Business to be reviewed by Curriculum Committee:

**New Courses:**
To Be Presented By: Paulette Helsley
- Medication Aid

**New Program**
To Be Presented By: Paulette Helsley
- Medication Aid
To Be Presented By: Martha Joyce
- Retail Management Business Essentials Pathway Certificate

**Course Revisions:**
To Be Presented By: Martha Joyce
- SDP 113-Human Relations for Supervisors
- BA 231-Computers in Business
- BA 214-Business Communications
- BA 206-Management Fundamentals

**Program Revisions:**
To Be Presented By: Gwen Soderburg Chase
- Early Childhood Education, AAS
To Be Presented By: Martha Joyce
- Executive Business Assistant
To Be Presented By: Chris Lake
- Viticulture and Enology, AAS Enology
- Viticulture and Enology, Certificate-Viticulture

Next Curriculum Committee Scheduled for Fall of 2015
Next Instructional Council Scheduled for May 26, 3:30
Business to be reviewed by Curriculum Committee:
Approval of the following Curriculum Committee Minutes- February 10, 2015

Minutes were approved as presented

New Courses:
To be presented by Ken Carloni
- NR 242-Ecosystems of Southwest Oregon and Northern California
  3 credit hours, approved to move to IC

- NR 243-Historical Ecology of Pacific Northwest Landscapes
  3 credit hours, approved to move to IC

- NR 251-Principles of Fish and Wildlife Conservation
  3 credit hours, approved to move to IC

- NR 255A/B/C-Landscape Monitoring Methods
  3 credit hours, approved to move to IC with the following changes; need to make change for this to be 3 separate courses and notate in catalog student needs to take all three courses for Landscape Monitoring Option.

New Program
To be presented by Ken Carloni
- Natural Resources: Landscape Management Option
  Approved to move to IC with changes; monitoring not management, does this new degree need to go through approval process? Articulation agreement with OSU.
  Presented for 16-17 catalog

Course Revisions:
To be presented by Jillanne Michell
- ENG 201-Shakespeare
  Approved to move to IC. Will be in 16-17 catalog

- ENG 202-Shakespeare
  Approved to move to IC. Will be in 16-17 catalog
• ENG 203-Shakespeare
  This course will be retired, all 3 courses combined to make 2 courses.

To be presented by Ken Carloni
  • BI211-Principles of Biology
    Approved to move to IC with changes; Add CH 112, CH 104 or BI 221 as prerequisite or co-requisite.
    Clock hours will change from 55 to 77.
    BI 221 not 211.

  • CH112 – Fundamentals of Chemistry
    Approved to move to IC with changes; name change, course outcomes and course description changed.
    MTH 065 or higher, or placement test is a prerequisite.

**Program Revisions:**
To be presented by Gwen Soderburg-Chase
  • Early Childhood Education, AAS
    Tabled for later discussion

**Next Curriculum Committee Scheduled for May 12, 2015**
Please enter information for the new course you are proposing below. Your careful attention to completion of all fields is appreciated. Thank you!

**Basic Information**

**Name of New Course Contact:** Medication Aide  
**Contact Title:** Paulette Helsley RN  
**Department:** Nursing  
**Supervisor:** Tamra Samson MSN RN  
**Program:** Under Nursing Assistant Level 1

**New Course Information**

**Date, Year, and Term of Proposed Implementation:** Fall 2015-2016  
**Course Title:** Medication Aide  
**Course Number:**  
**Number of Credits:** 7  
**Activity Code:**  
\_X\_100 - Lower Division Collegiate  
\_210 - CTE Preparatory  
\_211 - Stand-alone (Independent) CTE Preparatory  
\_220 - CTE Supplemental  
\_230 - CTE Apprenticeship  
\_310 - English as a Second Language  
\_320 - Adult Basic Education  
\_330 - General Education Development Test Preparation  
\_340 - Adult High School Diploma, High School Completion  
\_350 - Post-Secondary Remedial, Reading or Writing  
\_351 - Post-Secondary Remedial, Math  
\_352 - Post-Secondary Remedial, Electives  
\_360 - ACE – Unknown  
\_361 - ACE - Health and Fitness  
\_362 - ACE – Safety  
\_363 - ACE – Workforce  
\_510 - Non-Reimbursable – Unknown  
\_511 - Non-Reimbursable - Hobby and Recreation  
\_512 - Non-Reimbursable - Other/Administrative

**Course Type**

*(If your course is a combination of the below options, please define it in ‘other’)*

\_X\_Lecture (11 hrs/credit)  
\_X\_Lab (30 hrs/credit)
__Lecture/Lab (20 hrs/credit)
__Other:

**Number of Hours:** 60 + 28—60 lecture/skills and 28 clinical
*See 'course type' above for guidance*

**Co- and Pre-Requisite Information**
*Please define any co- or pre-requisite information.*
X Must be a CNA1 for 6 months before they can take this course

**Co- and Pre-Requisite Enforcement**
*Please choose an enforcement option for the information listed above.*
__Registration Enforced
__Instructor Enforced
__x_Combination or Other Enforcement

*If you chose 'Combination or Other Enforcement' above, please describe.*
X The Nursing Department would have application form on line for students to follow, and per Oregon State Board of Nursing we would have to pull and verify their CNA1 certificate before entering program

**Catalog Course Description — see attached course outline**

**Grading Option:**
X This would be a graded didactic and clinical portion

**Load Factor:**

**Award Information:**
*Please select all that apply.*

__AA
__AS
__AAS
__x_Below 100-Level
__Elective
__Certificate
__AAOT

*If you selected 'AAOT' above, please select the area of distribution below.*
__Arts and Letters
__Mathematics
__Science or Computer Science
__Social Science
__Speech/Oral Communication
__Writing
__Cultural Literacy
CTE and Lower Division Collegiate Proposals Only
Approved by Advisory Committee?
Minutes must be submitted to IC
__Yes
__No

Course on "LDC Course List" with ODE?
__Yes
__No (Course has been approved for transfer.)
__To Be

Course Type:
__Occupational Preparatory (organized degree/cert. program)
__Occupational Supplementary
__Foundational Requirement
__Discipline Studies
__Elective

Required Course Information
*Please list all programs for which this course will be required*
This course would enhance the current Nursing Assistant Level 1 program and offer options for the CNA2 program

New Course Justification
Student Need for Course *(Please describe)*
X For a wider range of employment for the Certified Nursing Assistant 1 and Certified Nursing Assistant 2

Course Impacts *(Select all that apply)*
__x__Instructional costs (staff, materials, equipment, or facilities) are required.
__Additional instructional costs (staff, materials, equipment, or facilities) are needed.
__Impact to other divisions in terms of classes and staffing
__Other

Course Impact Description
*For any of the course impacts listed above, please describe.*
This course would require a part-time instructor and perhaps another part-time instructor to assist with the Clinical aspect of this program.
Replacement Course For:
**Additional Process Items**

*Please check all of the additional forms and documents you have completed and submit along with this form Curriculum Committee. Links to fill-able versions of these forms can be found at [http://new.umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces](http://new.umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces)*

_ x_ Course Outline - required  
__ Start-Up Budget (if needed)  
___ Advisory Committee Minutes (if needed)
Course No: 
Course Credit: 7
Lecture Hrs/wk: 20 to obtain 60 hours
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk: 24
Clock Hours: 4 hours
Length of Course: 5 weeks
Banner enforced Prerequisite: Certified Nursing Assistant
Instructor enforced Prerequisite: yes
Co-Requisite:
Load Factor: 10 students
Activity Code: 
CIPS: Choose an item.

Course Title: Medication Aide
Developed By: Paulette Helsley RN
Development Date: April 27, 2015
Revision Date: 
Review Date:

COURSE DESCRIPTION: This course is designed to prepare the student to meet the requirements of the Oregon State Board of Nursing to become certified.

COURSE OUTCOMES: The student will successfully pass the course and become Certified at the State level through the Oregon State Board of Nursing.
Basic Information
Name of Program: Medication Aide
Contact Name and Title: Paulette Helsley RN
Department: Nursing
Supervisor: Tamra Samson MSN RN

Program-Specific Information
Date, Year, and Term of Proposed Implementation:
Fall 2015/2016

Program Award:
_x_Less than 1 year certificate
__1 year certificate
__2 year certificate
__Career Pathway certificate
__Degree

Number of Credits: 7

New Program/Certificate Title: Medication Aide

Program Description (This is the description that will appear in the catalog, so make sure it is exactly what you want)
Medication Aide distributes patient medications in nursing homes, assisted living facilities safely, legally and accurately.

Labor Market Need (Brief description; you will also need to complete an LMI worksheet, EXCEPT for Career Pathways Certificates):

Target Student Population:
For Certified Nursing Assistants that have been working for 6 months as a CNA1 would be our target population approximately 10 per class session.

Program Outcomes: (please list numerically)
1. Effective training for CNA1’s to safely, legally, and accurately administer medications
2. Carry out related duties and responsibilities in appropriate healthcare settings
3. Provide safe ethical considerations and documentations and communication with the healthcare team

Program Impacts:
_x_Standard Instructional Costs (staff, materials, equipment or facilities) are required.
__Additional instructional costs ((staff, materials, equipment or facilities) are needed.
__Impact to other divisions in terms of scheduling or staffing.

Program Impact Description (for any of the program impacts listed above, please describe):
Additional Instructor Requirements (FT/PT, number, qualification, ability to recruit):
No additional instructor requirements would be needed. Within the nursing department we have part-time instructors that would qualify to teach the didactic portion and have 1 other part time instructor to assist with the clinical aspects of this new program.
Program Standards
Using new or parent program information, create a short description that provides the requested data. These descriptions will be entered exactly as they appear in the New Program Form into the official record with the State of Oregon. The maximum number of characters for each standard is 4,000.

Standard A – Need:
The community college provides clear evidence of the need for the program.
Local long term care facilities have suggested that UCC provide a medication aide program. This course would provide education and employability opportunities for CNA1 and CNA2’s. This program would also augment and expand the career pathway for the CNA1 and CNA2’s when successfully completed. Current guidelines set by the Oregon State Board of Nursing (OSBN) would be followed. Certification as a Medication Aide provide a higher rate of pay and an opportunity to work in Long Term Care, assisted living facilities, and other home health agencies. In Roseburg area there are six assisted living facilities and 2 long term care facilities that would need Medication Aides for both the AM and PM shifts. They would be recognized within the State of Oregon as well as other states after meeting their specific criteria.

Standard B – Collaboration:
The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.
During recent clinical rotations through/with Long Term Care facilities and Assisted Living facilities information was shared with UCC staff concerning the need in our community for a local training program for medication aides. These same facilities would agree to serve as clinical sites for the medication aide program. They would also be prospective employers of certified medication aides who complete the UCC program. Offering this course at UCC at varying quarters with Nursing Assistant 1 and Certified Nursing Assistant 2 would allow for flexibility of current teaching staff to cover all three course offerings. Some prospective medication aide students may also benefit from enrolling in other classes at UCC that would increase their potential for success in becoming certified. These courses are medical terminology, math and English.

Standard C – Alignment:
The program is aligned with the appropriate education, workforce development, and economic development activities.
The medication aide student would be able to utilize other courses offered at UCC specifically, medical terminology and basic math courses. This would allow for effective training of medication aides in order for them to safely, legally, and accurately administer medications and competently carry out related duties and responsibilities in appropriate healthcare settings. By establishing a career pathway for the certified nursing assistant 1 and 2 levels, this program would allow greater economic stability for the student, not only in Douglas County but in Oregon. This course would prepare the student to ‘sit’ for the certification test administered by the Oregon State Board of Nursing and if they choose, the national MACE exam.

Standard D – Design:
The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.
The medication aide course would involve other classes offered at UCC. Nursing assistant level 1 and Certified Nursing Assistant 2, math, and medical terminology. The math and medical terminology would be an option but would significantly improve outcomes for the student. The medication aide course is an 84 hour program. 60 hours in classroom with objectives in learning: Oral, sublingual and buccal medications, eye medications, ear medications, nasal medications, rectal medications, vaginal medications, skin ointments, medications by gastrostomy and Jejunostomy tubes, premeasured delivered by aerosol/nebulizer and medications delivered by metered hand-held nebulizers. They will also learn the administration of PRN medications, including controlled substances. The required curriculum for medication aides includes subjects related to medication administration as set by the Oregon State Board of Nursing for approval and accreditation. The medication aide curriculum if approved would be another accredited program at UCC. The learning objectives would be met and follow the set curriculum by the Oregon State Board of Nursing. The objective would be that each student successfully complete the program and pass the state test to be certified. The curriculum in the classroom would also cover: Medication effects, medication administration and client rights, role and responsibilities, terminology, authorized duties, documentation, error reporting, and regulations. The classroom needs would be an open classroom with computer/projector/screen and 1 instructor of which are currently on staff. Upon successful completion of the classroom instruction, 24 hours of clinical will be scheduled for each student with a clinical preceptor. The clinical needs would be for two part time instructors of which are currently on staff. The clinical areas are in the community and must be approved by the Oregon State Board of Nursing. The instructor and another designated part-time employee approved by the Oregon State Board of Nursing would be with each student on a 1 to 1 clinical time for 3 days in an 8 hour shift with a clinical preceptor observing medication aide duties. The Nursing Director Tamra Samson MSN RN would contact the Oregon State Board of Nursing for approval of instructors, along with the curriculum for their final approval. UCC would not encounter any additional costs as most correspondence can and has been accomplished via the internet and phone call(s) as necessary.

**Standard E – Capacity:**

*The community college identifies and has the resources to develop, implement, and sustain the program.*

Program requirements from the Oregon State Board of Nursing for the medication aide program by the students are:

- Criminal background history check performed prior to commencement of class. Current basic life support CPR. Negative tuberculosis skin test within the last 12 months. A drug screen-Proof of immunizations or titer MMR, Tdap, varicella, and hepatitis B. With the addition of this course, the Nursing Department is trying to establish a career pathway, an alternative route for the student to have advancement and upward mobility. The Nursing Director, Tamra Samson MSN RN and lead instructor Paulette Helsley RN have recognized the need of additional pathways for the students due to a decrease in enrollment for nursing assistant level 1 and certified nursing assistant 2. By offering several options at various quarters we hope to provide diversity for the students and success in upward mobility without over saturation of employment opportunities within the community.
Proposed Courses – please attach course outlines

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>103</td>
<td>Medication Aide</td>
<td>7</td>
</tr>
</tbody>
</table>
### Additional Process Items

Please check all of the additional forms and documents you have completed and submitted to Curriculum Committee. Links to fill-able versions of these forms can be found at [http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces](http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces).

- __Required: Labor Market Information (LMI) Form (not needed for Career Pathway Certificate)
- __Required: Course Outlines for all courses
- __Specialized Form: Advisory Committee
- __Specialized Form: Start Up Budget

### Total credits for Program
Medication Aide Program

Standard A - Need

Local Long Term Care Facilities have suggested that Umpqua Community College (UCC) provide a medication aide program. UCC would be able to serve the majority of Douglas County as well as other counties. This course would provide education and employability opportunities for Certified Nursing Assistants both levels 1 and 2. This program would also augment and expand the career pathway for the Certified Nursing Assistant both levels 1 and 2 when successfully completed.

Current guidelines set by the Oregon State Board of Nursing (OSBN) state that a graduate nursing assistant can only work in a long term care facility for 120 days until they take the state written and skills test to become a Certified Nursing Assistant Level 1. They then can work only in the Long Term care facility as a nursing assistant level 1. After working as a certified nursing assistant level 1 for 6 months they become eligible to take the medication aide course. Certification as a medication aid would provide a higher rate of pay and an opportunity to work in a Long term care or assisted living facility plus other home health agencies. In the Roseburg area there are six (6) assisted living facilities and two (2) long term care facilities. Those facilities hire medication aides and would need a medication aide for the a.m. shift and a medication aide for the p.m. shift. Upon successful completion of a medication aide course the student is required to pass a state exam given by the OSBN to become certified. There is also a national medication certification exam called MACE EXAM. Once certified by OSBN, the medication aide could serve an important role in hospitals, Veterans Administration facilities, long term care facilities, Adult Foster Homes, and Residential Care Facilities by helping distribute medications and monitoring for adverse reactions. They would be recognized within the state of Oregon as well as all other states after meeting their specific criteria.

In addition to extending a career pathway, the medication aide would earn a high starting wage. Most Medication Aides begin at a $14.00 per hour, which is a $2.00+ higher wage than a Certified Nursing Assistant. The wages in the Portland metro area for medication aide is even higher.

Standard B – Collaboration

During recent clinical rotations through/with Long Term Care Facilities and Assisted Living Facilities, information was shared with UCC staff concerning the need in our community for a local training program for medication aides. These same facilities would agree to serve as clinical sites for the medication aide program. They would also be prospective employers of certified medication aids who complete the UCC program. Offering this course at UCC at varying quarters with Nursing Assistant 1 and Certified Nursing Assistant 2, would allow for flexibility of current teaching staff to cover all three course offerings.
Some prospective medication aide students may also benefit from enrolling in other classes at UCC that would increase their potential for success in becoming certified. These courses are medical terminology, math, and English.

Standard C – Alignment

The medication aide student would be able to utilize other courses offered at UCC specifically, medical terminology and basic math courses. This would allow for effective training of medication aides in order for them to safely, legally, and accurately administer medications and competently carry out related duties and responsibilities in appropriate healthcare settings.

By establishing a career pathway for the certified nursing assistant 1 and 2 levels, this program would allow greater economic stability for the student, not only in Douglas County but in Oregon.

This course would prepare the student to ‘sit’ for the certification test administered by the Oregon State Board of Nursing, and if they choose, the national MACE exam.

Standard D – Design

The medication aide course would involve other classes offered at UCC. Nursing assistant level 1 and certified nursing assistant 2, math, and medical terminology. The math and medical terminology would be an option but would significantly improve outcomes for the student.

The medication aide course is an 84 hours program. 60 hours in the classroom with objectives in learning:

a-oral, sublingual and buccal medications
b-eye medications with the exception of eye medications to new post-operative eye clients
c-ear medications
d-nasal medications
e-rectal medications
f-vaginal medications
g-skin ointments, topical medications including patches and transdermal medications
h-medications by gastrostomy and Jejunostomy tubes
i-premeasured delivered by aerosol/nebulizer and
j-medications delivered by metered hand-held nebulizers
They will also learn the administration of PRN medications, including controlled substances.

The required curriculum for medication aides includes subjects related to medication administration as set by the Oregon State Board of Nursing for approval and accreditation. The medication aide curriculum if approved would be another accredited program at UCC.

The learning objectives would be met and follow the set curriculum by the Oregon State Board of Nursing. The objective would be that each student successfully complete the program and pass the state test to be certified.

The curriculum in the classroom would also cover:

a-medication effects
b-medication administration and client rights
c-role and responsibilities
d-terminology
e-authorized duties
f-documentation
g-error reporting
h-regulations

The classroom needs would be an open classroom with computer/projector/screen and one (1) instructor of which are currently on staff. Upon successful completion of the classroom instruction, 24 hours of clinical will be scheduled for each student with a clinical preceptor. The clinical needs would be for two (2) part-time instructors of which are currently on staff.

The clinical areas are in the community and must be approved by the Oregon State Board of Nursing. The instructor and another designated part-time employee approved by the Oregon State Board of Nursing would be with each student on a 1 to 1 Clinical time for 3 days in an 8 hour shift with a clinical preceptor performing medication aide duties.

The Nursing Director; Tamra Samson M.S.N. R.N. would contact Oregon State Board of Nursing for approval of instructors, along with the curriculum for their final approval. UCC would not encounter any additional costs as most correspondence can and has been accomplished via the internet and phone call(s) as necessary. There are no outlying costs.

The Nursing Department is anticipating that this course would be a 7 credit course from UCC.
Standard E – Capacity

Program requirements from the Oregon State Board of Nursing for the medication aide program by the students are:

1-criminal history background check performed prior to commencement of class

2-current basic life support CPR by American Red Cross or Health Provider CPR by the American Heart Association or our Community Education Department

3-negative tuberculosis skin test within the last 12 months. Must be current (unexpired) during clinical and throughout Oregon State Board of Nursing testing and certification

4-Drug screen

5-Proof of immunizations or titer MMR, Tdap, varicella, hepatitis B

With the addition of this course, the Nursing Department is trying to establish a career pathway, an alternative route for the student to have advancement and upward mobility.

The Nursing Director Tamra Samson M.S.N. R.N. and lead instructor Paulette Helsley R.N. have recognized the need of additional pathways for the students due to a decrease in enrollment for nursing assistant level 1 and certified nursing assistant 2.

By offering several options at various quarters we hope to provide diversity for the students and success in upward mobility without over saturation of employment opportunities within the community.
Basic Information

Name of Program: Retail Management Business Essentials Pathway Certificate, parent program Marketing AAS

Contact Name and Title: Martha Joyce, Business Department Chair

Department: Business

Supervisor: Jesse Morrow, Dean

Program-Specific Information

Date, Year, and Term of Proposed Implementation:
September 2015, fall term

Program Award:
- Less than 1 year certificate
- 1 year certificate
- 2 year certificate
- X Career Pathway certificate
- Degree

Number of Credits: 13

New Program/Certificate Title: Retail Management Business Essentials Pathway Certificate

Program Description (This is the description that will appear in the catalog, so make sure it is exactly what you want)
This pathway certificate consists of the first four courses of the 8-course Retail Management Certificate (RMC). This certificate gives students essential business skills and prepares them for retail middle-skills jobs such as those found in counter service/sales, stockers, cashiers, and entry-level managers. Completion of the last four courses of the 8-course RMC enables students to apply for an industry-recognized certificate from the Western Association of Food Chains (WAFC). Students who opt to move into the Marketing AAS program gain additional skills which build and strengthen their business and marketing background. Students must apply to the Retail program by contacting a Business Department faculty.

Labor Market Need (Brief description; you will also need to complete an LMI worksheet, EXCEPT for Career Pathways Certificates):

n/a

Target Student Population:
The target student population consists of:

- Adult Basic Skills students who have an interest in the retail industry and who seek short-term training
- High School students who have an interest in the retail industry and who seek short-term training
- General population and current UCC students who have an interest in the retail industry and who seek short-term training
Current retail employees who may or may not be employees of WAFC-member companies who want to build and strengthen their core business skills and gain a competitive advantage with regard to promotional opportunities.

**Program Outcomes: (please list numerically)**

1. Communicate effectively using verbal and written skills.
2. Identify and examine human relations skills within the retail organization.
3. Understand business vocabulary.
4. Understand basic management and supervision functions and principles.
5. Apply appropriate ethical choices.
6. Exhibit critical thinking and decision making skills.
7. Use appropriate current technology to support business decision making.

**Program Impacts:**

- Standard Instructional Costs (staff, materials, equipment or facilities) are required.
- Additional instructional costs (staff, materials, equipment or facilities) are needed.
- Impact to other divisions in terms of scheduling or staffing.

**Program Impact Description (for any of the program impacts listed above, please describe):**
Within the Business Department, standard instructional costs will be incurred. However, students will be absorbed into the existing, planned-for cohorts. Judicious operational-level enrollment management will aid in controlling costs. Cohorts with Adult Basic Skills (ABS) students will be paired with supplemental ABS instructor-led contextualized learning opportunities.

**Additional Instructor Requirements (FT/PT, number, qualification, ability to recruit):**
The courses in this certificate are taught by a mixture of existing full- and part-time Business Department faculty. Currently two full-time and two part-time instructors have the program courses embedded in their instructional loads. Instructors are deemed qualified using the College’s credentialing process. Should additional faculty be needed to teach in this program, it is anticipated that they will come from currently employed departmental faculty. Contextualized courses with ABS students will be staffed through the Adult Basic Skills Department using the department’s credentialing and recruiting processes.
**Program Standards**

*Using new or parent program information, create a short description that provides the requested data. These descriptions will be entered exactly as they appear in the New Program From into the official record with the State of Oregon. The maximum number of characters for each standard is 4,000.*

**Standard A – Need:**

*The community college provides clear evidence of the need for the program.*

The Retail Industry is experiencing growth as well as a skills gap. There are not enough people to fill the middle-skills jobs that include occupations such as checker, counter service/sales, stockers, and entry-level supervisors. In the United States, there are more than 14.9 million workers in the retail industry with an estimated 1.1 million new jobs needed by 2022.¹ This pathway certificate is designed to prepare students to fill entry-level positions requiring essential business/retail middle-skills. Statewide employment in retail is “much larger than the statewide average for all occupations” and is “...projected to be much higher than the statewide average number of job openings for all occupations through 2022.”² This pathway certificate will be concentrated so that students can finish in six months or less, thus enabling easy entry and exit of students who need and desire short-term training. The College’s Business Department, where the pathway certificate will be housed, has collaborated with the Adult Basic Skills Department as well to identify a new source of students. The two departments have collaborated and identified key classes where contextualized learning modules will be created and taught alongside regular program classes.

**Standard B – Collaboration:**

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

The Retail Management Certificate (RMC) at Umpqua Community College is a statewide certificate that is endorsed by the Western Association of Food Chains (WAFC) and the Food Marketing Institute (FMI). Oregon colleges meet each fall and spring to review the Retail Management Certificate; and the WAFC regularly receives input from the retail industry and its Board of Directors as to outcomes and goal achievement. At the statewide meetings, the RMC colleges also meet with local and regional retail partners to gather input that informs decisions. Since the proposed Retail Management Business Essentials Pathway Certificate consists of the first four courses in the 8-course RMC, it will receive the same attention that the RMC receives. Furthermore, the Retail Management Business Essentials Pathway Certificate will be a pathway into the College’s Marketing AAS degree. This particular degree is guided by the College’s local General Business Advisory Committee which meets twice each year to review programs and provide input on curricular matters.

**Standard C – Alignment:**

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

As a pathway certificate, this program is aligned with the College’s Marketing AAS program; and it consists of the first four courses in the 8-course Retail Management Certificate. The pathway certificate will offer short-term training (ranging from 1-2 academic quarters or up to 6 months in length) so that

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students may enter the workforce quickly and relatively inexpensively compared to programs of greater duration. The four courses in this certificate, as noted by the Western Association of Food Chains, deliver business essentials to students entering or desiring to be promoted within the retail industry.

The Business Department continues to work with its statewide retail group that includes other community colleges, industry partners, and the Western Association of Food Chains to assure that relevant, quality, industry-approved outcomes are embedded in all courses in the Retail Management Certificate (including the four courses in the proposed Retail Management Business Essentials Pathway Certificate).

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

| The four courses identified in this pathway certificate have been designated as a cluster of classes by the WAFC that will provide Retail Management students with industry-approved essential business skills. These classes help to prepare students for middle-skill retail jobs such as counter service/sales, stockers, cashiers, and entry-level supervisors. Graduates of the 4-course pathways certificate may also desire to continue their education with the statewide 8-course RMC. Upon completion of the 8-course RMC, students may apply to the WAFC for an industry-recognized “certificate” which says to prospective and current employers that the certificate holder has met a set of industry outcomes; and this helps to leverage their career and promotional opportunities given work experience and education. Furthermore, Western Governor’s University (WGU) and the WAFC have an MOU which allows RMC students to transfer directly into one of WGU’s undergraduate business programs. Students who wish to continue their education with the pathway certificate may also enroll in Umpqua Community College’s Marketing AAS program. |

**Standard E – Capacity:**
The community college identifies and has the resources to develop, implement, and sustain the program.

| The College has identified the Business Department and its faculty as developers and implementers of this program. The Business Department already offers the Marketing AAS (parent program) and the statewide, 8-course, Retail Management Certificate. The department starts a new cohort of RMC students each school term; so adding the short-term pathway certificate fits in with the existing cohort model. The RMC has grown steadily from 12 students in 2012/13 to 45 students in 2014/15. Faculty work hard to market the program and carefully advise current and prospective students. Use of a high-touch model, regular cohort start dates, and good communication with industry constituencies will help to sustain the program. |
Proposed Courses – please attach course outlines

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Additional Process Items
Please check all of the additional forms and documents you have completed and submitted to Curriculum Committee. Links to fill-able versions of these forms can be found at [http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces](http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces).

- [ ] Required: Labor Market Information (LMI) Form (not needed for Career Pathway Certificate)
- [x] Required: Course Outlines for all courses
- [x] Specialized Form: Advisory Committee
- [x] Specialized Form: Start Up Budget
Upon successful completion of this program, students will be able to:

1. Communicate effectively using verbal and written skills.
2. Identify and examine human relations skills within the retail organization.
3. Understand business vocabulary.
4. Understand basic management and supervision functions and principles.
5. Apply appropriate ethical choices.
6. Exhibit critical thinking and decision making skills.
7. Use appropriate current technology to support business decision making.
Retail Management Business Essentials Pathway Certificate
Start-up Budget

**Business Department**

Curriculum development for program paperwork $300
Curriculum development/consulting for contextualized instruction. 800

*Notes: If not funded by retail grant, then amounts = $0*

Instruction (sunk cost – already accounted for in planned Cohort instruction) 0

Total Business Department $1100

**Adult Basic Skills Department**

Curriculum development for contextualized courses $1800

*Notes: 2 courses @ $900 each. If not funded by Retail grant, Then ABS Department will seek Title II funds to support this.*

Instruction 2 classes @ 4 hours/week * 11 weeks @$30/hr. 2640

Total Adult Basic Skills Department $4400
Umpqua Community College  
General Business Advisory Committee  
Minutes  
Spring Meeting  
April 23, 2015

Members in Attendance  
Bill Armstrong  Gary Gray  Don Cook*  
Toni Clough  Bob Berch  Allen Huffstutter*  
Debi Gresham  Jim Medick

Bill Armstrong stated the meeting and announced that Toni Clough would be taking over the General Business Advisory Committee. He stated that he would be starting the Ag Business Advisory Committee and no longer facilitating for the General Business Advisory Committee. All the members of both committees introduced themselves and then departed into the two separate committee meetings.

* Members Don Cook and Allen Huffstutter exited to attend Ag Business breakout meeting. Don Cook returned near the end of the General Business meeting and participated in conversation.

Previous Minutes  
Minutes of the previous meeting were reviewed and approved. It was noted that Chuck Mercer, who attended the previous meeting, had passed away and that Bob Berch would be attending in his place.

Marketing Degree  
Debi Gresham provided a brief overview of the changes to the Marketing Degree. These changes were being proposed to incorporate the Retail Management Certificate as a pathway into the program. The 8-course RMC pathway paperwork is slated to take effect in the 2016-2017 catalog. These changes include the following:

- Year 1 Fall Term: replace Human Relations options as SDP113 Human Relations for Supervisors. Note: SDP113 is an approved course option.
- Year 1 Spring Term: add BA206 or SDP109 instead of just SDP109
- Year 2 Fall Term: replace CIS195 with BA233 Accounting for Managers
- Year 2 Spring Term: SDP208 Human Resources for Supervisors becomes an elective.

The committee discussed that the first four courses of the RMC pathway certificate fit perfectly into the Marketing Degree. It was noted that these changes were necessary for a grant that has been applied for and does not require any changes be made to the Marketing AAS program. Everyone on the committee agreed that these changes would be beneficial approved to move forward. We anticipate this taking effect in fall 2015.
Retail Management (WAFC)
An advertisement in the *Shelby Report of the West* promoting the Retail Management Certificate was presented by Gary Gray. He provided an update that there are currently 45 active students from 9 states in the program.

Entrepreneurship Certificate
Toni Clough reviewed the progress of the Entrepreneur Certificate since the last meeting. She shared that research was being done to continue forward with stackable certificates and that a future meeting would contain proposed changes. Toni spoke about the Entrepreneur Club events and activity of guest speakers along with hands-on experience of developing business plans with students. In addition, StartUp Weekend Douglas County, a Google sponsored entrepreneurial event, information was presented by Toni Clough along with an invite to attend to everyone.

Entry Management Degree
Toni Clough shared that there were no changes to report.

Financial Services Certificate
Gary Gray discussed the background of the certificate and how it came about to meet the needs of teller education.

Supervision Certificate
Toni Clough shared that there were no changes to report.

Open Discussion
Bob Berch complimented UCC on business programs and working while he was working with Roseburg Forest Products. As a member of SCORE, he appreciated the entrepreneurial education and foundation of entrepreneurial principles imbedded in the business courses.

Toni Clough asked for recommendations for new members since many of the former members are moving to the AG Business Committee. Bob Berch suggested Leon Noel, former owner of Your Kitchen’s and Bath, and Lee Howard of SCORE.

The meeting was adjourned at 7:30pm.
College Representatives Present:
- Cherie Phipps, WAFC
- Gary Gray, Umpqua Community College
- Debi Gresham, Umpqua Community College
- Linda Davenport, Klamath Falls Community College
- Karen Edwards, Chemeketa Community College
- Harley Roth, Chemeketa Community College
- Ian Priestman, Linn Benton Community College
- Pam Clem, Clackamas Community College
- Luis Juarez, State of Oregon
- Ron Dodge, State of Oregon

Notes from the College Meeting:

1. An extensive discussion was held about clarifying the definition of the 8 course RMC change voted in at the October-Oct. 2013 meeting held at PCC Sylvania in Portland. There was some confusion from a few colleges as to whether or not the original 10 course model could be retained. The WAFC clarified that the 8 course model was the new standard and that all colleges must implement by June 2016. A discussion was held regarding the calendar impact of that date which means that colleges must begin now to finalize the change and update the 2016/17 catalogs. All schools seeking to continue offering continue to offer the LTOY RMC must will adopt the 8 course model by June 2016.

2. The discussion regarding the 8 course RMC change evoked an additional conversation regarding the role of local advisory committees versus the statewide consortium. Ron Dodge clarified that since the LTOY RMC is a statewide certificate it is managed by the statewide consortium under the direction of the WAFC as the industry representative and endorser. Local advisory committees do not have the authority to alter the terms of the certificate. Luis Juarez clarified that any school opting not currently following the state approved program (approved 10/13) and/or not to not adopt adopting the 8 course model-model by June 2016 [due to local advisory committee or college instructional reasons] would need to discontinue suspend the LTOY RMC after June 2016.

3. Umpqua Community College presented a course number change moving BA160 Accounting for Managers to BA233 Accounting for Managers effective June 2015. A motion to approve was made by Pam Clem, seconded by Linda Davenport, and passed with a unanimous vote. Clackamas will input the change to the state.

4. Clackamas Community College presented a request to combine change their current-current BA111 and BA104 requirement to BA 217 in the RMC one year program to directly align with the current LTOY RMC into a new course in order to meet the 8 course model. A motion to approve was made by Gary Gray, seconded by Linda Davenport, and passed with a unanimous vote. Additionally, Clackamas will submit the BA 272 (currently approved for the LTOY) to their college
curriculum committee to replace BA 104 and Ba217 as meeting the financial analysis learning and move to the 8 course model for the 2016/17 catalog, develop the combined course and present the final course structure at the Fall meeting. Clarification was made that the State wide certificate name is the: Retail Management Certificate

5. Umpqua Community College and Klamath Community College confirmed that they have completed the conversion to an 8 course model with all courses offered online. Clackamas Community College indicated that the 8 course conversion was in process and would be completed by the June 2016 deadline. Both Chemeketa Community College and Linn Benton Community College indicated that local advisory group or college level instructional issues might prevent conversion to the 8 course model.

6. Umpqua Community College presented a plan to develop a pathway like option where the first four and second four LTOY RMC courses would be grouped into separate completion certificates. The intention is to create the foundation for a pathway from the LTOY through the full one year certificate and for UCC a pathway into the UCC AAS Marketing Degree. The committee provided approval for UCC to move in this direction as a local option.

7. Pam Clem from Clackamas suggested and the members approved creation of a sub-committee to develop a plan for a Pathway for the LTOY RMC to integrate into the full One Year RMC and create a better alignment with the WAFC Industry Employment/Jobs pyramid. The sub-committee was approved and the members are: Pam Clem, chair, Gary Gray, Linda, Ron Dodge, Luis Juarez, and Linda Davenport.

8. For the Fall meeting three items were requested:
   a. Ian Priestman asked for time to present LBB changes in both BA285 and BA214.
   b. The group requested that the Oregon RMC crosswalk document be updated and reviewed at the Fall meeting with the modifications made by various colleges in moving to the 8 course model.
   c. Presentation from the RMC Pathway sub-committee on progress and/or recommendation.

Industry Partner Notes:
1. Represented during the industry partner meeting were Winco, Albertson’s/Safeway, and Fred Meyer.

2. The WAFC presented the newly established goals for member participation at 1% enrollment by 2016. The target enrollment is now 3,513 with a goal of 1,300 graduates by Fall 2016.

3. The Act-On grant presented an update on the curriculum development project. While an example of the new curriculum was presented it is noted that the full curriculum package remains a work in process.

4. Each of the industry partners provided support for the 8 course model and offered comments on their plans for increasing enrollments.

4.5. The RMC was recognized at a White House ceremony and the WAFC was represented by an industry group presented in Washington.
Next Meeting:
  • The group selected Friday, October 30, 2015 as the Fall meeting date. Albertson’s/Safeway offered to host the meeting in their new training facility.

The meeting was adjourned at 1:30pm.
Document brought forward by: Martha Joyce

X Date January 2012

Supervisor Signature (Please type in the box with the X by it.)

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Current course number SDP113

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Proposed implementation date: Term Su Year 2012 Grading Option A-F Load Factor 3.0

Reason for request: Update course description and align outcomes to Bloom’s Taxonomy.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: None

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: SDP113
Course Credit:
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 wks
Banner enforced Prerequisite: None
Instructor enforced Prerequisite: None
Co-Requisite:
Load Factor: 3.0
Activity Code: 210
CIPS: 520204

Course Title: Human Relations for Supervisors
Developed By: Business Department
Development Date: June 1, 1999
Revision Date: January 2012

**COURSE DESCRIPTION:** This course analyzes the mutual relationships of organizational employees, customers, and other outside persons. Studies and provides critical thinking about teamwork, coaching, counseling, and mutual respect, personal integrity, and acceptance of others. Students will gain insight into the human and organizational factors that influence the workplace beyond the traditionally measured outcomes of performance, production, and profitability.

**COURSE OUTCOMES:** Upon successful completion of this course the student will be able to:
1. Define and contrast human relations and organizational behavior dynamics.
2. Identify employee needs, which can be met by motivating behavior acceptable to the organization.
3. Identify individual and group perceptions and belief and to address them in a way that will ensure positive relationships as an end result.
4. Demonstrate an understanding of the role that management and individuals play in an organization along with understanding the theories behind motivation and organizational behavior.
5. Analyze workplace situations to include individual expectations along with organizational and team goals in order to develop supervision tactics that meet departmental objectives.
6. Demonstrate critical thinking skills relative to the complex organizational nature of the modern workplace.
7. Apply modern organizational management models and techniques to workplace scenarios.

**REQUIRED TEXT/MATERIALS:**
1. Textbook – ORGB (most current version and edition), Publisher: South-Western Cengage, Authors: Debra L. Nelson and James Campbell Quick (Nelson/Quick).
2. Access to a computer with internet connection.
3. Computer software for creating and storing word processing documents (e.g. Microsoft Word).
OUTLINE: [Topics taught by week 1-10.]

Week 1  Introduction to Organizational Behavior concepts. On boarding exercises for the Angel Distance Education System.

Week 2 Understanding human behavior. Formal versus informal organizational structures. Challenges for the modern manager including employee motivation, technology impacts, ethics, and social responsibility.

Week 3  Analyzing individual personalities, traits, and perspectives which impact the organizational dynamics. Modeling the impact of individual attitudes, aptitudes, and motivational characteristics.

Week 4  Learning to manage individual needs along with group dynamics in order to achieve organizational goals. Distinguish the motivational impacts of individual needs and wants, equity and inequity, and cultural differences.

Week 5  Applying behavioral models which fit the individual and organizational learning styles. Stress as it relates to individual performance, change management, and the group dynamic.

Week 6  Interpersonal communication, cultural differences, and the need to select communication techniques based upon situational dynamics. Building and leading teams and work groups.

Week 7  Decision making at the personal and group level including an analysis of decision making models and situations utilization.

Week 8  Power and politics in the workplace, leadership styles, conflict negotiation, and bargaining.

Week 9  The definition of a job, alternative scenarios to traditional work schedules, and organizational design options.

Week 10 Understanding, developing, and working within the organizational culture.

Week 11 Final Exam
Document brought forward by: Martha Joyce

X       Date   January 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  SDP113   Course Name  Human Relations for Supervisors

Student need for course: Required in the Supervision Certificate and Retail Certificate

Course Information:

☐ AA    ☐ AS    ☐ AAS    ☐ Below 100 level    ☐ Elective    ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: n/a

b. Current program: n/a

Replacement course for: Course Number:      Title:

Disposition:    Signature    Date    Recommendation

Director of Curriculum Support                Vice President of Instruction
**Intended Course Learner Outcomes**

1. Define and contrast human relations and organizational behavior dynamics.
2. Identify employee needs, which can be met by motivating behavior acceptable to the organization.
3. Identify individual and group perceptions and beliefs and address them in a way that will ensure positive relationships as an end result.
4. Demonstrate an understanding of the role that management and individuals play in an organization along with understanding the theories behind motivation and organizational behavior.
5. Analyze workplace situations to include individual expectations along with organizational and team goals in order to develop supervision tactics that meet departmental objectives.
6. Demonstrate critical thinking skills relative to the complex organizational nature of the modern workplace.
7. Apply modern organizational management models and techniques to workplace scenarios.

**Program Outcomes**

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**UCC's Learner Outcomes**

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**UCC’s Mission:** Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Greg Kuk

X Date January 2012
Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Business and Paralegal Programs

Current course number BA231 Revised Course Number ______

Current Course Title Computers in Business Revised Course Title ______

Credits 4 Revised Credits ______
Lecture Hrs/Wk 4 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______
Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites Must be a 2nd year major in one of the following AAS programs: Accounting, Entry Management, Marketing, or Paralegal; or instructor approval. Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______
Length (Wks) 11 Revised Length (Wks) ______
Terms Offered FS Revised Terms Offered ______

Proposed implementation date: Term SuYear 2012 Grading Option A-F Load Factor 4.0

Reason for request: General update

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☑

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Computers in Business
Developed By: Bettie Wright
Development Date: October 1994
Revision Date: January 2012

COURSE DESCRIPTION:

Computers in Business is designed for business students as a second course in using computers. Assignments will build on what was learned in previous computer and business classes. Students will produce professional-style documents using a popular suite of software applications. A final integrative project will be prepared and presented as a group project.

COURSE OUTCOMES:

Upon successful completion of BA 231, students should be able to:

1. Design, produce, use, and print word-processing documents.
2. Create spreadsheet documents, graphs, and power-point slides.
3. Use database files for the purpose of solving specific business-related problems.
4. Successfully integrate word documents, spreadsheets, graphs, power-point slides, and database files into a finished product.

REQUIRED TEXT/MATERIALS:

- Course Technology’s, Illustrated Series, Microsoft Office 2010, by Carol Cram.
- An electronic storage device.
- A notebook for assignments.
OUTLINE: [Topics taught by week 1-10.]

Week 1  Class Introduction, Word Projects I, Group Project Introduction, Word Projects II

Week 2  Excel Projects I, Group Project Assignments, Excel Projects II

Week 3  Excel Projects II, Integration Projects I

Week 4  Integration Projects I, Access Projects

Week 5  Access Projects

Week 6  Integration Projects II

Week 7  PowerPoint Projects

Week 8  PowerPoint Projects, Integration Projects III

Week 9  Integration Projects III

Week 10 Group Project Presentations

Week 11 Final Exam
Document brought forward by: Greg Kuk

Date January 2012

Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA231   Course Name Computers in Business

Student need for course: Required in various Business and Paralegal programs of study.

Course Information:

☐ AA  ☐ AS  ☑ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate
☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a.  Student enrollment in other courses: n/a

b.  Current program: n/a

Replacement course for: Course Number: Title:

Disposition: Signature   Date   Recommendation

Director of Curriculum Support   Vice President of Instruction
### Intended Course Learner Outcomes

1. Design, produce, and use word-processing documents
2. Create spreadsheet documents, graphs and presentations.
3. Use database files for the purpose of solving specific business-related problems.
4. Successfully integrate MS Word documents, Excel spreadsheets and graphs, PowerPoint Slides, and Access database files into a finished product.

### Program Outcomes

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### UCC’s Mission

Umpqua Community College provides high quality [college degree programs](#), [workforce development](#), and [community learning](#) opportunities.
Revise          Division:  CTE
Reactivate     Department:  Business
Delete         Program:  AMA AAS, AA AAS, Entry Management AAS, Marketing AAS, Paralegal Studies AAS, Financial Services Certificate, Retail Management Certificate, Accounting AAS, Legal Assistant Certificate

Current course number BA214       Revised Course Number ______

Current Course Title  Business Communications       Revised Course Title ______

Credits 3                                      Revised Credits ______
Lecture Hrs/Wk 3                        Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk ______                   Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk ______                       Revised Lab Hrs/Wk ______
Practicum ______                       Revised Practicum ______

Banner/Instr. Prerequisites WR115 or above Revised Banner/Instruc. Prerequisites ______

Co-requisites ______     Revised Co-requisites ______
Length (Wks) 11 wks.                             Revised Length (Wks) ______

Terms Offered FWS            Revised Terms Offered ______

Proposed implementation date:  Term/Year: Summer 2013 Grading Option A-F Load Factor 3.0

Reason for request:  To modify outcomes to reflect WAFC and Retail Consortium recommendations.

Revision(s) requested:  ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:  $0

No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of) ______ course:

Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA214
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite: WR115 or above
Instructor enforced Prerequisite: N/A
Co-Requisite: N/A
Load Factor: 3.0
Activity Code: 10
CIPS: 520204

Course Title: Business Communications
Developed By: Karen Fager
Development Date: 1994
Revisions By: Martha Joyce
Revision Date: October 2013

COURSE DESCRIPTION: This course covers strategies of effective business communication. Students will learn and practice a variety of types of business communication.

COURSE OUTCOMES: The successful student, at course completion, will:
- Demonstrate communication skills and critical thinking required by today’s increasingly digital workplace.
- Use online and digital resources and tools to communicate professionally with internal and external audiences.
- Develop effective team communication techniques for analysis, problem solving, presentation of recommendations, and decision making.
- Compose effective business letters, memos, email, and digital presentations that distinguish between internal and external audiences.
- Edit documents to improve conciseness, precision, tone, and layout.
- Construct short and long business reports and meeting minutes.
- Create job search tools including cover letters, resumes, and follow-up communication.
- Demonstrate oral communication skills including speaking and listening effectively.
- Prepare an effective oral presentation using technology and support materials.

REQUIRED TEXT/MATERIALS:

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Workplace Communication

Week 2  Foundations of Writing and Presentations

Week 3  Use of Visuals in Written and Oral Communication

Week 4  Using Appropriate Writing Styles and Writing Good News and Neutral Messages

Week 5  Writing Bad-News Messages

Week 6  Writing Persuasive Messages and Proposals

Week 7  Research and Report Writing

Week 8  Writing Short Reports

Week 9  Speaking and Listening

Week 10 Job Search Communications

Week 11 Final Exam
Document brought forward by: Martha Joyce

Supervisor Signature: Date: October 1, 2013

Course Number: BA214 Course Name: Business Communications

Student need for course: Required in multiple Business Department courses.

Course Information:

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate
- AAOT (Area of distribution):

Cost of this course:

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):
- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: N/A
b. Current program:

Replacement course for: Course Number: N/A Title: N/A

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
1. Demonstrate communication skills and critical thinking required by today’s increasingly digital workplace.

2. Use online and digital resources and tools to communicate professionally with internal and external audiences.

3. Develop effective team communication techniques for analysis, problem solving, presentation of recommendations, and decision making.

4. Compose effective business letters, memos, email, and digital presentations that distinguish between internal and external audiences.

5. Edit documents to improve conciseness, precision, tone, and layout.

6. Construct short and long business reports and meeting minutes.

7. Create job search tools including cover letters, resumes, and follow-up communication.

8. Demonstrate oral communication skills including speaking and listening effectively.

9. Prepare an effective oral presentation using technology and support materials.

<table>
<thead>
<tr>
<th>Intended Course Learner Outcomes</th>
<th>Program Outcomes</th>
<th>UCC's Learner Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 6, 7</td>
<td>1, 2, 3, 6</td>
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<td>1, 3, 7</td>
<td>1, 2, 3, 6</td>
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</tr>
</tbody>
</table>

UCC’s Mission: Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Martha Joyce

X Date January 2012
Supervisor Signature (Please type in the box with the X by it.)
✓ Revise Division: CTE
□ Reactivate Department: Business
□ Delete Program: Entry Management AAS, Entrepreneurship Certificate

Current course number BA206 Revised Course Number ______
Current Course Title Management Fundamentals Revised Course Title ______
Credits 3 Revised Credits ______
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______
Practicum ______ Revised Practicum ______
Banner/Instr. Prerequisites BA101, CIS120 Revised Banner/Instruc. Prerequisites BA101 with C or better or instructor permission
Co-requisites ______ Revised Co-requisites ______
Length (Wks) 11 weeks or variable Revised Length (Wks) ______
Terms Offered F Revised Terms Offered ______

Proposed implementation date: Term SuYear 2012 Grading Option A-F Load Factor 3.0

Reason for request: Revise prerequisites. Updated outcome language to better align with Bloom’s Taxonomy. Note minimum passing grade is a C for this course.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS X

Cost of revision:
✓ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ___ course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Management Fundamentals
Developed By: Karen Fager
Development Date: September 1994
Revision Date: January 2012

COURSE DESCRIPTION: This is a basic course in management with emphasis on the application of sound managerial practices and techniques. Managerial functions including planning, organizing, leading, and controlling are studied in the framework of this course.

COURSE OBJECTIVES: The successful student, at course completion, will be able to:

- Describe the management functions of planning, organizing, leading, and controlling.
- Discuss management concepts as they relate to the global environment.
- Debate ethical dilemmas in management.
- Demonstrate appreciation for diversity as a business management strategy.
- Identify future trends in management.

REQUIRED TEXT/MATERIALS: Management (M Series), 2011, Bateman/Snell, McGraw-Hill; reliable computer access with fast-internet connection if taking the class online; digital media for backing up / storing work that is digitally created.

OUTLINE: [Topics taught by week 1-10.]

Week 1  Managing

Week 2  The Environment of Business

Week 3  Ethics and Corporate Responsibility; Strategic Planning

Week 4  Entrepreneurship
Week 5  Organizing

Week 6  Managing Human Resources; Managing the Diverse Workforce

Week 7  Leadership

Week 8  Motivating People

Week 9  Teamwork; Communicating

Week 10 Managerial Control; Innovating and Changing

Week 11 Final exam
Document brought forward by: Martha Joyce

X Date
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA206  Course Name  Management Fundamentals

Student need for course: Required in Entry Management AAS and Entrepreneurship Certificate.

Course Information:

□ AA  □ AS  □ AAS  □ Below 100 level  □ Elective  □ Certificate

□ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

□ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: n/a

b. Current program: n/a

Replacement course for: Course Number:  Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
### Intended Course Learner Outcomes

1. Describe the management functions of planning, organizing, leading, and controlling.
2. Discuss management concepts as they relate to the global environment.
3. Debate ethical dilemmas in management.
4. Demonstrate appreciation for diversity as a business management strategy.
5. Identify future trends in management.

### Program Outcomes

- 1, 3, 4, 5, 6
- 1, 4, 6
- 1, 2, 3, 4, 5
- 2, 4, 6
- 1, 2, 3, 6, 7

### UCC's Learner Outcomes

- 1, 2, 3
- 1, 2, 3, 5
- 1, 2, 3, 4, 5
- 1, 4, 5
- 1, 2, 3, 4, 5

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**UCC’s Mission:** Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

**Basic Information**

**Name of Program Revision Contact:** Gwen Soderburg-Chase  
**Contact Title:** Dept Chair  
**Department:** Early Childhood Education

**Program Revision Information**

**Date, Year, and Term of Proposed Revision:** Summer, 2016  
**Program Title:** Early Childhood Education, AAS

**Revision Type - select all that apply**

- [ ] Credits  
- [ ] Title  
- [ ] Summary  
- [ ] Outcomes  
- [x] Curriculum  
- [ ] Suspension  
- [ ] Reactivate  
- [ ] Delete  
- [ ] Repackage for a new area of concentration or certificate within existing program.  
- [ ] Other: *(please describe)*

**Revised Outcomes (If needed)**

**Revision Description and Justification**

*Please give as many details as possible about the revision, including justification for the change.*

1. The AAS currently requires students to complete MUS 202 (3 cr). This program update will expand the list of choices that meet this requirement by approving MUS 105, 201, 203, 204 and 205 as alternatives. These options will provide students with more flexibility to complete their degree.

2. The program currently requires students to complete SOC 213 (3 cr). Program update will approve ED 258 as an alternative that would also meet that credit requirement.

**Program Impacts - select all that apply**

- [ ] Instructional costs (staff, materials, equipment, or facilities) required.  
- [ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed.  
- [ ] Impact to other divisions in terms of classes and staffing  
- [ ] Other:
Please list changes to program course listing below.

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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</thead>
<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
</tr>
<tr>
<td>MUS 202</td>
<td>Introduction to Music and Its Literature</td>
</tr>
<tr>
<td>SOC 213</td>
<td>Race, Ethnicity and Class</td>
</tr>
</tbody>
</table>
### Additional Documentation

*Please check additional forms or documentation you have submitted to Curriculum Committee.*

___ Curriculum Revision Form
___ Start-Up and First Year Budget
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

Basic Information
Name of Program Revision Contact: Martha Joyce
Contact Title: Chair & Instructor
Department: Business

Program Revision Information
Date, Year, and Term of Proposed Revision: Summer 2015
Program Title: Executive Business Assistant AAS

Revision Type - select all that apply
__ Credits
__ Title
__ Summary
__ Outcomes
_x_ Curriculum
__ Suspension
__ Reactivate
__ Delete
__ Repackage for a new area of concentration or certificate within existing program.
__ Other: (please describe)

Revised Outcomes (If needed)

Revision Description and Justification
Please give as many details as possible about the revision, including justification for the change.
CCWD noted a discrepancy between the Office Assistant Certificate and the Executive Business Assistant Certificate with regard to related instruction for writing. In order to make the correction and align the programs, WR115 or above will be accepted as the writing related instruction requirement in the EBA AAS.

Program Impacts - select all that apply
__ Instructional costs (staff, materials, equipment, or facilities) required.
__ Additional instructional costs (staff, materials, equipment, or facilities) are needed.
_x_ Impact to other divisions in terms of classes and staffing
__ Other: No extra costs.
Please list changes to program course listing below.

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tbody>
<tr>
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<td>Course Title</td>
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<tr>
<td>BA180</td>
<td>Business Mathematics I</td>
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<tr>
<td>CIS120</td>
<td>Introduction to Computer Information Systems</td>
</tr>
<tr>
<td>OA115</td>
<td>Administrative Office Professional</td>
</tr>
<tr>
<td>OA116</td>
<td>Records Management</td>
</tr>
<tr>
<td>OA131</td>
<td>Ten-Key Calculator</td>
</tr>
<tr>
<td>WR121</td>
<td>English Composition: Intro to Argument</td>
</tr>
<tr>
<td>BA116</td>
<td>Principles of Financial Services</td>
</tr>
<tr>
<td>CIS125S</td>
<td>Computer Applications – Spreadsheets</td>
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<td>OA124</td>
<td>Keyboarding Skill Enhancement</td>
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<tr>
<td>OA128</td>
<td>Editing for Business</td>
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<tr>
<td>PSY101 or SP105 or SP218 or SP219</td>
<td>Psy of Human Relations or Listening Or Interpersonal Communications or Small Group Discussion</td>
</tr>
<tr>
<td>BA101</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BA165</td>
<td>Customer Service</td>
</tr>
<tr>
<td>CIS125</td>
<td>Computer Applications – Word Processing</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
</tr>
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<td>------------</td>
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</tr>
<tr>
<td>OA123</td>
<td>Formatting</td>
</tr>
<tr>
<td>BA151</td>
<td>Practical Accounting I</td>
</tr>
<tr>
<td>CIS125 E</td>
<td>Computer Applications – Email</td>
</tr>
<tr>
<td>CIS125 R</td>
<td>Computer Applications – Presentation Software</td>
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<tr>
<td>CWE16 I</td>
<td>CWE Seminar I</td>
</tr>
<tr>
<td>BA253</td>
<td>Social Media Marketing</td>
</tr>
<tr>
<td>OA280 A</td>
<td>CWE: Administrative Assistant/Office Assistant</td>
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<tr>
<td>BA152</td>
<td>Practical Accounting II</td>
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<tr>
<td>OA260</td>
<td>Principles of Office Management</td>
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<td>BA226</td>
<td>Business Law</td>
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<td>OA225</td>
<td>Document Processing</td>
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<td>OA245</td>
<td>Office Administration</td>
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<td>BA218</td>
<td>Personal Finance</td>
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<tr>
<td>CIS125 D</td>
<td>Computer Applications – Database</td>
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<td>OA250</td>
<td>General Office Procedures</td>
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<tr>
<td>OA280 A</td>
<td>CWE: Administrative Assistant/Office Assistant</td>
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<tr>
<td>BA214</td>
<td>Business Communications</td>
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<td></td>
<td></td>
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<td>--------------------------------------</td>
</tr>
</tbody>
</table>

**Additional Documentation**

*Please check additional forms or documentation you have submitted to Curriculum Committee.*

- __Curriculum Revision Form__
- __Start-Up and First Year Budget__
- __Other:__
Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

Basic Information
Name of Program Revision Contact: Chris Lake
Contact Title: Director
Department: Viticulture and Enology

Program Revision Information
Date, Year, and Term of Proposed Revision: Fall 2015
Program Title: AAS Enology

Revision Type - select all that apply
__ Credits
__ Title
__ Summary
__ Outcomes
X Curriculum
__ Suspension
__ Reactivate
__ Delete
__ Repackage for a new area of concentration or certificate within existing program.
__ Other: (please describe)

Revised Outcomes (If needed)

Revision Description and Justification
Please give as many details as possible about the revision, including justification for the change.

- The proposed revisions to this program include the deletion of GS 105 and HPE 295 along with a change the Chemistry requirement.
- We propose that GS 105 is removed from our program on the suggestion of Dr. Ken Carloni, as we also require a full year of Chemistry. This is documented through email communication and currently we have been doing substitution petitions until we can finalize a more permanent solution.
- The Chemistry requirement of CH 104, 105, and 106 would be changed to OR CH 221, 222, 223 in addition to the CH 104, 105, 106. This would reduce the number of substitution petitions filed and help transfer students navigate the system more easily.
- HPE 295 is no longer a state or institutional requirement for the degree.
- Due to credit changes to the 2015-2016 AAS Enology degree already in place, the degree has grown by 7 credits. This removal of GS 105 and HPE 295 requirements would help to improve the degree completion rate.
**Program Impacts - select all that apply**

- Instructional costs (staff, materials, equipment, or facilities) required.
- Additional instructional costs (staff, materials, equipment, or facilities) are needed.

**X** Impact to other divisions in terms of classes and staffing

- Other:
Please list changes to program course listing below.

<table>
<thead>
<tr>
<th>CURRENT</th>
<th>PROPOSED</th>
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<tbody>
<tr>
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<td><strong>Course Title</strong></td>
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<tr>
<td>CH 104</td>
<td>Introduction to Chemistry I</td>
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<tr>
<td>CH 105</td>
<td>Introduction to Chemistry II</td>
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<tr>
<td>CH 106</td>
<td>Introduction to Chemistry III</td>
</tr>
<tr>
<td>GS 105</td>
<td>Physical Science (Chemistry)</td>
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<tr>
<td>HPE 295</td>
<td>Health &amp; Wellness Assessment</td>
</tr>
<tr>
<td></td>
<td>Human Relations Course</td>
</tr>
<tr>
<td>MTH 95</td>
<td>Intermediate Algebra OR higher</td>
</tr>
<tr>
<td>SPAN 121</td>
<td>Spanish in the Workplace: Viticulture</td>
</tr>
<tr>
<td>VE 101</td>
<td>Introduction to the Wine Industry</td>
</tr>
<tr>
<td>VE 102</td>
<td>Integrated Pest Control for Grapes</td>
</tr>
<tr>
<td>VE 103</td>
<td>Vineyard Soils, Plant Nutrition, and Irrigation</td>
</tr>
<tr>
<td>VE 110</td>
<td>Vineyard Practices I</td>
</tr>
<tr>
<td>VE 111</td>
<td>Vineyard Practices II</td>
</tr>
<tr>
<td>VE 112</td>
<td>Vineyard Practices III</td>
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<tr>
<td>VE 201</td>
<td>Winemaking for Viticulturists</td>
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<td>VE 202</td>
<td>Sensory Evaluation of Wine</td>
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<td>VE 203</td>
<td>Wines of the World</td>
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<td>Wines of the Pacific Region</td>
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<td>Wines of Oregon</td>
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<td>VE 209</td>
<td>Laboratory Analysis of Musts and Wines</td>
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<td>VE 210</td>
<td>Science of Winemaking I</td>
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<td>VE 211</td>
<td>Science of Winemaking II</td>
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<td>VE 212</td>
<td>Science of Winemaking III</td>
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<td>VE 223</td>
<td>Wine Marketing</td>
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<td>VE 280</td>
<td>Cooperative Work Experience/Practicum Viticulture/Enology</td>
</tr>
<tr>
<td>WR 115</td>
<td>Introduction to Expository Writing OR higher</td>
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Total Credits for Program 101

Total Credits for Program 94-97
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<th></th>
<th>Total credits for Program</th>
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**Additional Documentation**

*Please check additional forms or documentation you have submitted to Curriculum Committee.*

- [ ] Curriculum Revision Form
- [ ] Start-Up and First Year Budget
- [ ] Other:
UCC Program Revision

Please enter your information for the program revision you are proposing below. Your careful attention to the completion of all fields is appreciated. If you are unsure about how to enter something, please contact your Department Chair or Dean.

Basic Information
Name of Program Revision Contact: Chris Lake
Contact Title: Director
Department: Viticulture and Enology

Program Revision Information
Date, Year, and Term of Proposed Revision: Fall 2015
Program Title: Certificate - Viticulture

Revision Type - select all that apply
__ Credits
__ Title
__ Summary
__ Outcomes
X Curriculum
__ Suspension
__ Reactivate
__ Delete
__ Repackage for a new area of concentration or certificate within existing program.
__ Other: (please describe)

Revised Outcomes (If needed)

Revision Description and Justification
Please give as many details as possible about the revision, including justification for the change.

- Proposed revision to this program includes the deletion of HPE 295. HPE 295 is no longer a state or institutional requirement for this certificate.

Program Impacts - select all that apply
__ Instructional costs (staff, materials, equipment, or facilities) required.
__ Additional instructional costs (staff, materials, equipment, or facilities) are needed.
X Impact to other divisions in terms of classes and staffing
__ Other:
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<td>GS 105</td>
<td>Physical Science (Chemistry)</td>
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<td>HPE 295</td>
<td>Health &amp; Wellness Assessment</td>
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<tr>
<td></td>
<td>Human Relations Course</td>
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<td>WR 115</td>
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<tr>
<td>Total Credits for Program</td>
<td>50</td>
</tr>
</tbody>
</table>
### Additional Documentation

*Please check additional forms or documentation you have submitted to Curriculum Committee.*

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**Curriculum Revision Form**
Start-Up and First Year Budget

Other: