Curriculum Committee Meeting Agenda

<u>Voting Committee Members</u>

Katy Jablonski (Chair)(WR)   Zip Krummel (Social Sci)   John Schoppert (Library)

Kristen Booth (VChair)(PreC)   Pam Morse (Math) (fall off)   Stephen Shwiff (Inst Dean)

P.K. Hoffman (Arts & Hum)   Emilie Miller (Science)

Linnea Jaeger (ESOL)   Mimi Pentz (Nurs/Hlth Occ)

<u>Non-Voting Committee Members</u>

Susan Lewis (Curriculum)   Dawn Sallee-Justesen (Student Services)

<u>Support Staff</u>   <u>Guests</u>

Gail Gilliland (Curriculum)   Doris Jepson, Mary Kramer, Todd Meislahn, Marques Lang,

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October 4, 2018 3:30 am – 5:00 pm

The Dalles Campus, room 3.218 (student services conference room)

Hood River Campus, room 1.209 (conference room)

<u>Information items (no voting or discussion required)</u>:

1. Course inactivations [1]: NUR 210, 211, 212

<u>Business</u>:

1. Approval of September 24, 2018 minutes [2]

<u>Submissions [3] (times are estimates)</u>:

1. Doris Jepson (3:35 – 3:50 pm)
    - Nursing (OCNE) (Degree Revision: req, crs)
    - Nursing (Traditional) (Degree Suspension: Teach Out Plan, Suspension Checklist)

2. Mary Kramer (3:50 – 3:55 pm)
    - PE 182D MindBody Fitness (Course Revision: des)

3. Stephen Shwiff (3:55 – 4:45 pm)
    - BA 150 Introduction to Entrepreneurship (New LDC Course)
    - BA 225 Introduction to Entrepreneurship Law (New LDC Course)
    - BA 196 Entrepreneurship Capstone – Year One (New LDC Course)
    - BA 296 Entrepreneurship Capstone – Year Two (New LDC Course)
    - Entrepreneurship (New Certificate)
        i. Entrepreneurship (Related Instruction)
    - Entrepreneurship/Small Business Management (New AAS Degree)

<u>Discussion Items</u>:

1. CC submission review – proposal for restructure (Katy: 4:45 – 5:00 pm)

Next Meeting: October 18, 2018

Attachments: [1]3 Course inactivations; [2]September 24, 2018 minutes; [3]Submissions: 4 new LDC courses; 1 course revision; 1 new certificate; 1 new degree; 1 degree revision; 1 degree suspension.

Columbia Gorge Community College

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

Section #1 General Information			
Course prefix and number	NUR 210	Course title	Nursing IV: Psychiatric & Complex Acute Care
Department	Nursing & Health Occupations	Submitter name: phone: email:	Doris Jepson 541-506-6140 DJepson@cgcc.edu
Reason for Inactivation	Changing to the Oregon Consortium for Nursing Education Curriculum; this course is not part of that curriculum.		

Section #2 Impact on other departments	
Does this inactivation have an impact on others	
☐ Yes ☒ No If yes, provide details	
Have you consulted with Department Chairs from other disciplines who may be using this course as part of a degree/certificate?	
☐ Yes ☒ No If yes, provide details	N/A
Implementation term	☐ Next available term after approval ☒ Specific term: Will last be offered Fall 2018 – inactivate after that.

Section #3 Approval		
The Department Chair and Department Director endorse this inactivation.		
Department Chair	Approved	Date
Lorie Saito	lsaito@cgcc.edu	10.18.17
Department Director	Approved	Date
Doris Jepson	djepson@cgcc.edu	10.18.17

Next steps:
1. Submit electronically to curriculum@cgcc.cc.or.us.
2. Print a hard copy and obtain signatures in Section #3 from Department Chair and Director.
3. Deliver to Curriculum Office – Susan Lewis or Gail Gilliland.
Course Inactivations are not required to obtain Curriculum Committee approval. Inactivations will be placed on the CC agenda as information items only.

Columbia Gorge Community College

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

Section #1 General Information			
Course prefix and number	NUR 211	Course title	Nursing V: Emergent Healthcare
Department	Nursing & Health Occupations	Submitter name: phone: email:	Doris Jepson 541-506-6140 DJepson@cgcc.edu
Reason for Inactivation	Changing to the Oregon Consortium for Nursing Education Curriculum; this course is not part of that curriculum.		

Section #2 Impact on other departments	
Does this inactivation have an impact on others	
☐ Yes ☒ No If yes, provide details	
Have you consulted with Department Chairs from other disciplines who may be using this course as part of a degree/certificate?	
☐ Yes ☒ No If yes, provide details	N/A
Implementation term	☐ Next available term after approval ☒ Specific term: Will last be offered Winter 2019—inactivate after that.

Section #3 Approval		
The Department Chair and Department Director endorse this inactivation.		
Department Chair	Approved	Date
Lorie Saito	lsaito@cgcc.edu	10.18.17
Department Director	Approved	Date
Doris Jepson	djepson@cgcc.edu	10.18.17

Next steps:
1. Submit electronically to curriculum@cgcc.cc.or.us.
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Course Inactivations are not required to obtain Curriculum Committee approval. Inactivations will be placed on the CC agenda as information items only.

Columbia Gorge Community College

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

Section #1 General Information			
Course prefix and number	NUR 212	Course title	Nursing VI: Preceptorship
Department	Nursing & Health Occupations	Submitter name: phone: email:	Doris Jepson 541-506-6140 DJepson@cgcc.edu
Reason for Inactivation	Changing to the Oregon Consortium for Nursing Education Curriculum; this course is not part of that curriculum.		

Section #2 Impact on other departments	
Does this inactivation have an impact on others	
☐ Yes ☒ No If yes, provide details	
Have you consulted with Department Chairs from other disciplines who may be using this course as part of a degree/certificate?	
☐ Yes ☒ No If yes, provide details	N/A
Implementation term	☐ Next available term after approval ☒ Specific term: Will last be offered Spring 2019—inactivate after that.

Section #3 Approval		
The Department Chair and Department Director endorse this inactivation.		
Department Chair	Approved	Date
Lorie Saito	lsaito@cgcc.edu	10.18.17
Department Director	Approved	Date
Doris Jepson	djepson@cgcc.edu	10.18.17

Next steps:
1. Submit electronically to curriculum@cgcc.cc.or.us.
2. Print a hard copy and obtain signatures in Section #3 from Department Chair and Director.
3. Deliver to Curriculum Office – Susan Lewis or Gail Gilliland.
Course Inactivations are not required to obtain Curriculum Committee approval. Inactivations will be placed on the CC agenda as information items only.

Curriculum Committee Minutes
September 21, 2018, 10:00 AM – Noon
Location: The Dalles Campus, Board Room, Building 1

PRESENT

Voting Committee Members

Katy Jablonski (Co-Chair) (Writing, Foreign Language, Language Arts)   Pam Morse (Math)

Kristen Booth (Co-Chair) (Pre-College)   John Schoppert (Library)

P.K. Hoffman (Arts and Humanities)   Stephen Shwiff (Gen Ed Director)

Zip Krummel (Social Science)   Andrea Ware (CTE)

Emilie Miller (Science)

Non-Voting Committee Members	**Support Staff**	**Guests**
Susan Lewis (Curriculum)	Gail Gilliland (Curriculum)	Monica Pope (Registrar's Office)
Dawn Sallee-Justesen (Student Services)		

ABSENT

Voting Committee Members	**Non-Voting Committee Members**
Linnea Jaeger (ESOL)	
Mimi Pentz (Nursing/Health Occupations)	

Item	Discussion	Action
Call to Order	Meeting called to order by Susan at 10:05 AM	
Informational item:	Member Update: • Andrea Ware, representing CTE, welcomed as a new member of the Curriculum Committee. • Doris Jepson, Director of Nursing and Health Occupations, no longer a Curriculum Committee member, thanked for her long service on the commitee • Mimi Pentz will be representing the NUR/HO department.	

	• Pam Morse will take fall term sabbatical from Curriculum Committee due to conflict with course schedule. She expects to return in winter term. • Susan Lewis will transition off Curriculum Committee to her new position in institutional effectiveness.	
Business		
Elections: Committee Chair and Vice Chair	Doris was in line to become CC Chair; however, since she is stepping off the committee, elections had to be held for both Chair and Vice Chair. Agreed that it is better practice to have a faculty chair rather than an administrative chair. **MOTION: Katy Jablonski to serve as Chair, Kristen Booth to serve as Vice Chair for 2018-19** As Katy will be attending by phone most of fall and winter terms, it was agreed that Kristen would cover those meetings as Vice Chair. • Katy will chair meetings 1, 2, 3 and last 2 meetings. (09.21, 10.04, 10.24 and 03.14.19 and April CC Retreat) • Kristen will chair meetings 4 – 9 (11.01, 11.15, 12.06, 01.24.19, 02.17, 02.21)	Motion: Zip 2nd: Stephen Action: 8 in favor – 0 opposed – 0 abstentions
2018-19 CC meeting schedule	2018-19 CC meeting schedule is posted on the CC webpage	

| Charter Review | Extensive discussion regarding Susan's transition off the CC and new vision for the CC ensued.
• Will there be a curriculum office?
• Susan shared briefly that the President's and CAO's vision for the Curriculum Committee is still developing. More will be known after Susan's transitional meeting with them next Monday.
• CC is to be faculty driven.
• Policy; will it be part of the CC?
    o Extensive discussion regarding where curriculum policy belongs.
        ▪ Is it addressed in the charter; see charter opening statement for policy and philosophy.
        ▪ AR's and OP's address faculty involvement with policy as strong recommendations.
        ▪ If policy is not addressed at CC, is faculty/adjunct faculty diplomatically giving away it's voice? For example, there is currently discussion around changing the standard prerequisites for Gen Ed courses. Faculty voice is needed in such decisions. Traditionally a decision that would be proposed to a curriculum committee.
• Exciting time for re-visioning the CC.
    o Would like to make the CC more appealing to others.
    o What best practices/model are other colleges using?
        ▪ "Course Leaf" costs money, but other colleges use for submissions. | Motion: Zip
2nd: Pam
Action: 8 in favor – 0 opposed – 0 abstentions |

	▪ Training; "analyzing…rigor" **MOTION: Keep the charter as is and revisit it in the next 3 months, as more information about the Curriculum Committee becomes available.**	

Member responsibilities: (time commitment, attendance, location, preparation, engagement)	Brief review of member responsibilities.
	• CC is not a "phone-in" group. Please keep this to a minimal practice.
	• Stephen will check with Paula about using Zoom
	• Attendance: prior to the meeting, e-mail Chair and cc Susan and Gail if you are not able to attend the meeting.
	• Come prepared:
	   ○ Read submissions ahead of time.
	   ○ Make reference notes of questions on the submissions prior to the meeting.
	• Be ready to ask questions.
	• Ask for a brief presentation for new degrees, certificates and some new courses.
	
	In 2018-19 the CC will continue with the CLO updates of 1) Social Science and 2) Writing, Foreign Language, English and Communication.	

Submission responsibilities
a. Review new submission forms
b. Refresh on more challenging curricular areas/decisions (related instruction, 30% rule, contact hours, hidden requisites, repeatability, learning outcomes)
	Review of "CGCC Course Content and Outcome Guide Development Template" handout. To be used as a cross-reference and guideline for submissions.
	• Problem areas
	   ○ Hours for lecture and lec/lab
	      ▪ Minimum amount of hours is stated on the CCOG	

	■ Maximum amount of hours is entered in Webforms. ○ Related Instruction: all certificates of 45 credits or more will need to include related instruction ■ Avoid imbedded related instruction ■ Using science courses as standalone RI for math should be reviewed ○ 30% rule: if there is 30% or more change in a degree or certificate, the State requires the degree/certificate be submitted as a new program. ○ Hidden requirements: Any course listed as a prerequisite that cannot be tested out may represent a hidden requirement. - All degrees have a WR 121 requirement. - Repeatability **Forms:** - Reviewed summer revisions to course, certificate and degree forms ○ Departmental impact; suggestion that maybe both deans should sign ○ How is non-limited entry program "B or better" upheld; ie Em-Tech ○ Guidelines for writing outcomes need to be updated	
Discussion Item:		

1. New program adoption
    a. Draft guidelines, requirements, process. (Strategic Goal 3, objective #1)
    b. Developing answer to the questions regarding:
        i. Labor market needs
        ii. Minimal student enrollment
        iii. Sustainability
    c. Cost analysis example (provided at meeting)
	Very brief discussion regarding new program adoption. How can we bring on programs? How do we evaluate what a successful program is? What do we need to know in advance to know the program is successful? If these guidelines are not made by the CC, then someone else will make these decisions. The CC needs to start to find answers to the questions; the guidelines and benchmarks to what makes a valuable and reasonable program and how we decide on that and come up with a plan.
	Areas of concern:
	• Cost analysis of programs
	• Process: early presentation of new program concept prior to designing the courses	

Future changes?	Susan will transition out of the Curriculum Committee as she learns more of her new responsibilities from the CAO and the President. During and after that transition she will still be a valuable on campus resource.	
Adjourn: Noon – Katy moved		
Next Meeting: October 4, 2018 3:30pm – 5:00pm Location: TDC Room 3.218 (SS Conference Room) and HRC Room 1.209 (Conference Room)		

Columbia Gorge Community College

REVISION of AAS DEGREE REQUEST

Submitted by: Doris Jepson	Email: djepson@cgcc.edu	Phone: 541-506-6140	Department: Nursing & Health Occupations

SECTION #1 OVERVIEW			
Current Title:	Nursing	Proposed Title:	No change
Current Credits:	94	Proposed Credits:	No change
Overview and rationale for proposed changes:	1. The prerequisite courses designated as needing to have been taken within the past 7 years were originally based on PCC's standards. OCNE Academic Standards do not stipulate this. CGCC Nursing feel that the 7-year requirement is important for the core science courses and math but is not necessary in the others for student success. 2. OCNE Admissions Standards require competency for Intermediate Algebra/Math 95 (or higher). CGCC originally stipulated that MTH 98 or MTH 105 are not acceptable based on discussions at the time among state OCNE Coordinating Council Members (Nursing Program Directors). Subsequently, consensus was reached by that body that MTH 98 or MTH 105 are acceptable. In a subsequent discussion by me with Registrar Dawn Sallee-Justesen, it was determined that CGCC's MTH 98 course description does not meet this stipulation for Intermediate Algebra competency, so we are changing language to align with the intent of OCNE Admissions Standards: MTH 98 is not acceptable; MTH 105 is. 3. Carry forward similar language regarding math into the AAS degree (see #2 reasoning above).		
List of specific changes being proposed which may include, addition or deletion of courses, title changes, credit changes, prerequisite changes, outcome changes, course changes etc. Use consistent words – Add, Remove, Increase, Decrease, Change	1. Remove asterisk from prerequisites: BI211, PSY 215, FN 225, which indicates they must have been taken within the past 7 years. Keep asterisks for BI231, BI232, BI233, BI 234, and MTH 95. 2. Remove language in Admissions Standards regarding MTH 105 not being acceptable as meeting Intermediate Algebra/Math 95 (or higher) OCNE standard. Change language to— Intermediate Algebra/MTH 95 (or higher, excluding MTH 98). 3. Change language in AAS Degree to reflect the math competency change. Prior language— MTH requirement: MTH 95 or higher (excluding MTH 98 and MTH 105) or any course with a prerequisite of MTH 65 or higher. Change language to— MTH requirement: Intermediate Algebra/MTH 95 (or higher, excluding MTH 98) or any course with a prerequisite of MTH 65 or higher.		

Is this a statewide degree?	☒ Yes ☐ No		If so, have the changes been approved by the consortium?	☒ Yes ☐ No	
Are there any career pathway(s) or related certificates attached to this degree?	☐ Yes ☒ No	If yes, list title of career pathway(s) or related certificate(s)			
Does the revision impact other areas of instruction?	☐ Yes ☒ No	Explanation of issues and how they are being resolved:		Has the revision 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:	
Requested Implementation Term	Winter, 2019				

SECTION #2 REVISION AREAS

Does the revision involve changing degree prerequisites?	☒ Yes ☐ No

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 Accuplacer result in hidden degree/certificate requirements and should be avoided. (Courses that may be tested out of using 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.)

CURRENT PREREQUISITES (Required whether or not prerequisites are being changed.)			
Course Number	Course Title or Placement level	Requisites	Credits
Summer & Fall Terms			
BI 211* ^	Principles of Biology *(has pre/concurrent requirements—see college catalog)*	Prerequisite/concurrent: WR 121; CH 100 or higher, or instructor permission.	4-5
	Genetics: A genetics course or genetics module within a course is a required prerequisite. Current CGCC courses that fulfill this requirement are BI 122 (4 cr), BI 211 (5		

	cr), or BI 212 (5 cr).		
WR 121#	English Composition	Prerequisite: Placement into WR 121, or completion of WR 155 and RD 115.	3-4
MTH 95*	Intermediate Algebra **(or higher course in which MTH 95 is a prerequisite; MTH 105 not eligible)** or math competency placement test into MTH 111 or higher (must be taken after 6/15 of the year prior to application). *Placement test scores may be used for admission to the Nursing Program but do not meet AAS graduation requirement.*	Prerequisites: MTH 65 or equivalent placement test scores; placement into WR 115.	4
PSY 201A	Introduction to Psychology – Part 1	Prerequisite/concurrent: WR 121	3-4
BI 231* ^	Human Anatomy & Physiology I *(At CGCC BI 211 is a prerequisite to BI 231)*	Prerequisites: BI 112 or BI 211.	4
	Course Completion and GPA Requirement by end of fall term year prior to application submission: Students are eligible to apply for admission to the Nursing Program after completion of a minimum of 30 quarter college credits of courses from the prerequisite list. Application to the Nursing Program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. The 30 credits must include BI 231 (Human Anatomy and Physiology I) and MTH 95 competency, both within 7 years of application. The minimum requirements must be met by the end of fall term in the year prior to submission of program application (application deadline is February 15th). If a course has been taken more than once, the <u>most recent grade</u> received will be the course considered.		
Winter Term			
BI 232* ^	Human Anatomy & Physiology II	Prerequisites: BI 231 with a "C" or better.	
WR 122#	English Composition	Prerequisite: WR 121.	
PSY 215*	Human Development	Prerequisite/concurrent: WR 121	

Spring & Summer Terms			
BI 233* ^	Human Anatomy & Physiology III	Prerequisites: BI 232 with a "C" or better.	4
BI 234* ^	Microbiology (At CGCC BI 211 is a prerequisite to BI 234)	Prerequisites: BI 112 or BI 211.	4-5
FN 225*	Nutrition (prerequisite BI 101 or BI 211)	Prerequisite: WR 121 or higher; BI 101 or BI 211.	3-4
Electives	Any college-level (100 or 200 numbered) transferable non-studio Humanities, Social Science, or Natural Science electives. Students may need to take elective credits in order to meet the minimum of 45 credits required (see GPA requirement below).		0-6
	Credits need to have been taken within the past 7 years—no exceptions.		
	^Virtual labs are not accepted for lab science courses.		
	#WR 121 and either WR 122 or WR 227 (must include research component). A student must have at least 8 credits of Writing.		
	Course Completion and GPA Requirement by end of summer term in year of application: Completion of a minimum of 45 quarter college credits of courses from the prerequisite list must be completed by the end of summer term in the year of application. Application to the Nursing Program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. If a course has been taken more than once, the most recent grade received will be the course considered.		
	Total Prerequisite Credits		45 or more
PROPOSED PREREQUISITES **(No change, leave blank.)**			
Course Number	Course Title or Placement level	Requisites	Credits
Summer & Fall Terms			

BI 211 ^	Principles of Biology *(has pre/concurrent requirements— see college catalog)*	Prerequisite/concurrent: WR 121; CH 100 or higher, or instructor permission.	4-5
	Genetics: A genetics course or genetics module within a course is a required prerequisite. Current CGCC courses that fulfill this requirement are BI 122 (4 cr), BI 211 (5 cr), or BI 212 (5 cr).		
WR 121#	English Composition	Prerequisite: Placement into WR 121, or completion of WR 155 and RD 115.	3-4
MTH 95*	**Intermediate Algebra/MTH 95 (or higher, excluding MTH 98)** or math competency placement test into MTH 111 or higher (must be taken after 6/15 of the year prior to application). *Placement test scores may be used for admission to the Nursing Program but do not meet AAS graduation requirement.*	Prerequisites: MTH 65 or equivalent placement test scores; placement into WR 115.	4
PSY 201A	Introduction to Psychology – Part 1	Prerequisite/concurrent: WR 121	3-4
BI 231* ^	Human Anatomy & Physiology I *(At CGCC BI 211 is a prerequisite to BI 231)*	Prerequisites: BI 112 or BI 211.	4
	Course Completion and GPA Requirement by end of fall term year prior to application submission: Students are eligible to apply for admission to the Nursing Program after completion of a minimum of 30 quarter college credits of courses from the prerequisite list. Application to the Nursing Program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. The 30 credits must include BI 231 (Human Anatomy and Physiology I) and MTH 95 competency, both within 7 years of application. The minimum requirements must be met by the end of fall term in the year prior to submission of program application (application deadline is February 15th). If a course has been taken more than once, the <u>most recent grade</u> received will be the course considered.		

Winter Term			
BI 232* ^	Human Anatomy & Physiology II	Prerequisites: BI 231 with a "C" or better.	
WR 122#	English Composition	Prerequisite: WR 121.	
PSY 215	Human Development	Prerequisite/concurrent: WR 121	
Spring & Summer Terms			
BI 233* ^	Human Anatomy & Physiology III	Prerequisites: BI 232 with a "C" or better.	4
BI 234* ^	Microbiology *(At CGCC BI 211 is a prerequisite to BI 234)*	Prerequisites: BI 112 or BI 211.	4-5
FN 225	Nutrition (prerequisite BI 101 or BI 211)	Prerequisite: WR 121 or higher; BI 101 or BI 211.	3-4
Electives	Any college-level (100 or 200 numbered) transferable non-studio Humanities, Social Science, or Natural Science electives. Students may need to take elective credits in order to meet the minimum of 45 credits required (see GPA requirement below).		0-6
	Credits need to have been taken within the past 7 years—no exceptions.		
	^Virtual labs are not accepted for lab science courses.		
	#WR 121 and either WR 122 or WR 227 (must include research component). A student must have at least 8 credits of Writing.		
	Course Completion and GPA Requirement by end of summer term in year of application: Completion of a minimum of 45 quarter college credits of courses from the prerequisite list must be completed by the end of summer term in the year of application. Application to the Nursing Program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. If a course has been taken more than once, the most recent grade received will be the course considered.		
	Total Prerequisite Credits		45 or more

DEGREE OUTCOMES
All degree outcomes will be reviewed by the committee regardless of whether or not outcomes have changed.
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.)

Does the revision involve changing degree outcomes?	☐ Yes ☒ No

CURRENT DEGREE OUTCOMES
(Required whether or not outcomes are being changed.)

Students who successfully complete this degree will be able to:

1. Base personal and professional actions on a set of shared core nursing values, including social justice, caring, advocacy, protection from harm, respect for self and others, collegiality, and ethical behavior; notice, interpret, respond and reflect on ethical dilemmas using ethical principles and frameworks as a guideline.

2. Develop insight through reflection, self-analysis, and self-care.

3. Engage in intentional learning, developing self-awareness of learning and effects on client care, seeking new, relevant knowledge and skills.

4. Demonstrate leadership in nursing and health care to meet client needs, improve the health care system, and facilitate community problem solving.

5. Collaborate as part of a health care team, receiving, using and giving constructive feedback.

6. Practice within, utilize, and contribute to the broader health care system.

7. Practice relationship-centered care, based on empathy and caring, deep understanding of the care experience, and mutual trust and respect for the autonomy of the client.

8. Communicate effectively and therapeutically, with attention to elements of cultural influences, and using appropriate modalities and technologies.

9. Make sound clinical judgments through noticing, interpreting and responding, using best available evidence, frameworks and systems to organize data and knowledge; accurately perform skills while maintaining patient and personal safety.

10. Locate, evaluate, and use the best available evidence.

PROPOSED DEGREE OUTCOMES

Students who successfully complete this degree will be able to:

1. No change

2.

SECTION #3 COURSE BY COURSE COMPARISON

List all courses (current AND proposed) in the term by term order that is to be displayed in the catalog certificate map. List course requisites under Course Title. Include elective list below.

If you are adding a course, place it in the preferred term, identify such a course with (add) and bold the text in the line.
If you want to rearrange the order of courses within the term-by-term sequence, do so on this form.
If you are removing a course, identify the course with (remove) and bold the text.
If the course title is changed, identify the course with (title change) and bold the text.
If the course credits have changed, identify the course with (increase or decrease credit) and bold the text.
If you need more lines to accommodate the courses, right click and insert rows.

The information you provide on this form will be reflected in the CGCC catalog pages. Please ensure it is correct.

Current Degree Information			Proposed Degree Information		
Course Number	Course Title & Requisites	Credits	Course Number	Course Title & Requisites	Credits
	Year One of Nursing Courses			**Year One of Nursing Courses**	
Fall Term		16	Fall Term		16
NRS 110	Foundations of Nursing – Health Promotion	9	NRS 110	Foundations of Nursing – Health Promotion	9
NRS 232	Pathophysiological Processes I	3	NRS 232	Pathophysiological Processes I	3
MTH 95 or higher (excluding MTH 98 and MTH 105) or any course with a prerequisite of MTH 65 or higher	**Intermediate Algebra**	4	**MTH 95 (or higher, excluding MTH 98) or any course with a prerequisite of MTH 65 or higher**	Intermediate Algebra	4
Winter Term		16	Winter Term		16
NRS 111	Foundations of Nursing in Chronic Illness I	6	NRS 111	Foundations of Nursing in Chronic Illness I	6
NRS 230	Clinical Pharmacology I	3	NRS 230	Clinical Pharmacology I	3
NRS 233	Pathophysiological Processes II	3	NRS 233	Pathophysiological Processes II	3
	General Education Electives[1]	4		General Education Electives[1]	4
Spring Term		17	Spring Term		17
NRS 112	Foundations of Nursing in Acute Care I	6	NRS 112	Foundations of Nursing in Acute Care I	6

NRS 231	Clinical Pharmacology II	3	NRS 231	Clinical Pharmacology II	3
	General Education Electives[1]	4		General Education Electives[1]	4
WR 227	Technical and Professional Writing	4	WR 227	Technical and Professional Writing	4
	Year Two of Nursing Courses			**Year Two of Nursing Courses**	
Fall Term		16	Fall Term		16
NRS 221	Nursing in Chronic Illness II & End-of-Life Care	9	NRS 221	Nursing in Chronic Illness II & End-of-Life Care	9
	General Education Electives[1]	4		General Education Electives[1]	4
	Nursing Program Electives	3		Nursing Program Electives	3
Winter Term		16	Winter Term		16
NRS 222	Nursing in Acute Care II & End-of-Life Care	9	NRS 222	Nursing in Acute Care II & End-of-Life Care	9
	General Education Electives[1]	4		General Education Electives[1]	4
	Nursing Program Electives	3		Nursing Program Electives	3
Spring Term		13	Spring Term		13
NRS 224	Integrative Practicum	9	NRS 224	Integrative Practicum	9
	Nursing Program Electives	4		Nursing Program Electives	4
	[1] General Education electives: Students must earn a minimum of 16 credits of approved General Education. The 16 credits must include at least one course with a minimum of 3 credits from each of the following three discipline areas: Arts & Letters; Social Sciences; Natural Science.			[1] General Education electives: Students must earn a minimum of 16 credits of approved General Education. The 16 credits must include at least one course with a minimum of 3 credits from each of the following three discipline areas: Arts & Letters; Social Sciences; Natural Science.	
	Credit Total	94		**Credit Total**	94

ELECTIVE LIST					
Include all electives. Identify elective changes by stating if the elective is to be added or deleted and bold the text.					
If you need more lines to accommodate the courses, right click and insert rows.					
Current Electives			**Proposed Electives**		
Course Number	**Course Title & Requisites**	**Credits**	**Course Number**	**Course Title & Requisites**	**Credits**

	Nursing Program Electives			No change	
	Any General Education Elective				

SECTION #4 DEPARTMENT REVIEW		
"I vouch that this submission has been reviewed by the affiliated department chair and department director 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 director."		
Submitter	Email	Date
Doris Jepson	djepson@cgcc.edu	
Department Chair (enter name of department chair): Lorie Saito		
Department Director (enter name of department director): Doris Jepson		

Next steps:

1. Save the completed Degree Revision Request 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 time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department director. 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 required for a representative to attend the Curriculum Committee meeting in which your submission is scheduled for review. The representative will be asked to describe the proposal and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Columbia Gorge Community College

DEGREE SUSPENSION			
Submitted by: Doris Jepson	Email: djepson@cgcc.edu	Phone: 541-506-6140	Department: Nursing & Health Occupations

SECTION #1 OVERVIEW				
Degree Title:	Nursing (Traditional)		Credits:	102
Overview and rationale for suspension:	The CGCC Nursing Program is joining the Oregon Consortium for Nursing Education and we are adopting the statewide curriculum. This provides a stronger link to OHSU (co-admission) and RN-to-BS in Nursing completion. This adoption of OCNE curriculum results in a significant change in curriculum (over 30%) from the current program and requires the submission of a new AAS and suspension of current AAS. The Bureau of Labor Statistics Occupational Outlook Handbook: "Employment of registered nurses is expected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and more active lives." http://www.bls.gov/ooh/healthcare/registered-nurses.htm . In order to meet the projection of increased need for registered nurses and the abilities and skills they will need, we are joining with faculty from 10 other Oregon community colleges and the 5 OHSU campuses to offer the shared OCNE curriculum. "The OCNE curriculum, based on a set of 10 core competencies, is designed to educate a nurse who can provide care to individuals, families and communities in health promotion, acute or chronic illness and at the end of life. OCNE graduates are skilled in clinical judgment, systems thinking, leadership, evidence-based practice and culturally appropriate, relationship-centered care." http://www.ocne.org/			
Are there Related Certificates or Career Pathways associated with this degree?	☐ Yes ☒ No	If yes, title of career pathway(s) or related certificate(s)		
NOTE: Certificate suspensions will be required for each related certificate or career pathway associated with a suspended degree.				
Is this a statewide degree?	☐ 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:	09/14/17
Requested term for start of suspension		Fall 2019		

SECTION #2 DEGREE COURSEWORK			
Course Number	**Course Title**	**Credits**	**Course to be inactivated upon suspension of program**
NUR 110	Nursing I: Fundamentals of Nursing	10	☒ Yes ☐ No ☐ Other*
NUR 111	Nursing II: Care Across the Lifespan	10	☒ Yes ☐ No ☐ Other*
NUR 112	Nursing III: Obstetrics & Chronic Healthcare	10	☒ Yes ☐ No ☐ Other*
PSY 201A	Introduction to Psychology, Part I	4	☐ Yes ☒ No ☐ Other*
BI 232	Human Anatomy & Physiology II	4	☐ Yes ☒ No ☐ Other*
PSY 215	Human Development	4	☐ Yes ☒ No ☐ Other*
BI 233	Human Anatomy & Physiology III	4	☐ Yes ☒ No ☐ Other*
BI 234	Microbiology	5	☐ Yes ☒ No ☐ Other*
NUR 210	Nursing IV: Psychiatric & Complex Acute Care	9	☒ Yes ☐ No ☐ Other*
NUR 211	Nursing V: Emergent Healthcare	9	☒ Yes ☐ No ☐ Other*
NUR 212	Nursing VI: Preceptorship	9	☒ Yes ☐ No ☐ Other*
	Gen Ed Electives and Nursing Electives	24	☐ Yes ☒ No ☐ Other*
Electives			
Course Number	**Course Title**	**Credits**	**Course to be inactivated upon suspension of program**
	N/A		☐ 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 director 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 director."		
Submitter	Email	Date
Doris Jepson	djepson@cgcc.edu	9/13/18
Department Chair (enter name of department chair): Lorie Saito		
Department Director (enter name of department director): Doris Jepson		

Next steps:
1. Save the completed Degree 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.
4. 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 director. 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.
5. It is required for a representative to attend the Curriculum Committee meeting in which your submission is scheduled for review. The representative will be asked to describe the proposal and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Teach Out Planning Document

Certificate/Degree Title: Associate of Applied Science, Nursing	Date 8.16.18

Section 1: Instructional Department

The Nursing & Health Occupations Department recommends that the current Nursing (RN) AAS be officially suspended as of the end of summer term 2019.

Rationale:

The CGCC Nursing Program is joining the Oregon Consortium for Nursing Education and has adopted the statewide curriculum. This provides a stronger link to OHSU (co-admission) and RN-to-BS in Nursing completion. The adoption of OCNE curriculum results in a significant change in curriculum (over 30%) from the current program, thus requiring the submission of a new AAS and suspension of current AAS.

The Bureau of Labor Statistics Occupational Outlook Handbook: "Employment of registered nurses is expected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and more active lives." http://www.bls.gov/ooh/healthcare/registered-nurses.htm .

In order to meet the projection of increased need for registered nurses and the abilities and skills they will need, we are joining with faculty from 10 other Oregon community colleges and the 5 OHSU campuses to offer the shared OCNE curriculum. "The OCNE curriculum, based on a set of 10 core competencies, is designed to educate a nurse who can provide care to individuals, families and communities in health promotion, acute or chronic illness and at the end of life. OCNE graduates are skilled in clinical judgment, systems thinking, leadership, evidence-based practice and culturally appropriate, relationship-centered care."
http://www.ocne.org/

Action	Details	Source of information	By when
Plans for students currently enrolled in the certificate/degree	Students from the 2017-19 cohort who are unsuccessful in any term of the second year of the program will not be eligible for re-entry. Being unsuccessful in Nursing courses is defined as not earning a "C" or higher or not taking courses according to the predetermined schedule. If unsuccessful students become licensed as an LPN they may be able to apply for advanced placement if/when that becomes an available option (to be developed). Otherwise, they must apply for admission and, if admitted, start at the beginning of the new curriculum. These second year Nursing students (2017-2019 cohort) have been provided information	Instructional Director and Dept. Chair	Fall/17 and ongoing

	regarding upcoming suspension, limitation of reentry if Nursing courses are not completed successfully, and how CGCC may support students in their timely completion of the AAS in Nursing. Unsuccessful completion of courses other than Nursing courses will continue to be available following suspension.		
	For students who will not be able to complete, provide options (change major, other schools that offer program, etc.)		Ongoing and 6/30/19
Notification and presentation to the Curriculum Committee	Presentation must include teach out plan and checklist	Representative from the instructional dept. to present documents	fall/18
Final plan and documentation submission	once plan has gone to the curriculum committee, stakeholders, etc., the final step is to send to CAO, college president and Board of Education	Email with appropriate documentation attached	fall/18 Board meeting
Section 2: Curriculum Office			
Notification to Program Instructors	Formal letter sent to all program instructors	Faculty are already aware of proposed revisions to the program. Positions are not being eliminated. Current faculty will teach the new OCNE curriculum.	Done
Revise/update the webpage		Curriculum Office and Nursing Dept	Done and ongoing
Letter to CCWD		Instructional Director, Curriculum office, and CAO	1/2019
Formal announcement	Notifying stakeholders of the official start date for suspension and the "teach out" plan	Email – Instructional Director	Upon approval from NWCCU
Update webforms		Curriculum Office	Upon approval from NWCCU
Notify NWCCU		Curriculum Office	2/2019
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	Send an email to each student	Fall/18 Spring/19

	completed		
	• Students who have completed more than 70 credits • Students completing their final requirements		
Catalog Information	Teach out statement	Catalog/website	Upon approval from NWCCU; 2018-2019 catalog has both new and old tracks
	Deleted from the catalog	Catalog	2019-2020 catalog will only have OCNE track
Documentation of contact with students	Advisors will work with students and document in student record. NOTE: All students enrolled under the traditional curriculum will have an opportunity to complete the AAS in Nursing as long as they have not been dismissed from the program as described in the Nursing Program Student Handbook. Students admitted to the 2017-19 cohort were advised upon admission that Spring of 2019 will be the last opportunity to complete classes under the traditional curriculum leading to the awarding of the AAS in Nursing.		Winter/Spring 2019
	Registrar's office will scan letters to student record		Upon approval from NWCCU

AAS in Nursing, Traditional Curriculum

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.)	24 (2017-2019 cohort)	2017-19 cohort – in process and scheduled to complete no later than summer 2019
List the program courses the 2nd year students have not completed	NUR 210, NUR 211, NUR 212	These courses will be offered during 2018-19 academic years
Provide enrollment comparison of the past 3-5 years of the program	19-26 per year	
The program is being considered for termination due to low enrollment?	Yes ☐ No ☒	
Advisory Committee: instructional dept. works with advisory committee regarding the need to suspend. Collects and determine the following information:		
list changes in employment opportunities or workforce needs unfavorable to the program	No change in employment opportunities. Change from Traditional Curriculum to OCNE Curriculum has been discussed at Nursing Program Advisory Committee— that body is in support of changing to the OCNE curriculum.	
Is there a lack of financial resources? Please identify	N/A	
The program is being considered for termination due to a change in workforce needs?	Yes ☐ No ☒	
Instruction Department:		
Difficult to recruit qualified instructors. If so please explain	no	
Number of instructors teaching in the program. Provide list of the courses each instructor teaches	Provide attachment, if needed	attached
Funding going away for the program? If so identify the funding source, amount	no	Nursing budget is not anticipated to change upon the move to the OCNE program.
Provide program budget and Identify any funding that is no longer available.	The CGCC Nursing Program is joining the Oregon Consortium for Nursing Education and we are adopting the statewide AAS Nursing curriculum. Future	Spreadsheet attached

	projected funding remains the same.	
Identify any potential curricular or academic consequences	Some adjustment of to pre-requisite requirements and co-requisite requirements.	Notification to impacted departments has been made.
The program is being considered for termination due to lack of qualified instructors		Yes ☐ No ☒
The program is being considered for termination due to lack of funding		Yes ☐ No ☒
A "Teach Out" Plan has been drafted for implementation		Yes ☒ No ☐

The Instructional Department of the program being considered for termination is responsible for the checklist completion.

Nursing Program Second Year Faculty		
Agidius, Dawn RN, BSN Part-Time Clinical	2nd Year Clinical Faculty	dagidius@gmail.com
Bolton, Mercedes, RN, BSN Full-time Faculty	2nd year Clinical Faculty; Skills Lab Coordinator both years	mbolton@cgcc.edu
Harter, Maureen, RN, BSN Full-Time Clinical	2nd Year Clinical Faculty; SIM Lab Coordinator both years	mharter@cgcc.edu
Jepson, Doris RN, MSN Full-time Director	Director of Nursing & Health Occupations; teaches both years	djepson@cgcc.edu
Jones, Angela BA Full-time Adm. Asst.	Nursing Health Occupations Administrative Assistant	ajones@cgcc.edu
Schutt, K. Seri RN, BSN Part-Time Clinical	2nd Year Clinical Faculty	sschutt@cgcc.edu
Saito, Lorie RN, MSN, FNP Full-Time Faculty	2nd Year Faculty	lsaito@cgcc.edu
Webb, Jessica RN, MSN, PMHNP Part-time Faculty	2nd Year Theory Faculty	jwebb@cgcc.edu
White, Lori RN, MS Part-time Clinical Faculty	2nd Year Theory & Clinical Faculty	lwhite@cgcc.edu

Account	Desc	Actual 2015-16	Actual 2016-17	Current 2017-18	Proposed 2018-19	$Chg Incr(Decr)	% of Prior Bgt
100-12-127	**NURSING**						
	REQUIREMENTS						
	SALARY EXPENSE						
6105	DIRECTOR SALARIES	81,932	0	81,896	84,353	2,457	103%
6108	PT PROFESSIONAL SUPPORT SALARIES	912	888	884	880	(4)	100%
6301	FULL TIME CLASSIFIED WAGES	32,524	37,284	37,877	38,750	873	102%
6302	PART TIME CLASSIFIED WAGES	0	0	300	0	(300)	na
6401	FULL TIME INSTRUCTOR SALARIES	325,764	316,506	334,896	350,385	15,489	105%
6421	PART TIME INSTRUCTOR WAGES	79,707	117,010	87,594	119,079	31,485	136%
6442	SPECIAL PROJECT WAGES	15,081	13,385	4,426	0	(4,426)	na
6701	STUDENT WAGES	0	983	0	0	0	na
6801	EMPLOYEE TAXABLE ALLOWANCE	592	0	510	510	0	100%
	TOTAL SALARY EXPENSE	**536,512**	**486,056**	**548,383**	**593,957**	**45,574**	
	OTHER PAYROLL EXPENSE						
6901	SOCIAL SECURITY	39,862	35,962	32,427	43,904	11,477	135%
6902	WORKERS COMPENSATION INS	2,842	2,568	4,410	3,145	(1,265)	71%
6903	STATE WORKERS BENEFIT FUND	248	183	2,186	218	(1,968)	10%
6904	UNEMPLOYMENT INSURANCE	5,841	6,417	6,454	5,918	(536)	92%
6905	PERS	56,777	44,907	65,110	71,897	6,787	110%
6906	DISABILITY INSURANCE	1,035	803	2,996	1,113	(1,883)	37%
6907	LIFE INSURANCE	119	96	2,188	115	(2,073)	5%
6908	HEALTH INSURANCE	107,481	82,583	109,925	98,731	(11,194)	90%
6951	PERS BENEFIT EQUALIZATION FUND	23,594	18,632	19,897	32,806	12,909	165%
	TOTAL OTHER PAYROLL EXPENSE	**237,799**	**192,151**	**245,593**	**257,847**	**12,254**	
	TOTAL PAYROLL	**774,311**	**678,207**	**793,976**	**851,804**	**57,828**	
	MATERIALS & SERVICES						
7206	INSTRUCTIONAL CONTRACTED SERV	13,234	24,927	22,873	3,186	(19,687)	14%
7510	POSTAGE	0	117	91	146	55	160%
7521	SHIPPING & FREIGHT	853	354	527	667	140	127%
7601	PRINTING & DUPLICATING	0	5,826	3,880	3,880	0	100%
7901	SUBSCRIPTIONS	2,494	2,886	2,976	2,800	(176)	94%
8006	INSTRUCTIONAL SUPPLIES	10,563	9,619	7,052	7,400	348	105%
8009	OFFICE SUPPLIES	861	1,486	325	1,000	675	308%
8101	CELLULAR TELECOMMUNICATIONS	0	0	0	25	25	na
8103	TELECOMMUNICATIONS SERVICES	57	0	0	0	0	na
8201	CONFERENCE FEES	513	315	250	250	0	100%
8205	EMPLOYEE TRAVEL	1,491	2,319	2,200	2,310	110	105%
8508	EQUIPMENT REPAIR	335	988	350	300	(50)	86%
8512	GIFTS EXPENSE	493	398	500	525	25	105%
8516	MEMBERSHIP FEES & DUES	120	150	350	325	(25)	93%
8523	STUDENT ACTIVITIES & EVENTS	1,056	978	1,000	1,000	0	100%
8803	INSTRUCTIONAL EQUIPMENT <$5000	126	1,051	394	100	(294)	25%

94

Account	Desc	Actual 2015-16	Actual 2016-17	Current 2017-18	Proposed 2018-19	$Chg Incr(Decr)	% of Prior Bgt
	REQUIREMENTS						
	TOTAL MATERIALS & SERVICES	32,196	51,414	42,768	23,914	(18,854)	
	TRANSFERS						
9951	INTR DEPT SVCS IT	0	18,276	0	0	0	na
	TOTAL TRANSFERS	0	18,276	0	0	0	
	TOTAL EXPENDITURES	806,507	747,897	836,744	875,718	38,974	
100-12-127	**TOTAL NURSING**	806,507	747,897	836,744	875,718	38,974	

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
☐ Title	☐ Outcomes
☒ Description	☐ Repeatability

Section #1 General Information			
Department	Science	Submitter name Phone Email	Mary Kramer 541-506-6033 mkramer@cgcc.edu
Current prefix and number	PE 182D	Proposed prefix and number	
Current course title	MindBody Fitness	Proposed title (60 characters max)	
Current Repeatability	2	Proposed Repeatability	
Current transcript title (30 characters max)	MindBody Fitness	Proposed transcript title (30 characters max)	
Reason for proposed 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 requisite recommendations 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
Explores wholebody empowerment to increase energy and boost strength and fitness with fun tunes and dynamic exercises. Emphasizes elements of Yoga, Functional Fitness, Barre, Dance and TRX to build strength in core, shoulders, legs and back. Incorporates both isometric holds and functional dynamic exercises that challenge and tone. Audit available.	Explores wholebody empowerment to increase energy and boost strength and fitness with fun tunes and dynamic exercises. Emphasizes elements of Yoga, Functional Fitness to build strength in core, shoulders, legs and back. Incorporates both isometric holds and functional dynamic exercises that challenge and tone. Audit available
Reason for description change	To remove reference to specific equipment in current description.

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 course outcomes guidelines on the curriculum website.)

Current learning outcomes (required whether being revised or not)	New learning outcomes
1. Apply concepts to tone and strengthen muscles 2. Incorporate principles and techniques into lifelong fitness program 3. Demonstrate improved physical conditioning	

Reason for outcomes 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			

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 4-6 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 director 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 director."		
Submitter	Email	Date
Mary Kramer	Mkramer@cgcc.edu	7-27-2018
Department Chair (enter name of department chair): Dan Ropek		
Department Director (enter name of department director): TBD (formerly Mary Kramer)		

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 director. 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.
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
Lower Division Collegiate (LDC)

(Double click on check boxes to activate dialog box)

SECTION #1 GENERAL INFORMATION

Department:	Business Administration	Submitter name: phone: email:	Todd Meislahn 503-407-7327 tmeislahn@cgcc.edu
Prefix and Course Number:	BA 150	Credits:	4
Course Title: (60 characters max, including spaces)	Introduction to Entrepreneurship	Transcript Title: (30 characters max, including spaces)	Intro to Entrepreneurship

May this course be repeated for credit?	☐ Yes ☒ No	For how many times total?	Contact hours	Lecture: 40 Lec/lab: 0 Lab: 0
Reason for the new course	Required course for the new Entrepreneurship Certificate			

GRADE OPTIONS: Check as many or as few options as you'd like. **Choose the default grade option** which will automatically be assigned for students who do not make a grade option choice when registering for classes.

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

Is this course equivalent to another? If yes, they must have the same description and outcomes.	☐ Yes ☒ No	Course Number and Title

SECTION #2 REQUISITES: PLACEMENT INTO, PRE, CO AND CONCURRENT

Note: if this course is requesting approval for the Gen Ed list, it will have, as a default, the following standard requisites: Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Higher levels of any of these prerequisites, or additional prerequisites can be requested. However, if the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to use the Prerequisite Opt-out form available on the Curriculum website.

☐ Standard requisites – Prerequisite: MTH 20 or equivalent placement test scores.
　　　　　　　　　Prerequisite/concurrent: WR 121.

☐ Placement into:		☐ Placement into:			
course prefix & number:	RD, 115, WR 115, MTH 20 or equivalent placement test scores	☒ Prerequisite	☐ Corequisite	☐ pre/co
course prefix & number:		☐ Prerequisite	☐ Corequisite	☐ pre/co

SECTION #3 COURSE DESCRIPTION, OUTCOMES, AND CONTENT	
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.	
Introduces the managerial practices of successful entrepreneurship in all types of organizations. Evaluates the business skills, leadership skills, traits, and commitment necessary to successfully operate an entrepreneurial venture. Reviews the challenges and rewards of entrepreneurship. Examines entrepreneurial businesses in the United States and their impact on the economy. Considers recent trends in social entrepreneurship. Prerequisites: RD 115, WR 115 and MTH 20 or equivalent placement test scores. Audit available.	
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. Compare and contrast the multiple contexts in which entrepreneurs may work: as business owners, as employees (working in small, mid-size, or large companies), or as consultants.
	2. Describe the values and personal traits that strengthen an individual's likelihood of successfully launching and operating an entrepreneurial venture and assess personal skills against those successful entrepreneurs.
	3. Identify opportunities in the marketplace, and the steps to develop a business plan/canvas for operating a business, and the options for securing funding for a new business venture.
	4. Describe the reasons small businesses fail and how businesses that fail exit their markets.
	5. Explain the importance of creativity, leadership, innovation, continued learning, ethics, and networking for successful entrepreneurs.
Outcomes assessment strategies:	Class participation and discussion Case study analysis Individual assignments Group projects Presentations Completion of assessment examinations
COURSE CONTENT, ACTIVITIES AND DESIGN	
Course activities and design (what teaching methods are recommended?):	Lectures Speakers Videos Job Shadowing

Course Content – outline of required concepts and skills to be covered (coverage of course outcomes must be evident):	1. What is Entrepreneurship 2. Opportunity Recognition and Design Thinking 3. Evaluating Entrepreneurial Opportunities 4. Business Models 5. Business Planning 6. Financing Entrepreneurship 7. Business Set-Up, Start-Up, and Growth 8. Strategic Entrepreneurship 9. Innovation and Entrepreneurship 10. The Entrepreneurial Environment
Department Notes: (optional)	

SECTION #4 TRANSFERABILITY

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state requires us to certify that at least one Oregon university will accept our new LDC course in transfer. To ensure the quality of our transfer programs and to provide students with the best information on how individual courses will transfer, we require faculty to ascertain the transferability of a proposed course by communicating with colleagues at a minimum of three Oregon universities, asking the following questions.

      1. Is there an equivalent lower division course at the university?

      2. Will a department accept the course for its major or minor requirements?

      3. Will the course be accepted as part of the University's distribution requirements?

While you may contact any Oregon university, we recommend, based on CGCC student transfer history, that you conduct transferability screening with OSU, PSU and EOR as these are the more common destinations of CGCC transfer students. If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which Oregon universities will the course transfer to? List all	OSU, PSU, EOU, and U of O (Detail attached)
How does it transfer? Check all that apply	☐ Required or support for major ☐ General education distribution requirement ☒ General elective ☐ Other (provide details)
Provide evidence of transferability from three or more universities. Recommended universities based on CGCC transfer history: OSU, PSU and EOU	☐ Completed Transferability Status form ☒ E-mail correspondence with receiving institution ☐ Other – describe
Identify comparables at Oregon schools; list school, course prefix, number and title.	Portland Community College BA 150 Introduction to Entrepreneurship
Are special designations being sought at this time?	☐ General Education – Discipline specific Gen Ed form required. ☐ Cultural Literacy – Cultural Literacy designation request form required. (Cultural Literacy designation requires that the course has a Gen Ed designation.)

SECTION #5 ADDITIONAL INFORMATION FOR NEW LDC COURSES

Is this course in a degree or certificate as required, an elective or a prerequisite? Please provide details.

Name of certificate(s):	Entrepreneurship	# credits: 47
Name of degree(s):	Entrepreneurship/Small Business Management	# credits: 90

Briefly explain how this course fits into the above program(s), i.e. requirement or elective:	It is a requirement for both programs

Impact on other Programs and Departments

Are there similar courses existing in other programs or disciplines at CGCC? If yes, explain and/or describe the nature of acknowledgements and/or agreements that have been reached.	No
Have you consulted with the Department Chair(s) of other program(s) regarding potential impact such as content overlap, duplication, prerequisites, enrollment impact etc. Explain and/or describe the nature of acknowledgements or agreements reached.	N/A
Has the Library director been notified regarding the addition of this course and the need for any potential resources?	☒ Yes ☐ No
Implementation term:	☒ Start of next academic year (summer term) ☐ Specify term (if BEFORE start of next academic year):

Allow 1-2 months to complete the new course approval process before the course can be scheduled. 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 #6 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department director 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 director."

Submitter	Email	Date
Todd Meislahn	tmeislahn@cgcc.edu	09/17/2018

Department Chair (enter name of department chair):

Department Director (enter name of department director): Stephen Shwiff

COLUMBIA GORGE
COMMUNITY COLLEGE

Todd Meislahn <tmeislahn@cgcc.edu>

PSU course transfer

3 messages

Todd Meislahn <tmeislahn@cgcc.edu>   Mon, Aug 20, 2018 at 3:01 PM
To: beckys@pdx.edu

Dear Ms. Sanchez -

The Columbia Gorge Community College Business Administration department is introducing a new course next year, Introduction to Entrepreneurship (BA 150). This course will be modeled after the Portland Community College course of the same name and number.

I would like to receive confirmation that the PCC BA 150 course does transfer to PSU as a lower division general elective or as an equivalent to one of your business courses. This information is required for me to submit the new course application to our curriculum committee. Please let me know if this is something you can provide.

Thank you.

Todd Meislahn
Business Advisor
Small Business Development Center
1730 College Way, Room 210
Hood River, OR 97031
541-506-6124
tmeislahn@cgcc.edu

Becky Sanchez <beckys@pdx.edu>   Tue, Aug 21, 2018 at 9:03 AM
To: Todd Meislahn <tmeislahn@cgcc.edu>

Hi Todd,

Sure thing. BA 150 transfers to PSU as BA LD (lower division) so it counts as a business elective and toward a student's required 82 credits in business.

_____

Becky Sanchez, M.S., NCC
Executive Director of Undergraduate Programs
Undergraduate Programs Office
School of Business
Portland State University

Karl Miller Center 220 | 615 SW Harrison St. | Portland, OR 97201
(503) 725-4745 | beckys@pdx.edu

Web | Facebook | Twitter | YouTube | LinkedIn | Instagram | Pinterest

My pronouns: She, her, hers
[Quoted text hidden]

> [Quoted text hidden]

Todd Meislahn <tmeislahn@cgcc.edu>   Tue, Aug 21, 2018 at 9:54 AM
To: Becky Sanchez <beckys@pdx.edu>

Great - thank you so much!

Todd Meislahn
Business Advisor
Small Business Development Center
1730 College Way, Room 210
Hood River, OR 97031
541-506-6124
tmeislahn@cgcc.edu

[Quoted text hidden]

COLUMBIA GORGE
COMMUNITY COLLEGE

Todd Meislahn <tmeislahn@cgcc.edu>

Entrepreneurship Class

2 messages

Danny Mielke <dmielke@eou.edu>   Tue, Aug 21, 2018 at 10:46 AM
To: tmeislahn@cgcc.edu

EOU will accept your proposed Entrepreneurship Class as we discussed as a transferrable class. It will likely be an elective credit since it is a 100 level class.
However, we have BA 260 Introduction to Entrepreneurship so if your course outcomes match this class, we will accept it as an equivalent.

Let me know if you need anything else.

Dan

--
Danny Ray Mielke; Ed.D., MPH, MCHES
Dean, Colleges of Business and Education
Eastern Promise Director
Eastern Oregon University
541-962-3399

GET CONNECTED TO EOU

Todd Meislahn <tmeislahn@cgcc.edu>   Tue, Aug 21, 2018 at 10:58 AM
To: Danny Mielke <dmielke@eou.edu>

Great - thank you so much!

Todd Meislahn
Business Advisor
Small Business Development Center
1730 College Way, Room 210
Hood River, OR 97031
541-506-6124
tmeislahn@cgcc.edu
[Quoted text hidden]

COLUMBIA GORGE
COMMUNITY COLLEGE

Course transfer confirmation

3 messages

Todd Meislahn <tmeislahn@cgcc.edu>   Mon, Aug 20, 2018 at 2:44 PM
To: leder@oregonstate.edu

Dear Ms. Leder -

The Columbia Gorge Community College Business Administration department is introducing a new course next year, Introduction to Entrepreneurship (BA 150). This course will be modeled after the Portland Community College course of the same name and number.

I understand that the PCC BA 150 course is not considered as a direct equivalent to OSU's BA 150 course. However, I would like to receive confirmation that the PCC BA 150 course does transfer to OSU as a lower division general elective. This information is required for me to submit the new course application to our curriculum committee. Please let me know if this is something you can provide.

Thank you.

Todd Meislahn
Business Advisor
Small Business Development Center
1730 College Way, Room 210
Hood River, OR 97031
541-506-6124
tmeislahn@cgcc.edu

Leder, Carol - COB <Leder@bus.oregonstate.edu>   Mon, Aug 20, 2018 at 5:30 PM
To: Todd Meislahn <tmeislahn@cgcc.edu>

Hello Todd. Our tables show that BA 250 at PCC transfers in as the equivalent to our BA 260.   https://business.oregonstate.edu/sites/business.oregonstate.edu/files/portland_community_college_17-18_0.pdf

According to the articulation table located here, PCC's BA 150 transfer to OSU as LDT. https://adminfo.ucsadm.oregonstate.edu/prod/OSU_ADMTAM.P_tcs_splash_page

I hope that helps!
Carol

Carol Leder

Head Advisor | International Exchange Coordinator

College of Business | Oregon State University

122 Austin Hall | Corvallis, Oregon 97331

541-737-3716 | carol.leder@oregonstate.edu

business.oregonstate.edu

GO BEAVS!

** **Be sure to check the student newsletter, "This Week In Business" for important information related to registration and other messaging!** http://business.oregonstate.edu/This-Week-in-Business

From: Todd Meislahn <tmeislahn@cgcc.edu>
Sent: Monday, August 20, 2018 2:44 PM
To: Leder, Carol - COB <Leder@bus.oregonstate.edu>
Subject: Course transfer confirmation

[Quoted text hidden]

Todd Meislahn <tmeislahn@cgcc.edu>   Tue, Aug 21, 2018 at 9:55 AM
To: "Leder, Carol - COB" <Leder@bus.oregonstate.edu>

COLUMBIA GORGE
COMMUNITY COLLEGE

Mail

More

COMPOSE

Inbox (93)
Starred
Sent Mail
Drafts
More

Todd

No recent chats
Start a new one

BA 150 as Transfer Course   Inbox   ×

William Butler-Paisley <william.paisley@pcc.edu>   Aug 16 (4 days ago)

to me

Todd,

As per our conversation about BA 150 (Intro to Entrepreneurship), the course does transfer as a lower division elective to the public universities that I have worked with. Specifically, Oregon State University, Portland State University, and the University of Oregon.

Of course, I hesitate to ever "speak" for an institution other than my own, but it is widely accepted that any "academic" (as opposed to CTE) lower-division community college class that is either 100 level or 200 level will have its credits honored by all public colleges and universities in Oregon, and beyond.

One minor note: some liberal art schools, like Lewis and Clark, may view business admin courses as "vocational" and may not accept the credits.

Todd Meislahn <tmeislahn@cgcc.edu>   Aug 16 (4 days ago)

to William

Thanks, Will -

Could you also remind me of the scenario with OSU not accepting your BA 150 course as equivalent to their Intro to Entrepreneurship course? Thanks.

William Butler-Paisley   Aug 17 (3 days ago)

to me

Yes, absolutely:

OSU requires that students complete a core pre-business. One of these core classes is OSU's Intro to Entrepreneurship (BA 150). However, they don't consider PCC's BA 150 (also titled Intro to Entrepreneurship) as a direct equivalent. Instead they require PCC's BA 250, which is called Small Business Management.

CC date   _____
CC decision   _____
CC vote   _____

Columbia Gorge Community College

New Course
Lower Division Collegiate (LDC)

(Double click on check boxes to activate dialog box)

SECTION #1 GENERAL INFORMATION

Department:	Career and Technical Education	Submitter name: phone: email:	Marques Lang 503-869-7675 mlang@cgcc.edu
Prefix and Course Number:	BA 225	Credits:	4
Course Title: (60 characters max, including spaces)	Introduction to Entrepreneurship Law	Transcript Title: (30 characters max, including spaces)	Intro to Entrepreneurship Law

May this course be repeated for credit?	☐ Yes ☒ No	For how many times total?	Contact hours	Lecture: 40 Lec/lab: 0 Lab: 0

Reason for the new course	This course will a requirement for the Entrepreneurship Certificate and Degree.

GRADE OPTIONS: Check as many or as few options as you'd like. **Choose the default grade option** which will automatically be assigned for students who do not make a grade option choice when registering for classes.

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

Is this course equivalent to another? If yes, they must have the same description and outcomes.	☐ Yes ☒ No	Course Number and Title

SECTION #2 REQUISITES: PLACEMENT INTO, PRE, CO AND CONCURRENT

Note: if this course is requesting approval for the Gen Ed list, it will have, as a default, the following standard requisites: Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Higher levels of any of these prerequisites, or additional prerequisites can be requested. However, if the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to use the Prerequisite Opt-out form available on the Curriculum website.

☐ Standard requisites – Prerequisite: MTH 20 or equivalent placement test scores.
                 Prerequisite/concurrent: WR 121.

☐ Placement into:		☐ Placement into:			
course prefix & number:	WR 115, RD 115, MTH 20 or equivalent placement test scores	☐ Prerequisite	☐ Corequisite	☐ pre/co
course prefix & number:		☐ Prerequisite	☐ Corequisite	☐ pre/co

SECTION #3 COURSE DESCRIPTION, OUTCOMES, AND CONTENT	
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]().	
Examines the legal and regulatory landscape for the successful entrepreneur. Topics include: business formation, agency relationships, intellectual property, employment law, antitrust regulation, and dispute resolution. Prerequisites: WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available.	
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. Critically analyze the meaning of selected judicial cases and statutes.
	2. Effectively employ standard business law terminology.
	3. Knowledgeably discuss contemporary legal issues related to managing a business.
	4. Apply business law concepts to solve practical business problems.
Outcomes assessment strategies:	Assessment methods may include: examinations, quizzes, homework assignments, research papers, and small group problem-solving of questions arising from application of course concepts and concerns to actual experience, oral presentations.

COURSE CONTENT, ACTIVITIES AND DESIGN	
Course activities and design (what teaching methods are recommended?):	Course activities may include: lecture, discussion, demonstrations, online lessons, in class activities, outside readings, written assignments, research projects, group project, guest lecturers/speakers, panel discussions, or other activities as selected by the instructor.
Course Content – outline of required concepts and skills to be covered (coverage of course outcomes must be evident):	• Relationships between Principal and Agent • Liability of Principal and Agent; Termination of Agency • Partnerships: General Characteristics and Formation • Partnership Operation and Termination • Relations among Partners Operation: The Partnership and Third Parties Dissolution and Winding Up • Limited Partnerships Limited Liability Companies Other Forms • Corporation: General Characteristics and Formation • Securities Regulation • Employment Law • Introduction Federal Employment Discrimination Laws Employment at Will Other Employment-Related Laws • Labor-Management Relations • Consumer Credit Transactions

	• Secured Transactions and Suretyship
	• Bankruptcy
	• Introduction to Property: Personal Property and Fixtures
Department Notes: (optional)	

SECTION #4 TRANSFERABILITY

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state requires us to certify that at least one Oregon university will accept our new LDC course in transfer. To ensure the quality of our transfer programs and to provide students with the best information on how individual courses will transfer, we require faculty to ascertain the transferability of a proposed course by communicating with colleagues at a minimum of three Oregon universities, asking the following questions.

      1. Is there an equivalent lower division course at the university?
      2. Will a department accept the course for its major or minor requirements?
      3. Will the course be accepted as part of the University's distribution requirements?

While you may contact any Oregon university, we recommend, based on CGCC student transfer history, that you conduct transferability screening with OSU, PSU and EOR as these are the more common destinations of CGCC transfer students. If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which Oregon universities will the course transfer to? List all	PSU and UO stated that the course would likely transfer as a general business elective. EOU and OSU stated that the extent of transferability is contingent upon successfully completing a syllabus review.
How does it transfer? Check all that apply	☐ Required or support for major ☐ General education distribution requirement ☒ General elective ☐ Other (provide details)
Provide evidence of transferability from three or more universities. Recommended universities based on CGCC transfer history: OSU, PSU and EOU	☐ Completed Transferability Status form ☐ E-mail correspondence with receiving institution ☒ Other – I spoke to business department representatives on the phone
Identify comparables at Oregon schools; list school, course prefix, number and title.	OSU: BA 333 – Legal and Ethical Business Solutions EOU: BA 416 - Legal Issues for Leaders UO: BE 325 - Global, Legal, Social Environment of Business PSU: n/a
Are special designations being sought at this time?	☐ General Education – Discipline specific Gen Ed form required. ☐ Cultural Literacy – Cultural Literacy designation request form required. (Cultural Literacy designation requires that the course has a Gen Ed designation.)

SECTION #5 ADDITIONAL INFORMATION FOR NEW LDC COURSES

Is this course in a degree or certificate as required, an elective or a prerequisite? Please provide details.		
Name of certificate(s):	Entrepreneurship	# credits: 47

Name of degree(s):	Entrepreneurship Management		# credits:	

Briefly explain how this course fits into the above program(s), i.e. requirement or elective:	Required

Impact on other Programs and Departments	
Are there similar courses existing in other programs or disciplines at CGCC? If yes, explain and/or describe the nature of acknowledgements and/or agreements that have been reached.	No
Have you consulted with the Department Chair(s) of other program(s) regarding potential impact such as content overlap, duplication, prerequisites, enrollment impact etc. Explain and/or describe the nature of acknowledgements or agreements reached.	None
Has the Library director been notified regarding the addition of this course and the need for any potential resources?	☒ Yes ☐ No
Implementation term:	☒ Start of next academic year (summer term) ☐ Specify term (if BEFORE start of next academic year):

Allow 1-2 months to complete the new course approval process before the course can be scheduled. 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 #6 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department director 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 director."

Submitter	Email	Date
Marques Lang	mlang@cgcc.edu	09/17/2018

Department Chair (enter name of department chair):

Department Director (enter name of department director): Stephen Shwiff

Columbia Gorge Community College

New Course
Lower Division Collegiate (LDC)

(Double click on check boxes to activate dialog box)

SECTION #1 GENERAL INFORMATION

Department:	Business Administration	Submitter name: phone: email:	Todd Meislahn 503-407-7327 tmeislahn@cgcc.edu
Prefix and Course Number:	BA 196	Credits:	2
Course Title: (60 characters max, including spaces)	Entrepreneurship Capstone – Year One	Transcript Title: (30 characters max, including spaces)	Entrepreneurship Capstone YR 1
May this course be repeated for credit?	☐ Yes ☒ No	For how many times total?		Contact hours	Lecture: 20 Lec/lab: Lab:
Reason for the new course	Required course for the new Entrepreneurship Certificate				

GRADE OPTIONS: Check as many or as few options as you'd like. **Choose the default grade option** which will automatically be assigned for students who do not make a grade option choice when registering for classes.

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

Is this course equivalent to another? If yes, they must have the same description and outcomes.	☐ Yes ☒ No	Course Number and Title
		n/a

SECTION #2 REQUISITES: PLACEMENT INTO, PRE, CO AND CONCURRENT

Note: if this course is requesting approval for the Gen Ed list, it will have, as a default, the following standard requisites: Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Higher levels of any of these prerequisites, or additional prerequisites can be requested. However, if the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to use the Prerequisite Opt-out form available on the Curriculum website.

☐ Standard requisites – Prerequisite: MTH 20 or equivalent placement test scores.
        Prerequisite/concurrent: WR 121

☐ Placement into:		☐ Placement into:			
course prefix & number:	Completion of 30 credits of required coursework for Entrepreneurship certificate	☒ Prerequisite	☐ Corequisite	☐ pre/co
course prefix & number:		☐ Prerequisite	☐ Corequisite	☐ pre/co

SECTION #3 COURSE DESCRIPTION, OUTCOMES, AND CONTENT	
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](#).	
Synthesizes the first-year of study into launching a proposed entrepreneurial venture. Fosters creativity in the design and planned execution of the endeavor. Promotes awareness of the perquisites and pitfalls of entrepreneurship through interactions with actual business founders and owners. Prerequisites: completion of 30 credits of required coursework for Entrepreneurship certificate.	
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. Critically evaluate an existing business plan of an ongoing enterprise including description of the company, product or service, market analysis, competition analysis, marketing strategy, operations and implementation, and management team and financial plan.
	2. Communicate effectively with business owners, employees, and other stakeholders, using standard business terminology.
	3. Identify legal risks and rewards of three different aspects of an existing business.
	4. Deconstruct real-world examples of entrepreneurship in action from personal experience with business owners in the community.
Outcomes assessment strategies:	Class participation and discussion Individual assignments Case study analysis Group projects Presentations
COURSE CONTENT, ACTIVITIES AND DESIGN	
Course activities and design (what teaching methods are recommended?):	Lectures Speakers Videos Community Engagement
Course Content – outline of required concepts and skills to be covered (coverage of course outcomes must be evident):	The goal is to provide students with real world interaction and examples to apply the knowledge in the entire course of study in the certificate and to present their findings and analysis. Part of the factor in choosing businesses will be a community based analysis of businesses a particular student may be interested in and taking a critical look at their choice. These may be accomplished by the following: • Job Shadowing of a business owner or manager • Research and analyses of an existing business either public or private • Interviewing and/or examine the public record of entrepreneurs' • Talking to the owner, employees, customers and other stakeholders. • Interning at the business • Systems analysis of the ongoing business

Department Notes: (optional)	

SECTION #4 TRANSFERABILITY

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state requires us to certify that at least one Oregon university will accept our new LDC course in transfer. To ensure the quality of our transfer programs and to provide students with the best information on how individual courses will transfer, we require faculty to ascertain the transferability of a proposed course by communicating with colleagues at a minimum of three Oregon universities, asking the following questions.

      1. Is there an equivalent lower division course at the university?
      2. Will a department accept the course for its major or minor requirements?
      3. Will the course be accepted as part of the University's distribution requirements?

While you may contact any Oregon university, we recommend, based on CGCC student transfer history, that you conduct transferability screening with OSU, PSU and EOR as these are the more common destinations of CGCC transfer students. If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which Oregon universities will the course transfer to? List all	Does not transfer directly. Capstone for our program
How does it transfer? Check all that apply	☐ Required or support for major ☐ General education distribution requirement ☐ General elective ☐ Other (provide details)
Provide evidence of transferability from three or more universities. Recommended universities based on CGCC transfer history: OSU, PSU and EOU	☐ Completed Transferability Status form ☐ E-mail correspondence with receiving institution ☐ Other - describe
Identify comparables at Oregon schools; list school, course prefix, number and title.	
Are special designations being sought at this time?	☐ General Education – Discipline specific Gen Ed form required. ☐ Cultural Literacy – Cultural Literacy designation request form required. (Cultural Literacy designation requires that the course has a Gen Ed designation.)

SECTION #5 ADDITIONAL INFORMATION FOR NEW LDC COURSES

Is this course in a degree or certificate as required, an elective or a prerequisite? Please provide details.

Name of certificate(s):	Entrepreneurship	# credits: 47
Name of degree(s):	Entrepreneurship/Small Business Management	# credits: 90
Briefly explain how this course fits into the above program(s), i.e. requirement or elective:	It is a requirement for both programs	
Impact on other Programs and Departments		
Are there similar courses existing in other programs or disciplines	No	

at CGCC? If yes, explain and/or describe the nature of acknowledgements and/or agreements that have been reached.	
Have you consulted with the Department Chair(s) of other program(s) regarding potential impact such as content overlap, duplication, prerequisites, enrollment impact etc. Explain and/or describe the nature of acknowledgements or agreements reached.	
Has the Library director been notified regarding the addition of this course and the need for any potential resources?	☒ Yes ☐ No
Implementation term:	☒ Start of next academic year (summer term) ☐ Specify term (if BEFORE start of next academic year):

Allow 1-2 months to complete the new course approval process before the course can be scheduled. 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 #6 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department director 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 director."

Submitter	Email	Date
Todd Meislahn	tmeislahn@cgcc.edu	09/24/2018

Department Chair (enter name of department chair):

Department Director (enter name of department director): Stephen Shwiff

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

Columbia Gorge Community College

New Course
Lower Division Collegiate (LDC)

(Double click on check boxes to activate dialog box)

SECTION #1 GENERAL INFORMATION			
Department:	Business Administration	Submitter name: phone: email:	Stephen Shwiff 6045 sshwiff@cgcc.edu
Prefix and Course Number:	BA 296	Credits:	2
Course Title: (60 characters max, including spaces)	Entrepreneurship Capstone – Year Two	Transcript Title: (30 characters max, including spaces)	Entrepreneurship Capstone YR 2
May this course be repeated for credit?	☐ Yes ☒ No	For how many times total?	Contact hours	Lecture: 20 Lec/lab: 0 Lab: 0
Reason for the new course	Required course for the new Entrepreneurship Certificate		

GRADE OPTIONS: Check as many or as few options as you'd like. **Choose the default grade option** which will automatically be assigned for students who do not make a grade option choice when registering for classes.		
	Check all that apply	Default (Choose one)
A-F (letter grade)	☒	☒
Pass/No pass	☒	☐
Audit in consultation with faculty	☒	☐
Is this course equivalent to another? If yes, they must have the same description and outcomes.	☐ Yes ☒ No	Course Number and Title n/a

SECTION #2 REQUISITES: PLACEMENT INTO, PRE, CO AND CONCURRENT
Note: if this course is requesting approval for the Gen Ed list, it will have, as a default, the following standard requisites: Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121. Higher levels of any of these prerequisites, or additional prerequisites can be requested. However, if the department wants to set the RD, WR and/or MTH prerequisites at a lower level, you will need to use the Prerequisite Opt-out form available on the Curriculum website.

☐ Standard requisites – Prerequisite: MTH 20 or equivalent placement test scores. Prerequisite/concurrent: WR 121				
☐ Placement into:		☐ Placement into:		
course prefix & number:	Completion of 60 credits of required coursework for Entrepreneurship/Small Business Management degree or instructor permission.	☒ Prerequisite	☐ Corequisite	☐ pre/co

SECTION #3 COURSE DESCRIPTION, OUTCOMES, AND CONTENT	
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]().	
Synthesizes the two years of study into developing an entrepreneurial venture and managing an ongoing small business. Prepares students to seek financing with an organized portfolio of work suitable for discussion with investors and other outside interested parties. Prerequisites: Completion of 60 credits of required coursework for Entrepreneurship/Small Business Management degree or instructor permission.	
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.)	

	Upon successful completion of this course, students will be able to:
Outcomes: (Use observable and measurable verbs)	1. Compose and justify a comprehensive business plan including description of the company, product or service, market analysis, competition analysis, marketing strategy, operations and implementation, and management team.
	2. Defend a three-year financial forecasts including profit & loss, balance sheet, and cash flow statements using appropriate business software as a funding request from a private or commercial lending institution.
	3. Communicate effectively an entrepreneurial idea and the steps one would take to bring the idea to reality while detailing the risks and rewards in the business plan.
Outcomes assessment strategies:	Class participation and discussion Individual assignments Case study analysis Group projects Presentations
COURSE CONTENT, ACTIVITIES AND DESIGN	
Course activities and design (what teaching methods are recommended?):	Lectures Speakers Videos Community Engagement

Course Content – outline of required concepts and skills to be covered (coverage of course outcomes must be evident):	This course is the capstone for the Degree. Students will be asked to develop their own business idea and apply their learning to each aspect of said business. Students will create a portfolio of their business plans, projections and systems and present their concept in written and oral form. Examples of potential capstone projects are as follows: • Business plan for a new start-up venture, or product • Marketing plan and associated financials for a new product or service • Study evaluating the feasibility of establishing an international consultancy • Strategic analysis of how to combat reduced market share from competitive entry • Reorganization plan following massive corporate downsizing • Analysis of point of service HMO plan for health care Analysis of emergency room care for a local hospital • Short and long term business plan for an urgency care/walk-in unit of a hospital • Analysis of emerging technology threat to core business • Business plan for a model LAN based computing environment • Business plan to guide the development & implementation of a new strategic business unit • A plan for the development & implementation of a direct marketing customer database • Development of a strategic, financial, and information system for an existing small business • A plan analyzing the feasibility and implementation issues of an advanced engineering training program • Proposal for creation of a NW Regional high voltage energy transmission grid • Analysis of major financial decision on whether to go public • A plan for analyzing outsourcing decisions • Feasibility and market analysis for a web-based cell phone application
Department Notes: (optional)	

SECTION #4 TRANSFERABILITY

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state requires us to certify that at least one Oregon university will accept our new LDC course in transfer. To ensure the quality of our transfer programs and to provide students with the best information on how individual courses will transfer, we require faculty to ascertain the transferability of a proposed course by communicating with colleagues at a minimum of three Oregon universities, asking the following questions.

      1. Is there an equivalent lower division course at the university?
      2. Will a department accept the course for its major or minor requirements?
      3. Will the course be accepted as part of the University's distribution requirements?

While you may contact any Oregon university, we recommend, based on CGCC student transfer history, that you conduct transferability screening with OSU, PSU and EOR as these are the more common destinations of CGCC transfer students. If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which Oregon universities will the course transfer to? List all	Does not transfer directly. Capstone for our program

How does it transfer? Check all that apply	☐ Required or support for major ☐ General education distribution requirement ☐ General elective ☐ Other (provide details)
Provide evidence of transferability from three or more universities. Recommended universities based on CGCC transfer history: OSU, PSU and EOU	☐ Completed Transferability Status form ☐ E-mail correspondence with receiving institution ☐ Other - describe
Identify comparables at Oregon schools; list school, course prefix, number and title.	
Are special designations being sought at this time?	☐ General Education – Discipline specific Gen Ed form required. ☐ Cultural Literacy – Cultural Literacy designation request form required. (Cultural Literacy designation requires that the course has a Gen Ed designation.)

SECTION #5 ADDITIONAL INFORMATION FOR NEW LDC COURSES		
Is this course in a degree or certificate as required, an elective or a prerequisite? Please provide details.		
Name of certificate(s):		
Name of degree(s):	Entrepreneurship/Small Business Management	# credits: 90
Briefly explain how this course fits into the above program(s), i.e. requirement or elective:	It is a requirement for the programs	
Impact on other Programs and Departments		
Are there similar courses existing in other programs or disciplines at CGCC? If yes, explain and/or describe the nature of acknowledgements and/or agreements that have been reached.	No	
Have you consulted with the Department Chair(s) of other program(s) regarding potential impact such as content overlap, duplication, prerequisites, enrollment impact etc. Explain and/or describe the nature of acknowledgements or agreements reached.		
Has the Library director been notified regarding the addition of this course and the need for any potential resources?	☒ Yes ☐ No	

Implementation term:	☒ Start of next academic year (summer term)
	☐ Specify term (if BEFORE start of next academic year):

Allow 1-2 months to complete the new course approval process before the course can be scheduled. 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 #6 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department director 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 director."

Submitter	Email	Date
Stephen Shwiff	sshwiff@cgcc.edu	09/26/2018

Department Chair (enter name of department chair):

Department Director (enter name of department director): Stephen Shwiff

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 director. 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.

NEW CERTIFICATE REQUEST

Submitted by: Stephen Shwiff	Email: sshwiff@cgcc.edu	Phone: 541-506-6045	Department: Business Administration

Columbia Gorge Community College

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW			
Proposed Title:	Entrepreneurship	**Proposed Credits:**	47
Reason for new certificate:	The Entrepreneurship certificate will be part of the Entrepreneurship/Small Business Management Degree, considered Year One of the Degree. Entrepreneurship is a growing area of interest as an academic field. The need in Oregon is large and growing. "We know in Oregon that we have rural communities with the entrepreneurial spirit but they may not have the same opportunities as larger cities," said Beaverton, OR Mayor Denny Doyle. This course of study will prepare our students in opening and operating their own or another's small business from conception to operation. Our current BA students are enthusiastic about the possibility. Of a group of 15 students surveyed specifically about Entrepreneurship, nine were interested in starting their own business or going into a family business. Further regional studies show there will be an increase in population and tourism in the Gorge which will present opportunities for new business to serve the community. The Business/SBDC Advisory Board fully supports this Certificate.	**Requested implementation term:**	Fall, 2019
Is there impact on other areas of instruction?	☐ Yes ☒ No	Explanation of issues and how they are being resolved: There is no similar area of instruction. The SBDC works with individuals in specialized coaching and classes which is not an academic program geared for those wishing an academic path. The certificate will supplement the general knowledge the SBDC applies individually. The hope is both entities will work well together providing our students access to real world business and	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		Date of Advisory Committee meeting: 3/14/18

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?	Entrepreneurship/Small Business Management		

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 Accuplacer result in hidden degree/certificate requirements and should be avoided. (Courses that may be tested out of using 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
WR 115	Introduction to Expository Writing	Placement into WR 115 or completion of WR 90 and placement into RD 115 or completion of RD 90	4
RD 115	Critical Reading	Placement into RD 115	4
MTH 20	Basic Math	Placement into MTH 20 and RD 90	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. Develop a business plan which plans and allocate resources effectively, creates a budget/forecast and create a funding plan for prospective business, details operational information and a summary of business objectives.
2. Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology.
3. Design a marketing/promotions plan based on a critical analysis of the factors influencing a particular business.
4. Evaluate the legal environment for business and what legal steps business owners can help protect their investment/business.

5.	Establish a plan to manage employee and other business related items.		

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			
BA 101	Introduction to Business	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 131	Introduction to Business Technology	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 150	Introduction to Entrepreneurship	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 211	Principles of Accounting I	WR 115, RD 115, and MTH 20 or equiv place test scores	3
Winter term			
BA 208	Business Ethics	MTH 20 or equivalent placement test scores. Prerequisite / Concurrent WR 115 or equivalent placement test scores.	4
BA 223	Principles of Marketing	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 285	Human Relations in Organizations	WR 115, RD 115, and MTH 20 or equiv place test scores Recommended Pre/co: WR 121 and BA 101	3
WR 121	English Composition	Place into WR 121, or completion of WR 115 and RD 115	4
Spring term			
BA 205	Business Communication	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 206	Management Fundamentals	WR 115, RD 115, and MTH 20 or equiv place test scores	3
BA 225	Introduction to Entrepreneurship Law	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 226	Business Law	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 196	Entrepreneurship Capstone Year One	Completion of 30 credits of certificate requirements	2
		Credit total	47
ELECTIVES (if applicable)			
Course Number	**Course Title**	**Requisites**	**Credits**

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 director 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 director."

Submitter	Email	Date
Stephen Shwiff	sshwiff@cgcc.edu	

Department Chair (enter name of department chair):
Department Director (enter name of department director): Stephen Shwiff

Next steps:
1. Save the completed Certificate Request Form and submit as an e-mail attachment to curriculum@cgcc.edu or slewis@cgcc.edu.
2. If needed, attach the completed Related Instruction Template to the same e-mail.
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.
4. 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 director. 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.
5. It is required for a representative to attend the Curriculum Committee meeting in which your submission is scheduled for review. The representative will be asked to describe the proposal and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Template for Related Instruction in Certificates

45 to 60 credits	Entrepreneur Certificate				Related instruction Hours in:			
Enter course information in light yellow areas (totals will be automatically calculated)								
Subject Code	Course Number	Course Title	Credits	Hours	Computation	Communication	Human Relation	**Total RI**
BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
				0				*No RI*
courses used for stand-alone related instruction				0				*No RI*
BA	205	Business Communication	4	120		120.00		*120.00*
WR	121	English Composition	4	120		120.00		*120.00*
BA	211	Principles of Accounting	4	120	120.00			*120.00*
BA	285	Human Relations in Organizations	3	90			90.00	*90.00*
		Totals	**15**	**450**	**120.00**	**240.00**	**90.00**	**450.00**
		Minimum for 1 yr certificate:			48.00	48.00	48.00	**240.00**
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

	YES	NO
All courses identified as embedded related instruction are approved by the curriculum committee for RI?	■	
Related instruction instructor qualification forms are filed with the Chief Academic Officer?		■

for assistance contact: slewis@cgcc.cc.or.us or 541.506.6047

revised 10.10.14

Columbia Gorge Community College

NEW DEGREE REQUEST Check one: ☒ AAS ☐ AS ☐ AAOT major ☐ ASOT

Submitted by: Stephen Shwiff	Email: Stephen Shwiff	Phone: 6045	Department: Business Administration

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW

Proposed Title:	Entrepreneurship/Small Business Management		Proposed Credits:	90
Reason for new degree:	Entrepreneurship is a growing area of interest as an academic field. The need in Oregon is large and growing. This course of study will prepare our students in opening and operating their own or another's small business from conception to operation. Our current BA students are enthusiastic about the possibility. Of a group of 15 students surveyed specifically about Entrepreneurship, nine were interested in starting their own business or going into a family business. Further regional studies show there will be an increase in population and tourism in the Gorge which will present opportunities for new business to serve the community. The Business/SBDC Advisory Board fully supports this Certificate.		Requested implementation term:	Fall, 2019
Is there impact on other areas of instruction?	☐ Yes ☒ No	Explanation of issues and how they are being resolved: There is no similar area of instruction. The SBDC works with individuals in specialized coaching and classes which is not an academic program geared for those wishing an academic path. The degree will supplement the general knowledge the SBDC applies individually. The hope is both entities will work well together providing our students access to real world business guidance.	Has the degree 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:	3/14/18
Is this a Statewide Degree?	☐ Yes ☒ No	If so, has the degree been approved by the consortium? ☐ Yes ☐ No		
Are there Related Certificates or Career Pathways associated with this degree?	☒ Yes ☐ No	If so, list all: Entrepreneurship		

SECTION #2 REQUISITES 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 Accuplacer result in hidden degree/certificate requirements and should be avoided. (Courses that may be tested out of using 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
WR 115	Introduction to Expository Writing	Placement into WR 115 or completion of WR 90 and placement into RD 115 or completion of RD 90	4
RD 115	Critical Reading	Placement into RD 115	4
MTH 20	Basic Math	Placement into MTH 20 and RD 90	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 degree will be able to:

1. Prepare a comprehensive business plan including prospective balance sheet, income statement, cash flow statement, funding sources and the capital structure of a business

2. Apply an understanding of the management process, inclusive of planning, organizing, leading, and controlling resources within organizations.

3. Differentiate between operational and organizational structures for business.

4. Construct a marketing plan based on objectives developed from a strategic market assessment.

5. Utilize technology skills with business software applications to facilitate efficiency and quality.

6. Analyze and apply the legal, ethical, and economic standards of business.

7. Communicate effectively with customers, suppliers, employees, and other stakeholders, using standard business terminology.

8.

SECTION #3 PROPOSED COURSEWORK

All candidates for the Associate of Applied Science (AAS) Degree must complete 16 credits of General Education from the General Education/Discipline Studies list. The categories are: 1) Arts and Letters, 2) Social Science, and 3) Science/Math/Computer Science. These credits must include at least one course from each category and no more than two courses or eight credits from any one category. For information regarding Gen Ed requirements for the AS and for AAOT majors, please contact the Curriculum Office.

List all courses in the term by term order that is to be displayed in the catalog degree map. Include elective list below. 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, Year 1			
BA 101	Introduction to Business	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 131	Introduction to Business Technology	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 150	Introduction to Entrepreneurship	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 211	Principles of Accounting I	WR 115, RD 115, and MTH 20 or equiv place test scores. Rec: MTH 60, BA 111	3
Winter, Year 1			
BA 208	Business Ethics	MTH 20 or equivalent placement test scores Prerequisite / Concurrent WR 115 or equivalent placement test scores.	4
BA 223	Principles of Marketing	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 285	Human Relations in Organizations	WR 115, RD 115, and MTH 20 or equiv place test scores Recommended Pre/co: WR 121 and BA 101	3
WR 121	English Composition	Place into WR 121, or completion of WR 115 & RD 115	4
Spring, Year 1			
BA 205	Business Communication	WR 115, RD 115, and MTH 20 or equiv place test scores. Rec: WR 121, BA 101 and BA 131 or CAS 133	4
BA 206	Management Fundamentals	WR 115, RD 115, and MTH 20 or equiv place test scores. Rec: BA 101, WR 121, and BA 131 or CAS 133	3
BA 225	Introduction to Entrepreneurship Law	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 226	Business Law	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 196	Entrepreneurship Capstone – Year One	Completion of 30 credits of certificate or instructor permission	2
Fall, Year 2			
BA 224	Introduction to Human Resource Management	WR 115, RD 115, and MTH 20 or equiv place test scores	3
OS 131	10-Key for Business	MTH 20 or equivalent placement test.	3
------	Gen Ed Elective – Math/Science/Computer Science	MTH 20 or equiv place test. Pre / Co: WR 121	4

------	Gen Ed Elective – Arts & Letters	MTH 20 or equiv place test. Pre / Co: WR 121	4
Winter, Year 2			
BA 212	Principles of Accounting II	WR 115, RD 115, and MTH 20 or equiv place test scores	3
BA 250	Small Business Management	WR 121 BA 101 BA 104 BA 211 Recommended BA 212	3
EC 201	Principles of Economics: Microeconomics	MTH 20 or equiv place test. Pre / Co: WR 121 Rec: MTH 60	4
------	Entrepreneurship Elective	varied	3
Spring, Year 2			
BA 207	Introduction to E-Commerce	WR 115, RD 115, and MTH 20 or equiv place test scores	4
BA 298	Entrepreneurship Capstone – Year Two	Completion of 65 credits of certificate or instructor permission	2
EC 202	Principles of Economics: Macroeconomics	MTH 20 or equiv place test. Pre / Co: WR 121. Rec: MTH 60, EC 201	4
------	Entrepreneurship Elective	varied	6
		Credit total	90
ENTREPRENEURSHIP ELECTIVES			
Course Number	**Course Title**	**Requisites**	**Credits**
BA 228	Computer Accounting Applications	BA 111 or BA 211 Recommended BA 104 CAS 133	3
BA 256	Income Tax	WR 115, RD 115, and MTH 20 or equiv place test scores	3
CAS 140	Beginning Databases	Placement into RD 115 and WR 115	3
CAS 170	Beginning Spreadsheets using Excel	Placement into RD 115, WR 115 and MTH 20	3
CAS 216	Beginning Word	Placement into RD 115 and WR 115; CAS 103W or CAS 104; keyboarding 25 words per minute or CAS 122.	3
CAS 217	Intermediate Word	CAS 216 or instructor permission Recommended Placement into RD 115 and WR 115	3
CAS 231	Desktop Publishing	Recommended Placement into RD 115 and WR 115; prior knowledge and use of computer technology; CAS 121 or equivalent typing skills.	3
CAS 270	Intermediate Spreadsheets using Excel	CAS 170 or instructor permission	3
OS 240	Filing and Records Management	Recommended RD 115, WR 115; and CAS 133 or CAS 140	4

SECTION #4 DEPARTMENT REVIEW		
"I vouch that this submission has been reviewed by the affiliated department chair and department director 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 director."		
Submitter	Email	Date
Stephen Shwiff	sshwiff@cgcc.edu	9/26/18
Department Chair (enter name of department chair):		
Department Director (enter name of department director): Stephen Shwiff		

Next steps:

1. Save the completed Certificate Request 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 time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department director. 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 required for a representative to attend the Curriculum Committee meeting in which your submission is scheduled for review. The representative will be asked to describe the proposal and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.