

Curriculum Committee Meeting Agenda

Voting Committee Members

Katy Jablonski (Chair)(WR)

Kristen Booth (VChair)(PreC)

P.K. Hoffman (Arts & Hum)

Linnea Jaeger (ESOL)

Zip Krummel (Social Sci)

Pam Morse (Math) (fall off)

Emilie Miller (Science)

Mimi Pentz (Nurs/Hlth Occ)

John Schoppert (Library)

Stephen Shwiff (Inst Dean)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Dawn Sallee-Justesen (Student Services)

Support Staff

Gail Gilliland (Curriculum)

Guests

October 18, 2018 3:30 pm – 5:00 pm

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

Hood River Campus, room 1.209 (conference room)

Information items (no voting or discussion required):

1. none

Business:

1. Approval of October 4, 2018 minutes ¹

Submissions ² (times are estimates):

1. Stephen Shwiff (3:35 – 4:15 pm)
 - Entrepreneurship (New Certificate)
 - i. Entrepreneurship (Related Instruction)
 - Entrepreneurship/Small Business Management (New AAS Degree)

Discussion Items:

1. CC submission review – proposal for restructure (Katy: 4:15 – 4:45 pm)
2. Prioritizing future discussion items (Katy & Susan: 4:45 – 5:00 pm) ³

Next Meeting: November 1, 2018

Attachments: ¹ October 4, 2018 minutes; ² Submissions: 1 new certificate with related instruction, 1 new degree; ³ Future discussion items.

**Curriculum Committee Minutes
October 4, 2018 3:30pm – 5:00 p.m.**

Location: TDC Room 3.218 (SS Conference Room) and Hood River Room 1.209 (conference room)

PRESENT

Voting Committee Members

Katy Jablonski (Chair) (WR)
Kristen Booth (Vice-Chair) (Pre-College)
P.K. Hoffman (Arts and Humanities)
Zip Krummel (Social Science)
Emilie Miller (Science)

Mimi Pentz (Nursing/Health Occupations)
John Schoppert (Library)
Stephen Shwiff (Director)
Andrea Ware (CTE)

Non-Voting Committee Members

Susan Lewis (Curriculum)
Monica Pope representing Dawn Sallee-Justesen (Student Services)

Guests

Doris Jepson
Marques Lang

Support Staff

Gail Gilliland (Curriculum)

ABSENT

Voting Committee Members

Linnea Jaeger
Pam Morse (Math) (fall sabbatical)

Non-Voting Committee Members

Dawn Sallee-Justesen

Item	Discussion	Action
Call to Order	Meeting called to order by Katy at 3:30pm	
Informational item:		
Course inactivations : NUR 210, 211, 212		
Business	Motion: approve September 24, 2018 minutes as written	Motion: Stephen 2 nd : John Action: 6 in favor – 0 opposed – 1 – abstentions

Submissions		
Nursing (OCNE) (Degree Revision: req, crs)	<p>Doris Jepson presented the Nursing revision. This revision is motivated by the goal to revise the prereqs and math requirements to align with consortium requirements.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>Motion: Zip 2nd Stephen Action: 7 in favor – opposed – abstentions</p>
Nursing (Traditional) (Degree Suspension: Teach Out Plan, Suspension Checklist)	<p>Brief background: more than 30% of the Nursing program changed when it transitioned to OCNE, requiring sunseting of the traditional Nursing curriculum. Students have been notified. Reentry will not be available if a student isn't successful in one of their nursing courses. Students were made aware when they entered the program that the program was ending 2019. The notification is also in the Nursing Student Handbook. Currently there is no advanced entry option into the Nursing (OCNE) program, but it is under consideration. All students in the Nursing (Traditional) cohort have received their PN and can take PN boards if not successful in RN this year. There is no impact on faculty. Suspension will be set for summer term 2019. It will stay on our books for 3 years (2022). As of 2019-20, it will no longer be printed in our catalog.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>Motion: Zip 2nd: Mimi Action: 7 in favor – 0 opposed – 0 abstentions</p>

<p>PE 182D MindBody Fitness (Course Revision: des)</p>	<p>Susan will present PE 182D in Mary Kramer’s absence.</p> <p style="text-align: center;">Motion: approve as written</p>	<p>Motion: Stephen 2nd: John Action: 7 in favor – 0 opposed – 0 abstentions</p>
<p>BA 150 Introduction to Entrepreneurship (New LDC Course)</p>	<p>Stephen and Marques Lang present a brief introduction to the revision of the new Business program. Many of the courses will be night courses and/or online with scheduling providing opportunity for students to finish the certificate in 1 yr. The certificate is the first year of the degree.</p> <p>The BA 150 course is focused on how you get into business and is appropriate for a first year student.</p> <p>The committee had the following concerns and suggestions:</p> <ul style="list-style-type: none"> • Robustness of description of content: The committee was interested in seeing a more developed content description, possibly organized or more directly linked to outcome realization. The CC would like to see content that will provide new faculty with the support and direction to ensure that the required content is covered. • Inclusion of text, materials and OER resource suggestions: There is a section in the CCOG for this information. Inclusion of suggested texts doesn’t need to bind faculty to using the listed resources, but it does provide them with some direction and ideas. • Content addressing Outcome #4 not apparent: Will add another bullet to the content addressing the development of exit plans when businesses fail. 	<p>Motion: Zip 2nd: Andrea Action: 7 in favor – 0 opposed – 0 abstentions</p>

	<ul style="list-style-type: none"> • Wording of outcomes 2 and 4 not according to guidelines. Rewritten. <p>BA 150 is planned to start in the fall of 2019.</p> <p style="text-align: center;">Motion: approve with revisions</p> <p>Outcome #2: Apply 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.</p> <p>Outcome #4: Identify the reasons small businesses fail and how businesses that fail exit their markets.</p> <p>Content section addition: #11 Development of an exit plan.</p>	
<p>BA 225 Introduction to Entrepreneurship Law (New LDC Course)</p>	<p>Marques presents the BA 225 submission.</p> <p>Correction made to description to follow guidelines.</p> <p>The lack of transferability documentation was discussed. BA 225 is an LDC and is required to show that it will transfer to at least one university as a general elective. This can be accomplished on the submission form itself and doesn’t require the completion of the transferability form and accompanying documentation. Gen Ed courses require the more extensive transferability documentation.</p> <p>Noted that the credits were not listed next to the degree in which the course is scheduled to be offered. 90 credits will be added to the form.</p> <p style="text-align: center;">Motion: approve with revisions</p> <p>Description: Examines the legal and regulatory landscape for the successful entrepreneur. Includes</p>	<p>Motion: Stephen 2nd: Zip Action: 7 in favor – 0 opposed – 0 abstentions</p>

	<p>topics in 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.</p>	
BA 196 Entrepreneurship Capstone – Year One (New LDC Course)	<p>Stephen presented BA 196 for approval.</p> <p>The focus of BA 196 is to provide the student opportunity to apply classroom knowledge learned throughout the term to a real world business experience. The first year capstone is required for the certificate.</p> <p>Extensive discussion regarding the difference between the first year and second year capstone. Concern that there was insufficient difference exhibited in the writing of the description, outcomes and content. Resolution of concerns was found, and a minor revision of the course description was made.</p> <p>4:39pm, Kristen arrives</p> <p style="text-align: center;">Motion: approve with revisions</p> <p>Course Description: Synthesizes the first-year of study, examining an 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. Audit available.</p>	<p>Motion: Stephen 2nd: Zip Action: 7 in favor – 0 opposed – 1 abstentions</p>
BA 296 Entrepreneurship Capstone – Year Two (New LDC Course)	<p>Resolved grammar issue in Outcome #2 making “forecasts” singular rather than plural.</p> <p>Add audit option to the description.</p>	<p>Motion: John 2nd: PK</p>

	<p>Motion: approve with revisions</p> <p>Course description: added "Audit available."</p> <p>Outcome #2: Defend a three-year financial forecast including profit & loss, balance sheet, and cash flow statements using appropriate business software as a funding request from a private or commercial lending institution.</p>	Action: 8 in favor – 0 opposed – 0 abstentions
Entrepreneurship (New Certificate)	Due to lack of meeting time, this item was postponed until the next Curriculum Committee meeting.	
Entrepreneurship (Related Instruction)	Due to lack of meeting time, this item was postponed until the next Curriculum Committee meeting.	
Entrepreneurship/Small Business Management (New AAS Degree)	Due to lack of meeting time, this item was postponed until the next Curriculum Committee meeting.	
Discussion Items:		
CC submission review – proposal for restructure	Postponed.	
Adjourn: 5:00pm	Mimi moved, PK 2 nd Zip, Stephen and Kristen will not be at the next meeting.	
Next Meeting: March 8, 2018 3:30pm – 5:00pm Location: TDC Room 3.218 (SS Conference Room) and HRC Room 1.209 (Conference Room)		

NEW CERTIFICATE REQUEST

Submitted by: Stephen Shwiff	Email: sshwiff@cgcc.edu	Phone: 541-506-6045	Department: Business Administration
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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:	<p>The Entrepreneurship certificate will be part of the Entrepreneurship/Small Business Management Degree, considered Year One of the Degree.</p> <p>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.</p>		Requested implementation term:	Fall, 2019
Is there impact on other areas of instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you talked with impacted departments and resolved any and all possible issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date of Advisory Committee meeting:	3/14/18

Is this a Statewide Certificate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If so, has the certificate been approved by the consortium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is this a Related Certificate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Career Pathway?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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			
Enter course information in light yellow areas (totals will be automatically calculated)					Related instruction Hours in:			
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
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?		

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
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(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:	<p>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.</p>		Requested implementation term:	Fall, 2019
Is there impact on other areas of instruction?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>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.</p>	Has the degree been validated by the Advisory Committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you talked with impacted departments and resolved any and all possible issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date of Advisory Committee meeting:	3/14/18
Is this a Statewide Degree?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If so, has the degree been approved by the consortium?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there Related Certificates or Career Pathways associated with this degree?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If so, list all: Entrepreneurship		

SECTION #2 REQUISITES AND OUTCOMES

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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.

2018-19 Discussion Items

1. CC Charter Review
 - a. Membership
 - i. potential to have representation from different CTE areas including: EM-Tech, CAS, ECE
 - ii. BA is once again housed under the Gen Ed director – should it be represented on the CC as a separate department?
 - iii. Length of terms (Section 1.02, 3 & 4)
 - b. Section 1.03 Meetings
 - i. Schedule is different than what is currently listed (A)
 - ii. Quorum language – “seated voting members” (B)
2. Guidelines and process for adoption and suspension of programs
 - a. Cost analysis of programs
 - b. Labor market analysis of need
 - c. Gainful Employment requirements
 - d. Early intervention
3. General design and purpose of capstone courses
4. Course content robustness and design
5. Gen Ed
 - a. Evaluation of Gen Ed submission responses addressing CGCC and State requirements/responsibility
 - b. Gen Ed standard prerequisites
6. Review of writing guidelines for:
 - a. Outcomes
 - b. Descriptions
7. Core Transfer Module (CTM), Major Transfer Modules (MTM), and the Oregon Transfer Module (OTM)