Curriculum Committee Meeting Agenda

Voting Committee Members
Chair – Stephen Shwiff (Social Sciences)
Vice Chair – Pam Morse (Math)

Kristen Booth (Pre-College)	Emilie Miller (Science)	Andrea Ware (CTE)
P.K. Hoffman (Arts & Hum)	Mimi Pentz (Nurs/Hlth Occ)	
Katy Jablonski (Wr/FL/Eng)	Rebecca Schwartz (Inst Dean)	

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

Support Staff   Guests
Sara Wade (Curriculum)   Bryan Despain, Kate Wurster

March 3, 2022 3:30 pm – 5:00 pm
The Dalles Campus, room 1.162 (Board Room, Building 1 next to cafe)
Hood River Indian Creek Campus, room 1.209 (conference room)
Zoom log-in: https://cgcc.zoom.us/j/94050093771
Meeting ID: 940 5009 3771; phone in: 1-253-215-8782

Approval of February 10, 2022 minutes [1]

Old Business

1. Item still pending: AAOT – Elementary Education MTM: further review/approval pending research/input from CGCC's Elementary Educator Pathway team.

2. Item still pending: FYE discussion – FYE Committee to provide an outline of content to aid in the discussion. Pending receipt of outline.

3. Item pending until spring Retreat: potential addition of second CTE representative as CC voting member.

New Business

Submissions [2]
1. Bryan Despain and Kate Wurster (3:40 – 4:20 pm)
   - AMT 194A Aviation Maintenance: General 104A (Related Instruction)
   - AMT 194B Aviation Maintenance: General 104B (Related Instruction)
   - Aviation Maintenance Technology (Cert Revision with RI Template: course, credits, RI)
   - Aviation Maintenance Technology AAS (Degree Revision: course, credits)
   - Aviation Airframe (New Cert with RI Template)
   - Aviation Powerplant (New Cert with RI Template)

Next Meeting: March 17, 2022

Attachments: [1] February 10, 2022 Minutes; [2] Submissions: 2 Related Instruction Requests, 1 Cert Revision with RI, 1 Degree Revision, 2 New Certs with RI; [2] Combination of Pre-College and ESOL representation proposal letter; [3] Curriculum Committee Charter

Curriculum Committee Minutes
February 10, 2022
Location: Virtually and HRC 1.209 (conference room)
Zoom Link: https://cgcc.zoom.us/j/92255114462

PRESENT:
Voting Committee Members

Vice Chair- Pam Morse (Math)

Katy Jablonski (Wr/FL/Eng)

P.K. Hoffman (Arts & Hum)

Rebecca Schwartz (Inst Dean)

Andrea Ware (CTE)

Kristen Booth (Pre-College)

Mimi Pentz (Nurs/Hlth)

Emilie Miller (Science)

Vacant (ESOL)

Non-Voting Committee Members

Susan Lewis (Curriculum)

Mary Martin (Student Services)

Jarett Gilbert (VP Instructional Services)

Supporting Staff

Guest

Sara Wade (Curriculum)

Leigh Hancock, Andy Carmichael , Sara Mustonen

ABSENT Voting Committee Members

Non-Voting Committee Members

Chair- Stephen Shwiff (Social Science)

Item	Discussion	Action
Call to Order:	Meeting was called to Order at 3:34pm by Vice Chair Pam Morse.	
Approval of Minutes:	**January 12, 2022 minutes approved via email: 9-0-1.**	
Old Business:		
1. Item still pending: AAOT – Elementary Education MTM: further review/approval pending research/input from CGCC's Elementary Education Pathway team.	Still pending and waiting for update from CGCC's Elementary Education Pathway team. Possible next meeting agenda item.	

Introduction:	Sara Mustonen introduced herself to the committee and all present committee members introduced themselves to Sara.	
New Business:		
Submissions:		
Associate of Arts Transfer – English Literature (New Degree)- Leigh Hancock	Leigh explained the new Associate of Arts Transfer-English Literature to the committee and the excitement from the writing department to be able have this as another option for students pursuing a degree in English Literature. **Motion: approve as written.**	Motion: Katy 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
MTH 111 College Algebra (Contact Hour/Credit Change)- Pam Morse	Pam explained the changes that had to be made for MTH 111, as a corequisite. Susan informed the committee that Pam updated the CCOG content area and added text/materials, prior to the meeting but after the agenda was sent to the committee. **Motion: approve as written.**	Motion: Andrea 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
BA 222 Financial Management (Course Revision: des, req)	Susan explained this is to clean up the language in the perquisites, as math was listed twice in the perquisites. **Motion: approve as written.**	Motion: Katy 2nds: Andrea 6 in favor – 0 opposed – 0 abstains
Committee Action:		
1. Pre-College/ESOL Committee Representation (Andy Carmichael)	Susan explained that Courtney Cunningham resigned from the Curriculum Committee. Susan reached out to Andy to see if he wanted to replace, call a vote within the department or combine the ESOL and Pre-College positions. Andy explained with the merging of the Pre-College and ESOL departments, under one department, he felt comfortable that one member could represent both effectively. He expressed confidence that the current	Motion: Katy 2nds: P.K. 7 in favor – 0 opposed – 0 abstains

	Pre-College representative, Kristen Booth, would provide sufficient representation for ESOL as well. Committee members discussed the concern by combining two representatives into one how it could affect having enough members to represent and participate or having enough members to vote. The possibility of having two CTE representatives was discussed: one representing Business, Computer Applications, Web Technology and ECE; the other representing industrial programs and EM-Tech. Susan will connect with Kate to discuss more about the possibility of having two different CTE representatives. **ACTION ITEM:** Susan to approach Kate regarding the potential of having co-CTE representation on the CC. Include as a discussion item in the spring retreat. **Motion: approve the merging of the Pre-College & ESOL Curriculum Committee representative into one position.**	
Discussion Item:		
1. First Year Experience (Rebecca Schwartz)	Rebecca shared that the FYE Committee had concerns that WR 121 was a requirement for all Gen Ed electives. Susan explained, there is a standard prerequisite package for Gen Ed courses of MTH 20 or equivalent placement scores and WR 121 as a pro/co. Discussion on different ways to implant the Gen Ed prerequisites for the new FYE course. Discussion between General Education Elective and a General Elective and which the FYE course would fit better under. Hard to provide feedback on this without an outline of course content and outcomes.	

	Mary asked if a returning student comes in under a new catalog year, would they need the FYE course? Rebecca answered that the FYE team has two thoughts: automatic exemptions for students coming in with 30 or more credits or an application for exemptions for students for running start students, dual credit students or students that have 12 or less credits. Kristen & Rebecca shared how different colleges have implemented the FYE into their institution. There is concern about how to enforce this course. The best way to enforce this course is to make it part of the degree. Possible to add as a core requirement at least in the AAOT and AAS degree. The idea of having the FYE course as a pre/co to Gen Ed. But it would still impact CTE students as a hidden requirement. It would only add credits to the programs/degrees that don't have Gen Ed requirements. Rebecca asked if a bilingual FYE course with the same outcomes/same everything would be a different submission. Susan said no, if everything is the same except the language, it would be fine. This would be more like a modality difference rather than a content difference. ==ACTION ITEM:== Committee agreed to continue discussion, in a future meeting. FYE group to provide an outline of content to aid in the discussion.	
Meeting Adjourned:	**Kristen motion to end the meeting Mimi 2ⁿᵈ. All in favor. The meeting ended at 5:06pm**	
Next Meeting: March 3, 2022		

Columbia Gorge Community College

Embedded Related Instruction

SECTION #1 GENERAL INFORMATION

Department:	CTE	Submitter name: Phone: Email:	Bryan Despain/Kate Wurster bdespain@cgcc.edu/kwurster@cgcc.edu
Prefix and Course Number:	AMT 194A	Course Title	Aviation Maintenance: General 104A
Credits:	3		

SECTION #2 DETAILS OF RELATED INSTRUCTION

Identify the number of hours and the course activities in the areas of: 1) computation, 2) communication and 3) human relations. Please be specific regarding the nature of the activities and instruction. Related instruction must be identified/apparent within a course outcome.

Computation	Hours of instruction (include study and/or practice in and out of the classroom, 30 hours per credit):	4

Course Outcome: Copy from the CCOG the outcome(s) which is(are) associated with computation.

2. Install, check, and service airframe electrical wiring, controls, switches, indicators, and protective devices.

Content (Activities, Skills, Concepts, etc.): provide details, including specific number of RI hours for each activity.

- Determine applicability of electrical wire size and current-carrying capacity (RI hours 4)

Communication	Hours of instruction (include study and/or practice in and out of the classroom 30 hours per credit):	N/A

Course Outcome: Copy from the CCOG the outcome(s) which is(are) associated with communication.

Content (Activities, Skills, Concepts, etc.): provide details, including specific number of RI hours for each activity.

Human Relations	Hours of instruction (include study and/or practice in and out of the classroom 30 hours per credit):	N/A

Course Outcome: Copy from the CCOG the outcome(s) which is(are) associated with human relations.

Content (Activities, Skills, Concepts, etc.): provide details, including specific number of RI hours for each activity.

SECTION #3 INSTRUCTOR QUALIFICATIONS

Instructors qualified to teach related instruction in **computation, communication, and/or human relations** will have the following acceptable subject area skills, education or training. Provide details.

Identify area(s) of related instruction	Clearly identify qualifications instructors must have to teach EACH area as identified above
☒ Computation	Current Aircraft and Powerplant mechanic certifications
☐ Communication	
☐ Human Relations	

SECTION #4 DEPARTMENT REVIEW

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

Submitter	Email	Date
Bryan Despain/Kate Wurster	bdespain@cgcc.edu/kwurster@cgcc.edu	2/22/2022

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

Department Dean (enter name of department dean): Kate Wurster

NEXT STEPS:

1. Save this document as the course prefix and number followed by .RI (e.g. MA 117.RI or RET 112.RI). Send completed form electronically to curriculum@cgcc.edu or slewis@cgcc.edu along with the affiliated New Course or Course Revision form.
2. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the curriculum office may review and provide feedback.
3. Course submissions will be placed on the next agenda with available time slots. You will be notified of your submission's time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department dean. It is the submitter's responsibility to ensure that completed signature pages are delivered to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Columbia Gorge Community College

Embedded Related Instruction

SECTION #1 GENERAL INFORMATION

Department:	CTE	Submitter name: Phone: Email:	Bryan Despain/Kate Wurster bdespain@cgcc.edu/kwurster@cgcc.edu
Prefix and Course Number:	AMT 194B	Course Title	Aviation Maintenance: General 104B
Credits:	3		

SECTION #2 DETAILS OF RELATED INSTRUCTION

Identify the number of hours and the course activities in the areas of: 1) computation, 2) communication and 3) human relations. Please be specific regarding the nature of the activities and instruction. Related instruction must be identified/apparent within a course outcome.

Computation	Hours of instruction (include study and/or practice in and out of the classroom, 30 hours per credit):	16

Course Outcome: Copy from the CCOG the outcome(s) which is(are) associated with computation.

1. Inspect, check, and troubleshoot constant speed and integrated speed drive generators.
2. Repair engine electrical system components.
3. Install and service engine electrical wiring, controls, switches, indicators and protective devices.

Content (Activities, Skills, Concepts, etc.): provide details, including specific number of RI hours for each activity.

- Apply principles and architecture of AC and DC generators (RI hours 6)
- Control output frequency and voltage of alternating current generators (RI hours 6)
- Determine electrical maximum and continuous load of a circuit (RI hours 4)

Communication	Hours of instruction (include study and/or practice in and out of the classroom 30 hours per credit):	N/A

Course Outcome: Copy from the CCOG the outcome(s) which is(are) associated with communication.

| | |

Content (Activities, Skills, Concepts, etc.): provide details, including specific number of RI hours for each activity.

| | |

Human Relations	Hours of instruction (include study and/or practice in and out of the classroom 30 hours per credit):	N/A

Course Outcome: Copy from the CCOG the outcome(s) which is(are) associated with human relations.

| | |

Content (Activities, Skills, Concepts, etc.): provide details, including specific number of RI hours for each activity.

| | |

SECTION #3 INSTRUCTOR QUALIFICATIONS	
Instructors qualified to teach related instruction in **computation, communication, and/or human relations** will have the following acceptable subject area skills, education or training. Provide details.	
Identify area(s) of related instruction	Clearly identify qualifications instructors must have to teach EACH area as identified above
☒ Computation	Current Aircraft and Powerplant mechanic certifications
☐ Communication	
☐ Human Relations	

SECTION #4 DEPARTMENT REVIEW		
"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean."		
Submitter	Email	Date
Bryan Despain/Kate Wurster	bdespain@cgcc.edu/kwurster@cgcc.edu	2/22/2022
Department Chair (enter name of department chair): Jim Pytel		
Department Dean (enter name of department dean): Kate Wurster		

NEXT STEPS:
1. Save this document as the course prefix and number followed by .RI (e.g. MA 117.RI or RET 112.RI). Send completed form electronically to curriculum@cgcc.edu or slewis@cgcc.edu along with the affiliated New Course or Course Revision form.
2. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the curriculum office may review and provide feedback.
3. Course submissions will be placed on the next agenda with available time slots. You will be notified of your submission's time for review, and you will be sent a signature page that may be completed electronically or manually by your department chair and department dean. It is the submitter's responsibility to ensure that completed signature pages are delivered to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

Columbia Gorge Community College

CERTIFICATE REVISION

| Submitted by: Kate Wurster/Bryan Despain | Email: kwurster@cgcc.edu/bdespain@cgcc.edu | Phone: 541-506-6033 | Department: CTE |

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW

Current Title:	Aviation Maintenance Technology	Proposed Title:	No change
Current Credits:	96	Proposed Credits:	No change
Overview and rationale for proposed changes:	We are changing the math requirements of the program from MTH 105 to MTH 110.		
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. Delete MTH 105 or higher 2. Add MTH 110 or higher		

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

Will the proposed changes affect the base degree or certificate?	☒ Yes ☐ No
If yes, how?	The math in the AAS will also change to MTH 110 or higher

Is this a statewide certificate?	☐ Yes ☒ No		If yes, have the changes been approved by the consortium?		☐ Yes ☐ No	
Does the revision impact other areas of instruction?	☒ Yes ☐ No	Explanation of issues and how they are being resolved: The math department has been made aware of the revised math requirements in the AMT program and the potential increase in enrollment in MTH 110.			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:	N/A
Requested Implementation Term	Summer 2022					

SECTION #2 REVISION AREAS					
Does the revision involve changing certificate requisites?				☐ 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 Next Gen Accuplacer result in hidden degree/certificate requirements and should be avoided. (Courses that may be tested out of using Next Gen Accuplacer include: RD 90, RD 115, WR 90, WR 115, MTH 20, MTH 60, MTH 65, MTH 95, MTH 98, MTH 105, MTH 111, MTH 112.)

CURRENT PREREQUISITES **(Required whether or not prerequisites are being changed.)**			
Course Number	Course Title or Placement level	Requisites (if any)	Credits
MTH 65	Beginning Algebra II	MTH 60 or equivalent placement test scores	4
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
PROPOSED PREREQUISITES **(No change, leave blank.)**			
Course Number	Course Title or Placement level	Requisites (if any)	Credits
	No change		

CERTIFICATE OUTCOMES
All certificate 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 certificate outcomes?	☐ Yes ☒ No

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

Students who complete this certificate will be able to:

1. Service, maintain, troubleshoot and repair airplanes and rotorcraft.
2. Perform proficient, entry-level aviation maintenance skills.
3. Apply knowledge of FAA regulations and industry standards.
4. Think critically, problem solve, and communicate effectively.
5. Apply math and physics principles in solving problems associated with aviation maintenance.
6. Work effectively in a team and/or group setting.
7. Sit for the Federal Aviation Administration (FAA) certification exams (written, oral and practical) for the airframe and powerplant (A&P) airman certificate.

PROPOSED CERTIFICATE OUTCOMES

Students who complete this certificate will be able to:

No change

RELATED INSTRUCTION	
Does the revision involve changing or adding Related Instruction?	☐ Yes ☒ No
If yes, complete the Related Instruction Template which may be found on the curriculum website.	
Additional Comments Or Changes	

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 Certificate Information			Proposed Certificate Information		
Course Number	Course Title / Requisites	Credits	Course Number	Course Title / Requisites	Credits
Spring Term			Spring Term		
WR 121	English Composition, WR 115 or test	4	WR 121	English Composition, WR 115 or test	4
PSY 101	Psychology and Human Relations, MTH 20 or test, WR 121 pre/co	4	PSY 101	Psychology and Human Relations, MTH 20 or test, WR 121 pre/co	4
MTH 105 or higher	**Math in Society,** **MTH 65 or 98 or test (DELETE)**	**4**	**MTH 110 or higher**	**Technical Math,** **MTH 65 or test (ADD)**	**4**
Summer Term			Summer Term		
AMT 191	Aviation Maintenance: General 101	6	AMT 191	Aviation Maintenance: General 101	6
AMT 192	Aviation Maintenance: General 102	6	AMT 192	Aviation Maintenance: General 102	6
AMT 193	Aviation Maintenance: General 103	6	AMT 193	Aviation Maintenance: General 103	6
AMT 194A	Aviation Maintenance: General 104A	3	AMT 194A	Aviation Maintenance: General 104A	3
Fall Term			Fall Term		
AMT 194B	Aviation Maintenance: General 104B	3	AMT 194B	Aviation Maintenance: General 104B	3
AMT 195	Aviation Maintenance: General 105	6	AMT 195	Aviation Maintenance: General 105	6
AMT 261	Aviation Maintenance: Airframe 1	6	AMT 261	Aviation Maintenance: Airframe 1	6
AMT 262	Aviation Maintenance: Airframe 2	6	AMT 262	Aviation Maintenance: Airframe 2	6
Winter Term			Winter Term		
AMT 263	Aviation Maintenance: Airframe 3	6	AMT 263	Aviation Maintenance: Airframe 3	6
AMT 264	Aviation Maintenance: Airframe 4	6	AMT 264	Aviation Maintenance: Airframe 4	6

AMT 271	Aviation Maintenance: Powerplant 1	6	AMT 271	Aviation Maintenance: Powerplant 1	6
AMT 281	Aviation Maintenance: Airframe Return to Service	3	AMT 281	Aviation Maintenance: Airframe Return to Service	3
Spring Term			Spring Term		
AMT 272	Aviation Maintenance: Powerplant 2	6	AMT 272	Aviation Maintenance: Powerplant 2	6
AMT 273	Aviation Maintenance: Powerplant 3	6	AMT 273	Aviation Maintenance: Powerplant 3	6
AMT 274	Aviation Maintenance: Powerplant 4	6	AMT 274	Aviation Maintenance: Powerplant 4	6
AMT 282	Aviation Maintenance: Powerplant Return to Service	3	AMT 282	Aviation Maintenance: Powerplant Return to Service	3
	Credit total	96		**Credit total**	96

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**
	none				

SECTION #4 DEPARTMENT REVIEW

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

Submitter	Email	Date
Kate Wurster/Bryan Despain	[kwurster@cgcc.edu/bdespain@cgcc.edu](mailto:kwurster@cgcc.edu)	02/22/2022

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

Department Dean (enter name of department dean): Kate Wurster

Template for Related Instruction in Certificates

Subject Code	Course Number	Course Title	Credits	Hours	Related instruction Hours in:			Total RI
61 to 108 credits		*Aviation Maintenance Technology*			Computation	Communication	Human Relations	
Example: BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction								
AMT	191	AM: General 101	6	180	31.50			*31.50*
AMT	192	AM: General 102	6	180	21.00			*21.00*
AMT	193	AM: General 103	6	180	48.00			*48.00*
AMT	194A	AM: General 104a	3	90	4.00			*4.00*
AMT	194B	AM: General 104b	3	90	16.00			*16.00*
				0				*No RI*
courses used for stand-alone related instruction								
WR	121	English Composition	4	120		120.00		*120.00*
PSY	101	Psych & Human Relations	4	120			120.00	*120.00*
MTH	105	Math in Society	4	120	120.00			*120.00*
		Totals	**36**	**1080**	**240.50**	**120.00**	**120.00**	**480.50**
		Minimum for 2 yr certificate:			96.00	96.00	96.00	**480.00**
		Remaining to meet Min. Requirement:			0.00	0.00	0.00	0.00

Enter course information in light yellow areas (totals will be automatically calculated)

	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 Vice President of Instructional Services?		

Columbia Gorge Community College

REVISION of AAS DEGREE REQUEST

Submitted by: Kate Wurster/ Bryan Despain	Email: kwurster@cgcc.edu/bdespain@cgcc.edu	Phone: 541-506-6033	Department: CTE

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

SECTION #1 OVERVIEW			
Current Title:	Aviation Maintenance Technology	Proposed Title:	No change
Current Credits:	104	Proposed Credits:	No change
Overview and rationale for proposed changes:	We are changing the math requirements of the program from MTH 105 to MTH 110.		
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. Delete MTH 105 or higher 2. Add MTH 110 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)	Aviation Maintenance Technology certificate Airframe certificate Powerplant certificate

Does the revision impact other areas of instruction?	☒ Yes ☐ No	Explanation of issues and how they are being resolved: The math department has been made aware of the revised math requirements in the AMT program and the potential increase in enrollment in MTH 110.	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:	FAA Recommended
Requested Implementation Term		Summer 2022		

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 Next Gen Accuplacer result in hidden degree/certificate requirements and should be avoided. (Courses that may be tested out of using Next Gen Accuplacer include: RD 90, RD 115, WR 90, WR 115, MTH 20, MTH 60, MTH 65, MTH 95, MTH 98, MTH 105, MTH 111, MTH 112.)

CURRENT PREREQUISITES
(Required whether or not prerequisites are being changed.)

Course Number	Course Title or Placement level	Requisites	Credits
MTH 65	Beginning Algebra II	MTH 60 or equivalent placement test scores	4
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

PROPOSED PREREQUISITES
(No change, leave blank.)

Course Number	Course Title or Placement level	Requisites	Credits
	No change		

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. Service, maintain, troubleshoot and repair airplanes and rotorcraft.
2. Perform proficient, entry-level aviation maintenance skills.
3. Apply knowledge of FAA regulations and industry standards.
4. Think critically, problem solve, and communicate effectively.
5. Apply math and physics principles in solving problems associated with aviation maintenance.
6. Work effectively in a team and/or group setting.
7. Sit for the Federal Aviation Administration (FAA) certification exams (written, oral and practical) for the airframe and powerplant (A&P) airman certificate.

PROPOSED DEGREE OUTCOMES

Students who successfully complete this degree will be able to:

1. No change

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
Spring Term (12 credits)			Spring Term (12 credits)		
WR 121	English Composition, WR 115 or test	4	WR 121	English Composition, WR 115 or test	4
PSY 101	Psychology and Human Relations, MTH 20 or test; WR 121 pre/co	4	PSY 101	Psychology and Human Relations, MTH 20 or test; WR 121 pre/co	4
MTH 105 or higher	**Math in Society, MTH 65 or 98 or test (DELETE)**	**4**	**MTH 110 or higher**	**Technical Math, MTH 65 or test (ADD)**	**4**
Summer Term (21 credits)			Summer Term (21 credits)		
AMT 191	Aviation Maintenance: General 101	6	AMT 191	Aviation Maintenance: General 101	6
AMT 192	Aviation Maintenance: General 102	6	AMT 192	Aviation Maintenance: General 102	6
AMT 193	Aviation Maintenance: General 103	6	AMT 193	Aviation Maintenance: General 103	6
AMT 194A	Aviation Maintenance: General 104A	3	AMT 194A	Aviation Maintenance: General 104A	3
Fall Term (21 credits)			Fall Term (21 credits)		
AMT 194B	Aviation Maintenance: General 104B	3	AMT 194B	Aviation Maintenance: General 104B	3
AMT 195	Aviation Maintenance: General 105	6	AMT 195	Aviation Maintenance: General 105	6
AMT 261	Aviation Maintenance: Airframe 1	6	AMT 261	Aviation Maintenance: Airframe 1	6
AMT 262	Aviation Maintenance: Airframe 2	6	AMT 262	Aviation Maintenance: Airframe 2	6
Winter Term (21 credits)			Winter Term (21 credits)		
AMT 263	Aviation Maintenance: Airframe 3	6	AMT 263	Aviation Maintenance: Airframe 3	6
AMT 264	Aviation Maintenance: Airframe 4	6	AMT 264	Aviation Maintenance: Airframe 4	6
AMT 271	Aviation Maintenance: Powerplant 1	6	AMT 271	Aviation Maintenance: Powerplant 1	6
AMT 281	Aviation Maintenance: Airframe Return to Service	3	AMT 281	Aviation Maintenance: Airframe Return to Service	3
Spring Term (21 credits)			Spring Term (21 credits)		
AMT 272	Aviation Maintenance: Powerplant 2	6	AMT 272	Aviation Maintenance: Powerplant 2	6
AMT 273	Aviation Maintenance: Powerplant 3	6	AMT 273	Aviation Maintenance: Powerplant 3	6
AMT 274	Aviation Maintenance: Powerplant 4	6	AMT 274	Aviation Maintenance: Powerplant 4	6
AMT 282	Aviation Maintenance: Powerplant Return to	3	AMT 282	Aviation Maintenance: Powerplant Return to	3

	Service				Service	

Summer Term (8 credits)				Summer Term (8 credits)		
	General Education Elective: Arts & Letters	4			General Education Elective: Arts & Letters	4
	General Education Elective (from any Gen Ed discipline area)	4			General Education Elective (from any Gen Ed discipline area)	4
	Credit Total	104			**Credit Total**	104

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
	none					

SECTION #4 DEPARTMENT REVIEW

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

Submitter	Email	Date
Kate Wurster/Bryan Despain	[kwurster@cgcc.edu/bdespain@cgcc.edu](mailto:kwurster@cgcc.edu)	02/22/2022

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

Department Dean (enter name of department dean): Kate Wurster

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 dean. It is the submitter's responsibility to ensure that completed

Columbia Gorge Community College

NEW CERTIFICATE REQUEST

Submitted by: Kate Wurster/Bryan Despain	Email: kwurster@cgcc.edu bdespain@cgcc.edu	Phone: 541-506-6033	Department: CTE

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW				
Proposed Title:	Aviation Airframe		Proposed Credits:	69
Reason for new certificate:	As per FAA recommendations to aid students in passing FAA Airframe exam.		Requested implementation term:	Summer 2022
Is there impact on other areas of instruction?	☐ Yes ☒ No	Explanation of issues and how they are being resolved:	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:	Recommended by FAA

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?	Aviation Maintenance Technology AAS		

SECTION #2 PREREQUISITES AND OUTCOMES

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

PROPOSED PRE and/or COREQUISITES			
Course Number	**Course Title or Placement level**	**Requisites**	**Credits**
MTH 65	Beginning Algebra II	MTH 60 or equivalent placement test scores	4
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

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. Service, maintain, troubleshoot and repair airframe structures, systems and components.

2. Perform proficient, entry-level aviation maintenance on aircraft systems, including landing gear systems, instrument and navigation systems, fuel systems and aircraft electrical systems.

3. Apply knowledge of FAA regulations and industry standards.

4. Think critically, problem solve, and communicate effectively.

5. Apply math and physics principles in solving problems associated with aviation maintenance.

6. Work effectively in a team and/or group setting.

7. Sit for the Federal Aviation Administration (FAA) certification exam (written, oral and practical) for airframe.

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
Spring Term (12 credits)			
WR 121	English Composition	WR 115 or test	4
PSY 101	Psychology and Human Relations	MTH 20 or test; WR 121 pre/co	4
MTH 110 or higher	Technical Math	MTH 65 or equivalent placement test scores	4
Summer Term (21 credits)			
AMT 191	Aviation Maintenance: General 101	MTH 65 or test	6
AMT 192	Aviation Maintenance: General 102	AMP 191	6
AMT 193	Aviation Maintenance: General 103	AMP 192	6
AMT 194A	Aviation Maintenance: General 104A	AMP 193	3
Fall Term (21 credits)			
AMT 194B	Aviation Maintenance: General 104B	Pre/co: AMT 194A	3
AMT 195	Aviation Maintenance: General 105	Pre/co: AMT 194A & 194B	6
AMT 261	Aviation Maintenance: Airframe 1	MTH 65, AMT 105	6
AMT 262	Aviation Maintenance: Airframe 2	AMT 261	6
Winter Term (15 credits)			
AMT 263	Aviation Maintenance: Airframe 3	AMT 262	6
AMT 264	Aviation Maintenance: Airframe 4	AMT 263	6
AMT 281	Aviation Maintenance: Airframe Return to Service	AMT 264	3
		Credit total	69

ELECTIVES (if applicable)

Course Number	Course Title	Requisites	Credits
	none		

SECTION #4 RELATED INSTRUCTION

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

SECTION #5 DEPARTMENT REVIEW		
"I vouch that this submission has been reviewed by the affiliated department chair and department dean and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Degree or Certificate Signature Form signed by the department chair and dean."		
Submitter	Email	Date
Kate Wurster/Bryan Despain	kwurster@cgcc.edu/bdespain@cgcc.edu	02/22/2022
Department Chair (enter name of department chair): Jim Pytel		
Department Dean (enter name of department dean): Kate Wurster		

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 dean. It is the submitter's responsibility to ensure that completed signature pages are delivered to the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
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

61 to 108 credits		Aviation Airframe						
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 Relations	Total RI
Example: BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction								
AMT	191	AM: General 101	6	180	31.50			*31.50*
AMT	192	AM: General 102	6	180	21.00			*21.00*
AMT	193	AM: General 103	6	180	48.00			*48.00*
AMT	194A	AM: General 104a	3	90	4.00			*4.00*
AMT	194B	AM: General 104b	3	90	16.00			*16.00*
				0				*No RI*
courses used for stand-alone related instruction								
WR	121	English Composition	4	120		120.00		*120.00*
PSY	101	Psych & Human Relations	4	120			120.00	*120.00*
MTH	105	Math in Society	4	120	120.00			*120.00*
Totals			36	1080	240.50	120.00	120.00	480.50
Minimum for 2 yr certificate:					96.00	96.00	96.00	480.00
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 Vice President of Instructional Services?		

Columbia Gorge Community College

NEW CERTIFICATE REQUEST

Submitted by: Kate Wurster/Bryan Despain	Email: kwurster@cgcc.edu bdespain@cgcc.edu	Phone: 541-506-6033	Department: CTE

(Double click on check boxes to activate dialog box)

SECTION #1 OVERVIEW				
Proposed Title:	Aviation Powerplant		Proposed Credits:	69
Reason for new certificate:	As per FAA recommendations to aid students in passing FAA Powerplant exam.		Requested implementation term:	Summer 2022
Is there impact on other areas of instruction?	☐ Yes ☒ No	Explanation of issues and how they are being resolved:	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:	Recommended by FAA

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?	Aviation Maintenance Technology AAS		

SECTION #2 PREREQUISITES AND OUTCOMES

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

PROPOSED PRE and/or COREQUISITES

Course Number	Course Title or Placement level	Requisites	Credits
MTH 65	Beginning Algebra II	MTH 60 or equivalent placement test scores	4
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

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. Service, maintain, troubleshoot and repair powerplant systems and components.

2. Perform proficient, entry-level aviation maintenance skills on powerplant systems, including engine electrical and instrument systems, lubrication systems, ignition and starting systems, propellers, and fire protection systems.

3. Apply knowledge of FAA regulations and industry standards.

4. Think critically, problem solve, and communicate effectively.

5. Apply math and physics principles in solving problems associated with aviation maintenance.

6. Work effectively in a team and/or group setting.

7. Sit for the Federal Aviation Administration (FAA) certification exam (written, oral and practical) for powerplant.

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.)

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MTH 110 or higher	Technical Math	MTH 65 or equivalent placement test scores	4
Summer Term (21 credits)			
AMT 191	Aviation Maintenance: General 101	MTH 65 or test	6
AMT 192	Aviation Maintenance: General 102	AMP 191	6
AMT 193	Aviation Maintenance: General 103	AMP 192	6
AMT 194A	Aviation Maintenance: General 104A	AMP 193	3
Fall Term (9 Credits)			
AMT 194B	Aviation Maintenance: General 104B	Pre/co: AMT 194A	3
AMT 195	Aviation Maintenance: General 105	Pre/co: AMT 194A & 194B	6
Winter Term (6 credits)			
AMT 271	Aviation Maintenance: Powerplant 1	MTH 65, AMT 105	6
Spring Term (21 credits)			
AMT 272	Aviation Maintenance: Powerplant 2	AMT 271	6
AMT 273	Aviation Maintenance: Powerplant 3	AMT 272	6
AMT 274	Aviation Maintenance: Powerplant 4	AMT 273	6
AMT 282	Aviation Maintenance: Powerplant Return to Service	AMT 274	3
		Credit total	69

ELECTIVES (if applicable)

Course Number	Course Title	Requisites	Credits
	none		

SECTION #4 RELATED INSTRUCTION

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61 to 108 credits		Aviation Powerplant						
Enter course information in light yellow areas (totals will be automatically calculated)					Related instruction Hours in:			
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Example: BKT	*101*	*Basket Weaving Basics*	*4*	*120*	*6*	*12*	*8*	*26*
courses used for embedded related instruction								
AMT	191	AM: General 101	6	180	31.50			*31.50*
AMT	192	AM: General 102	6	180	21.00			*21.00*
AMT	193	AM: General 103	6	180	48.00			*48.00*
AMT	194A	AM: General 104a	3	90	4.00			*4.00*
AMT	194B	AM: General 104b	3	90	16.00			*16.00*
				0				*No RI*
courses used for stand-alone related instruction								
WR	121	English Composition	4	120		120.00		*120.00*
PSY	101	Psych & Human Relations	4	120			120.00	*120.00*
MTH	105	Math in Society	4	120	120.00			*120.00*
Totals			36	1080	240.50	120.00	120.00	480.50
Minimum for 2 yr certificate:					96.00	96.00	96.00	480.00
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 Vice President of Instructional Services?		