

CURRICULUM/GEN ED COMMITTEE
a standing committee of the Education Advisory Committee
Minutes
November 2, 2011
Sylvania CC, Conference Rm B

x	Jim Parks, Chair	x	Pam Kessinger		Melody Wilson
x	Ross Kouzes	x	Mike Guthrie	x	Joe Wright
x	Doug Jones		Tammy Dowd		Jim Jeffery
x	John Sparks	x	Rick Willebrand		Linda Fergusson-Kolmes
x	Tani McBeth		Heiko Spoddeck	x	Ivan Kidoguchi

Committee Support:

	Jeff Triplett	x	Dorothy Badri	x	Andrew Roessler
x	Stacey Timmins	x	Leslie Hackett	x	Sally Earll
x	Sam May-Varas		Steve Smith		

Guests:

Beth Fitzgerald	Gene Flores	Elizabeth Bilyeu
John Farnum	Matt Stockton	Barb Lave
Amy Clubb	Greg Kerr	Ed Lindsey
Doug Jones	Rosa Bettencourt	Trish Willy
Ann Wenning	Angela Batchelor	

Information Items from the Curriculum Office:

(These items do not require curriculum committee recommendation)

Experimental Courses:

PE 199X – Bowling
ID 199 – Digital Rendering and Presentation
TA 299E - Puppetry

Course Inactivation:

none

Available Grading Option:

CAS 103, 109, 110, 122, 180, 231, 232
MA 112, 118, 122, 132
MTH 15

Old Business:

785. MM 250 – Adv MM Project Development I
Course Revision – Des, Req, Out

Recommend

786. MM 251 – Adv MM Project Development II
Course Revision – Des, Out

Recommend

787. MM 252 – Adv MM Project Development III
Course Revision – Des, Out

Recommend

77. MTH 243 – Statistics I
Contact/Credit Hour Change

Postponed at SAC Request

35. AD 152 – Group Counseling and Addiction
Course Revision – Out

Postponed at SAC Request

36. AD 184 – Men and Addiction
Course Revision – Out

Postponed at SAC Request

37. AD 250 – Advanced Counseling
Course Revision – Out

Postponed at SAC Request

38. AD 251 – Advanced Counseling Skills Mastery
Course Revision – Out

Postponed at SAC Request

39. AD 255 – Multiple Diagnosis
Course Revision – Out

Postponed at SAC Request

106. ART 211 – Modern Art History/19th Cen Europe
Course Revision - Title, Des, Out

Recommend

107. ART 212 – Modern Art Hist/Early 20th Cen Art
Course Revision – Des, Out

Recommend

108. ART 213 – Modern Art Hist: Art Since 1945
Course Revision – Des, Out

Recommend

109. ART 217 – Understanding Comics Art
Course Revision – Des, Out

Recommend with outcomes:

- Use creative ways to appreciate comics art as an artistic and literary practice through exploration of the art form's diversity and narrative potential.
- Increase one's understanding of word/image relationships and visual communication.
- Ask meaningful questions, identify ideas and issues, and use a basic vocabulary to be able to actively participate in a critical dialogue about comics art with others.
- Understand and interpret relationships between comics and commercialism.
- Develop a heightened awareness of the physical world, the nature of the relationship of human beings to it, and our impact on it via the experience of understanding comics art.
- Practice self-critiquing skills to increase autonomous expression through comics art while recognizing the standards and definitions already established by both contemporary and historical works of art from different cultures.

111. ART 237 – Life Drawing

Course Revision – Des, Out

Recommend

112. ART 240 – Digital Photo II

Course Revision – Des, Req, Out

Postponed at SAC Request

113. ART 243 – The Photographic Portfolio

Course Revision - Des, Req, Out

Postponed at SAC Request

114. ART 277 – Life Painting

Course Revision – Des, Out

Recommend

115. ART 281 – Painting II

Course Revision – Des, Out

Recommend

116. ART 284 – Watercolor I

Course Revision – Des, Out

Recommend

117. ART 287 – Watercolor II

Course Revision – Des, Out

Recommend

135. ART 211 – Modern Art History/19th Cen Europe & America

Designation – General Education

Recommend

136. ART 212 – Modern Art History/Early 20th Cen Art

Designation – General Education

Recommend

137. ART 213 – Modern Art History/Art Since 1945

Designation – General Education

Recommend

138. ART 217 – Understanding Comics Art

Designation – General Education

Recommend with revised outcomes from item# 109

140. ART 231 – Drawing

Designation – General Education

Recommend

141. ART 237 – Life Drawing

Designation – General Education

Recommend

142. ART 240 – Digital Photo II

Designation – General Education

Postponed at SAC Request

143. ART 243 – The Photographic Portfolio

Designation – General Education

Postponed at SAC Request

144. ART 277 – Life Painting

Designation – General Education

Recommend

145. ART 281 – Painting II

Designation – General Education

Recommend

146. ART 284 – Watercolor I

Designation – General Education

Recommend

147. ART 287 – Watercolor II

Designation – General Education

Recommend

256. WR 240 – Creative Writing—Nonfiction

Course Revision – Des, Out

Recommend description:

Introduces creative nonfiction and the writing of essays using creative techniques, such as personal narrative, memoir, nature and travel writing, and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis. Prerequisite: WR121.

and outcomes:

*Read a wide range of established creative nonfiction writers to learn techniques demonstrated in their work.

*Employ creative writing techniques drawn from fiction, poetry, and scriptwriting, such as characterization, setting, descriptive detail, concreteness, dialogue, flashbacks, juxtaposition, metaphor, voice, tone, formality and informality; alternate narrative summary and scene.

*Use self-reflection and techniques for employing the imagination to generate new essays and then to revise the essays, using techniques for “re-entering” or “re-seeing” a piece of writing.

*Use critical thinking and problem solving to critique others' poems and communicate suggestions about strengths and weaknesses of drafts to peers.

*Engage subjects by participating directly in the action being written about, such as by doing in-depth, in-person interviews or designing an experience, and then pursuing the experience with the foreknowledge that the experience will constitute the basis of an essay.

262. WR 248 – Adv Creative Writing—Nonfiction

Course Revision – Des, Out

Recommend description:

Extends the introduction of creative nonfiction and the writing of essays using creative techniques, such as personal narrative, memoir, nature and travel writing, and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis. Prerequisite: WR 240 or instructor permission.

and outcomes:

*Read a wide range of established creative nonfiction writers to learn techniques demonstrated in their work.

*Employ creative writing techniques drawn from fiction, poetry, and scriptwriting, such as characterization, setting, descriptive detail, concreteness, dialogue, flashbacks, juxtaposition, metaphor, voice, tone, formality and informality; alternate narrative summary and scene.

*Engage subjects by participating directly in the action being written about, such as by doing in-depth, in-person interviews or designing an experience, and then pursuing the experience with the foreknowledge that the experience will constitute the basis of an essay.

*Employ critical thinking and problem-solving techniques to critique others' essays constructively and use criticism of their own essays and self-reflection to revise their own essays for publication.

*Engage in the local writing scene, becoming familiar with creative nonfiction websites, awards, readings, workshops, and publication opportunities, and submit manuscripts for publication or performance.

283. WR 240 – Creative Writing—Nonfiction

Designation – General Education

Recommend revised General Education, see attached

291. WR 248 – Adv Creative Writing—Nonfiction

Designation – General Education

Recommend revised General Education, see attached

New Business:

292. MM 245 – Internet Delivery Methods
Course Revision – Des, Out

Recommend

293. HST 103 – Western Civilization: Modern Europe
Designation – General Education

Recommend

294. HST 201 – History of the U.S. – I
Designation – General Education

Recommend

295. HST 278 – Russian History I
Designation – General Education

Recommend

296. HUM 100 – Introduction to Humanities
Designation – General Education

Recommend

297. HUM 201 – Humanities and Technology: Exploring Origins
Designation – General Education

Recommend

298. HUM 202 – Humanities and Technology: Contemporary Issues
Designation – General Education

Recommend

299. HUM 203 – Humanities and Technology: Future Directions
Designation – General Education

Recommend

300. HUM 204 – History of Africa
Designation – General Education

Recommend

301. HUM 205 – African Literature
Designation – General Education

Recommend

302. HUM 206 – African Art
Designation – General Education

Recommend

303. HUM 214 – Race and Racism

Designation – General Education

Recommend

304. HUM 221 – Leadership Development

Designation – General Education

Recommend

305. LAT 110 – Grounds Maintenance

Course Revision – Des, Out

Recommend

306. LAT 225 – Water Gardens

Course Revision – Des, Out

Recommend

307. CSS 200 – Soils and Plant Nutrition

Course Revision – Des, Out

Recommend

308. LAT 110 – Grounds Maintenance

Contact/Credit Hour Change

Recommend

309. LAT 225 – Water Gardens

Contact/Credit Hour Change

Recommend

310. CSS 200 – Soils and Plant Nutrition

Contact/Credit Hour Change

Recommend

311. LAT 224 – Grading and Drainage

New Course

Recommend description:

Covers the interpretation of design documents to lay out grading and drainage projects. Includes the design and installation of drainage elements per site requirements. Introduces tools and methods for grading landscape sites based on design documents and field measurements.

312. LAT 211 – Landscape Construction Practice II

New Course

Recommend outcomes:

- Perform advanced landscape construction techniques safely.
- Choose and use the proper tools and materials for landscape construction projects.
- Read, understand and follow landscape construction plan details.
- Plan, assess and modify landscape construction projects to meet site restrictions.
- Identify and interpret applicable building codes as they impact landscape construction projects.

Work in and manage a crew on a landscape construction project.

313. LAT 273 – Sustainable Landscape Water Management

New Course

Recommend outcomes:

- Recommend water management facilities based on site characteristics.
- Apply contemporary legal requirements for sustainable water management facilities (e.g. building codes, land development code)
- Design and construct a sustainable water management facility.
- Evaluate the performance of a water management facility.
- Recommend and perform maintenance of a water management facility.
- Integrate several water management options to suit site conditions and client's needs.

314. BIT 102 – Current Topics in Bioscience Technology

New Course

Recommend outcomes:

Interpret and evaluate information about bioscience technology across the broad spectrum of current applications

Make informed decisions that relate to applications of bioscience that have impact on self, family, community and the environment.

315. BIT 126 – Applied Quality Practices

New Course

Recommend description:

Introduces concepts and skills that are needed by entry level workers in the regulated bioscience and related work environments. Emphasize validation, compliance, CAPA, audit, LEAN work habits, material and product control and coordinated quality teamwork through laboratory-based activities.

316. BIT 107 – Bioscience Lab Math

Course Revision – Req

Recommend

317. BIT 181 – Exploring Bioscience

Course Revision – Des, Out, Req

Recommend description

Provides an overview and analysis of various Bioscience Technology work environments including research, development, and manufacturing. Covers career options, pathways, and development of skills that are needed for identification and procurement of entry level positions, education, and training opportunities in the bioscience field. Includes portfolio development and refinement of job search, resume writing and interview skills. Participation in field trips is essential. Prerequisite/concurrent: BIT 105, BIT 107, and BIT 109 or instructor permission. Recommended: completion or concurrent enrollment in BIT 125.

318. BIT 181 – Exploring Bioscience

Contact/Credit Hour Change

Recommend

319. PHL 185 – Computer Ethics

Designation – General Education

Recommend

320. PHL 191 – Analysis & Evaluation of Argument

Designation – General Education

Recommend

321. PHL 195 – Critical Thinking: Science & the Occult

Designation – General Education

Recommend

322. PHL 197 – Electronic Media & The Presentation of Reality

Designation – General Education

Recommend

323. PHL 201 – Being and Knowing

Designation – General Education

Recommend

324. PHL 202 – Ethics

Designation – General Education

Recommend

325. PHL 204 – Philosophy of Religion

Designation – General Education

Recommend

326. PHL 205 – Biomedical Ethics

Designation – General Education

Recommend

327. PHL 206 – Introduction to Environmental Ethics

Designation – General Education

Recommend

328. PHL 207 – Ethics and Aging

Designation – General Education

Recommend

329. PHL 208 – Political Philosophy

Designation – General Education

Recommend

330. PHL 209 – Business Ethics

Designation – General Education

Recommend

331. PHL 211 – Existentialism
Designation – General Education
Recommend

332. PHL 221 – Symbolic Logic
Designation – General Education
Recommend

333. PHL 222 – Philosophy of Art and Beauty
Designation – General Education
Recommend

334. MP 140 – Introduction to Health Law and Ethics
New Course
Postponed at the PHL SACs Request

335. CAS 103 – Introduction to Windows
Course Revision – Des, Out
Recommend

336. CAS 104 – Basic Internet Skills
Course Revision – Des, Out
Recommend

337. CAS 106 – Introduction to X/HTML
Course Revision – Des, Out
Recommend

338. CAS 109 – Beginning PowerPoint
Course Revision – Des, Out
Recommend

339. CAS 110 – Introduction to Web Graphics using Fireworks
Course Revision – Des, Out
Recommend description:
Introduces the basic features of Adobe Fireworks. Includes basic drawing and photo manipulation tools and creation of graphics for websites. Recommended: CAS 111D or CAS 111E or CAS 206 or equivalent; placement into RD 115 and WR 115.

340. CAS 111D – Beginning Website Creation: Dreamweaver
Course Revision – Title, Des, Out
Recommend

341. CAS 111E – Beginning Website Creation: Expression Web
Course Revision – Title, Des, Out
Recommend

342. CAS 122 – Keyboarding for Speed/Accuracy

Course Revision – Des, Out

Recommend

343. CAS 123 – Production Keyboarding

Course Revision – Des, Out

Recommend description:

Develops rapid keyboarding and accurate proofreading of business letters, memos, reports, and tables. Improves and increases speed and accuracy of keyboarding skills. Recommended:

Placement into RD 115 and WR 115 or higher, OS 220, and keying 45 wpm by touch.

Prerequisite: CAS 216 or instructor permission.

344. CAS 133 – Basic Computer Skills/Microsoft Office

Course Revision – Des, Out

Recommend

345. CAS 137 – Basic Web Design Skills/Adobe

Course Revision – Des, Out

Recommend

346. CAS 140 – Beginning Access

Course Revision – Des, Out

Recommend

347. CAS 150 – Intro to Speech Recognition

Course Revision – Des, Out

Recommend

348. CAS 151 – Microsoft Outlook

Course Revision – Des, Out

Recommend

349. CAS 170 – Beginning Excel

Course Revision – Des, Out

Recommend

350. CAS 170A – Beginning Excel

Course Revision – Des, Out

Recommend

351. CAS 171 – Intermediate Excel

Course Revision – Des, Out

Recommend

352. CAS 175 – Introduction to Flash

Course Revision – Des, Out

Recommend

353. CAS 180 – Search Engine Optimization-SEO

Course Revision – Des, Out, Req

Recommend description:

Introduces techniques and skills necessary to elevate your website to the number one position in a search through the use of up-to-date concepts for optimizing the searchability of web pages on the Internet. Introduces the creation of a tailored Search Engine Optimization (SEO) strategy, including on-page and off-page search engine optimization, META data research and analysis, traffic generation, online tools and SEO software. Covers client side SEO.

Prerequisite: CAS 111D or CAS 111E or CAS 206 or instructor permission.

354. CAS 181 – Website Creation using CMS

Course Revision – Des, Out

Recommend description:

Introduces the creation of sophisticated, dynamic, interactive and fully functional websites using a Content Management System (CMS), such as Joomla or Drupal. Includes installing and modifying templates, creating efficient site navigation using menus, organizing a site using components and modules, enhancing a site with plugins and extensions, and creating user functionality with user logins.

Recommended: CAS 111D, CAS 206, and CAS 215; placement into RD 115 and WR 115.

355. CAS 206 – Principles of X/HTML

Course Revision – Des, Out

Recommend

356. CAS 208 – Begin. Photoshop for the Web

Course Revision – Des, Out

Recommend

357. CAS 214 –Beginning ColdFusion/CFML

Course Revision – Des, Out

Recommend description:

Introduces dynamic websites that run on ColdFusion or one of its Open Source competitors. Explores CFML, a simplified tag-based coding language which dramatically reduces development time. Covers server-side techniques such as responding to data submitted from forms, passing information between web pages, retrieving information from a database, managing sessions, and displaying text/images on the screen in response to user requests. Includes creation of dynamic E-Commerce or business websites using CFML. Recommended: CAS 206, CAS 213, CAS 215, and CIS 122 or equivalent; placement into RD 115 and WR 115.

358. CAS 215 – Cascading Style Sheet (CSS) and Dynamic HTML

Course Revision – Des, Out

Recommend

359. CAS 216 – Beginning Word

Course Revision – Des, Out

Recommend

360. CAS 216A – Beginning Word

Course Revision – Des, Out

Recommend

361. CAS 231 – Publisher

Course Revision – Des, Out

Recommend

362. CAS 232 – Desktop Publishing: InDesign

Course Revision – Des, Out

Recommend

363. CAS 275 – Intermediate Flash

Course Revision – Des, Out, Req

Recommend

364. ART 115 – Basic Design- 2D Foundations

Course Revision – Title, Des, Out

Postponed at SAC Request

365. ART 116 – Basic Design – Color Foundations

Course Revision – Title, Des, Out

Postponed at SAC Request

366. ART 117 – Basic Design – 3D Foundations

Course Revision – Title, Des

Postponed at SAC Request

367. ART 270 – Printmaking

Course Revision – Des, Out

Recommend

368. ART 271 – Printmaking II

Course Revision – Des, Out

Recommend

369. ART 290 – Sculpture: Plaster/Clay

Course Revision – Des, Out

Recommend outcomes:

* Find and develop creative ways to solve problems using a variety of strategies for making sculpture with plaster and clay.

* Create personal works of sculpture, which demonstrate an introductory level of understanding of sculptural ideas, and the processes, materials, and techniques associated with clay and plaster (including but not limited to: mold making, casting, and direct construction over armatures).

* Ask meaningful questions, identify ideas and issues, and develop a basic vocabulary so as to be able to actively participate in a critical dialogue about sculpture with others.

- * Understand, interpret, and enjoy sculpture of the past and the present from different cultures so as to be able to initiate a lifelong process of expanding knowledge on the diversity of perspectives of the human experience.
- * Develop a heightened awareness of the physical world, the nature of the relationship of human beings to it, and our impact on it via the experience of making sculpture with plaster and clay
- * Use self-critiquing skills so as to develop autonomous expression through sculpture in plaster and clay while recognizing the standards and definitions already established by both contemporary and historical works of art from different cultures.

370. ART 291 – Sculpture: Carving
Course Revision – Des, Out

Recommend outcomes:

- * Find and develop creative ways to solve problems using a variety of strategies for making sculpture with materials that may be carved (e.g. stone, wood, salt, soap, wax, bone, foam etc.)
- * Create personal works of sculpture, which demonstrate an introductory level of understanding of sculptural ideas, and the processes, materials, and techniques associated with carving.
- * Ask meaningful questions, identify ideas and issues, and develop a basic vocabulary to be able to actively participate in a critical dialogue about sculpture with others.
- * Understand, interpret, and enjoy sculpture of the past and the present from different cultures to initiate a lifelong process of expanding knowledge on the diversity of perspectives of the human experience.
- * Develop a heightened awareness of the physical world, the nature of the relationship of human beings to it, and our impact on it via the experience of making carved sculptures.
- * Use self-critiquing skills to develop autonomous expression through carved sculpture while recognizing the standards and definitions already established by both contemporary and historical works of art from different cultures.

371. ART 292 – Sculpture: Mixed Media
Course Revision – Des, Out

Recommend outcomes:

- * Find and develop creative ways to solve problems using a variety of strategies for making mixed media sculpture.
- * Create personal works of sculpture, which demonstrate an introductory level of understanding of sculptural ideas, materials and techniques associated with mixed media.
- * Ask meaningful questions, identify ideas and issues, and develop a basic vocabulary so as to be able to actively participate in a critical dialogue about sculpture with others.
- * Understand, interpret, and enjoy sculpture of the past and the present from different cultures so as to be able to initiate a lifelong process of expanding knowledge on the diversity of perspectives of the human experience.
- * Develop a heightened awareness of the physical world, the nature of the relationship of human beings to it, and our impact on it via the experience of making mixed media sculpture.
- * Use self-critiquing skills so as to develop autonomous expression through mixed media sculpture while recognizing the standards and definitions already established by both contemporary and historical works of art from different cultures.

372. ART 293 – Figure Sculpture
Course Revision – Des, Out

Recommend outcomes:

- * Find and develop creative ways to solve problems using a variety of strategies for making figure sculpture

- * Create personal works of sculpture, which demonstrate an introductory level of understanding of sculptural ideas, and the processes, materials, and techniques involved in figure sculpture
- * Ask meaningful questions, identify ideas and issues, and develop a basic vocabulary to be able to actively participate in a critical dialogue about figure sculpture with others
- * Understand, interpret, and enjoy figure sculpture of the past and the present from different cultures to initiate a lifelong process of expanding knowledge on the diversity of perspectives of the human experience.
- * Develop a heightened awareness of the physical world, the nature of the relationship of human beings to it, and our impact on it via the experience of making figure sculpture.
- * Use self-critiquing skills to develop autonomous expression through figure sculpture while recognizing the standards and definitions already established by both contemporary and historical works of art from different cultures.

373. ART 294 – Sculpture: Metals

Course Revision – Des, Out

Recommend outcomes:

- * Find and develop creative ways to solve problems using a variety of strategies for making metal sculpture.
- * Create personal works of sculpture, which demonstrate an introductory level of understanding of sculptural ideas, and the materials and techniques associated with metal sculpture including but not limited to: welding, cold connections, forming and finishing).
- * Ask meaningful questions, identify ideas and issues, and develop a basic vocabulary so as to be able to actively participate in a critical dialogue about sculpture with others.
- * Understand, interpret, and enjoy sculpture of the past and the present from different cultures so as to be able to initiate a lifelong process of expanding knowledge on the diversity of perspectives of the human experience.
- * Develop a heightened awareness of the physical world, the nature of the relationship of human beings to it, and our impact on it via the experience of making metal sculpture.
- * Establish self-critiquing skills so as to develop autonomous expression through metal sculpture while recognizing the standards and definitions already established by both contemporary and historical works of art from different cultures.

374. ART 115 – Basic Design- 2D Foundations

Designation – General Education

Postponed at SAC Request

375. ART 116 – Basic Design – Color Foundations

Designation – General Education

Postponed at SAC Request

376. ART 117 – Basic Design – 3D Foundations

Designation – General Education

Postponed at SAC Request

377. ART 270 – Printmaking

Designation – General Education

Recommend

378. ART 271 – Printmaking II

Designation – General Education

Recommend

379. ART 290 – Sculpture: Plaster/Clay

Designation – General Education

Recommend

380. ART 291 – Sculpture: Carving

Designation – General Education

Recommend

381. ART 292 – Sculpture: Mixed Media

Designation – General Education

Recommend

382. ART 293 – Figure Sculpture

Designation – General Education

Recommend

383. ART 294 – Sculpture: Metals

Designation – General Education

Recommend

384. ESOL 159 – VESL Support Course

Course Revision – Number change to ESOL 59

Recommend

385. ESOL 59 – VESL Support Course

Course Revision – Number change to ESOL59N

Recommend

386. FP 111 – Firefighter I Skills Academy

Course Revision – Title, Des, Out

Recommend description:

Covers basic tools, procedures, techniques and safety precautions utilized by firefighters, during fire ground operations. Includes comprehensive training in individual firefighting skills. Involves transfer of knowledge obtained from classroom instruction to drill ground application, during hands-on training. Prerequisite: WR 115, RD 115 and MTH 20 or equivalent placement test scores, and FP 101.

387. FP 112 – Firefighter II Skills Academy

Course Revision – Title, Des, Out

Recommend description:

Covers tools, procedures, techniques and safety precautions utilized by firefighters, during fire ground operations. Includes comprehensive training in firefighting skills related to fire company evolutions. Involves transfer of knowledge obtained from classroom instruction to drill ground application, during hands-on live fire training. Prerequisite: FP 111.

388. FP 123 – Hazardous Materials Awareness/Operation
Contact/Credit Hour Change

Recommend

389. FP 200 – Fire Service Hydraulics and Water Supply
Course Revision – Title, Des, Req, Out

Recommend

390. HIM 293 – Health Information Directed Practice 2
Course Revision – Title, Des, Req, Out

Recommend description:

Provides practicum experience in health information management functions utilizing medical record technologies in a classroom simulation and/or under the direct supervision of facility personnel in local health care facilities. Prerequisites: HIM 270.

and outcomes:

1. Utilize knowledge and apply skills required of a Registered Health Information Technician (RHIT) in a Health Information Management department setting.
2. Analyze patient health records for purposes of improving documentation quality, assignment of diagnosis and procedural billing codes, and collection and reporting of data for internal and external customers.
3. Work within the ethical and professional parameters of the HIM code of ethics as outlined by the American Health Information Management Association.

391. HIM 293 – Health Information Directed Practice 2
Contact/Credit Hour Change

Recommend

392. MTH 91 – Intermediate Algebra Part 1
Course Revision – Des

Recommend description:

Explores functions graphically and symbolically with an emphasis on function notation. Investigates functions, equations and graphs involving linear rational, and absolute value expressions. Integrates technology throughout. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Must take both MTH 91 and MTH 92 to satisfy MTH 95 requirements. Prerequisite: MTH 63, MTH 65 or MTH 70 and placement into WR 115. Audit available.

393. MTH 92 – Intermediate Algebra Part 2
Course Revision – Des

Recommend description:

Explores functions graphically and symbolically with an emphasis on function notation. Investigates functions, equations and graphs involving quadratic, rational, and radical expressions. Integrates technology throughout. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Must take both MTH 91 and MTH 92 to satisfy MTH 95 requirements. Prerequisites: MTH 91 and placement into WR 115. Audit available.

394. MA 180 – Coding and Reimbursement
Contact/Credit Hour Change

Recommend

Portland Community College

Arts and Letters General Education/Discipline Studies List Request Form

If this request is accompanying a New Course Request, the New Course Request will continue forward separately and the Gen Ed/Discipline Studies request will be put on hold pending state approval of the new course.

Lower Division Collegiate (LDC) courses that apply for General Education/Discipline Studies status must:

1. Be available to all PCC students who meet the prerequisites for the course.

2. Ensure that the appropriate AAOT Discipline Studies outcomes and criteria are reflected in the course's outcomes.

If you need to revise your course outcomes, you must complete a Course Revision form.

3. Verify Course Transfer Status using the General Education Transferability Status form.

<http://www.pcc.edu/resources/academic/eac/curriculum/resources/forms/GenEdTransferability.doc>

4. Have the Standard Prerequisites unless the SAC has completed the Prerequisite Opt-Out form and that request is approved.

5. Be an LDC course that is eligible for the AAOT Discipline Studies List.

Check with the Curriculum Office if you have questions about AAOT eligibility.

Note:

For additional information on the first five steps above, please refer to the General Education/Discipline Studies List Request Information Sheet available on the curriculum forms download page.

[General Education Request Information](#)

6. Complete the contact information:

Person Submitting This Request	Name	E-mail Address
	Andrew Cohen	Andrew.cohen
SAC Chair	Name	E-mail Address
	Andrew Cohen	
SAC Admin Liaison	Name	E-mail Address
	Dave Stout	Dstout

7. Complete the following Course Information:

Course Prefix and Number:	WR240	Course Title:	Creative Writing-Nonfiction
Course Credits:	4	Gen Ed Category:	Arts and Letters

Save this document as the course prefix and number.
Send completed form electronically to curriculum@pcc.edu

Course Prefix and Number:	WR240	Course Title:	Creative Writing-Nonfiction
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Course Description:	Introduces creative nonfiction and the writing of essays using creative techniques, such as personal narrative, memoir, nature and travel writing, and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis. Prereq: WR121
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Course Outcomes:	<p>Read a wide range of established creative nonfiction writers to learn techniques demonstrated in their work.</p> <p style="padding-left: 40px;">Employ creative writing techniques drawn from fiction, poetry, and scriptwriting, such as characterization, setting, descriptive detail, concreteness, dialogue, flashbacks, juxtaposition, metaphor, voice, tone, formality and informality; alternate narrative summary and scene.</p> <p>Use self-reflection and techniques for employing the imagination to generate new essays and then to revise the essays, using techniques for “re-entering” or “re-seeing” a piece of writing.</p> <p>Use critical thinking and problem solving to critique others' poems and communicate suggestions about strengths and weaknesses of drafts to peers.</p> <p>Engage subjects by participating directly in the action being written about, such as by doing in-depth, in-person interviews and designing an experience and then pursuing the experience it with the foreknowledge that the experience will constitute the basis of an essay; take notes, develop point of view and thesis; participate, investigate, observe, and prewrite—common qualities of journalistic activity</p>
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8. Address PCC’s General Education Philosophy Statement:

- The faculty of Portland Community College affirms that a prime mission of the college is to aid in the development of educated citizens. Ideally, such citizens possess:
- A. understanding of their culture and how it relates to other cultures
 - B. appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures
 - C. understanding of themselves and their natural and technological environments
 - D. ability to reason qualitatively and quantitatively
 - E. ability to conceptually organize experience and discern its meaning
 - F. aesthetic and artistic values

G. understanding of the ethical and social requirements of responsible citizenship
Such endeavors are a lifelong undertaking. The General Education component of the associate degree programs represent a major part of the college's commitment to that process.

General Education/Discipline Studies courses address, to some degree, all elements of PCC's Philosophy Statement. To be considered for the PCC General Education/Discipline Studies List, at least four elements of the Philosophy Statement must be addressed in depth. The Curriculum/General Education Committee members will use the following criteria when evaluating the request:

- a. The course includes a wide spectrum of concepts and/or a variety of theoretical models.
- b. The course attempts an examination or analysis of the discipline to which it belongs.
- c. The course explores questions related to values, ethics and belief within the human experience.
- d. The course examines the relationship of its material to other disciplines and attempts to place it in historical perspective.

A. Understanding of their culture and how it relates to other cultures.	Reading works from a variety of established authors will help students understand their culture and how it relates to other cultures.
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B. Appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures.	The reading of nonfiction from other eras and other cultures as models for their own personal writing generates an appreciation of personal and public history from both global and personal perspectives. Many essays conflicts and tensions resulting from gender differences, which inevitably becomes a subject of discussion.
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C. Understanding of themselves and their natural and technological environments.	The writing of personal essays is an exploration of the self's relation to the greater world. All subjects are open for exploration in the students' creative writing, which means that natural, built, and technological environments become part of their writing.
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D. Ability to reason qualitatively and quantitatively.	
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<p>E. Ability to conceptually organize experience and discern its meaning.</p>	<p>Creative writing is the practice of conceptually organizing experience and making sense of its meaning—or, because meaning actually exists only in people and not in experience, <i>creating</i> meaning out of the chaos of experience.</p>
<p>F. Aesthetic and artistic values.</p>	<p>As with all creative writing courses, this course centers on the study and development of aesthetic and artistic values.</p>
<p>G. Understanding of the ethical and social requirements of responsible citizenship.</p>	<p>Students develop an understanding of ethical and social requirements of citizenship both in the community of the classroom, where in speech and in writing they critique the work of the other students—a risky, emotion-charged business demanding the ultimate in tact and fairness—and in the larger world where a culture’s literature defines its values.</p>

Arts and Letters
<p>Outcomes:</p>
<p>As a result of taking General Education Arts & Letters courses, a student should be able to:</p> <ul style="list-style-type: none"> • Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and • Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.
<p>Criteria:</p>
<p>A course in Arts & Letters should:</p> <ol style="list-style-type: none"> 1. Introduce the fundamental ideas and practices of the discipline and allow students to apply them. 2. Elicit analytical and critical responses to historical and/or cultural works, such as literature, music, language, philosophy, religion, and the visual and performing arts. 3. Explore the conventions and techniques of significant forms of human expression. 4. Place the discipline in a historical and cultural context and demonstrate its relationship with other discipline. 5. Each course should also do at least one of the following: <ul style="list-style-type: none"> • Foster creative individual expression via analysis, synthesis, and critical evaluation; • Compare/contrast attitudes and values of specific historical periods or world cultures; and

- Examine the origins and influences of ethical or aesthetic traditions.

List the course outcome(s) from the course's CCOG that clearly reflect the above outcomes and criteria.*

Read a wide range of established creative nonfiction writers to learn techniques demonstrated in their work.

Employ creative writing techniques drawn from fiction, poetry, and scriptwriting, such as characterization, setting, descriptive detail, concreteness, dialogue, flashbacks, juxtaposition, metaphor, voice, tone, formality and informality; alternate narrative summary and scene.

Use self-reflection and techniques for employing the imagination to generate new essays and then to revise the essays, using techniques for “re-entering” or “re-seeing” a piece of writing.

Use critical thinking and problem solving to critique others' poems and communicate suggestions about strengths and weaknesses of drafts to peers.

Engage subjects by participating directly in the action being written about, such as by doing in-depth, in-person interviews and designing an experience and then pursuing the experience it with the foreknowledge that the experience will constitute the basis of an essay; take notes, develop point of view and thesis; participate, investigate, observe, and prewrite—common qualities of journalistic activity

***Note:** It must be clearly evident that the above outcomes are addressed within the course's outcomes.

How does the course enable a student to “interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life”?**

Students read and interpret essays from around the world, and they write essays.

How does the course enable a student to “critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues”?**

Students analyze the writing of established writers from different eras and countries, and engage in textual analysis which, as in any course that studies literature, involves analyzing “values and ethics within a range of human experience and expression.”

***Note:** Between your answers to the two outcomes questions above, you need to address all of the first four criteria as well as at least one of the criteria listed in the second set of three.

Portland Community College

Arts and Letters General Education/Discipline Studies List Request Form

If this request is accompanying a New Course Request, the New Course Request will continue forward separately and the Gen Ed/Discipline Studies request will be put on hold pending state approval of the new course.

Lower Division Collegiate (LDC) courses that apply for General Education/Discipline Studies status must:

1. Be available to all PCC students who meet the prerequisites for the course.

2. Ensure that the appropriate AAOT Discipline Studies outcomes and criteria are reflected in the course's outcomes.

If you need to revise your course outcomes, you must complete a Course Revision form.

3. Verify Course Transfer Status using the General Education Transferability Status form.

<http://www.pcc.edu/resources/academic/eac/curriculum/resources/forms/GenEdTransferability.doc>

4. Have the Standard Prerequisites unless the SAC has completed the Prerequisite Opt-Out form and that request is approved.

5. Be an LDC course that is eligible for the AAOT Discipline Studies List.

Check with the Curriculum Office if you have questions about AAOT eligibility.

Note:

For additional information on the first five steps above, please refer to the General Education/Discipline Studies List Request Information Sheet available on the curriculum forms download page.

[General Education Request Information](#)

6. Complete the contact information:

Person Submitting This Request	Name	E-mail Address
	Andrew Cohen	Andrew.cohen
SAC Chair	Name	E-mail Address
	Andrew Cohen	
SAC Admin Liaison	Name	E-mail Address
	Dave Stout	Dstout

7. Complete the following Course Information:

Course Prefix and Number:	WR248	Course Title:	Creative Writing-Nonfiction
Course Credits:	4	Gen Ed Category:	Arts and Letters

Save this document as the course prefix and number.

Send completed form electronically to curriculum@pcc.edu

Course Prefix and Number:	WR248	Course Title:	Creative Writing-Nonfiction
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Course Description:	<p>Extends the introduction of creative nonfiction and the writing of essays using creative techniques, such as personal narrative, memoir, nature and travel writing, and literary journalism. Explores the works of established writers for forms, techniques and styles as a context for the production of creative nonfiction for class discussion and analysis. Prereq: WR 240 or instructor permission.</p>
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Course Outcomes:	<p>Read a wide range of established creative nonfiction writers to learn techniques demonstrated in their work.</p> <p style="text-align: center;">Employ creative writing techniques drawn from fiction, poetry, and scriptwriting, such as characterization, setting, descriptive detail, concreteness, dialogue, flashbacks, juxtaposition, metaphor, voice, tone, formality and informality; alternate narrative summary and scene.</p> <p>Engage subjects by participating directly in the action being written about, such as by doing in-depth, in-person interviews or designing an experience, and then pursuing the experience with the foreknowledge that the experience will constitute the basis of an essay.</p> <p style="text-align: center;">Employ critical thinking and problem-solving techniques to critique others' essays constructively and use criticism of their own essays and self-reflection to revise their own essays for publication</p> <p style="text-align: center;">Engage in the local writing scene, becoming familiar with creative nonfiction websites, awards, readings, workshops, and publication opportunities, and submit manuscripts for publication or performance.</p>
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8. Address PCC's General Education Philosophy Statement:

The faculty of Portland Community College affirms that a prime mission of the college is to aid in the development of educated citizens. Ideally, such citizens possess:

- A. understanding of their culture and how it relates to other cultures
- B. appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures
- C. understanding of themselves and their natural and technological environments

D. ability to reason qualitatively and quantitatively
 E. ability to conceptually organize experience and discern its meaning
 F. aesthetic and artistic values
 G. understanding of the ethical and social requirements of responsible citizenship
 Such endeavors are a lifelong undertaking. The General Education component of the associate degree programs represent a major part of the college's commitment to that process.

General Education/Discipline Studies courses address, to some degree, all elements of PCC's Philosophy Statement. To be considered for the PCC General Education/Discipline Studies List, at least four elements of the Philosophy Statement must be addressed in depth. The Curriculum/General Education Committee members will use the following criteria when evaluating the request:

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A. Understanding of their culture and how it relates to other cultures.	Reading works from a variety of established authors will help students understand their culture and how it relates to other cultures.
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B. Appreciation of history both from a global perspective and from a personal perspective, including an awareness of the role played by gender and by various cultures.	The reading of nonfiction from other eras and other cultures as models for their own personal writing generates an appreciation of personal and public history from both global and personal perspectives. Many essays conflicts and tensions resulting from gender differences, which inevitably becomes a subject of discussion.
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C. Understanding of themselves and their natural and technological environments.	The writing of personal essays is an exploration of the self's relation to the greater world. All subjects are open for exploration in the students' creative writing, which means that natural, built, and technological environments become part of their writing.
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D. Ability to reason qualitatively and quantitatively.	
E. Ability to conceptually organize experience and discern its meaning.	Creative writing is the practice of conceptually organizing experience and making sense of its meaning—or, because meaning actually exists only in people and not in experience, <i>creating</i> meaning out of the chaos of experience.
F. Aesthetic and artistic values.	As with all creative writing courses, this course centers on the study and development of aesthetic and artistic values.
G. Understanding of the ethical and social requirements of responsible citizenship.	Students develop an understanding of ethical and social requirements of citizenship both in the community of the classroom, where in speech and in writing they critique the work of the other students—a risky, emotion-charged business demanding the ultimate in tact and fairness—and in the larger world where a culture’s literature defines its values.

Arts and Letters
Outcomes:
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Criteria:
<p>A course in Arts & Letters should:</p> <ol style="list-style-type: none"> 1. Introduce the fundamental ideas and practices of the discipline and allow students to apply them. 2. Elicit analytical and critical responses to historical and/or cultural works, such as literature, music, language, philosophy, religion, and the visual and performing arts. 3. Explore the conventions and techniques of significant forms of human expression. 4. Place the discipline in a historical and cultural context and demonstrate its relationship with other

discipline.

5. Each course should also do at least one of the following:

- Foster creative individual expression via analysis, synthesis, and critical evaluation;
- Compare/contrast attitudes and values of specific historical periods or world cultures; and
- Examine the origins and influences of ethical or aesthetic traditions.

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Engage subjects by participating directly in the action being written about, such as by doing in-depth, in-person interviews and designing an experience and then pursuing the experience it with the foreknowledge that the experience will constitute the basis of an essay; take notes, develop point of view and thesis; participate, investigate, observe, and prewrite—common qualities of journalistic activity

Employ critical thinking and problem-solving techniques to critique others' essays constructively and use criticism of their own essays and self-reflection to revise their own essays for publication

Engage in the local writing scene, becoming familiar with creative nonfiction websites, awards, readings, workshops, and publication opportunities, and submit manuscripts for publication or performance.

***Note:** It must be clearly evident that the above outcomes are addressed within the course's outcomes.

How does the course enable a student to “interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life”?**

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How does the course enable a student to “critically analyze values and ethics

Students analyze the writing of established writers from different eras and countries, and engage in textual

within a range of human experience and expression to engage more fully in local and global issues”?**

analysis which, as in any course that studies literature, involves analyzing “values and ethics within a range of human experience and expression.”

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