentence starter provided. (See Writing Learning Outcomes on the curriculum website.)

Students who successfully complete this certificate will be able to:

1. Demonstrate knowledge of UAS systems and the laws and regulations governing airspace and safety.

2. Demonstrate and execute tasks necessary to complete UAS operations and missions.

3. Exemplify a high standard of ethical and professional behavior.

4. Pass APSA – NIST certification exams

5. Develop and implement a business and operations plan for a UAS enterprise organization/venture.

6. Apply an understanding of photogrammetric data workflow.

SECTION #3 PROPOSED COURSEWORK

List all courses (course number, title, requisites and credits) in the term by term order that is to be displayed in the catalog certificate map. Enter electives below if applicable. The information you provide on this form will be reflected in the CGCC catalog pages. Please ensure it is correct. (If you need more lines to accommodate the courses, right click and insert rows.)

Course Number	Course Title	Requisites	Credits
Fall Term			
UAS 101	Introduction to Unmanned Aircraft Systems	IRW 115 or WR 115, MTH 65, or equivalent placement	5
Winter Term			
UAS 102	Small Unmanned Aircraft Aerial Photogrammetry	UAS 101; Rec: COMM 111	4
Spring Term			
UAS 200	sUAS Professional Remote Pilot I	FAA Remote Pilot License	5
UAS 210	UAS Management	place into IRW 115 or WR 115, MTH 65 or MTH 98	4
		Credit total	18
ELECTIVES (if applicable)			
Course Number	**Course Title**	**Requisites**	**Credits**
	none		

SECTION #4 RELATED INSTRUCTION

Certificates 45 credits or more require related instruction. Fill out a Template for Related Instruction located on the Curriculum web page.
All courses identified as fulfilling the embedded related instruction requirement must have been reviewed and recommended
by the Curriculum Committee and the details outlined on the CCOG.

SECTION #5 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Degree or Certificate Signature Form signed by the department chair and dean."

Submitter	Email	Date
Mike Davis	mdavis@cgcc.edu	12.2.22

Department Chair (enter name of department chair): James Pytel

Department Dean (enter name of department dean): Robert Clark

Columbia Gorge Community College

CERTIFICATE SUSPENSION

Submitted by: Mike Davis	Email: mdavis@cgcc.edu	Phone: 503.680.6384	Department: Trades & Technology - UAS

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW			
Certificate Title:	Professional Small Unmanned Aircraft Systems	Credits:	20

Overview and rationale for suspension:	Revisions needed to meet changing industry standards resulted in a greater than 30% change. Therefore, we were required to suspend the existing certificate and create a new certificate.		

Is this a Related Certificate?	☐ Yes ☒ No	Is this a Career Pathway?	☐ Yes ☒ No
If yes, what is the base degree?			

Will the proposed suspension affect the base degree or certificate?	☐ Yes ☐ No
If yes, how?	

Is this a statewide certificate?	☐ Yes ☒ No	If yes, has the consortium been notified of the proposed suspension?	☐ Yes ☐ No

Does the suspension impact other areas of instruction?	☐ Yes ☒ No	Explanation of issues and how they are being resolved:	Has the suspension been validated by the Advisory Committee?	☒ Yes ☐ No
If yes, have you talked with impacted departments and resolved any and all possible issues?	☐ Yes ☐ No		Date of Advisory Committee meeting:	11.28.22

Requested term for start of suspension	Summer, 2023

SECTION #2 CERTIFICATE COURSEWORK

Course Number	Course Title	Credits	Course to be inactivated upon suspension of program		
UAS 100	UAS Flight Training	3	☒ Yes	☐ No	☐ Other*
UAS 101	Introduction to Unmanned Aircraft Systems	5	☐ Yes	☒ No	☐ Other*
UAS 102	Small Unmanned Aircraft Aerial Photogrammetry	4	☐ Yes	☒ No	☐ Other*
UAS 103	Small Unmanned Aircraft Systems for Public Safety	4	☒ Yes	☐ No	☐ Other*
UAS 210	UAS Management	4	☐ Yes	☒ No	☐ Other*
Electives					
Course Number	**Course Title**	**Credits**	**Course to be inactivated upon suspension of program**		
`	none		☐ Yes	☐ No	☐ Other*
*Provide explanation of "Other"					

SECTION #3 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Degree or Certificate Signature Form signed by the department chair and dean."

Submitter	Email	Date
Mike Davis	mdavis@cgcc.edu	12.2.22

Department Chair (enter name of department chair): James Pytel

Department Dean (enter name of department dean): Robert Clark

Next steps:
1. Save the completed Certificate Suspension Request Form and submit as an e-mail attachment to curriculum@cgcc.edu or slewis@cgcc.edu.
2. Attach a completed Termination of Program Checklist and a completed Teach-Out Planning Document.
3. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the Curriculum Office may review and provide feedback.

Teach Out Planning Document

Certificate Title: Professional Small Unmanned Aircraft Systems			Date 12.08.22

Section 1: Instructional Department

The Technology & Trades - UAS Department recommends that the Professional Small Unmanned Aircraft Systems certificate be officially suspended.

Rationale: Revisions needed to meet changing industry standards resulted in a greater than 30% change. Therefore, we were required to suspend the existing certificate and create a new certificate.

Action	Details	Source of information	By when
Plans for students currently enrolled in the certificate/degree	Provide information on how CGCC will help students complete in a timely manner	Instructional Dean and Dept. Chair	N/A There are no students currently enrolled in the program.
	For students who will not be able to complete, provide options (change major, other schools that offer program, etc.) **Provide details below.[1]**		
Notification and presentation to the Curriculum Committee	Presentation must include teach out plan and checklist	Representative from the instructional dept. to present documents	12.8.22
Final plan and documentation submission	once plan has gone to the curriculum committee, stakeholders, etc., the final step is to send to VPIS, college president and Board of Education	Email with appropriate documentation attached	12.20.22
Notification to Program Instructors	Formal letter sent to all program instructors	Formal letter	N/A

Section 2: Curriculum Office

Letter to CCWD signed by VPIS	Putting deg/cert in 3-year suspension	Instructional Dean and Curriculum Office	1.12.23
Update webforms			1.11.23
Formal announcement	Notifying stakeholders of the official start date for suspension and the "teach out" plan	email	N/A
Notify NWCCU	Electronic submission form		2.1.23
Update Catalog	Remove degree/cert map	website	6.1.23
Revise/update the webpage		email	6.1.23

Section 3: Registrar's Office			
Official notification to students enrolled in the certificate/degree	Notify the following: All students currently enrolled. Provide communication to students with specific information for: • Students who 0-15 credits completed • Students who have completed more than 70 credits • Students completing their final requirements	Send a letter and email to each student	N/A There are no students enrolled in the program
Documentation of contact with students	Advisors will work with students and document in student record		N/A
	Registrar's office will scan letters to student record		N/A

[1] **Teach Out details for students who will not complete prior to suspension (be specific):**

There are no students enrolled in the program.

Other Comments:

Termination of a Program Checklist

Certificate/Degree Title: Professional Small Unmanned Aircraft Systems

What	Information Collected	Status
Enrollment Information: work with the Registrar's Office to provide enrollment information		
Number of students currently enrolled? Identify where they are in the program (1st yr., 2nd yr., within 8 credits, etc.)	There are no students currently enrolled in the program.	done
List the program courses that 2nd year students have not completed	There are no students currently enrolled in the program.	done
Provide enrollment comparison of the past 3-5 years of the program	There haven't been students enrolled in the program.	done
The program is being considered for termination due to low enrollment?		Yes ☐ No ☒
A "Teach Out" Plan has been drafted for implementation?		Yes ☒ No ☐
Labor Market and Workforce Need:		
list changes in employment opportunities or workforce needs unfavorable to the program	The program is being revised in order to bring it in line with industry needs as requested by the BLM/DOI. This certificate will be used by these agencies to train current employees in the use of UAS. They have requested additional instruction in Professional UAS Pilot knowledge and skills.	Certificate is being suspended due to requirements around having a greater than 30% change. A new certificate will take its place.
The program is being considered for termination due to a change in workforce needs?		Yes ☒ No ☐
Funding/budgetary concerns:		
External funding (grant?) is ending? If so identify the funding source, amount, and cause of termination		
Insufficient internal resources to support program? Provide program budget.	Attach spread sheet	
The program is being considered for termination due to lack of funding?		Yes ☐ No ☒
Faculty Availability:		
Difficult to recruit qualified instructors. If so please explain		

Number of instructors teaching in the program. Provide list of the courses each instructor teaches	Provide attachment, if needed	
The program is being considered for termination due to lack of qualified instructors?		Yes ☐ No ☒
Identify any potential curricular or academic consequences		

CC date   _____
CC decision   _____
CC vote   _____

Columbia Gorge Community College

Course Revision
(Double click on check boxes to activate dialog box)

What are you seeking to revise? Check all that apply		
☐ Course number	☐ Requisites	☐ Related Instruction
☒ Title	☐ Outcomes	☐ Content
☐ Description	☐ Repeatability	☐ Text / Materials

SECTION #1 GENERAL INFORMATION & REVISIONS			
Department	Math	Submitter name Phone Email	Pam Morse 308-8218 pmorse@cgcc.edu
Current prefix and number	MTH 65	Proposed prefix and number	No change
Current course title	Beginning Algebra II	Proposed title (60 characters max)	Beginning Algebra
Current Repeatability	0	Proposed Repeatability	No change
Current transcript title (30 characters max)	Beginning Algebra II	Proposed transcript title (30 characters max)	Beginning Algebra
Reason for above proposed changes	Math 60 is no longer being offered. Math 60 was Beginning Algebra I and Math 65 was Beginning Algebra II. The title should reflect that it is now just one course and not the second part of a two part series.		

COURSE DESCRIPTION: To be used in the catalog and schedule of classes. Begin each sentence of the course description with an active verb. Avoid using the phrases: "This course will …" and/or "Students will …" Include course requisites in the description. Guidelines for writing concise descriptions can be found at Writing Course Descriptions.

Current Description (required whether being revised or not)	Proposed Description
Covers the use of applications, formulas, and reasoning skills to write, manipulate, interpret, and solve equations involving polynomials, radicals, and rational expressions. Introduces concepts numerically, graphically, and symbolically. Develops skills to communicate results in oral and written form. Prerequisites: placement into MTH 65. Audit available.	
Reason for description change	No change

REQUISITES: Note: If this course has been approved for the Gen Ed list, it will have, as a default the following requisites: "Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121." If the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to submit the Opt-out of Standard Prerequisites Request form.

Current prerequisites, corequisites and concurrent (if no change, leave blank)			
☐ Standard requisites - Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121			
☐ Placement into:			
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
Proposed prerequisites, corequisites and concurrent			
☐ Standard requisites - Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121			
☐ Placement into:			
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
Reason for requisite changes	No change		

LEARNING OUTCOMES: Describe what the student will be able to do "out there" (in their life roles as worker, family member, community citizen, global citizen or lifelong learners). Outcomes must be measurable through the application of direct and/or indirect assessment strategies. Three to six outcomes are recommended. Start each outcome with an active verb, completing the sentence starter provided. (See Writing Learning Outcomes on the curriculum website.)

NOTE: Gen Ed Courses revising outcomes are required to submit a new Gen Ed Request form. A new Cultural Literacy Request form will also be required of any course with a Cultural Literacy designation.

Current learning outcomes (required whether being revised or not)	New learning outcomes
Upon successful completion of this course, students will be able to: 1. Solve problems involving polynomials 2. Solve problems involving rational expressions 3. Solve problems involving radicals 4. Communicate results mathematically and in writing	Upon successful completion of this course, students will be able to:

Reason for outcomes change	No change

Course Content – organized by outcomes (list each outcome followed by an outline of the related content):	(required if revising outcomes) No change
Suggested Texts & Materials updates (specify if any texts or materials are required):	(update as needed) No change
Department Required Course Activities (optional)	(update as needed) No change
Department Notes (optional)	(update as needed) No change

Is this course used for related instruction?	☐ Yes ☒ No
If yes, then check to see if the hours of student learning should be amended in the related instruction template to reflect the revision. This may require a related instruction curriculum revision.	

SECTION #2 IMPACT ON OTHER DEPARTMENTS

Are there changes being requested that may impact other departments, such as academic programs that require this course as a prerequisite for courses, degrees, or certificates?	☒ Yes ☐ No

Please provide details, who was contacted and the resolution.

Degrees and certificates that have this course as a requirement will need to be updated with the new title of the course. Includes: Administrative Assistant AAS, Early Childhood Education AAS. A modified Degree/Certificate Revision form is accompanying.

Implementation term	☒ Next available term after approval ☐ Specify term (if AFTER the next available term)

Allow 2-6 months to complete the approval process before scheduling the course.

SECTION #3 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean."

Submitter	Email	Date
Pam Morse	pmorse@cgcc.edu	12/1/2022

Department Chair (enter name of department chair): Pam Morse

Department Dean (enter name of department dean): Rebecca Schwartz

Columbia Gorge Community College

Modified Degree/Certificate Revision

The Modified Certificate/Degree Revision form may be used for the following:
1. **Course title changes within degrees/certificates**
2. **Course number changes within degrees/certificates**
3. **Degree or certificate title changes**
4. **Addition or deletion of degree/certificate electives**
Representation at the Curriculum Committee is not required.
All other revisions to degrees and/or certificates will require a completed degree/certificate revision form and presentation before the Curriculum Committee.

Submitted by:	Pam Morse	**Email:** pmorse@cgcc.edu	**Phone:** 541-308-8218
Title of Degree/Certificate:	Administrative Assistant AAS Early Childhood Education AAS	**Requested Implementation Term:**	Summer, 2023
What type of change are you requesting?	☒ Course title change ☐ Degree or certificate title change	☐ Course number change ☐ Addition/deletion of electives	

Fill in the sections below as applicable. If a section is not applicable, fill in N/A.

Current Course Title:	Beginning Algebra II	**Revised Course Title:**	Beginning Algebra
Current Course Number:	N/A	**Revised Course Number:**	N/A
Current degree or certificate title:	N/A		
Proposed degree or certificate title:	N/A		

ELECTIVE ADDITIONS and/or DELETIONS			
Course Number	**Course Title** (If you need more lines for listing courses, right click and insert rows.)	**Credits**	**Add or Delete**
			☐ add ☐ delete
			☐ add ☐ delete
			☐ add ☐ delete

DEPARTMENT REVIEW		
"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Degree or Certificate Signature Form signed by the department chair and dean."		
Submitter	Email	Date
Pam Morse	pmorse@cgcc.edu	12/1/2022
Department Chair (enter name of department chair): Pam Morse		
Department Dean (enter name of department dean): Rebecca Schwartz		

Next steps:

1. Save the completed Modified Certificate/Degree Revision form and submit as an e-mail attachment to curriculum@cgcc.edu or slewis@cgcc.edu.
2. Refer to the curriculum office website for the Curriculum Committee [meeting schedule and submission deadlines](#). You are encouraged to send submissions prior to the deadline so that the Curriculum Office may review and provide feedback.
3. Submissions will be placed on the next agenda with available time slots. You will be notified of your submission's date for review, and your department chair and dean will be sent an electronic signature page through Hello Sign to be completed and returned to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed. You are not required to attend the CC meeting; however, you are always welcome. You will be notified of the committee's decision.

Columbia Gorge Community College

Course Revision
<mark>(Double click on check boxes to activate dialog box)</mark>

What are you seeking to revise? Check all that apply		
☐ Course number	☒ Requisites	☐ Related Instruction
☐ Title	☐ Outcomes	☐ Content
☒ Description	☐ Repeatability	☐ Text / Materials

SECTION #1 GENERAL INFORMATION & REVISIONS			
Department	Arts & Communications	Submitter name Phone Email	Jenn Kamrar jkamrar@cgcc.edu
Current prefix and number	IRW 115L	Proposed prefix and number	No change
Current course title	Foundations of Critical Reading and Writing	Proposed title (60 characters max)	No change
Current Repeatability	0	Proposed Repeatability	No change
Current transcript title (30 characters max)	Foundation Critical Read/Write	Proposed transcript title (30 characters max)	No change
Reason for above proposed changes	No changes		

COURSE DESCRIPTION: To be used in the catalog and schedule of classes. Begin each sentence of the course description with an active verb. Avoid using the phrases: "This course will …" and/or "Students will …" Include course requisites in the description. Guidelines for writing concise descriptions can be found at Writing Course Descriptions.

Current Description (required whether being revised or not)	Proposed Description
Focuses on the foundational skills, concepts, and communication needed to be successful in Critical Reading and Writing. Provides appropriate support in writing, reading, and study skills in an interactive setting. Co-requisite: IRW 115.	Focuses on the foundational skills, concepts, and communication needed to be successful in Critical Reading and Writing. Provides appropriate support in writing, reading, and study skills in an interactive setting. Co-requisite: IRW 115 **or WR 115**.

Reason for description change	To reflect revised requisites.

REQUISITES: Note: If this course has been approved for the Gen Ed list, it will have, as a default the following requisites: "Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121." If the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to submit the Opt-out of Standard Prerequisites Request form.

Current prerequisites, corequisites and concurrent (if no change, leave blank)			
☐ Standard requisites - Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121			
☐ Placement into:			
prefix & number: IRW 115	☐ Prerequisite	☒ Corequisite	☐ pre/con
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
Proposed prerequisites, corequisites and concurrent			
☐ Standard requisites - Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121			
☐ Placement into:			
prefix & number: IRW 115 or WR 115	☐ Prerequisite	☒ Corequisite	☐ pre/con
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
Reason for requisite changes	To broaden the scope of service for all 115 level writing students.		

LEARNING OUTCOMES: Describe what the student will be able to do "out there" (in their life roles as worker, family member, community citizen, global citizen or lifelong learners). Outcomes must be measurable through the application of direct and/or indirect assessment strategies. Three to six outcomes are recommended. Start each outcome with an active verb, completing the sentence starter provided. (See Writing Learning Outcomes on the curriculum website.)
NOTE: Gen Ed Courses revising outcomes are required to submit a new Gen Ed Request form. A new Cultural Literacy Request form will also be required of any course with a Cultural Literacy designation.

Current learning outcomes (required whether being revised or not)	New learning outcomes
Upon successful completion of this course, students will be able to: 1. Demonstrate the ability to effectively engage with the concepts and skills needed in IRW 115. 2. Utilize study habits and learning strategies that promote success in IRW 115.	Upon successful completion of this course, students will be able to:

Reason for outcomes change	No change
Course Content – organized by outcomes (list each outcome followed by an outline of the related content):	(required if revising outcomes) No change
Suggested Texts & Materials updates (specify if any texts or materials are required):	(update as needed) No change
Department Required Course Activities (optional)	(update as needed) No change
Department Notes (optional)	(update as needed) No change

Is this course used for related instruction?	☐ Yes ☒ No
If yes, then check to see if the hours of student learning should be amended in the related instruction template to reflect the revision. This may require a related instruction curriculum revision.	

SECTION #2 IMPACT ON OTHER DEPARTMENTS

Are there changes being requested that may impact other departments, such as academic programs that require this course as a prerequisite for courses, degrees, or certificates?	☐ Yes ☒ No
Please provide details, who was contacted and the resolution.	

Implementation term	☒ Next available term after approval ☐ Specify term (if AFTER the next available term)

Allow 2-6 months to complete the approval process before scheduling the course.

SECTION #3 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean."

Submitter	Email	Date
Jenn Kamrar	jkamrar@cgcc.edu	1.26.23

Department Chair (enter name of department chair): Leigh Hancock

Department Dean (enter name of department dean): Rebecca Schwartz

NEXT STEPS:

1. Save this document as the course prefix and number (e.g. MTH 65 or HST 104). Send completed form electronically to curriculum@cgcc.edu or slewis@cgcc.edu.
2. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the curriculum office may review and provide feedback.
3. Course submissions will be placed on the next agenda with available time slots. You will be notified of your submission's time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department dean. It is the submitter's responsibility to ensure that completed signature pages are delivered to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Rule Number/Name:	040.035.000 – Occupational Supplementary Courses / Continuing Education Units
Responsible Department:	Instructional Services
Authority:	Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

Overview

Occupational supplementary (Occ Supp) courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. It is for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement. Students completing course requirements may earn Continuing Education Units (CEUs).

Applicability

Faculty, Curriculum Office, Instructional Services Staff, Child Care Partners, Small Business Development Center, Community Education, Students and Community Members

~~Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement.~~

~~Any future changes to this administrative rule must first be reviewed by the Academic Standards and Practices Committee.~~

Administrative Rule Statement

"Occupational supplementary program" is defined as a state-approved program designed for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement." (OAR 589-006-0050(34))

Occupational supplementary courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. Continuing Education Units (CEUs) may be ~~are~~ awarded for successful completion of contact hours and content

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predetermined and approved by the college. A single occupational supplementary course must be at least one (1) contact hour, but not more than 210 clock hours in length.

Occ Supp courses are approved by CCWD staff. This approval category cannot be used in place of applying for a new program or avoiding program and/or course approval responsibilities. Occupational supplementary courses may not form a program by separating a long course into several courses or otherwise stringing courses together. Occupational preparatory, hobby, or recreation courses cannot be approved as occupational supplementary courses. CGCC will not award any credential for completion of an occupational supplementary course that implies the completion of a program, acquisition of particular skills, or has a value in the job market without completing the course approval process. An award that indicates attendance or the completion of the required hours may be provided.

Occupational supplementary courses may be offered prior to final approval by CCWD under conditions that include the following:

- The course has completed CGCC's approval process and has shown that the occupational supplementary standards have been met.
- The submitting department is willing to take the risk that the course may not be approved, and as a result, may be non-reimbursable and students may not be awarded the associated CEUs.

CTE Supplementary (Occ Supp) courses are classified under State Activity (ACTI) Code 220 for OCCURS/D4A reporting purposes. Courses are approved by CCWD staff through the Oregon Community College Program Submission System (also known as WebForms) at https://webforms.hecc.oregon.gov/.

CGCC includes Occupational Supplementary courses as part of the college's offerings. Students that successfully complete Occ Supp courses may earn Continuing Education Units (CEUs) which are recorded on a CEU Transcript. This transcript provides an employer or prospective employer with information on continuing education and training experiences pertinent to an occupational competence; and to provide documentation to registration boards, certification bodies, or professional and occupational societies, of continuing education undertaken to maintain or increase professional competence. CEUs are only available for occupational upgrading purposes.

A request for the development of an Occupational Supplementary Course may originate from an individual, an employer, or a professional association. In addition, CGCC staff may identify the need for Occ Supp offerings within business, industry, labor, government, and/or professional organizations.

One Continuing Education Unit is defined as ten contact hours of participation (with one contact hour defined as 60 minutes), in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. The CCWD require that Occ Supp courses are between 1 and 210 contact hours. Fractional CEUs may be awarded for Occ Supp courses with 1 to 9 hours of instruction (0.1 – 0.9).

Activities that do not qualify for CEU

- Association Membership and Certification Programs: Non-educational activities of professional, occupational, or other organizations that otherwise may be used to qualify for professional and occupational membership or certification.
- Committee Work: Committee meetings, activities, and assignments are not appropriate for the awarding of CEUs.
- Credit Programs: CEUs and academic credit, for secondary or post-secondary c o u r s e s and programs, may not be awarded simultaneously. There is no relationship between CEUs and academic credit. Academic credit applies specifically to certificate/degree requirements and CEUs are not awarded to individuals for that purpose.
- Entertainment and Recreation: Attendance at cultural performances, entertainment, recreational meetings, or participation in travel groups.
- High School Equivalency: Programs leading to high-school equivalency certificates or diplomas.
- Individual Scholarship: Independent writing or the presentation of papers outside of a planned, directly supervised continuing education experience that fulfills CEU criteria.
- Mass Media Program: Programs delivered through the media (e.g., television, radio, newspaper) do not qualify for CEUs, unless these activities are an integral part of a planned continuing education experience that qualifies under CEU criteria.
- Conferences and Conventions: Meetings, conferences, and conventions of professional/occupational organizations do not automatically qualify as continuing education experiences. However, specifically organized courses, workshops or seminars held in conjunction with meetings, conferences, or conventions may qualify for CEUs when the CEU criteria are met.

- Instructing: Instructing or leading a continuing education experience for which CEUs are awarded is not an appropriate activity for the awarding of CEUs.
- Work Experience – On-the-job training and other work experiences do not qualify for CEUs unless the experience is offered according to CEU criteria. CEUs are not awarded for prior life/work experiences.

Definitions

1. Continuing Education Unit (CEU): A uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non- credit continuing education. CEUs must be consistent with the CGCC Mission Statement and characterized by high quality instruction with qualified instructors

Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

Cross Reference to Related Administrative Rules

1. 004.009.000 Curriculum Development and Approval

Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~
slewis@cgcc.edu
(541) 506-6047

Strategic Direction

Strategic Priority: Student Success

Appendix

- HECC: Department of Community Colleges and Workforce Development
- ~~CCWD Community College Handbook~~ CCWD Community College Website

Procedure Number/Name:	040.035.001 – Occupational Supplementary Courses / Continuing Education Units
Associated Rule Number/ Name:	040.035.000 – Occupational Supplementary Courses / Continuing Education Units
Responsible Department:	Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

Overview

Occupational Supplementary (Occ Supp) courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. It is for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement. Students completing course requirements may be ~~are~~ awarded Continuing Education Units (CEUs). Occ Supp course approval follows internal guidelines administered by the Curriculum Office as well as external guidelines established by the Higher Education Coordinating Commission: Community Colleges and Workforce Development (CCWD).

Areas of Responsibility

Faculty, Curriculum Office, Registrar, Instructional Services Staff, Child Care Partners, Small Business Development Center, Community Education, Students and Community Members

Operating Procedure Details

Requirements and Approval

Applications for Occupational Supplementary courses cannot be used in place of applying for a new program or avoiding program and/or course approval responsibilities. Occupational Supplementary courses may not form a program by separating a long course into several courses or otherwise stringing courses together. Occupational preparatory, hobby, or recreation courses cannot be approved as occupational supplementary courses. CGCC may not award any credential for completion of an occupational supplementary course that implies the completion of a program, acquisition of particular skills, or has a value in the job market without completing the course approval process. An award that indicates attendance or the completion of the required hours may be provided

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OPERATING PROCEDURE

One Continuing Education Unit is defined as ten contact hours of participation (with one contact hour defined as 60 minutes), in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. A single occupational supplementary course must be at least one (1) contact hour, but not more than 210 clock hours in length. Fractional CEUs may be awarded for Occ Supp courses with 1 to 9 hours of instruction (0.1 – 0.9 CEUs).

A request for an Occupational Supplementary course may originate from an individual, an employer, or a professional association. In addition, CGCC staff may identify the need for Occ Supp offerings within business, industry, labor, government, and/or professional organizations. When a need has been identified, a CGCC staff member will validate the need for the CEU instruction with their department administrator.

- CGCC approval process:
    - Complete CEU Request submission form found on the Curriculum Office website.
    - Submit completed form electronically to the Curriculum Office (curriculum@cgcc.edu or slewis@cgcc.edu)
    - CEU Requests are not required to go before the Curriculum Committee. Requests are approved and processed by the Director of Curriculum & Academic Assessment, Strategic Planning & Accreditation.
- CCWD approval:
    - Occ Supp courses are classified under State Activity (ACTI) Code 220 for OCCURS/D4A reporting purposes.
    - Courses are approved by CCWD staff through the Oregon Community College Program Submission System (WebForms).
    - Occ Supp submissions are approved by CCWD staff and do not require HECC review.
    - Submission approval time ranges roughly from a few hours to two weeks.
- Posting:
    - Occ Supp courses approved by CCWD will be entered into the Course Management System and made available for scheduling.
    - The submitting party will be notified by the Curriculum Office when the course is available for offer.
    - Average time frame for submission to availability for offer is two weeks.

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OPERATING PROCEDURE

Administration

The requirements for the successful completion of CEU instruction are to be established prior to the offering and provided to the students at the first session. Requirements should include demonstrations of competence based on course objectives, attendance, or a combination of the two. When attendance is the only determinant of successful completion, the criteria for successful completion should be attendance at a minimum of 90% of the class sessions.

CEUs may not be awarded for anything less than what was originally approved for a given CEU number and title.

The grades recorded for CEU instruction will be in accordance with CGCC Administrative Rule 030.038.000 - Grading Guidelines.

Grades are available through MyCGCC at the end of each term in the same manner as presented in credit classes. CEU Students register for CEU courses using established registration processes.

A CGCC student record may be established that includes name and student identification number of the student, title of the CEU course, term and year of completion, number of CEUs awarded, and an indication as to whether or not the student has successfully completed the CEU instruction. The permanent CEU transcript will be maintained for each student who has enrolled in a CEU course, and is separate from the transcript for work taken in a credit program. Fees may apply.

Documentation of the instructor's qualifications will be kept on file in the department that offers the CEU course.

Ensuring instructor qualifications, monitoring quality of instruction, and conducting regular evaluation of course content is the responsibility of the department offering the Occ Supp course. Evaluation procedures must include feedback from students, employers and/or professional organizations, and instructors. Evaluations will be kept on file with the department offering the CEU course.

Definitions

1. Continuing Education Unit (CEU): A uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non-credit continuing education.

Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

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(541) 506-6047

Forms

- CGCC Curriculum Forms webpage
- MyCGCC
- HECC: Community Colleges and Workforce Development
- ~~CCWD Community College Handbook~~ CCWD Community College Website

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Rule Number/Name:	040.037.000 – Termination of a Program
Responsible Department:	Instructional Services
Authority:	Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

Overview

Describes how an education program is formally discontinued.

Applicability

Academic Departments, Vice President of Instructional Services, Vice President of Student Services, Instructional Administrators, Faculty, Advisory Boards, Student Services and Instructional Services Staff, Curriculum Committee, Curriculum Office, College President and CGCC Board of Education.

Administrative Rule Statement

Degrees, certificates, and/or programs may be terminated due to a variety of factors that include but are not limited to:

- Low student enrollment,
- Lack of financial resources,
- Inability to recruit qualified instructors, and
- Changes in the employment opportunities or workforce needs.

Prior to termination, degrees and certificates must proceed through the suspension process as defined by the Oregon Higher Education Coordinating Commission (HECC) and the Northwest Commission on Colleges and Universities (NWCCU). Degree/certificate suspension means that the degree or certificate is:

- in the process of providing required *"teach out"* activities as needed
- not available for new student enrollment
- not listed in the college catalog,
- identified as "suspended" on the college website

Definitions

1. *Teach out:* Making appropriate arrangements to ensure that students enrolled in a program identified for discontinuation have an opportunity to complete it in a timely manner with minimum disruption.

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ADMINISTRATIVE RULE

Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval

Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~
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Strategic Direction

Strategic Priority: Student Success

Appendix

1. CGCC Operating Procedure 040.037.001 - Termination of a Program
2. Oregon Administrative Rule 589-006 – Community College Course Approval
3. CCWD Community College Website

1. ~~Oregon Community Colleges Handbook and Planning Guide, http://handbook.ccwdwebforms.net/~~

OPERATING PROCEDURE

Procedure Number/Name:	040.037.001 - Termination of a program
Associated Rule Number/ Name:	040.037.000 - Termination of a program
Responsible Department:	Instruction

Overview

Steps to follow when an Instructional Department identifies the need to terminate a degree or certificate.

Areas of Responsibility

Academic Departments, Vice President of Instructional Services, Vice President of Student Services, Instructional Administrators, Faculty, Advisory Boards, Student Services and Instructional Services Staff, Curriculum Committee, Curriculum Office, College President and CGCC Board of Education.

Operating Procedure Details

The Academic Department responsible for the degree or certificate will:

- Facilitate and complete the Termination of a Program Checklist.

- Convene a stakeholders meeting that will include: The VPIS, VPSS, registrar, and representation from the Curriculum Office, Advising and Instructional Department. The meeting will provide review of the completed check list, the opportunity to discuss the implications of the termination from each stakeholder and create a "teach out" plan (template available) for the program to be terminated.

- Seek approval from the Curriculum Committee for degree/certificate suspension. Submission to include: Degree or Certificate Suspension form, Termination of Program Checklist, and Teach Out Planning Document.

Facilitated by the Curriculum Office, the request for degree/certificate suspension will be presented for approval to the VPIS, the college president, and then to the Board of Education.

Curriculum Office will update Webforms and submit request for suspension to the Oregon Community Colleges and Workforce Development (CCWD) for approval from Oregon's Higher Education Coordinating Commission (HECC). Upon suspension confirmation from CCWD, the Curriculum Office will make a formal announcement to stakeholders regarding the status of the degree/certificate. This announcement will signify the start of the three-year suspension and the "teach out" phase.

Curriculum Office will submit a Change Notification to the Northwest Commission on Colleges and Universities (NWCCU) and follow through on all requirements stipulated as a result of that notification.

The Curriculum Office will notify the Financial Aid Department of the suspension and provide supporting documentation.

Reinstatement

Degrees/certificates that are suspended may be reinstated within three years of the suspension date. Suspended degrees/certificates are automatically administratively deleted by CCWD after three years.

To reinstate a program within the three-year period, the college must submit a letter of request to CCWD signed by the VPIS or president.

Following state approval of the reinstatement, a Change Notification will be submitted by the Curriculum Office to the NWCCU. All requirements stipulated as a result of that notification will be monitored and/or completed by the Curriculum Office.

The Curriculum Office will notify the Financial Aid Department of the reinstatement ~~suspension~~ and provide supporting documentation.

Definitions:

1. _Teach Out_: Making appropriate arrangements to ensure that students enrolled in a program identified for discontinuation have an opportunity to complete it in a timely manner with minimum disruption.

2. _Webforms_: CCWD/HECC online system for the submission, approval, and housing of college curriculum, including courses (credit and non-credit), certificates, and degrees.

Further Information
Curriculum Office
slewis@cgcc.edu
541-506-6047

References
None

Forms
1. Curriculum Forms (website)