Curriculum Committee Agenda

March 18, 2022 (8-9:30am)

	Presenter	Action
1. Welcome and Introductions	**Chair**	
2. Approval of Minutes	**Chair**	Approval
3. Consent Agenda a. Course Number Changes b. Course Title Change c. Reviewed Outlines for Approval	**Chair**	Approval
4. Course and Program Approvals		
a. **New Courses**		
a. IMT-262, 263, 264, 268	**Shelly Tracy**	Approval/22.SP
b. MA-100	**Sarah Parker**	Approval/22.SP
b. **Educational Focus Area (EFA) Health Professions**	**Curriculum Office**	Info/22.SU
c. **Clinical Lab Changes**		
a. **Suspension:** Clinical Laboratory Assistant/Phlebotomy CC	**Virginia Chambers**	Approval/22.SU
b. **Inactivations:** CLA-100, 101, 101L, 102, 102L, 115, 118, 118L, 120, 123		Approval/22.SU
d. **Program Learning Outcomes**		
a. Early Childhood Education & Family Studies AAS	**Dawn Hendricks**	Info/22.SU
e. **IDTD Changes**	**Mike Mattson**	Approval/22.SU
a. Amendments: IMT AAS and CC		
b. New Program: Mechatronics CC		
5. Old Business a.		
6. New Business a. Courses Scheduled for Inactivation 2023 (1st Reminder)	**Curriculum Office**	
7. Closing Comments a.		

Curriculum Committee Minutes

March 4, 2022 (8-9:30am)

Present: Dustin Bare, Nora Brodnicki, Rick Carino, Elizabeth Carney, Amanda Coffey, Jeff Ennenga, Megan Feagles (Recorder), Bev Forney, Sue Goff, Dawn Hendricks, Shalee Hodgson, Kerrie Hughes (Alternate Chair), Jason Kovac, Kara Leonard, Lupe Martinez, Mike Mattson, Patricia McFarland, Scot Pruyn (Chair), Lisa Reynolds, Cynthia Risan, Charles Siegfried, Tara Sprehe, Sarah Steidl, Andrea Vergun, Helen Wand, Jim Wentworth-Plato
Guests: Abe Fouhy, Ni'Cole Sims
Absent: ASG, George Burgess, Eden Francis, Sharron Furno, Alice Lewis, Tracy Nelson, David Plotkin, Terrie Sanne, Dru Urbassik

---

1. **Welcome & Introductions**

2. **Approval of Minutes**
   a. Approval of the February 18, 2022 minutes

   Motion to approve, approved

3. **Consent Agenda**
   a. Course Number Changes
   b. Course Title Change
   c. Reviewed Outlines for Approval

   Motion to approve, approved

4. **Course and Program Approvals**
   a. **New Course**
      i. RET-220
         1. Abe Fouhy presented
         2. Will be part of the Renewable energy programs
         3. SCADA is becoming more important in the industry

   Motion to approve, approved

      ii. ES-211
         1. Lupe Martinez Zapata presented
         2. Send to Gen Ed Review team once approved.
         3. Developing a series of new courses with the goal of them becoming part of a degree in Ethnic Studies.
         4. Working with OSU and PSU on transferability
         5. Change SLO 2 to “identify and place”
         6. Elizabeth and Lupe will meet to edit the SLOs

   Motion to approve, approved

   b. **APR Changes**

   Shalee Hodgson presented

      i. **Course Hours, Instructional Method, Credits Change**
         1. APR-104MA
            a. Currently 24 LECT, 2 Credits, changing to 33 LECT, 3 credits to match equivalent course MFG-104
         2. APR-111MA
            a. Currently 66-198 LE/LA, 3-9 credits, changing to 88 LE/LA, 4 credits to match equivalent course MTT-111
         3. APR-112MA
            a. Currently 66-198 LE/LA, 3-9 credits, changing to 88 LE/LA, 4 credits to match equivalent course MTT-112

   Motion to approve, approved

      ii. **New Courses**
         1. APR-113MA
            a. New course for Industrial Mechanics and Maintenance Technology Apprenticeship AAS. Equivalent to MTT-113.

2. APR-203MA
    a. New course for Industrial Mechanics and Maintenance Technology Apprenticeship AAS. Equivalent to MTT-203.
3. APR-254MA
    a. New course for Industrial Mechanics and Maintenance Technology Apprenticeship AAS. Equivalent to MTT-254.

Motion to approve, approved

iii. **Amendments**

1. Industrial Mechanics and Maintenance Technology Apprenticeship AAS
    a. Reflecting APR-104MA, APR-111MA, and APR-112MA credit changes. Adding in APR-113MA, APR-203MA, and APR-254MA. No overall credit change.
2. Mechanics and Maintenance Apprenticeship Technologies: Trade Worker Apprenticeship Technologies CPCC
    a. Reflecting APR-104MA, APR-111MA, and APR-112MA credit changes. Total credits change from 28 to 25.

Motion to approve, approved

iv. **Program Learning Outcomes**

1. Construction Trades, General Apprenticeship AAS
2. Construction Trades, General Apprenticeship CC
3. Manual Apprenticeship Trades CPCC
4. Electrician Apprenticeship Technologies AAS
5. Electrician Apprenticeship Technologies CC
6. Limited License Electrician Apprenticeship Technologies CPCC
7. Industrial Mechanics and Maintenance Technology Apprenticeship AAS
8. Mechanics and Maintenance Apprenticeship Technologies: Trade Worker Apprenticeship Technologies CPCC
    a. All the updates come directly from Oregon Community College Apprenticeship Consortium (OCCAC). To ensure transferability, the PLOs are aligned across the OCCAC.

c. **Amendment**

i. Emergency Management Professional AAS

1. Shalee Hodgson presented
2. Added specific FRP courses to the Wildland Fire focus area.
3. Changed the list of elective subjects for each focus area to remove SAR and include BA and EC

Motion to approve, approved

d. **Machine Tool Technology**

Mike Mattson presented

i. **Course Hours, Instruction Method, Credits Change**

1. MFG-102
    a. Currently 1 credit, 22 LE/LA, changing to 1-3 credits, 22-66 LE/LA
2. MTT-111
    a. Currently 5 credits, 110 LE/LA, changing to 4 credits, 88 LE/LA
3. MTT-112
    a. Currently 5 credits, 110 LE/LA, changing to 4 credits, 88 LE/LA
4. MTT-113
    a. Currently 5 credits, 110 LE/LA, changing to 4 credits, 88 LE/LA
5. MTT-121
    a. Currently 3 credits, 66 LE/LA, changing to 4 credits, 88 LE/LA

Motion to approve, approved

ii. **New Courses**

1. IMT-230
    a. Will be in the IMT program. Covers residential and industrial/commercial needs

Motion to approve, approved

iii. **Machine Tool Amendments**

1. Machine Tool Technology AAS

a. Only changes are the MTT credit changes. Overall credits change from 98-101 to 96-99
2. Machine Tool Technology CC
    a. Only changes are the MTT credit changes. Overall credits change from 52 to 50
3. CNC Operator CPCC
    a. Only changes are the MTT credit changes. No change to overall credits.
    b. Add the note about substituting MTH-050 for this program.
        i. Done by MCF on 3/4/22

Motion to approve, approved

iv. Industrial Maintenance Technology Amendments
1. Industrial Maintenance Technology AAS
    a. Replaced COMM-100 with general HR Related Instruction requirement. Added EET-215, EET-225, EET-235, HD-209, IMT-230. Removed CDT-103 or CDT-108A, IMT-139, IMT-215, IMT-225, IMT-239. Added MTT to list of eligible electives
    b. Total credits change from 98 to 97-98
    c. More than 30% change. Will have to suspend and recreate program with CCWD.
2. Industrial Maintenance Technology CC
    a. Replaced COMM-100 with general HR Related Instruction requirement. Removed IMT-139, MFG-280. Added IMT-220. Added MTT to list of eligible electives.
    b. Total Credits change from 51 to 52
3. Industrial Maintenance Technology Mechanical Maintenance CC
    a. Replaced COMM-100 with general HR Related Instruction requirement. Added IMT-220. Removed MET-170, MFG-280. Added MTT to list of eligible electives.
    b. Total credits change from 49 to 47

Motion to approve, approved

v. CAM Amendment
1. Computer-Aided Manufacturing AAS
    a. Mike Mattson presented
    b. Added a lot of MTT courses, removed a lot of MFG courses. Removed electives
    c. Total credits change from 98 to 96-97
    d. More than 30% change. Will have to suspend and recreate program with CCWD.

Motion to approve, approved

e. **New Program**
i. Computer-Aided Drafting (CAD) CC
1. Mike Mattson presented
2. The program used to be offered, but was suspended. Many of the classes were still offered.
3. Met with an advisory committee and they suggested bringing back a certificate.
    a. Add the note about substituting MTH-050 for this program.
        i. Done by MCF on 3/4/22

Motion to approve, approved

5. Old Business
a.

6. New Business
a.

7. Closing Comments
a.

-Meeting Adjourned-

Next Meeting: March 18, 2022 (8-9:30am)

Clackamas Community College

CONSENT AGENDA

March 18, 2022

1. Course Title Change

Course	Current Title	Proposed Title

2. Course Number Change

Course	Title	Proposed Course Number

3. Outlines Reviewed for Approval

Course	Title	Implementation
AB-226	Collision Repair V/Advanced Structural	2022/SP
ABR-227	Restoration Practices	2022/SP
BI-112	General Biology for Health Sciences	2022/SP
BI-163	Malheur Field Trip	2022/SP
BI-165C	Natural History of the Oregon Coast	2022/SP
BI-165CL	Natural History of the Oregon Coast with Lab	2022/SP
CJA-201	Juvenile Delinquency	2022/SP
MA-112	Medical Office Practices	2022/SP
MA-117	Clinical Lab Procedures I	2022/SP
MA-117L	Clinical Lab Procedures I Lab	2022/SP
MA-118	Examination Room Techniques	2022/SP
MUP-174J	Individual Lessons: Jazz Voice	2022/SP
MUP-274J	Individual Lessons: Jazz Voice	2022/SP

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: AUWD

Submitter

First Name: Mark
Last Name: House
Phone: 6348
Email: markh

Course Prefix and Number: AB - 226

 # Credits: 6

Contact hours

Lecture (# of hours):
Lec/lab (# of hours): 132
Lab (# of hours):
Total course hours: 132

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Collision Repair V/Advanced Structural

Course Description:

Uses the latest high quality, productive techniques and equipment to repair vehicles to pre-collision condition. Covers the refined collision repair processes for today's workplace.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Automotive Technology AAS

Are there prerequisites to this course?

Yes

Pre-reqs: AB-224

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Fall
✓ Winter
✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate an industry acceptable repair on both full-frame and unibody vehicles, including structural, non-structural, cosmetic, and mechanical repairs;
2. demonstrate advanced measuring system diagnostics on full-frame and unibody vehicles,
3. prepare a blueprint of repairs to be completed on a vehicle,
4. identify hidden damage after teardown of a vehicle.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Estimating Repair Costs.
2. Planning the Repair.
a. Accessibility- trim removal.
b. Parts inspection.
c. Parts Procurement.
3. Executing the Repair.
a. Frame and Structural Alignment.
b. Panel Replacement.
c. Panel Repairs.
d. Repair of Mechanical Components.
e. Corrosion Protection.
f. Trim Installation.
4. Comprehensive vehicle inspection (Quality Control).

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: AUWD

Submitter

First Name: Mark
Last Name: House
Phone: 6348
Email: markh

Course Prefix and Number: ABR - 227

 # Credits: 6

Contact hours

Lecture (# of hours):
Lec/lab (# of hours): 132
Lab (# of hours):
Total course hours: 132

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Restoration Practices

Course Description:

Designed for students who wish to broaden their skills base in the upper end refinish market. Projects will be considerably more challenging, with standards and expectations set higher.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Automotive Technology AAS

Are there prerequisites to this course?

Yes

Pre-reqs: ABR-225

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Fall
✓ Winter
✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate the advanced skills needed to apply high-end automotive finishes to a variety of surfaces,
2. demonstrate the advanced skills in color matching and tinting of colors,
3. demonstrate skill in advanced masking techniques,
4. demonstrate advanced skill in difficult surface preparation.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1.All projects undertaken will be chosen on the basis of a particular need or skill to be emphasized. The student and instructor will select projects that will help to develop the skills necessary to refinish damaged or corroded automotive surfaces.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: Sciences

Submitter

First Name: Jennifer
Last Name: Bown
Phone: 3348
Email: jenb

Course Prefix and Number: BI - 112

 # Credits: 4

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours): 33
Total course hours: 66

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: General Biology for Health Sciences

Course Description:

A one-term preparatory course that introduces the Health Occupations student to the scientific method, molecular and cellular biology, principles of inheritance, homeostasis, natural selection, tissues, and organ systems. Topics and skills covered prepare students to enter BI-231 and BI-234.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

Yes

Check which General Education requirement:

✓ Science & Computer Science

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

Yes

Co-reqs: BI-112L

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: MTH-060 or MTH-098 or placement in MTH-065, and WRD-098 or placement in WR-121. Recommended Corequisites: CH-112

Requirements:

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Summer**
✓ **Fall**
✓ **Winter**
✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate the ability to comprehend and communicate basic scientific principles and concepts important to an understanding major topics relating to health sciences; (SC1) (SC2)
2. gather research materials utilizing scientific journals and appropriate internet sites to address cellular processes, specific body systems and disease processes affecting those; (SC1)
3. apply the scientific method by designing and conducting experiments, analyzing data, and writing formal scientific reports discussing the process; (SC2)
4. comprehend topics related to cellular biology in order to explore the cell types, structures, processes and their biochemical basis; (SC1)
5. demonstrate the integration of tissue types into organs and organ systems and apply the integration to the different homeostatic mechanisms in the human body. (SC1)

AAOT/ASOT GENERAL EDUCATION OUTCOMES

AAOT/ASOT GENERAL EDUCATION OUTCOMES

COURSE OUTLINE MAPPING CHART

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

P 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

2. Locate, evaluate, and ethically utilize information to communicate effectively.

3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

1. Engage in ethical communication processes that accomplish goals.

2. Respond to the needs of diverse audiences and contexts.

3. Build and manage relationships.

MA: Mathematics Outcomes:

P 1. Use appropriate mathematics to solve problems.

P 2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.

2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

1. Apply analytical skills to social phenomena in order to understand human behavior.

2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

S 1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.

S 2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.

S 3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CL: Cultural Literacy Outcome

1. Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

Outcomes Assessment Strategies:

✓ **General Examination**
✓ **Writing Assignments**
✓ **Thesis/Research Project**
✓ **Multiple Choice Test**
✓ **Criteria**
✓ **Rubrics**

:

Major Topic Outline:

1. Characteristics of living organisms, scientific method, the metric system.
2. The chemical basis of life, water and life, pH and life.
3. Biochemical organization of cells.
4. Microscopy, cell structure and function.
5. Energy and the cell, how enzymes work, membrane structure and function.
6. Cellular respiration to include aerobic and anaerobic pathways.
7. Mitosis and meiosis.
8. Patterns of inheritance (Mendelian genetics).
9. DNA structure and replication, protein synthesis.
10. Concepts of animal structure & function and the integration of homeostatic mechanisms to maintain the organism.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ **EOU (Eastern Oregon University)**
✓ **PSU (Portland State University)**
✓ **OIT (Oregon Institute of Technology)**
✓ **SOU (Southern Oregon University)**

✓ **OSU (Oregon State University)**
✓ **OSU-Cascade**
✓ **UO (University of Oregon)**
✓ **WOU (Western Oregon University)**

Identify comparable course(s) at OUS school(s)

LDT Biology Credit with Lab credit (OSU, PSU)

How does it transfer? (Check all that apply)

✓ **general education or distribution requirement**
✓ **general elective**
✓ **other (provide details)**: Satisfies perquisites for Nursing program

Provide evidence of transferability: (minimum one, more preferred)

✓ **Other. Please explain.**

AAOT - transfer table in CCC Catalog
OSU, PSU and University of Oregon transfer tables

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: Sciences

Submitter

First Name: Jennifer
Last Name: Bown
Phone: 3348
Email: jenb

Course Prefix and Number: BI - 163

 # Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours): 22
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Malheur Field Trip

Course Description:

Four day field trip. Study of plants, animals, geology, and history of the Northern Basin and Range ecoregion at the Malheur Environmental Field Station in southeast Oregon. Required: Student Petition.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Field trip. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?
Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)*

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Not every year

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. through journal observations, document observation of the ecology and geology of eastern Oregon, the Basin and Range region, and the Malheur region;
2. participate in scientific field experiments, analyze and interpret the results and apply them to current and historical trends in eastern Oregon and the Northern Basin and range ecoregion;
3. explain and compare strategies for plant and animal survival in desert ecosystems;
4. evaluate the issues in refuge and range management within the Basin and Range ecoregion.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Geology of eastern Oregon, the Basin and Range ecoregion and specifically Malheur county to include geothermal springs, basaltic lavas and ash flow tuffs.
2. Desert soils and hydrology and correlate their impact on plant and animal distribution.
3. Survival strategies of animals and plants to the Great Basin desert.
4. Ecology and conservation of cryptobiotic soils, and the discussion of human impacts.
5. Native people and early European settlement and the influence of the cattle industry on the environment and in particular wildlife refuges.
6. Refuge and range management of the nation's largest Federal wildlife refuge and issues related.
7. Field guides and plant keys used in identifying animals and plants.
8. Scientific journals: correct format, data collected and Latin usage.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ **PSU (Portland State University)**

✓ **OSU (Oregon State University)** ✓ **UO (University of Oregon)**

Identify comparable course(s) at OUS school(s)

OSU (BI LDT), PSU (BI LDT), UO (BI 1AAT)

How does it transfer? (Check all that apply)

✓ **general elective**
:

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: Sciences

Submitter

First Name: Jennifer
Last Name: Bown
Phone: 3348
Email: jenb

Course Prefix and Number: BI - 165C

 # Credits: 3

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Natural History of the Oregon Coast

Course Description:

Explores the natural processes that form our Northwest coastal environment: geologic development, shoreline processes, oceanography, and environmental hazards. Topics include the ecology of marine mammals, fish, birds, estuaries, tidepools, sand dunes, and coastal forests.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

Yes

Check which General Education requirement:

✓ Science & Computer Science

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Not every year**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. evaluate existing scientific explanations for coastal processes in order to develop evidence-based decisions and apply those to environmental policies and laws that affect coastal development (SC1) (SC2) (SC3);
2. describe the geologic theories that have influenced the ocean and shaped our coastlines (SC1, SC2);
3. identify the sources and effects of coastal environmental hazards including earthquakes and tsunamis (SC1) (SC2) (SC3);
4. summarize the aspects of oceanography that pertain to coastal regions(SC1) (SC2) (SC3);
5. recognize estuaries and describe their geologic origins and both abiotic and biotic features (SC1) (SC2) (SC3);
6. list the general features of coastal beaches, coastal forests and sand dunes and describe the general history of their disturbances (SC1) (SC2) (SC3);
7. identify the variety of intertidal ecosystems, their inhabitants and recognize the ecological factors influencing them and their distribution (SC1) (SC2) (SC3);
8. describe the strategies, distribution, and adaptations of marine mammals, fish, and marine birds to a life of living in a marine habitat (SC1) (SC2) (SC3).

AAOT/ASOT GENERAL EDUCATION OUTCOMES

AAOT/ASOT GENERAL EDUCATION OUTCOMES

COURSE OUTLINE MAPPING CHART

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

P 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

2. Locate, evaluate, and ethically utilize information to communicate effectively.

3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

1. Engage in ethical communication processes that accomplish goals.

2. Respond to the needs of diverse audiences and contexts.

3. Build and manage relationships.

MA: Mathematics Outcomes:

1. Use appropriate mathematics to solve problems.

P 2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.

2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

1. Apply analytical skills to social phenomena in order to understand human behavior.

2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

S 1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.

S 2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.

S 3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CL: Cultural Literacy Outcome

1. Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

Outcomes Assessment Strategies:

✓ **General Examination** ✓ **Projects**

✓ **Thesis/Research Project** ✓ **Multiple Choice Test**

✓ **Rubrics**

:

Major Topic Outline:

1. Coastal structure: plate tectonics, coastal morphology and geologic processes, historical geology of the northwest coast and coast range.
2. Environmental geology and hazards of the coast.
3. Oceanography: currents, stratification, upwelling, biologic structure of marine water.
4. Estuaries: structure, dynamics, ecological importance and degradation, environmental problems.
5. Tidepool ecology: structure and zonation, ecological adaptations, dominant plant and animal communities.
6. Coastal dunes: dune structure and succession, forest types, structure and succession.
7. Forest ecology: structure and kinds, forest nutrients and cycling, bryophytes.
8. Coastal marine mammals: whales, pinnipeds, history, natural history and current status, adaptations.
9. Marine fish common to Oregon coast, species, adaptations.
10. Coastal birds: common birds, seasonal variation, nesting areas, sea bird community structure, nesting ecology, migration patterns, special adaptations, and birding areas.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ EOU (Eastern Oregon University)
✓ OSU (Oregon State University)
✓ OSU-Cascade
✓ PSU (Portland State University)
✓ SOU (Southern Oregon University)
✓ UO (University of Oregon)
✓ WOU (Western Oregon University)

Identify comparable course(s) at OUS school(s)

BI-LDT, BI-120T, BIOL LDT

How does it transfer? (Check all that apply)

✓ **general elective**
:

Provide evidence of transferability: (minimum one, more preferred)

✓ **Other. Please explain.**

Online Transfer tables

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: Sciences

Submitter

First Name: Jennifer
Last Name: Bown
Phone: 3348
Email: jenb

Course Prefix and Number: BI - 165CL

 # Credits: 4

Contact hours

Lecture (# of hours): 33
Lec/lab (# of hours):
Lab (# of hours): 33
Total course hours: 66

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Natural History of the Oregon Coast with Lab

Course Description:

Explores the natural processes that form our Northwest coastal environment: geologic development, shoreline processes, oceanography, and environmental hazards. Topics include the ecology of marine mammals and birds, estuaries, tide pools, sand dunes and coastal forests. Lab included with field trips and lab activities.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

Yes

Check which General Education requirement:

✓ Science & Computer Science

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Not every year

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. evaluate existing scientific explanations for coastal processes in order to develop evidence-based decisions and apply those to environmental policies and laws that affect coastal development; (SC1) (SC2) (SC3)
2. describe the geologic theories that have influenced the ocean and shaped our coastlines; (SC1, SC2)
3. identify the sources and effects of coastal environmental hazards including earthquakes and tsunamis; (SC1) (SC2) (SC3)
4. summarize the aspects of oceanography that pertain to coastal regions;(SC1) (SC2) (SC3)
5. recognize estuaries and describe their geologic origins and both abiotic and biotic features; (SC1) (SC2) (SC3)
6. list the general features of coastal beaches, coastal forests and sand dunes and describe the general history of their disturbances; (SC1) (SC2) (SC3)
7. identify the variety of intertidal ecosystems, their inhabitants and recognize the ecological factors influencing them; (SC1) (SC2) (SC3)
8. describe the strategies, distribution, and adaptations of marine mammals and marine birds to a life of living in a marine habitat; (SC1) (SC2) (SC3)
9. collect and analyze field data to understand the relationships between geology and biology of coastal ecosystems; (SC1, SC2)
10. create scientifically accurate field journals, using correct taxonomic language, to document field observations, hypothesis, and experiments. (SC1, SC2)

AAOT/ASOT GENERAL EDUCATION OUTCOMES

AAOT/ASOT GENERAL EDUCATION OUTCOMES

COURSE OUTLINE MAPPING CHART

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

P 1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

2. Locate, evaluate, and ethically utilize information to communicate effectively.

3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

1. Engage in ethical communication processes that accomplish goals.

2. Respond to the needs of diverse audiences and contexts.

3. Build and manage relationships.

MA: Mathematics Outcomes:

P 1. Use appropriate mathematics to solve problems.

P 2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.

2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

1. Apply analytical skills to social phenomena in order to understand human behavior.

2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

S 1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.

S 2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.

S 3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CL: Cultural Literacy Outcome

1. Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

Outcomes Assessment Strategies:

✓ General Examination

✓ Projects

✓ Writing Assignments

✓ Thesis/Research Project

✓ Journal Writing

:

Major Topic Outline:

1. Coastal Structure: Plate tectonics, coastal morphology and geologic processes, historical geology of the Northwest Coast and Coast Range.
2. Environmental geology and hazards of the coast.
3. Oceanography: currents, stratification, upwelling, biologic structure of marine water.
4. Estuaries: structure, dynamics, ecological importance and degradation, environmental problems: lake eutrophication, siltation, pollution, land development.
5. Intertidal and tide pool Ecology: structure and zonation,ecological adaptations, dominant plant and animal communities.
6. Coastal Dunes: dune structure and succession, forest types, structure and succession.
7. Forest Ecology: structure and kinds, forest nutrients and cycling, bryophytes, symbiotic relationships.
8. Coastal Marine mammals: whales, Pinnipeds, natural history, adaptations and current status.
9. Coastal birds: common birds, seasonal variation, nesting areas, sea bird community structure, nesting ecology, migration patterns, special adaptations, conservation status, habitat requirements.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ **PSU (Portland State University)**

✓ **OSU (Oregon State University)** ✓ **UO (University of Oregon)**

Identify comparable course(s) at OUS school(s)

BI-LDT, BI-1ALT

How does it transfer? (Check all that apply)

✓ **general elective**
:

Provide evidence of transferability: (minimum one, more preferred)

✓ **Other. Please explain.**

Online course equivalency tables

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: EHCJ

Submitter

First Name: Joanna
Last Name: Crawford
Phone: 6229
Email: joanna.crawford

Course Prefix and Number: CJA - 201

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Juvenile Delinquency

Course Description:

Surveys the nature, extent, and causes of delinquent behavior focusing on theories of criminal behavior as they apply to juveniles. Studies historical and contemporary perspectives on juvenile offenders. Provides a multidisciplinary study of the causes of juvenile delinquency. Describes laws, enforcement, court, and correctional procedures within the juvenile system, and explores the differences between adult and juvenile practices.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

Yes

Check which General Education requirement:

✓ Social Science

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Criminal Justice AAS; Corrections AAS, Juvenile Corrections CC

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Winter**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. differentiate between criminal behavior and juvenile delinquency;(SS2)
2. discuss the different theoretical causes of juvenile delinquency; (SS1)
3. apply the various theories of delinquency to specific juvenile behavior; (SS1, SS2)
4. explain the development of the juvenile justice system from a historical context, including laws and court rulings; (SS2)
5. describe the organizational structure of the modern juvenile justice system;(SS2)
6. describe the concepts related to controls, treatment, and supervision within the juvenile justice system, including correctional institutions.(SS1, SS2)

AAOT/ASOT GENERAL EDUCATION OUTCOMES

AAOT/ASOT GENERAL EDUCATION OUTCOMES

COURSE OUTLINE MAPPING CHART

Mark outcomes addressed by the course:

- Mark "C" if this course completely addresses the outcome. Students who successfully complete this course are likely to have attained this learning outcome.
- Mark "S" if this course substantially addresses the outcome. More than one course is required for the outcome to be completely addressed. Students who successfully complete all of the required courses are likely to have attained this learning outcome.
- Mark "P" if this course partially addresses the outcome. Students will have been exposed to the outcome as part of the class, but the class is not a primary means for attaining the outcome and assessment for general education purposes may not be necessary.

As a result of completing the AAOT/ASOT general education requirements, students will be able to:

WR: Writing Outcomes

1. Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.

2. Locate, evaluate, and ethically utilize information to communicate effectively.

3. Demonstrate appropriate reasoning in response to complex issues.

SP: Speech/Oral Communication Outcomes

1. Engage in ethical communication processes that accomplish goals.

2. Respond to the needs of diverse audiences and contexts.

3. Build and manage relationships.

MA: Mathematics Outcomes:

1. Use appropriate mathematics to solve problems.

2. Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

AL: Arts and Letters Outcomes

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life.

2. Critically analyze values and ethics within range of human experience and expression to engage more fully in local and global issues.

SS: Social Science Outcomes

S 1. Apply analytical skills to social phenomena in order to understand human behavior.

S 2. Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.

SC: Science or Computer Science Outcomes

1. Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.

2. Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically examine the influence of scientific and technical knowledge on human society and the environment.

3. Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

CL: Cultural Literacy Outcome

1. Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

Outcomes Assessment Strategies:

✓ **Writing Assignments**
✓ **Presentations**
✓ **Thesis/Research Project**

✓ **Rubrics**

:

Major Topic Outline:

1. Defining juvenile delinquency. (SS1)
2. Measuring the extent of delinquency. (SS1)
3. Biological approaches. (SS1, SS2)
4. Psychological approaches. (SS1, SS2)
5. Sociological explanations. (SS1, SS2)
6. Critical, Life-course and Integrated theories. (SS1, SS2)
7. Delinquency in society. (SS1, SS2)
8. Policing and juveniles. (SS2)
8. History of the juvenile justice system. (SS2)
9. Controls, treatment and supervision. (SS1, SS2)
10. Juvenile correctional institutions. (SS2)
11. Comparisons to the adult justice system. (SS1, SS2)

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

:

Provide evidence of transferability: (minimum one, more preferred)

First term to be offered:

Next available term after approval

:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 112

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Medical Office Practices

Course Description:

Focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. The course examines medical law and ethics, bioethics, principles of confidentiality and medical office function. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110, and WR-101 or WR-121. BI-120, or BI-101 & BI-102, or BI-231 & BI-232 & BI-233

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: MA-116 and MA-145

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ Fall

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate effective communication skills via verbal, non-verbal and written techniques,
2. perform administrative functions common in a medical office,
3. identify legal implications of working in a medical office,
4. apply ethical principles to working in a medical setting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. The healthcare environment
2. Medical-legal and ethical responsibilities
a. HIPAA
b. Patient confidentiality
c. Medical Practice Acts
d. Bioethical issues
e. Documentation
3. Communication in the health care setting
a. Reception skills
b. Telephone procedures
c. Written correspondence
i. Business letters
4. Scheduling appointments
5. Medical records
a. Filing procedures
b. Drug and prescription records
6. Culture and diversity in the healthcare setting

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency **No**

2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 117

 # Credits: 1

Contact hours

Lecture (# of hours): 11
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 11

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Lab Procedures I

Course Description:

This theory course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. First course in the Clinical Laboratory Procedures series. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-112, MA-116, and MA-145

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: MA-117L, MA-118, MA-118L, and MTH-054

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ Winter

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. explain common laboratory terminology,
2. explain Federal and State regulations governing laboratories,
3. explain the use and care of equipment used in simple laboratory procedures,
4. explain and evaluate correctly prepared specimens for analysis in the office laboratory, and for transport to a reference laboratory, according to standard operating procedures;
5. explain proper specimen collection techniques to patients,
6. identify normal and abnormal laboratory test results,
7. define standard operating procedures with regards to laboratory safety and blood-borne pathogen protocols.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1.Laboratory Safety
2. National and State Laboratory Regulations
3. Laboratory Overview
4. Laboratory Personnel
5. Pre-Analytical issues
6. Laboratory Terminology and Mathematics
7. Fundamentals of Microbiology Theory
a. Specimen Collection and Handling
b. Quality control issues
8. Fundamentals of Urinalysis Theory
a. Specimen Collection and Handling
b. Physical and Chemical assessment
c. Quality Control issues
9. Post-Analytical issues
a. Laboratory Reports

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency **No**
2. Produce renewable energy **No**
3. Prevent environmental degradation **No**
4. Clean up natural environment **No**
5. Supports green services **No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 117L

 # Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 33
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Lab Procedures I Lab

Course Description:

This laboratory course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. This is the first course in the Clinical Lab Procedures series. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Medical Assistant certificate of completion

Are there prerequisites to this course?

Yes

Pre-reqs: MA-112, MA-116, and MA-145

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: MA-117, MA-118, MA-118L, and MTH-054

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Winter

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. explain common laboratory terminology,
2. explain Federal and State regulations governing laboratories,
3. explain the use and care of equipment used in simple laboratory procedures,
4. explain and evaluate correctly prepared specimens for analysis in the office laboratory, and for transport to a reference laboratory, according to standard operating procedures,
5. explain proper specimen collection techniques to patients,
6. identify normal and abnormal laboratory test results,
7. define standard operating procedures with regards to laboratory safety and blood-borne pathogen protocols.

This course does not include assessable General Education outcomes.

Major Topic Outline:

Laboratory Safety
1. National and state laboratory regulations
2. Pre-analytical issues
3. Laboratory terminology and mathematics
4. Fundamentals of microbiology skills
a. Specimen collection and handling
b. Quality control issues
5. Fundamentals of urinalysis skills
a. Specimen collection and handling
b. Physical and chemical assessment
c. Quality control issues
6. Post-Analytical issues
a. Laboratory reports

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency **No**
2. Produce renewable energy **No**
3. Prevent environmental degradation **No**
4. Clean up natural environment **No**
5. Supports green services **No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 0695
Email: sarah.parker

Course Prefix and Number: MA - 118

 # Credits: 5

Contact hours

Lecture (# of hours): 55
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 55

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Examination Room Techniques

Course Description:

This course covers fundamental theories of clinical practice and cognitive competencies involved in safe, efficient and quality exam room patient care and provider support. Special emphasis will be placed on the principles and skills of medical and surgical asepsis, infection control and safety in all exam room practices; preventative procedures, common diagnostic testing and related pathology, use of currently accepted techniques for and equipment in medication administration (excluding IV administration), patient care and interaction, and accurate documentation. This course provides a basis for critical thinking skills in the ambulatory setting. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Medical Assistant Certificate of Completion

Are there prerequisites to this course?

Yes

Pre-reqs: MA-112, MA-116, and MA-145

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: MA-117, MA-117L, MA-118L, and MTH-054

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student must be enrolled in current Medical Assistant cohort. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ Winter

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. describe the principles of infections control, safety, bloodborne pathogens, and related techniques to the practice of medical assisting;
2. compare and contrast medical assistant concepts (cognitive),
3. communicate relevant patient information concisely and accurately utilizing the principles of health literacy,
4. explain the rationale for steps taken in common clinical procedures, diagnostic procedures, and medical treatments;
5. identify common pathophysiology as the basis for skills and procedures performed,
6. discuss methods to meet the diverse needs of patients while assuring patient rights.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Infection control
a. Bloodborne pathogens
b. Sterilization techniques
2. Medical and surgical asepsis
a. Sterile set-up
b. Wound care
c. Bandaging techniques
d. Surgical staple and suture removal
e. Isolation techniques
3. Assisting with minor surgical procedures
4. Vital signs
5. Obtaining Patient history.
6. Documentation.
7. Assisting with the physical exam.
8. Specialty procedures, tests and screenings.
• Pulmonary function tests

• Vision exams
• Ear care
9. 12-Lead Electrocardiograms.
10. Administering medications.
• Oral.
• Intramuscular.
• Subcutaneous.
• Intradermal.
• TB screens / allergy testing.
11. Vaccinations.
• Documentation
Vaccine Information Statements (CDC)
• Administration of needless vaccine
• CDC child/adult Schedules
• Preparing / administration/ safe storage of vaccines.
12. Pediatrics.
• assisting in well child exams
. safety considerations
. Pediatric vital signs
. variable vaccine schedules
. injection technique unique to infants & children
13. Coaching a patient
• Health maintenance
• Disease prevention
. face to face communication
14 Navigating the exam room
. Lifespan considerations
. Cultural considerations
15. First Tooth
. Pediatric oral preventative services
. Fluoride varnish application
Culturally appropriate techniques

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: Music

Submitter

First Name: Lars
Last Name: Campbell
Phone: 3384
Email: lars.campbell

Course Prefix and Number: MUP - 174J

 # Credits: 2

Contact hours

Lecture (# of hours): 20
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 20

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Individual Lessons: Jazz Voice

Course Description:

College-level private lessons required for music majors and available to qualified non-majors. End-of-term juried performance mandatory. May be repeated for up to 10 credits. Required: Student Petition.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

Yes

Up to how many credits can this course be repeated to satisfy a degree requirement? 10

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): AS in Music

Are there prerequisites to this course?

No

Are there corequisites to this course?

Yes

Co-reqs: MUS-189

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: College-level performance ability. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ Summer
✓ Fall

✓ **Winter**
✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate comprehension of the accepted literature for his/her instrument/voice;
2. exhibit command of first- year skills/techniques;
3. exhibit improvement of musical performance;
4. demonstrate proper performance etiquette;
5. maintain, keep and display a practice log.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Overview of instrument.
2. Posture and alignment.
3. Breathing mechanics.
4. Vocal/Instrumental techniques.
5. Appropriate literature.
6. Performance skills development.
7. Performance etiquette.
8. Performance at end-of-term Jury.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ **EOU (Eastern Oregon University)**
✓ **OSU (Oregon State University)**
✓ **OSU-Cascade**
✓ **PSU (Portland State University)**
✓ **SOU (Southern Oregon University)**
✓ **UO (University of Oregon)**
✓ **WOU (Western Oregon University)**

Identify comparable course(s) at OUS school(s)

Private Lessons,
Applied Music

How does it transfer? (Check all that apply)

✓ **general education or distribution requirement**
✓ **general elective**
:

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: Music

Submitter

First Name: Lars
Last Name: Campbell
Phone: 3384
Email: lars.campbell

Course Prefix and Number: MUP - 274J

 # Credits: 2

Contact hours

Lecture (# of hours): 20
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 20

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Individual Lessons: Jazz Voice

Course Description:

Second-year private lessons required for music majors and available to qualified non-majors. End-of-term juried performance mandatory. May be repeated for up to 10 credits.

Type of Course: Lower Division Collegiate

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

Yes

Up to how many credits can this course be repeated to satisfy a degree requirement? 10

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): AS in Music

Are there prerequisites to this course?

Yes

Pre-reqs: MUP-174J (6 credits)

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: MUS-189

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Sophomore-level performance ability

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Summer**
✓ **Fall**
✓ **Winter**
✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate comprehension of the accepted literature for his/her instrument/voice;
2. exhibit command of second-year skills/techniques;
3. exhibit improvement of musical performance;
4. demonstrate proper performance etiquette;
5. maintain, keep and display a practice log.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Overview of instrument.
2. Posture and alignment.
3. Breathing mechanics.
4. Vocal/Instrumental techniques.
5. Appropriate literature.
6. Performance skills development.
7. Performance etiquette.
8. Performance at end of term Jury.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

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

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

✓ **EOU (Eastern Oregon University)**
✓ **OSU (Oregon State University)**
✓ **OSU-Cascade**
✓ **PSU (Portland State University)**
✓ **SOU (Southern Oregon University)**
✓ **UO (University of Oregon)**
✓ **WOU (Western Oregon University)**

Identify comparable course(s) at OUS school(s)

Private Lessons, Applied Music

How does it transfer? (Check all that apply)

✓ **required or support for major**

✓ **general elective**
:

First term to be offered:

Next available term after approval
:

Clackamas Community College

New Courses

March 18, 2022

Course Number	Title	Implementation
IMT-262	Electrical Code Level I	2022/SP
IMT-263	Electrical Code-Level II	2022/SP
IMT-264	Electrical Code-Level III	2022/SP
IMT-268	ARC Flash Electrical Safety	2022/SP
MA-100	Introduction to Medical Assisting	2022/SP

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: ASHP

Submitter

First Name: Shelly
Last Name: Tracy
Phone: 0945
Email: shellyt

Course Prefix and Number: IMT - 262

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Electrical Code Level I

Course Description:

Provides a working knowledge of the National Electrical Code (NEC). Assists LME apprentices in preparing for the state electrical exam. Topics include definitions, requirements for electrical installations, identification and use of electrical conductors, wiring, circuit-protection, wiring methods, materials, and electrical safety standards.

Type of Course: Career Technical Preparatory

Reason for the new course:

Course being offered to public

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): AAS.ELECTRICIANLM; CC.ELECTRICIANLM

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ **Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

Yes

Course Number: APR-202LM Title: Electrical Code Level I

Will this course appear in the college catalog?

No

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1) describe and apply industry definitions in the trade,
2) describe requirements for electrical installations,
3) identify and use electrical conductors, wiring, circuit-protection, wiring methods and materials;
4) explain electrical safety standards.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Industry definitions in the trade.
2. Requirements for electrical installations.
3. Electrical conductors, wiring, circuit-protection, wiring methods and materials.
4. Electrical safety standards.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: ASHP

Submitter

First Name: Shelly
Last Name: Tracy
Phone: 0945
Email: shellyt

Course Prefix and Number: IMT - 263

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Electrical Code-Level II

Course Description:

Provides a working knowledge of the National Electrical Code (NEC). Topics include installation code requirements for the following: electrical equipment for general use such as motors, luminaries, air conditioners, cords, switchboards and panel boards. Also covers special occupancies which will assist students in locating and understanding electrical code requirements for hazardous locations such as gas stations, spray paint booths, aircraft hangars, health care facilities, places of assembly, theaters, manufactured buildings, mobile homes, temporary locations, etc. Electrical standards will be emphasized.

Type of Course: Career Technical Preparatory

Reason for the new course:

Course is being offered to the public

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): AAS.ELECTRICIANLM; CC.ELECTRICIANLM

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ **Not every term**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

Yes

Course Number: APR-203LM Title: Electrical Code Level II

Will this course appear in the college catalog?

No

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. interpret NEC and Oregon Specialty Codes,
2. use the NEC articles and tables to perform various calculations,
3. utilize the Oregon Administrative Rules (OARs) in relation to the NEC and Oregon Specialty Codes (OSC).

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Installation code requirements for the following: electrical equipment for general use such as motors, luminaries, air conditioners, cords, switchboards and panel boards.
2. Special occupancies which assist in locating and understanding electrical code requirements for hazardous locations
3. Electrical standards.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: ASHP

Submitter

First Name: Shelly
Last Name: Tracy
Phone: 0945
Email: shellyt

Course Prefix and Number: IMT - 264

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Electrical Code-Level III

Course Description:

Provides a working knowledge of the National Electrical Code (NEC). Assists LME apprentices in preparing for the state electrical exam. Topics include special equipment, special conditions, and communications systems. Covers State of Oregon statutes and amendments, building code division rules, license requirements and responsibilities, supplemental code reference materials, safety standards and practice exams.

Type of Course: Career Technical Preparatory

Reason for the new course:

Course is being offered to public

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): AAS.ELECTRICIANLM; CC.ELECTRICIANLM

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ Not every term

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

Yes

Course Number: APR-204LM Title: Electrical Code-Level III

Will this course appear in the college catalog?

No

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. interpret NEC and Oregon Specialty Codes,
2. prepare for state exam,
3. demonstrate knowledge of industry terminology,
4. use the NEC articles and tables to perform various calculations,
5. utilize the Oregon Administrative Rules (OARs) in relation to the NEC and Oregon Specialty Codes (OSC),
6. complete the NEC code preparation exams with a 75% and higher.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Special equipment including electric signs, cranes, hoists, elevators, electric welders, information technology equipment, pools, and foundations.
2. Special Conditions including emergency systems, Class 1, 2, and 3, low voltage control circuits, fire alarm systems.
3. Fiber optics and communication systems.
4. State of Oregon statues governing electrical installations.
5. License requirements and responsibilities.
6. State of Oregon amendments, supplemental ode reference materials, safety standards and practice exams.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: ASHP

Submitter

First Name: Shelly
Last Name: Tracy
Phone: 0945
Email: shellyt

Course Prefix and Number: IMT - 268

 # Credits: 1

Contact hours

Lecture (# of hours): 10
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 10

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: ARC Flash Electrical Safety

Course Description:

This electrical safety training course provides the student with a basic understanding of safe workplace practices from industry standards and recommended practices, including NFPA 70E, IEEE, NEC, NESC and OSHA requirements.

Type of Course: Career Technical Preparatory

Reason for the new course:

Course will be available to public.

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): AAS Electrical

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ Not every term

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

Yes

Course Number: APR-108LM Title: ARC Flash Electrical Safety

Will this course appear in the college catalog?

No

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1) describe the hazards of working with and around electricity including arc flash and electrical shock,
2) identify, reduce or eliminate risks and hazards around electricity;
3) review industry standards and recommended practices and apply selected NFPA 70E tables,
4) describe the role of proper system installation and maintenance for worker safety.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Electrical Hazards including arc flash, blast and thermal, shock, injuries, statistics, causes and consequences.
2. Case studies and practical examples.
3. Mandates, standards, and recommended practices, NFPA 70E®, NFPA 70B®, NEC® and NESC®, IEEE®, OSHA 1910 Subpart I, S and R and 1926 subpart K (as applicable), other (ASTM, ANSI, etc.).
4. Installation practices essential for personnel safety.
5. Electrical lockout/tagout.
6. Test equipment and meter safety.
7. Arc flash hazard analysis.
8. Arc flash and shock boundaries.
9. System labeling.
10. Personal protective equipment, selection, application, limitations and maintenance, industry standards.
11. Energized work permits.
12. Justification for energized work.
13. Tools ane equipment.
14. Training requirements.
15. Safety policies and programs.
16. Risk assessment and maintenance.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back
Reject Publish

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Sarah
Last Name: Parker
Phone: 503-594-6497
Email: sarah.parker

Course Prefix and Number: MA - 100

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Introduction to Medical Assisting

Course Description:

Introduces the knowledge, skills, and attributes of a successful Medical Assistant while exploring the connection between patient experience and patient outcomes. Summarizes the clinical and employability skills required for providing clinical care while introducing content for career exploration.

Type of Course: Career Technical Preparatory

Reason for the new course:

1. CTE Summer camp for high school
2. EFA exploration course
3. Students who complete this course will gain additional points towards their application for Medical Assisting

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

No

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: No

When do you plan to offer this course?

✓ Summer

✓

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. define scope of practice for medical assistants,
2. discuss the knowledge, skills, and attributes of a successful medical assistant;
3. summarize the role of a medical assistant within the healthcare team,
4. summarize best practices for performing basic clinical procedures during patient intake,
5. discuss strategies for preventing bloodborne pathogens and summarize the top vaccine-preventable diseases,
6. reflect on the role of the medical assistant and discuss future career planning.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Medical assistant roles and skills.
2. Patient population and healthcare delivery.
3. Effective communication in team-based care.
4. Patient experience and the role of the medical assistant.
5. Introduction to vital signs and patient intake.
6. Introduction to bloodborne pathogens and patient safety.
7. Introduction to vaccines for healthcare professionals.
8. Reflect on the role of the medical assistant and discuss future career planning.

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Specify term: Summer term

Oregon Department of Community Colleges and Workforce Development
255 Capitol Street NE
Salem, OR 97310-0203

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	Clackamas Community College	Date	

CAREER LEARNING AREA	
☐ Ag, Food & Natural Resource Systems	☐ Health Services
☐ Arts, Information & Communications	☐ Human Resources
☐ Business & Management	☐ Industrial & Engineering Systems

PROGRAM INFORMATION

APPROVED Program Title (For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)	*APPROVED* CIP Code (Include 7th & 8th digits used for OCCURS reporting.) 6-digit CIP	7th digit	8th digit	*APPROVED* Recognition Award	Current Credits
AAS Title:				☐ Associate of Applied Science (AAS) Degree	
Option Title**				☐ *OPTION* to AAS Degree	
Educational Focus Area, Health Professions EFA.HEALTH				√ **EFA**	**15-16**

TYPE OF PROGRAM AMENDMENT

(Check **ALL** That Apply)

☐ New Program++ ☐ Title Change for Program	☐ Curriculum Revision	✓ Revision in Program Credits *Proposed* Total Credits:
Proposed AAS Title:		
Proposed OPTION Title:		
Proposed Certificate Title:		
☐ *SUSPENSION* of Program	*Reason for Suspension:*	
Suspension Effective Date:		

++If new program is an additional award for an existing degree or certificate, complete 'Program Information' section for existing program.

CURRICULUM AMENDMENT

[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping.
For a New Program, complete the Proposed Curriculum section only.]

CURRENT CURRICULUM 21-22 [List entire curriculum as last approved]				*PROPOSED CURRICULUM 22-23* [List only course(s) to be amended]			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
BI-120	Introduction to Human Anatomy and Physiology		4				
FYE-101	First Year Experience Level I		2				
CLA-100 Or HE-202	Introduction to Health Care or Introduction to Fitness Technology Careers		1-2	HE-202 Or MA-100	Introduction to Fitness Technology Careers or Introduction to Medical Assisting	11-22	1-2
MA-110	Medical Terminology		4				
WR-121	English Composition		4				
TOTAL *CURRENT* CREDITS:			15-16	**TOTAL *PROPOSED* CREDITS:**			

College Contact		**Telephone No.**	
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature		**Date**	

Program Suspensions

March 18, 2022

Program	Implementation
Clinical Laboratory Assistant/Phlebotomy CC	2022/SU

Community College Program Suspension Form

Office of Community College and Workforce Development (CCWD) Policy

All suspended AAS degrees, AAS option degrees, or certificate of completion programs must be reported to CCWD immediately. It is required that the college send a signed letter of notification, approved by the chief academic officer or college president, that includes the name of the program to be suspended. The letter must include all information found in the below form or be attached to the filled out form. Multiple program suspensions may be included in one letter.

Oregon Administrative Rules

OAR 589-006-0350 (4)

Community colleges may request that a program be suspended for a period of three years. The program suspension period will begin on the date the college notifies the Office of its intent to suspend a program. The Office will notify colleges prior to the deletion of suspended programs. After three years suspended programs will require re-approval utilizing the Certificate of Completion and Associate Degree Approval Procedure identified

Name of College

Clackamas Community College

Date of Letter

Date on signed letter by Chief Academic Officer or College President.

3/1/22

Full Name of Program as it appears in Webforms and Award

Example: Administrative Office Professional***Medical (AASO)

Clinical Laboratory Assistant/Phlebotomy CC0

Full 8 Digit CIP Code

51.0802J*

Suspension Date

Date College is requesting the program be suspended in Webforms.

6/30/22

Community College Program Suspension Form

Reason for Suspension

Community Colleges may suspend an AAS degree, AASO degree, and a certificate of completion program due to a variety of factors that include, but are not limited to: low student enrollment, lack of financial resources, inability to recruit qualified instructors, and changes in employment opportunities or workforce needs. Below site the college's reasons for suspension, including all documented background information (e.g. labor outlook, board approvals, decline of student enrollment.) If more space is needed, please attach the additional information to this document.

Student Enrollment

Data that shows the declining enrollment. If the program is not suspended due to student enrollment, then please write "No Impact".

Decline in student enrollment. In 2018-19 the program had 13 students, in 2019-20 the program had 9 students, 2020-21 the program had 4 students and in 2021-22 the program had 3 students.

Financial Resources

Explain the financial resource decisions that lead to the suspension of this program. If the program is not suspended due to financial limitations, then please write "No Impact".

No Impact

Inability to Recruit Qualified Instructors

List the steps that the college took to find qualified instructors. If the program is not suspended due to an inability to recruit qualified instructors, then please write "No Impact".

No Impact

Industry Need

How did the industry/employment changes in your area lead to the suspension of this program. If the program is not suspended due to a change in industry/employment needs, then please write "No

No

Other Reasons

Please list all other impacts that lead to the suspension of this program. If the program is not suspended due to other reasons, then please write "No Impact".

No Impact

Community College Program Suspension Form

Teaching Out Obligations

"Teaching out" the program includes, but may not be limited to: plans for students currently enrolled in the program to complete in a timely manner, reimbursement plans, date of deletion from the college catalog, informing and transition of faculty, and notifying employers, workforce development organizations and other community stakeholders.

Students Currently Enrolled in the Program

List all the steps the college is taking to assist the students who are currently enrolled in the program.

Total number of students impacted: 3

Provide students with a clinical experience: Winter 2022 students will take CLA 120 (Practicum) in order to gain clinical experience within a laboratory setting. Students will able to apply the knowledge, skills and abilities obtained while in the CLA program related to phlebotomy.

Provide students the opportunity to gain a credential: In order for students to be eligible for a Phlebotomy Credential, students must first earn a completion award. Therefore, each student will have an EST plan (Employment Skills Training) plan in place to individualize the learning/training and previous education.

Preparing students for the credentialing exam: Health Sciences will pay for each student to receive the NHA study guide and practice exams. This will help prepare students for the national phlebotomy credentialing exam.

Obtaining a credential: Health Sciences will pay for each student to take the NHA Phlebotomy credentialing exam and the college will proctor the exam on site for the students. Once students have completed the exam, they will work with college careers services to construct a resume and utilize job search services. Ultimate goal is to get them employed as a phlebotomist.

What date will this program be deleted from the college catalog (online and written)

6/30/22

Informing the college community and faculty impact

How do you plan to inform the college community and address any impacts to faculty?

A meeting with Full-time and Associate Faculty will be schedule and information communication at that time.

Currently we have one Full-time faculty and they have already submitted a letter of resignation in February– before announcing program suspension.

Community College Program Suspension Form

Stakeholder Notification

What is the college's plan on notifying stakeholders (employers, workforce dev. organizations, high schools if the suspended program was a part of a Perkins Program of Study, and other partners?

The college will notify stakeholders through written communication and existing meetings. This includes the program advisory board employers, workforce development organizations internal and external to the college, and high schools who utilize an introductory CLA course. This program is not part of an articulated Perkins Program of Study. In addition, we will notify other higher education institutions that we have articulation agreements with in writing.

Submit letter, form and any attachments to: Kasena.Dailey@HECC.Oregon.Gov

Oregon Department of Community Colleges and Workforce Development
255 Capitol Street NE
Salem, OR 97310-0203

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
AAS Title:				☐ **Associate of Applied Science (AAS) Degree**	
Related Program:				☐ *OPTION* **to AAS Degree**	
Certificate Title: *Within* **AAS Degree? ☐ Yes** √ No** **Clinical Laboratory Assistant/Phlebotomy Certificate** CC.CLINLABASSTPHLB	**51.0802**			√ **CC0 (31-35 credits)**	**35-39**

****Enter name of base degree in 'AAS Title' box**

LAST AMENDMENT APPROVED ON 04.16.21

TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	✓ **Revision in Program Credits** *Proposed* **Total Credits:**
Proposed **AAS Title:**		
Proposed **OPTION Title:**		
Proposed **Certificate Title:**		
☐ *SUSPENSION* **of Program**	*Reason for Suspension: decline in student enrollment*	

CURRICULUM AMENDMENT

[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping.
For a New Program, complete the Proposed Curriculum section only.]

CURRENT CURRICULUM 21-22 [List entire curriculum as last approved]				*PROPOSED CURRICULUM 22-23* [List only course(s) to be amended]			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Clinical Laboratory Assistant Certificate Prerequisites							
The following prerequisites must be completed prior to the start of the student's cohort. Curriculum prerequisites and requirements may change yearly. To see prerequisites or requirements, please review the department website.							
MA-110	Medical Terminology	44	4				
MTH-050 Or MTH-065	Technical Mathematics I or Algebra II	44	4				
Clinical Laboratory Assistant Certificate							
Fall Term							
BI-120*	Introduction to Human Anatomy and Physiology	66	4				
CLA-101	Clinical Laboratory Assistant Skills I	44	4				
CLA-101L	Clinical Laboratory Assistant Skills Lab I	33	1				
CLA-118	Phlebotomy for Healthcare	22	2				
CLA-118L	Phlebotomy for Healthcare Lab	66	2				
Winter Term							
CLA-102	Clinical Laboratory Assistant Skills II	44	4				
CLA-102L	Clinical Laboratory Assistant Skills Lab II	33	1				
CLA-115	Laboratory Administrative Skills	44	4				
WR-101 Or WR-121	Communication Skills: Occupational Writing or English Composition	33-44	3-4				
Spring Term							
CLA-120	Phlebotomy/CLA Practicum	166	6				
CLA-123	Clinical Laboratory Assistant Career Development	22	2				
--	Clinical Laboratory Assistant/Phlebotomy program electives		2-5				
Clinical Laboratory Assistant/Phlebotomy Program Electives							
BI-231	Human Anatomy & Physiology I	66	4				
BI-232	Human Anatomy & Physiology II	66	4				
BI-233	Human Anatomy & Physiology III	66	4				
BI-234	Introductory Microbiology	66	4				

CH-104	Introductory Chemistry	77	5				
CH-105	Introductory Chemistry	77	5				
CH-106	Introductory Chemistry	77	5				
CH-221	General Chemistry	77	5				
CH-222	General Chemistry	77	5				
CH-223	General Chemistry	77	5				
CH-243	Organic Chemistry III	77	5				
CLA-100	Introduction to HealthCare	22	2				
COMM-111	Public Speaking	44	4				
COMM-218	Interpersonal Communication	44	4				
PSY-101	Human Relations	33	3				
SOC-204	Introduction to Sociology	44	4				
*Additional options to meet biology requirement: pass BI-101 & BI-102 with a C or better or successfully complete the entire BI-231, BI-232, BI-233, Anatomy & Physiology series.							
Current First Aid card and Healthcare Provider level CPR (AHA or ASHI) card are required during practicums and must be taken prior to the practicum. All CLA students will be required to complete a criminal history background, provide proof of immunization, and take a drug test.							
All courses must be passed with a C or better							
Core curriculum is sequential and may not be taken out of order. Curriculum is intended to be completed in one academic year.							
Individuals who have been found guilty of a felony or pleaded guilty to a felony may not be eligible for clinical practicum placement or be eligible to take the National exams.							
TOTAL *CURRENT* CREDITS:			35-39	**TOTAL *PROPOSED* CREDITS:**			

College Contact	health-sciences-questions@clackamas.edu	**Telephone No.**	
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature		**Date**	**3/3/2022**

Teach-Out Plan

Program Name: Clinical Laboratory Assistant/Phlebotomy

Program Type: 1-Year Certificate Program

Required Program Credits: 35-39 credits

Plan Implementation Date: Winter 2022

Date of Suspension of Student Admission: Fall 2022

Last Term of Program Teach Out: Winter 2022

# of Students in Program: 3 students **Source for Student Enrollment: CCC enrollment services**

Teach Out Plan: see page 2

This plan must allow students to complete a goal without being disadvantaged. The plan cannot cost the student additional money. The teach out plan can include solutions to situations that would result in additional student costs, such as offering free tuition to students for the additional courses they may have to complete in order to be awarded a degree. The teach-out plan should also consider how the department will handle students who want to return to the degree program, but were not enrolled in the program at the time of termination. The following grid must be completed as part of the Teach Out Plan.

How will these promises to the students be met?	Describe
Maintain the necessary experience, resources, and support services	This is a closed enrollment cohort program, the three current students have been offered individualized completion plans which will be completed in Winter –Spring 2022
Remain stable, carry out its mission, and meet all its obligations to students	Same as above
Offer the program without additional charge	n/a all students will be able to complete this year as scheduled

Communication plan with students:

This plan must explain how students will receive communication regarding the suspension of a program. Examples include meetings, emails, and letters. In some cases, multiple meetings at different times of the day may be required.

The current three students will be provided the opportunity to complete a "teach-out" plan. The following factors were considered when constructing the following plan: Financial Aid, Workforce grants, Degrees and Certificates, Awards, Scheduling, OHA Requirements, Credentialing, Employability, and Faculty FTE.

Director of Health Sciences, Virginia Chambers, scheduled individual meetings with each of the three students to communicate the below plan and steps for completing the plan. Due to extremely low enrollment, CLA program will be suspended and the currently scheduled CLA program schedule will change. The only CLA course running during winter will be the CLA 120 (Practicum).

- Providing students with experience for employability and credentialing
  - Winter 2022 students will register for CLA 120 (Marilyn instructor)
    - CLA 120 = 140 hours of clinical experience (6 weeks)
    - CLA 120 = 11 hours of instruction via zoom (11 weeks)
    - CLA 120 = 30 venipunctures & 10 capillary punctures
  - Students will receive skills evaluations and additional support from preceptor while in clinical experience. Note: each student will receive flexibility with clinical hours/schedule.

- Completion of a Certificate Program
  - In order to be eligible for a Phlebotomy Credential Exam – student must "complete" a program. Individualized Employment Skills Training Certificate (EST) will be developed and once students complete CLA 120, they will be awarded the EST certificate providing them the opportunity to sit for a credentialing exam.

- Preparing students for credentialing exam
  - Health Sciences will pay for each of the three students to receive study guide and practice tests through National Healthcareer Association (NHA).
  - Instructor will provide students with NHA Exam Content Outline to help support studying.
  - https://certportal-store.nhanow.com/product/cpt_online_package_2/

- Obtaining a Phlebotomy credential for employability
  - Health Sciences will pay the NHA Phlebotomy exam cost and the college will proctor the exam (DATE TBD)
  - https://www.nhanow.com/certification/nha-certifications/certified-phlebotomy-technician-(cpt)

- Support for employment
  - Student will receive an "HR Letter" from Health Sciences – providing detailed information related to their EST Certificate and "teach-out" plan
  - Career services will help support students with resume writing and interviewing
  - CLA Program – (Marilyn) will provide support by connect students with prospective employers

Clackamas Community College

Course Inactivations

March 18, 2022

Course Number	Title	Implementation
CLA-100	Introduction to HealthCare	2022/SU
CLA-101	Clinical Laboratory Assistant Skills I	2022/SU
CLA-101L	Clinical Laboratory Assistant Skills Lab I	2022/SU
CLA-102	Clinical Laboratory Assistant Skills II	2022/SU
CLA-102L	Clinical Laboratory Assistant Skills Lab II	2022/SU
CLA-115	Laboratory Administrative Skills	2022/SU
CLA-118	Phlebotomy for Healthcare	2022/SU
CLA-118L	Phlebotomy for Healthcare Lab	2022/SU
CLA-120	Phlebotomy/CLA Practicum	2022/SU
CLA-123	Clinical Laboratory Assistant Career Development	2022/SU

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red | Print | Edit | Delete | Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 100

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Introduction to HealthCare

Course Description:

This course is an introduction to the ever-changing healthcare career field. Students will simulate personal and workplace safety, demonstrate professionalism, evaluate how to get started in healthcare and lifelong learning and participate using effective communication techniques.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. define and discuss health care legal and ethical issues as related to health care issues;
2. evaluate and analyze various health care professions which may offer future careers;
3. discuss, evaluate and demonstrate basic personal safety practices as related to health care;
4. demonstrate how lifestyle issues affect employment in the health care field, including life-long learning;
5. demonstrate and articulate professional behaviors that impact healthcare delivery;
6. define and discuss effective communication with colleagues, community and health care professionals;
7. review and correlate nutrition and its role in healthcare;
8. identify disease names and some preventions.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Healthcare of the Past, Present and Future
2. Careers in Healthcare including Laboratory and other lesser-known jobs
3. Healthcare Safety Practices including emergency preparedness
4. Legal and Ethical Principles necessary in healthcare
5. How Cultures influence delivery of Health Care
6. Employee Life Skills useful to healthcare careers
7. Nutrition and healthcare
8. Disease names and preventions
9. Electronic Medical Records and how they influence healthcare

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red | Print | Edit | Delete | Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 101

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Laboratory Assistant Skills I

Course Description:

Presents the student with a general overview of a clinical laboratory, including state and federal regulations, laboratory terminology, laboratory staffing and a basic understanding of Waived laboratory testing. Safety in the laboratory, specimen collection and handling, quality controls and quality assurance will be addressed. The majority of the competencies required in the Core Module of the National Accrediting Agency for Clinical Laboratory Science, (NAACLS's) Clinical Assistant Program will be covered. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110, and MTH-050 or MTH-065

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-101L

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?
Yes (A 'Yes' certifies you have talked with the librarian and have received approval.)*

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ Fall

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. define and explain common laboratory terms, with an emphasis on laboratory professionalism;
2. demonstrate and explain OHSA's Bloodborne pathogens standards, infection control, physical and chemical safety practices including personal and patient safety practices as defined by Standard Precautions;
3. Identify body fluids for analysis according to Scope of Practice and Standard Operating Procedures, demonstrate and explain safe practices used to collect and handle body fluids;
4. discuss the correct use and preparation of reagents, controls and other materials used in analysis;
5. describe the proper collection and performance of some Waived testing in the laboratory assistant level while maintaining CLIA regulations;
6. demonstrate and correlate pre-analytical, analytical and post- analytical errors with correct evaluation of quality control protocols including equipment maintenance within the assistant's Scope of Practice.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Personal and patient safety
2. Epidemiology including some history of medicine and laboratory
3. Laboratory staffing and credentialing
4. Professionalism
5. Laboratory terminology
6. Metric system
7. Laboratory regulations, clinical laboratory improvement act (CLIA), OHSA, CAP, TJC
8. Quality assurance in the laboratory
9. Hemostasis specimen collection and testing
a. Point of care testing
10. Basic Immunology / Basic immunohematology
a. Collection techniques / quality assurance
b. Blood typing
11. Urinalysis

a. Physical / chemical / microscopic
12. Clinical chemistry
a. Collection techniques / quality assurance
b. Specimen processing
c. Point of care testing
13. Microbiology
a. Specimen collection techniques
b. Quality assurance issues
14. Fecal occult blood testing
a. Quality assurance issues

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red | Print | Edit | Delete | Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 101L

 # Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 33
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Laboratory Assistant Skills Lab I

Course Description:

Exposes the students to a general hands-on experience learning the clinical laboratory field by performing some of the waived testing, specimen processing and handling skills used in the clinical laboratory while practicing the safety regulations of state and federal requirements. Basic quality assurance practices are outlined and shown to give a basic understanding of how to obtain and maintain quality laboratory testing. Many of the competencies required in the Core Module of the National Accreditation Agency of Clinical Laboratory Science (NAACLS's) Clinical Assistant Curriculum will be covered. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant / Phlebotomy Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-101

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Fall

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. access and demonstrate knowledge of common laboratory terms;
2. explain and demonstrate proper infection control safety practices as outlined in government mandates;
3. evaluate and practice safe standard operating procedures with regards to collection, handling and processing blood and other body fluids laboratory specimens within the student's scope of practice;
4. demonstrate correct preparation and utilization of reagents, standards and controls according to standard operating procedures;
5. analyze and demonstrate proper performance of waived test including reporting of the results, and the quality control results according to scope of practice;
6. analyze and demonstrate correct understanding of the quality control protocols and other quality assurance processes using proper understanding of the steps in the evaluation of pre-analytical, analytical, and post-analytical errors and maintenance of equipment within the assistant's scope of practice

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Laboratory safety and infection control protocols and usage
2. Laboratory terminology
3. Use of Metric system in the laboratory
4. Quality assurance in clinical setting
5. Microscopic skills used in the clinical lab
6. Hemostasis specimen collection & waived testing
a. collection techniques and QC
7. Immunology / Immunohematology
a. collection techniques and QC
8. Introduction to Urinalysis
a. collection techniques
b. Physical and chemical waived testing
c. QC
9.Introduction to Clinical Chemistry
a. Collection and specimen processing
b. Point-of-care waived testing
10.Introduction to Microbiology specimen collection techniques

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**

3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red | Print | Edit | Delete | Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 102

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Laboratory Assistant Skills II

Course Description:

This course covers hematology, urinalysis, chemistry, immunology, immunohematology and microbiology theory at the clinical assistant level scope of practice. Correct specimen collection will be emphasized. This course will instruct students to define, assess, and evaluate various waived tests. Accuracy and attention to detail will be stressed. Quality control topics covered include the use of controls, standards, and laboratory protocols.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant/ Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120 or equivalent with a C or better

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-102L

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort, or Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Winter

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. define common laboratory terminology;
2. explain infection control and laboratory safety practices as outlined in federal, state and locally mandated regulations;
3. demonstrate knowledge and understanding of standard operating procedures with regards to collecting specimens other than but including blood specimens;
4. analyze the correct processes for blood and body fluid specimens collection and analysis according to standard operating procedures;
5. explain the preparation of reagents, standards and controls according to standard operating procedures including preventative maintenance of equipment;
6. demonstrate and evaluate the proper collection and performance of the appropriate waived tests at the clinical assistant level, according to standard operating procedures;
7. demonstrate and evaluate the prevention and reporting of any potential pre-analytical and post-analytical errors that may occur during specimen collection, labeling, transporting and processing;
8. define and discuss current trends in laboratory medicine.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Urinalysis
a. Collection, Physical and Chemical examination
b. Theory and limited practice of microscopic examination
2. Urine pregnancy
3. Urine toxicology and substance abuse testing
4. Hematology theory
a. Hematopoiesis outlined
b. Bone marrow production RBC and WBC
c. Blood cell disorders
1. Leukemia
2. Anemia
d. Perform hematology waived tests

1. Hematocrit
2. Hemoglobin
3. Erythrocyte sedimentation rate
5. Chemistry tests and relationship to collection methodology
a. POCT Glucose and A1c
6. Microbiology basic testing
a. Strep throat collection and plating
b. Other POCT tests within scope of practice

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Specify term: Winter 2022

Clackamas Community College

Online Course/Outline Submission System

Show changes since last approval in red | Print | Edit | Delete | Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 102L

 # Credits: 1

Contact hours

Lecture (# of hours):
Lec/lab (# of hours):
Lab (# of hours): 33
Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Laboratory Assistant Skills Lab II

Course Description:

Addresses hematology, urinalysis, chemistry and microbiology waived laboratory techniques within assistant level scope of practice. Correct specimen collection and testing techniques, hematology, urinalysis chemistry, and microbiology terminology, and quality assurance issues, will be practiced. Some of the required competencies of National Accrediting Agency of Clinical Laboratory Science (NAACLS) will be addressed or revisited. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant / Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-101, CLA-101L, CLA-118, CLA-118L, and BI-120 or equivalent with a C or better

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: CLA-102

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort. Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ **Winter**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. explain the common laboratory terminology, with emphasis on hematology, urinalysis, chemistry and microbiology departments;
2. perform appropriate waived tests at the clinical assistant level using standard operating procedures;
3. assess blood,urine and other body fluid specimens for analysis using scope of practice and standard operating procedures;
4. perform established quality control protocols to include maintenance and calibration of equipment;
5. assess potential pre-analytical, analytical, and post-analytical errors that may occur during specimen collection, labeling, transporting, processing, analyzing, and reporting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Urinalysis, including physical, chemical and introduction to microscopy
2. Urine pregnancy tests
3. Introduction of urine toxicology & substance abuse testing
4. Hematology, including hematocrit, hemoglobin and erythrocyte sedimentation rate
5. Chemistry testing of glucose and HgA1c
6. Strep throat collection and plating
7. FOBT, O&P and other body fluid collections

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Specify term: Winter Term 2022

Clackamas Community College

Online Course/Outline Submission System

☐ Show changes since last approval in red Print Edit Delete Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 115

 # Credits: 4

Contact hours

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Laboratory Administrative Skills

Course Description:

Designed for the clinical laboratory assistant in any healthcare facility to facilitate knowing the laboratory coding, billing and insurance practices, Understand the use of communication skills with healthcare staff both verbal, nonverbal and written in emails, practice the skills of obtaining vital signs and understanding additional skills needed in the healthcare field to be an excellent employee and/or leader. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ Winter

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. explain the basics of the laboratory coding, billing and insurance practices necessary in the clinical laboratory field;
2. discuss and demonstrate collecting vital signs;
3. explain quality assurance and legal issues involving personnel performing laboratory testing, documentation, and reporting procedures;
4. discuss the importance of verbal and written communication, including communicating with special needs patients, other healthcare departments and coworkers both inside same healthcare business and outside vendors;
5. demonstrate skills related to healthcare laboratory environment such as managing emotions of patients, self and employees.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Professionalism regarding personal and patient interactions
2. Communication
a. Special needs patients, age related and language skills
b. Telephone, email and social media etiquette
3. Employee behavior to manage stress of healthcare employment
4. CPT, ICD-10 codes, ABN insurance forms
5. Customer satisfaction
6. Vital signs
7. Computer skills for EMR and LIS

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

☐ Show changes since last approval in red Print Edit Delete Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 118

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Phlebotomy for Healthcare

Course Description:

Designed for the student that is pursuing a healthcare career to provide a broad understanding of blood collection and specimen handling techniques used in ambulatory and medical center laboratories. Also prepares students to perform these tasks effectively and safely in the workplace. Universal and standard precautions and other state and federal laboratory regulations will be addressed.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Lab Assistant/Phlebotomy certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110

Have you consulted with the appropriate chair if the pre-req is in another program? Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

Are there corequisites to this course?

Yes

Co-reqs: CLA-118L

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort, or Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ **Fall**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. demonstrate the standard operating procedures (SOP)of proper blood collection by capillary (skin) puncture and venipuncture including evacuated tubes, syringes, and winged devices;
2. explain the difference in blood collection techniques for adult and pediatric patients;
3. demonstrate safe and effective specimen collection, handling, and transport to ensure optimum laboratory specimens;
4. evaluate and explain the difference between whole blood, plasma, and serum, then list pre-analytical factors affecting blood test results;
5. describe blood vessel anatomy, blood composition, anticoagulants, and specimen requirements for specific tests;
6. demonstrate proper use of various types of blood collection equipment and match evacuated tube color to specific additives, anticoagulants and test orders;
7. describe personal protective equipment, bio-hazard material handling requirements, and other safety and bloodborne pathogen issues using OSHA regulations and SOPs;
8. explain professionalism, customer service, errors and ethical and legal considerations;
9. demonstrate knowledge of quality assessment processes in handling laboratory samples and how to minimize errors in all phases of the specimen collection and transport processes.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Bloodborne pathogen and lab safety
2. HIPAA and OHSA standards
3. Blood collection techniques with standard equipment for venipuncture & skin puncture
4. Plasma, serum, and whole blood
5. Order of draw
6. Quality Assurance and Quality control
7. Professionalism
8. Pre-analytical complications
9. Special procedures

a. Point of care finger-stick testing
b. Blood cultures

10. Ethical and legal considerations
11. Errors and customer satisfaction
12. Specimen processing and handling

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Next available term after approval
:

Clackamas Community College

Online Course/Outline Submission System

☐ Show changes since last approval in red Print Edit Delete Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 120

 # Credits: 6

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours): 144
Total course hours: 166

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Phlebotomy/CLA Practicum

Course Description:

This course is the hands-on skills training required by national certification exam to practice venipunctures and other clinical laboratory assistant skills. Students will be assigned a supervised, unpaid laboratory location(s) in our community partner medical laboratories to gain practical experience. A weekly class to discuss experiences and other pertinent topics is part of this course. Required: Student Petition.

Type of Course: Career Technical Preparatory

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant / Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-102 and CLA-102L with a C or better

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort. Student Petition.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

Pass/No Pass Only

Audit: No

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. access, analyze, and critique various work experiences, problems, and resolutions in the laboratory setting;
2. demonstrate then evaluate accurate patient identification, correct specimen collection and handling, and the consequences of mishandling specimens;
3. describe the various departments within the laboratory and the types of specimens that belong to each;
4. identify and characterize the roles of various laboratory personnel and the scope of practice of each;
5. explain the importance of clear and concise communication between laboratorians and patients, physicians, nurses, and other healthcare personnel;
6. develop skills and experience in the duties routinely assigned to a clinical laboratory assistant, including phlebotomy and specimen handling and / or processing;
7. identify communication and ethical situations that arise in the clinical laboratory assistant scope of practice and have knowledge of skills used in these situations

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Practicum discussions
2. Laboratory terminology
3. Laboratory regulations
4. Specimen collection and management
5. Quality control and performance assessment
6. Communication with healthcare personnel and patients

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Clackamas Community College

Online Course/Outline Submission System

Print Edit Delete Back

Date approved: April 16, 2021 Certified General Education Area(s): None

Section #1 General Course Information

Department: HTHS

Submitter

First Name: Marilyn
Last Name: Braught
Phone: 0634
Email: marilyn.braught

Course Prefix and Number: CLA - 123

 # Credits: 2

Contact hours

Lecture (# of hours): 22
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 22

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Clinical Laboratory Assistant Career Development

Course Description:

Career development skills related to resume development and interview techniques as a preparation for using these in your healthcare career. Exploration of career ladder for future employment opportunities. Required: Student Petition.

Type of Course: Career Technical Preparatory

Reason for the new course:

Advisory Committee recommendation to train students in career skills such as how to create a resume, how to interview, and how to critically think.

Is this class challengeable?

No

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Clinical Laboratory Assistant/Phlebotomy Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: CLA-102 and CLA-102L with a C or better

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations:

Requirements: Students must be admitted into the current CLA cohort. Student Petition

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: No

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. describe the role of the clinical laboratory professional within the healthcare delivery system as it relates to the human relational component of the job;
2. use common laboratory terminology appropriately in writing resume and portfolio development;
3. demonstrate skills needed to successfully navigate normal usage of healthcare EMR computerization;
4. explain Quality control protocols, including maintenance and documentation practices;
5. describe potential pre-analytical, analytical and post-analytical errors that may occur during specimen collection, labeling, transporting and processing and how human behaviors and patterns can be eliminated or decreased;
6. demonstrate interview techniques.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Writing resume and developing portfolio
2. QA And QC issues revisited with communication lens to determining how to do relay knowledge to others
3. Discussion of proper specimen collection, handling and waived testing in the interview process
4. Email, verbal and nonverbal communication skills for interviewing and employment uses
5. Use of EMR and LIS in the Lab assistant role

Does the content of this class relate to job skills in any of the following areas:

1. Increased energy efficiency	**No**
2. Produce renewable energy	**No**
3. Prevent environmental degradation	**No**
4. Clean up natural environment	**No**
5. Supports green services	**No**

Percent of course: 0%

First term to be offered:

Program Learning Outcomes

March 18, 2022

Program	Implementation
Early Childhood Education & Family Studies AAS	2022/SU

Early Childhood Education and Family Studies AAS

Upon successful completion of this program, students should be able to:

Current:

- promote children's development and learning by creating and maintaining environments that are healthy, respectful, supportive and challenging for each child;
- build family and community partnerships based on understanding and valuing the complex characteristics of children's families and communities;
- observe, document, and assess young children;
- implement developmentally effective approaches, depending on children's ages, characteristics, and the settings within which teaching and learning occurs;
- use content knowledge to build meaningful curriculum by designing, implementing, and evaluating experiences that promote positive development and learning for each and every young child;
- identify and conduct themselves as members of the early childhood profession and be continuous collaborative learners.

Proposed:

These program learning outcomes (PLOs) were adopted from National Association for the Education of Young Children (NAEYC) early childhood teacher preparation standards and competencies. These standards represent what students should know and be able to do as result of graduating from our program.

Child Development and Learning in Context

- are grounded in an understanding of the developmental period of early childhood from birth through age 8 across developmental domains;
- understand each child as an individual with unique developmental variations;
- understand that children learn and develop within relationships and within multiple contexts, including families, cultures, languages, communities, and society;
- use this multidimensional knowledge to make evidence-based decisions about how to carry out their responsibilities.

Family-Teacher Partnerships and Community Connections

Early childhood educators understand that successful early childhood education depends upon educators' partnerships with the families of the young children they serve.

- know about, understand, and value the diversity in family characteristics;
- use this understanding to create respectful, responsive, reciprocal relationships with families and to engage with them as partners in their young children's development and learning;

- use community resources to support young children's learning and development and to support children's families, and they build connections between early learning settings, schools, and community organizations and agencies.

Child Observation, Documentation, and Assessment

- understand that the primary purpose of assessments is to inform instruction and planning in early learning settings;
- know how to use observation, documentation, and other appropriate assessment approaches and tools;
- use screening and assessment tools in ways that are ethically grounded and developmentally, culturally, ability, and linguistically appropriate to document developmental progress and promote positive outcomes for each child;
- in partnership with families and professional colleagues, early childhood educators use assessments to document individual children's progress and, based on the findings, to plan learning experiences.

Developmentally, Culturally, and Linguistically Appropriate Teaching Practices

Early childhood educators understand that teaching and learning with young children is a complex enterprise, and its details vary depending on children's ages and characteristics and on the settings in which teaching and learning occur.

- understand and demonstrate positive, caring, supportive relationships and interactions as the foundation for their work with young children;
- understand and use teaching skills that are responsive to the learning trajectories of young children and to the needs of each child;
- use a broad repertoire of developmentally appropriate and culturally and linguistically relevant, anti-bias, and evidence-based teaching approaches that reflect the principles of universal design for learning.

Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum

Early childhood educators have knowledge of the content of the academic disciplines (e.g., language and literacy, the arts, mathematics, social studies, science, technology and engineering, physical education) and of the pedagogical methods for teaching each discipline.

- understand the central concepts, the methods and tools of inquiry, and the structures in each academic discipline;
- understand pedagogy, including how young children learn and process information in each discipline, the learning trajectories for each discipline, and how teachers use this knowledge to inform their practice;
- apply this knowledge using early learning standards and other resources to make decisions about spontaneous and planned learning experiences and about curriculum development, implementation, and evaluation to ensure that learning will be stimulating, challenging, and meaningful to each child.

Professionalism as an Early Childhood Educator

- identify and participate as members of the early childhood profession. They serve as informed advocates for young children, for the families of the children in their care, and for the early childhood profession;
- know and use ethical guidelines and other early childhood professional guidelines;
- have professional communication skills that effectively support their relationships and work with young children, families, and colleagues. Early childhood educators;
- are continuous, collaborative learners who
- develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

Oregon Department of Community Colleges and Workforce Development
255 Capitol Street NE
Salem, OR 97310-0203

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
Business & Management	√ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
AAS Title: Industrial Maintenance Technology AAS.INDMAINTECH	**47.0303**	**I**	*	√ **AAS (90-108)**	**97-98**
Option Title**				☐ *OPTION* **to AAS Degree**	
Certificate Title: *Within* **AAS Degree? ☐ Yes** ☐ No**				☐ **Certificate of Completion**	

****Enter name of base degree in 'AAS Title' box**

LAST AMENDMENT APPROVED ON 03.04.22

TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	☐ **Revision in Program Credits**	
		Proposed **Total Credits:**	
Proposed **AAS Title:**			
Proposed **OPTION Title:**			
Proposed **Certificate Title:**			
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*		
Suspension Effective Date:			

++If new program is an additional award for an existing degree or certificate, complete 'Program Information' section for existing program.

CURRICULUM AMENDMENT

[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping.
For a New Program, complete the Proposed Curriculum section only.]

CURRENT CURRICULUM 21-22 [List entire curriculum as last approved]				*PROPOSED CURRICULUM 22-23* [List only course(s) to be amended]			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Industrial Maintenance Technology Associate of Applied Science Degree: 1st Year							
Fall Term							
EET-139	Principles of Troubleshooting I	33	2				
IMT-104	Reading Schematics and Symbols	22	2				
MFG-103	Machining for Fabrication & Maintenance	66	3				
MFG-130	Basic Electricity I	33	3				
MTH-050	**Technical Mathematics I**	**44**	**4**	**MTH-050***	**Technical Mathematics I**	**44**	**4**
Winter Term							
IMT-120	Industrial Machinery I	66	3				
MFG-109	Computer Literacy for Technicians	33	3				
MFG-131	Basic Electricity II	33	3				
MFG-140	Principles of Fluid Power	66	3				
MTH-080	Technical Mathematics II	33	3	MTH-080*	Technical Mathematics II	33	3
--	**Human Relations Requirement**		3				
Spring Term							
IMT-110	Preventative Maintenance	44	2				
IMT-220	Industrial Machinery II	66	3				
MFG-107	**Industrial Safety & First Aid**	**33**	**3**				
MFG-132	Basic Electricity III	33	3				
MFG-221	Materials Science	66	3				
WR-101	**Communication Skills: Occupational Writing**	**33**	**3**	**WR-101***	**Communication Skills: Occupational Writing**	**33**	**3**
Industrial Maintenance Technology Associate of Applied Science Degree: 2nd Year							
Fall Term							
EET-215	Technical Mechanics	66	3				
EET-239	Principles of Troubleshooting II	33	2				
IMT-108	Rigging and Lifting	44	2				
WLD-150	Welding Processes	88	4				
--	Program Elective		3				
Winter Term							
EET-225	Mechatronics I	44	2				
EET-233	Programmable Logic Controllers I	33	3				

IMT-230	Introduction to Heating, Ventilation, and Air Conditioning	66	3				
MFG-209	Programming & Automation for Manufacturing	33	3				
--	Program Elective		3				
--	CDT Elective		3				
Spring Term							
EET-234	Programmable Logic Controllers II	33	3				
EET-235	Mechatronics II	44	2				
HD-209 Or MFG-280	Job Search Skills Or Manufacturing Technology/CWE	33-144	3-4				
IMT-223	Instrumentation & Controls	66	3				
MET-170	Introduction to Manufacturing Processes	33	3				
MFG-219	Robotics	66	3				
Industrial Maintenance Technology Program Electives							
Any course with a CDT, EET, GIS, MET, MFG, MTT, SM, or WLD prefix not included in the Industrial Maintenance Technology program or other technical course with approval.							
CDT Electives							
Any course with a CDT prefix not included in the Industrial Maintenance Technology program.							
				Catalog Notes			
				*Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty advisor or a staff member in Student Services for the transfer requirements of the specific advanced program or school.			
TOTAL *CURRENT* CREDITS:			97-98	**TOTAL *PROPOSED* CREDITS:**			

College Contact	Mike Mattson	**Telephone No.**	3322
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature	Shalee Hodgson via email	**Date**	**3/15/22**

Oregon Department of Community Colleges and Workforce Development
255 Capitol Street NE
Salem, OR 97310-0203

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
Business & Management	x **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	*Current* **Credits**
AAS Title:				☐ **Associate of Applied Science (AAS) Degree**	
Option Title**				☐ ***OPTION* to AAS Degree**	
Certificate Title: ***Within*** **AAS Degree? ☐ Yes** ☐ No **Industrial Maintenance Technology** CC.INDMAINTECH	**47.0303**	**J**	**A**	√ **CC1 (45-60 credits)**	**52**

****Enter name of base degree in 'AAS Title' box**

LAST AMENDMENT APPROVED ON 03.04.22

TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	✓ **Revision in Program Credits** *Proposed* **Total Credits:**	
***Proposed* AAS Title:**			
***Proposed* OPTION Title:**			
***Proposed* Certificate Title:**			
☐ ***SUSPENSION* of Program**	*Reason for Suspension:*		
Suspension Effective Date:			

CURRICULUM AMENDMENT							
CURRENT CURRICULUM 21-22				*PROPOSED CURRICULUM 22-23*			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
EET-139	Principles of Troubleshooting I	33	2				
IMT-104	Reading Schematics and Symbols	22	2				
MFG-103	Machining for Fabrication & Maintenance	66	3				
MFG-130	Basic Electricity I	33	3				
MTH-050	**Technical Mathematics I**	**44**	**4**	**MTH-050***	**Technical Mathematics I**	**44**	**4**
Winter Term							
IMT-120	Industrial Machinery I	66	3				
MFG-109	Computer Literacy for Technicians	33	3				
MFG-131	Basic Electricity II	33	3				
MFG-140	Principles of Fluid Power	66	3				
MTH-080	Technical Mathematics II	33	3	MTH-080*	Technical Mathematics II	33	3
--	**Human Relations Requirement**		3				
Spring Term							
IMT-110	Preventative Maintenance	44	2				
IMT-220	Industrial Machinery II	66	3				
MFG-107	Industrial Safety & First Aid	33	3				
MFG-132	Basic Electricity III	33	3				
MFG-221	Materials Science	66	3				
WR-101	**Communication Skills: Occupational Writing**	**33**	**3**	**WR-101***	**Communication Skills: Occupational Writing**	**33**	**3**
--	Electives		3				
Industrial Maintenance Technology Program Electives							
Any course with a CDT, EET, GIS, MET, MFG, MTT, SM, or WLD prefix not included in the Industrial Maintenance Technology program or other technical course with approval.							
				Catalog Notes			
				*Substitute college transfer courses for these courses if you plan to continue your education at a higher education institution. It is recommended that you consult with a faculty advisor or a staff member in Student Services for the transfer requirements of the specific advanced program or school.			
TOTAL *CURRENT* CREDITS:			52	**TOTAL *PROPOSED* CREDITS:**			

College Contact	Mike Mattson	**Telephone No.**	3322	
E-Mail Address		**Fax No.**		
Chief Academic Officer *or* **PTE Dean Signature**	Shalee Hodgson via email		**Date**	**3/15/22**

Oregon Department of Community Colleges and Workforce Development
255 Capitol Street NE
Salem, OR 97310-0203

Office of Educational Improvement & Innovation
Phone: (503) 378-3600
FAX: (503) 378-5156

COMMUNITY COLLEGE PROGRAM AMENDMENT FORM

(For changes to State Approved Associate of Applied Science degree, AAS option and Certificate of Completion programs)

This form should be completed electronically and the boxes will expand to accommodate text.
Current instructions, forms, handouts and other useful resources are located at
http://www.ode.state.or.us/search/results/?id=231

College:	**Clackamas Community College**	**Date**	

CAREER LEARNING AREA	
☐ **Ag, Food & Natural Resource Systems**	☐ **Health Services**
☐ **Arts, Information & Communications**	☐ **Human Resources**
☐ **Business & Management**	☐ **Industrial & Engineering Systems**

PROGRAM INFORMATION

APPROVED **Program Title** *(For Official Program Title, refer to your directory at http://www.ode.state.or.us/search/results/?id=232)*	*APPROVED* **CIP Code** (Include 7th & 8th digits used for OCCURS reporting.) *6-digit CIP*	*7th digit*	*8th digit*	*APPROVED* **Recognition Award**	**Current Credits**
Parent AAS Title:				☐ **Associate of Applied Science (AAS) Degree**	
Option Title**				☐ *OPTION* **to AAS Degree**	
Certificate Title: *Within* **AAS Degree? √ Yes** ☐ No** **Mechatronics - Certificate** CC.MECHATRONICS	**15.0407**	**L**	*****	√ **CC (12-30)**	**19-21**

TYPE OF PROGRAM AMENDMENT
(Check **ALL** That Apply)

☐ **New Program++** ☐ **Title Change for Program**	☐ **Curriculum Revision**	☐ **Revision in Program Credits** *Proposed* **Total Credits:**
Proposed **AAS Title:**		
Proposed **OPTION Title:**		
Proposed **Certificate Title:**		
☐ *SUSPENSION* **of Program**	*Reason for Suspension:*	
Suspension Effective Date:		

CURRICULUM AMENDMENT

[List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping.
For a New Program, complete the Proposed Curriculum section only.]

CURRENT CURRICULUM 21-22 [List entire curriculum as last approved]				*PROPOSED CURRICULUM 22-23* [List only course(s) to be amended]			
Course	**Title**	**Hours**	**Credits**	**Course**	**Title**	**Hours**	**Credits**
Fall Term							
EET-137 Or MFG-130	Electrical Fundamentals I Or Basic Electricity I	33-88	3-4				
EET-215	Technical Mechanics	66	3				
Winter Term							
EET-225	Mechatronics I	44	2				
MFG-209	Programming & Automation for Manufacturing	33	3				
MTH-080 or higher	Technical Mathematics II	33	3				
Spring Term							
EET-235 Or MFGE-241* (at OSU)	Mechatronics II Or Introduction to Mechatronics	33-44	2-3				
MFG-219	Robotics	66	3				
Catalog Notes							
MFGE-241 is a course taken at Oregon State University. MFGE-241 must be taken at Oregon State University and there may be prerequisites that need to be taken prior. Work with an academic advisor to help you determine if you meet the prerequisites for this course.							
TOTAL *CURRENT* CREDITS:			19-21	**TOTAL *PROPOSED* CREDITS:**			

College Contact	IDTD	**Telephone No.**	
E-Mail Address		**Fax No.**	
Chief Academic Officer *or* PTE Dean Signature	Shalee Hodgson vis email	**Date**	**3/15/22**

Curriculum Committee
New CTE Program

This form provides additional information required by the NWCCU for accreditation
Signed copies must be submitted two weeks prior to Curriculum Committee meetings

Program Presenter	Mike Mattson
Program Department/Division	Industrial Technology
Program Type	Certificate of Completion
If CPCC or Related Cert, list Parent Program	Click to enter text.
Complete Program Title	Mechatronics
Credit Total	19-21

Catalog description of new program
Must match description from CCWD CTE Program of Study Application
The Mechatronics certificate prepares students to work in automated industrial environments, by building skills related to diagnosis and repair of automated systems and application of programming for industrial automation. The course also provides an introduction to robotics and industrial motion control, giving students the opportunity to learn basic operation, programming, and applications of a typical FANUC six-axis robot. Many of the courses are also part of the Computer-Aided Manufacturing, Electronics Engineering Technology, and Industrial Maintenance Technology programs.

Similar to an existing program?
No

Program-Level Student Learning Outcomes
Upon successful completion of this program, students should be able to:
- use appropriate tools to measure dimensions, force, work, torque, and power;
- select and integrate linear motion and power transmission components to create an automated manufacturing system;
- create software applications of automation and data acquisition, perform software simulations to verify correct motion and timing of programs;
- interface robotics hardware with a CNC machine tool to facilitate automated machining.

Program-Level Assessment Plan
EET, RET, or IMT

Related Instruction Courses in the Program
N/A

Describe your Marketing plan.
Many of the courses in this certificate are part of other degrees in the Industrial Technology Department. The Department will leverage existing and planned marketing strategies for those programs to develop marketing materials and an outreach strategy for this certificate. As part of the marketing plan for this certificate, print materials, video content, advising guides, and social media strategies will be created and implemented in collaboration with CCC College Relations and Marketing and the Industrial Technology and Automotive Education Focus Area Navigator.

Will there be revenues associated with the new program?
(i.e. bonds, grants, reallocation)

○ Yes ◉ No

New Courses needed?

○ Yes ◉ No

New Sections needed?

○ Yes ◉ No

Additional faculty needed?

○ Yes ◉ No

Please explain how current faculty will be sufficient to staff new program
Courses already exist and are embedded in three AAS programs

New physical facilities and equipment needed?

○ Yes ◉ No

Please explain how the current physical facilities and equipment will be allocated to meet the needs of the new program
Existing courses will use existing facilities in Barlow and the Industrial Technology Center

New Student Services needed?
Link to student services listed in the current catalog

○ Yes ◉ No

Please explain how the current Student Services will accommodate the needs of the new program

The courses are part of existing programs, an advising guide will need to be developed or added to the AAS degree pathways but sufficient student services exist to support these students.

Other expenses?

○ Yes ◉ No

Division Dean Signature/Date

Department Chair Signature/Date

Faculty/Program Lead Signature/Date
(optional)

APPLICATION for a NEW PROGRAM
CAREER TECHNICAL EDUCATION (CTE)

Department forms change periodically. It is the college's responsibility to use the most current forms available. Current forms, handouts and other useful resources are located at
http://www.ode.state.or.us/opportunities/grants/perkins/postsecondary/appsandwkshts.aspx

Note: It is essential that the companion document, the Planning Guide & Application Worksheet, is used in representing your new program. The Application Worksheet must be kept on file at the college and made available upon request.

Section 1. College Contact Information

College	**Clackamas Community College**

College Point Of Contact	Dru Urbassik
Title	Director, Curriculum & Scheduling
Department, Division	Institutional Effectiveness & Planning
Mailing Address	19600 Molalla Avenue
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-6217
Fax	503-650-6659
E-Mail	dru.urbassik@clackamas.edu

Program Contact Person	Mike Mattson
Title	Department Chair
Department, Division	Industrial Technology Department
Mailing Address	19600 Molalla Ave
City, State Zip Code	Oregon City, OR 97045
Phone	503-594-3322
Fax	
E-Mail	mattsonm@clackamas.edu

Section 2. Program Award Information

Name of Proposed Program	**Mechatronics**

✓	Type of Program (Check all that apply if the programs are related)	Total Credits
	Associate of Applied Science (AAS) Degree	
	Associate of Applied Science Degree, Option (An option is a specialized area within a base AAS. Must maintain 70% of common credits with base AAS)	
x	**Certificate of Completion**	**19-21**

	Business and Industry-based Program (privately-contracted, closed enrollment)

✓	Career Area (please check the appropriate area)
	Agriculture, Food & Natural Resources Systems
	Arts, Information & Communications
	Business & Management

	Health Services
	Human Resources
x	**Industrial & Engineering Systems**

EII Education Specialist	
Name	
Phone	
E-Mail	

Proposed Program Implementation Date	September 2022

CIP Code	15.0407	**CIP Title**	Mechatronics, Robotics, and Automation Engineering Technology/Technician
CIP Narrative Description			
A program that prepares individuals to apply basic engineering principles and technical skills in the support of engineers to the design, development, and operational evaluation of autonomous, computer-controlled, electro-mechanical systems. Includes instruction in computer and software engineering, control engineering, electronic and electrical engineering, mechanical engineering, and robotics			

Program Summary
This certificate prepares students to work in automated industrial environments, by building skills related to diagnosis and repair of automated systems and application of programming for industrial automation. The program also provides an introduction to robotics and industrial motion control, giving students the opportunity to learn basic operation, programming, and applications of a typical FANUC six-axis robot. Many of the courses are also part of the Computer-Aided Manufacturing, Electronics Engineering Technology, and Industrial Maintenance Technology programs.

✓	**Financial Assistance Options Sought for and/or Approved for the Program** (Check all that apply)	
✓	**Federal Financial Aid Options**	
✓	**Workforce Investment Act – Individual Training Account**	
✓	**Veterans Benefits**	
✓	**State of Oregon Financial Aid**	**Describe: Oregon Opportunity Grant**
✓	**College Financial Aid**	**Describe: Scholarships, tuition waivers, internships**
✓	**Private Business, Foundation Aid**	**Describe: Scholarships**
✓	**Other:**	**Describe: Voc Rehab funds, Social Services funds, Tribal Educational funds**

Section 3. Program Approval Standards

Standard A
Need: ***The community college provides clear evidence of the need for the program.***
Program Highlights

The demand for Electro-Mechanical Technicians in the Portland Metro Area is higher than other regions of the state and demand is expected to grow by 9.1%, with replacement openings. The occupation is expected to grow at a somewhat slower rate than the state and regional average growth rate for all occupations in the state through 2030. Reasonable, but limited opportunities exist to fill replacement openings as workers retire.

Standard B

Collaboration: ***The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.***

Program Highlights

This certificate is part of the Computer-Aided Manufacturing pathway, the Electronics Engineering Technology pathway, and Industrial Maintenance Technology pathway (CAM) pathway and supports students who are interested working as Electro-Mechanical Technicians. The need for these technicians has been vetted with employers, department faculty and students.

Standard C

Alignment: ***The program is aligned with appropriate education, workforce development, and economic development activities.***

Program Highlights

While this is a short term certificate that can be completed on its own or as part of a pathway to a two-year degree, the Mechatronics certificate leads directly to employment. Because it is a short term certificate, it is aligned with workforce training dollars and other grant funds to support students. Once approved the college will apply for the program to be included on the Workforce Innovation and Opportunity Act, Eligible Training Provider List.

Standard D

Design: ***The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.***

Program Highlights

Upon successful completion of this program, students should be able to: use appropriate tools to measure dimensions, force, work, torque, and power; select and integrate linear motion and power transmission components to create an automated manufacturing system, create software applications of automation and data acquisition, perform software simulations to verify correct motion and timing of programs, and interface robotics hardware with a CNC machine tool to facilitate automated machining.

Standard E
Capacity*: *The community college identifies and has the resources to develop, implement, and sustain the program.
Program Highlights
All of the courses in this program are already developed and most are being delivered as part of the three Associate of Applied Sciences degree pathways. The Department is also identifying resources to market the program and has student recruitment/retention resources in place to support access and completion.

Section 4. Proposed Curriculum

***PROPOSED* CURRICULUM** [List in a Defined Sequence of Courses Format, e.g., Quarter-to-quarter mapping]			
Course Number	**Course Title**	**Clock Hours**	**Credits**
Fall Term			
EET 215	Technical Mechanics	66	3
MFG 130 or EET 137	Basic Electricity I Or Electrical Fundamentals I	33 or 88	3 or 4
Winter Term			
EET 225	Mechatronics I	44	2
MFG 209	Programming & Automation for Manufacturing	33	3
MTH 80 or higher	Technical Mathematics II	33	3
Spring Term			
MFG 219	Robotics		3
EET 235 or MFGE 241 (OSU)	Mechatronics II or take Introduction to Mechatronics at OSU - https://catalog.oregonstate.edu/college-departments/engineering/school-mechanical-industrial-manufacturing-engineering/mechatronics-manufacturing-engineering-certificate/#requirementstext	44 or 33	2 or 3
TOTAL *PROPOSED* CREDITS:			19-21

Section 5. Assurances and Signature

College Authority Signature **(Applications must be signed by the chief academic officer or the president)**
I have reviewed this application and supporting documents and attest to the accuracy, clarity, and completeness. The college will comply with the following assurances: 1. **Access**. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

2. **Continuous improvement**. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.

3. **Adverse impact & detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.

4. **Program records maintenance & congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, and other identifying and descriptive information maintained by the Department are the official records and it is the college's responsibility to keep the college records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

Our staff has worked closely with CCWD-EII staff in the development of the proposed program and completion of this application. The proposed program:

1. Has been designed to meet the State Board of Education approval standards for Need,
2. Collaboration, Alignment, Design and Capacity, as well as the elements identified that that are essential to a quality program;
3. Our college board has approved the proposed program described in this application;
4. All local campus procedures have been completed; and
5. This program is ready to be reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

Signature	
Title	Director, Curriculum & Scheduling
Name (Printed or typed)	Dru Urbassik
Date	

Courses Scheduled for Inactivation on 6/30/23

Curriculum Committee webpage>>>Additional Documents>>>.Courses to Be Inactivated – 06.30.23.xlsx

http://webappsrv.clackamas.edu/committees/CC/meetings/AdditionalDocuments/.Courses%20To%20Be%20Inactivated%20-%2006.30.23.xlsx

These are courses that haven't been offered since 2020/SP. Including new courses that have never been offered (unless it's a recent new course)

To prevent inactivation, the course must be offered during the 22-23 year, or just ask the Curriculum Office not to inactivate it