Instructional Council
Meeting Agenda – Special CC Meeting
3:00 PM-5:00 PM
December 01, 2015
Jackson 14

Roxanne Kelly, VPI    Kristi Hurt (Sec.)    Jason Aase    Debbie Hill
Jesse Morrow        Martha Joyce    ASUCC Public Relations
David Farrington    Cheryl Yoder    Mandie Pritchard    Mariah Beck
Paula Usrey         Amy Fair        Susan Rochester    Roger Kennedy
Ken Carloni         Mary Morris     Joel King        Dee Winn
Michelle Bergmann   Joan Campbell   Clay Baumgartner   Crystal Sullivan
Jan Coester         Elizabeth Bastian Jessica Richardson Alysha Barraza
ASUCC Senator 6     Mary Stinnett   Ian Fisher        Sandra Angeli-Gade

Approval of Instructional Council Minutes-

New Courses:
To Be Presented By: Ian Fisher
- WLD 160
- WLD 261
- WLD 262

To Be Presented By: Sandra Angeli-Gade
- HS 108

Course Revisions:
To be presented by: Alysha Barraza
- VE 201
- VE 203
- VE 204
- VE 205
- VE 210
- VE 211
- VE 212

Program Revisions:
To Be Presented By: Martha Joyce
- Hospitality and Restaurant Management

To Be Presented By: Clay Baumgartner
- OST Program
- AAS Civil Engineering and Surveying Technology
- Completion Certificate Engineering and Drafting

To Be Presented By: Alysha Barraza
- Pathway Certificate Wine Making Assistant

To Be Presented By: Ian Fisher
- WLD 160
- WLD 261
- WLD 262
AAS for Welding

Informational Only:
To Be Presented By: Tamra Samson
  • Nursing Assistant

Next Curriculum Committee Scheduled for January 2016
Document brought forward by: Ian Fisher

Supervisor’s name: Jesse Morrow  Date:  9/29/15

Course title: Aluminum Arc Welding & Fabrication I

Division: CTE  Department: Welding  Program: Welding

Course No: WLD 160  Title: Aluminum Arc Welding & Fabrication I  Offered: Fall Term

Credits: 3  Lec hrs/wk: 1  Lec/Lab hrs/wk: 4  Clock hrs/wk: 55

Banner Pre-req.: WLD 101  Instructor Pre-req.: Yes  Co-requisites: No  Length (wks): 3

Proposed implementation date Term: Fall  Year: 16  Grading Option Load Factor: 3.8

Catalog Course Description: WLD 160: Aluminum Arc Welding & Fabrication I (3)

Develops knowledge and manipulative skills in the use of layout techniques, material handling, and identification of Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the flat and horizontal positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 101 1 lecture/ 4 lab hrs./wk.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department  To be ☐ Yes  ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)  ☐ Occupational Supplementary

Support Course: Indicate all programs for which this course will be required.

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Overlap

COURSE DEVELOPED BY Ian Fisher  DATE: 9/29/15

ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: WLD 160
Course Credit: 3
Lecture Hrs/wk: 1
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 4
Practicum Hrs/Wk: 
Clock Hours: 55
Length of Course 11 WEEKS
Banner enforced Prerequisite: WLD 101
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 3.8
Activity Code: 210 CTE Preparatory
CIPS: 480508

Course Title: Aluminum Arc Welding & Fabrication I
Developed By: Ian Fisher
Development Date: 9/15/15
Revision Date: 11/7/2016
Review Date:

COURSE DESCRIPTION:
Develops knowledge and manipulative skills in the use of layout techniques, material handling, and identification of Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the flat and horizontal positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 101 1 lecture/ 4 lab hrs./wk.

COURSE OUTCOMES:

Safety practices
Continue to follow safe working practices demonstrated and tested on in WLD 101,
Function safely in the UCC Welding Shop.

Skills Building and Development
To build upon the skills learned in previous welding classes with a continuing emphasis on the fundamentals and mechanics of welding

Demonstrate professional work habits (Ethics & Soft skills)

Operate plasma cutting systems in accordance with industry standards

Have a basic understanding of SMAW, advantages & disadvantages, and operating characteristics on Aluminum.
Know and practice all five common weld joints (Butt, Corner, Tee, Lap, & Edge joints) Weld common joints with the SMAW and GMAW (traditional spool gun) to code quality standards in the flat, horizontal, vertical, and overhead positions

Weld common joints with the ER4043 and ER5356 electrodes to code quality standards in the flat, horizontal positions (both whip and stringer methods will be discussed, demonstrated and practiced)

Weld common joints with the OFW – Seal Core process to code quality standards in the flat, horizontal positions (demonstrated and practiced)

Interpret drawing and symbols to accurately layout a project; prepare and assemble to specified tolerances; and weld joints in accordance to AWS D1.2.

Air Carbon Arc Cutting (ACAC) and other methods of weldment repairs will be discussed, demonstrated and practiced

**OUTLINE:** [Topics taught by week 1-11]
Week 1  Aluminum Metallurgy 5xxx, 6xxx, and 4xxx series alloys
Week 2  AWS Code and Industrial applications of SMAW and GMAW
Week 3  Joint configuration and base metal prep
Week 4  Filler metals, selection of type, diameter and machine settings
Week 5  1G, 2G & 2F Flat & Horizontal welding techniques
Week 6  3G & 3F Vertical up welding techniques
Week 7  Air Carbon Arc Cutting & Gouging
Week 8  Plasma Arc Cutting
Week 9  Limited thickness Weld test 2G
Week 10 Limited thickness Weld test 3G
Week 11 Final Exam
Document brought forward by: Ian Fisher, Welding Instructor/Coordinator/CWI

X  Date
Supervisor Signature:

X  Date

Student need for course:

Course Information:

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

☐ AAOT (Area of distribution):

☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Electives

☐ Approved Disciplines Studies Listings

☐ Arts & Letters
☐ Science/Math/Computer Science
☐ Social Sciences
☐ Human Relations

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: Instructor Fees: 3.8 ILC @ 492.00 = $1869.60

3.8 ILC @ 601.00 = $2283.80

Class Fee = $150.00 / Student Cost = $360.00

Course impact on:

a. Student enrollment in other courses:

b. Current program: Welding

Replacement course for: Course Number: n/a  Title: n/a

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
Labor Market Information Worksheet

Program Name: **WELDING**

CIP: **480508**

What are the common job titles for the occupations that use the skills your program will teach?


What occupational title(s) most closely describes the above occupations?

<table>
<thead>
<tr>
<th>Occupational Title(s)</th>
<th>Region</th>
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<tr>
<td><strong>Welder</strong></td>
<td>National/International</td>
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<tr>
<td><strong>Fabricator</strong></td>
<td>National/International</td>
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<tr>
<td><strong>Iron Worker</strong></td>
<td>National/International</td>
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</tbody>
</table>

What are the national percentages currently in this occupation?

- Male: **92.2%**
- Female: **7.8%**

Nontraditional by gender? **X**

Is a license required by the state of Oregon to perform this occupation? **No**

If yes, how many licenses were held in the most recent year? ___________

What are the potential career ladder, or "lattice," steps or the career pathway for programs completers?

- **Sweeper**, **Welder Helper/Fitter**, **Weld Operator**, **Welder Fabricator**, **Leadman**, **Shift Supervisor**, **Management**, **Quality Control**, **CEO**... 

What are the minimum educational requirements for these jobs?

- **High School Diploma + 3 to 5 years Welding Experience**
Is training available for related career ladder/pathway occupation(s) and at what types of institutions?

**Most training for ladder/pathway occupations is done "on the job". CTE programs from community colleges are the highest "formal" training on West Coast.**

Please describe any other labor market information that may be relevant to this program.

For instructions, forms, handouts and other useful resources Click the following link
http://www.odccwd.state.or.us/prgapproval/appsofwkshts.aspx or call (503) 947-1233.
WLD 160: Aluminum Arc Welding & Fabrication I (3)

Develops knowledge and manipulative skills in the use of layout techniques, material handling, and identification of Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the flat and horizontal positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 101 1 lecture/ 4 lab hrs./wk.
Document brought forward by: **Ian Fisher**

Supervisor’s name: **Jesse Morrow**  Date:  **11/2/15**

Course title: **Aluminum Arc Welding & Fabrication I**

Division: **CTE**  Department: **Welding**  Program: **Welding**

Course No: **WLD 261**  Title: **Aluminum Arc Welding & Fabrication II**  Offered: **Winter Term**

Credits: **3**  Lec hrs/wk: **1**  Lec/Lab hrs/wk: **4**  Clock hrs/wk: **55**

Banner Pre-req.: **WLD 160**  Instructor Pre-req.: **Yes**  Co-requisites: **No**  Length (wks): **3**

Proposed implementation date Term: **Winter**  Year: **16**  Grading Option Load Factor: **3.8**

**Catalog Course Description:** **WLD 261: Aluminum Arc Welding & Fabrication II (3)**

Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the Horizontal, Vertical and Over Head positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 160 1 lecture/ 4 lab hrs./wk.

**VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY**

☐ Approved by Advisory Committee (Minutes Attached):

Is this course on the "LDC Course List" of the State Department  ☐ To be ☐ Yes  ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)  ☐ Occupational Supplementary

**Support Course:**  Indicate all programs for which this course will be required.

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**Overlap**

COURSE DEVELOPED BY **Ian Fisher**  DATE: **11/2/15**

**ATTACH the documents**  1. COURSE OUTLINE   2. COURSE JUSTIFICATION FORM
Course No: WLD 261  
Course Credit: 3  
Lecture Hrs/wk: 1  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 4  
Practicum Hrs/Wk:  
Clock Hours: 55  
Length of Course: 11 WEEKS  
Banner enforced Prerequisite: WLD 160  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 3.8  
Activity Code: 210 CTE Preparatory  
CIPS: 480508

Course Title: Aluminum Arc Welding & Fabrication II  
Developed By: Ian Fisher  
Development Date: 11/2/15  
Revision Date: 11/7/2016  
Review Date: 

COURSE DESCRIPTION:
Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the Horizontal, Vertical and Over Head positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 160 1 lecture/ 4 lab hrs./wk.

COURSE OUTCOMES:

Safety practices
Continue to follow safe working practices demonstrated and tested on in WLD 101,  
Function safely in the UCC Welding Shop.

Skills Building and Development
To build upon the skills learned in previous welding classes with a continuing emphasis on the fundamentals and mechanics of welding  
Demonstrate professional work habits (Ethics & Soft skills)  
Operate plasma cutting systems in accordance with industry standards  
Have a basic understanding of GMAW spool gun and GMAW push pull guns, advantages & disadvantages, and operating characteristics on Aluminum.
Know and practice all five common weld joints (Butt, Corner, Tee, Lap, & Edge joints) Weld common joints with the GMAW spool gun and GMAW push pull guns to code quality standards in the flat, horizontal, vertical, and overhead positions

Weld common joints with the ER4943 and ER5356 electrodes to code quality standards in the flat, horizontal, vertical, and over-head positions (both whip and stringer methods will be discussed, demonstrated and practiced)

Weld common joints with the GTAW process to code quality standards in the flat, horizontal, vertical, and over-head positions (demonstrated and practiced)

Interpret drawing and symbols to accurately layout a project; prepare and assemble to specified tolerances; and weld joints in accordance to AWS D1.2.

Air Carbon Arc Cutting (ACAC) and other methods of weldment repairs will be discussed, demonstrated and practiced

OUTLINE: [Topics taught by week 1-11]
Week 1  Aluminum Metallurgy 2xxx, 3xxx, and 1xxx series alloys
Week 2  AWS Code and Industrial applications of GMAW and GTAW
Week 3  Joint configuration and base metal prep
Week 4  Filler metals, selection of type, diameter and machine settings
Week 5  1,G, 2G, 3G, 4G Flat, Horizontal, Vertical, and Over-Head welding techniques
Week 6  Push pull welding gun techniques
Week 7  Air Carbon Arc Cutting & Gouging
Week 8  Plasma Arc Cutting
Week 9  Limited thickness Weld test 3G
Week 10 Limited thickness Weld test 4G
Week 11 Final Exam
Document brought forward by: **Ian Fisher, Welding Instructor/Coordinator/CWI**

X  Date  Supervisor Signature:  X  Date

**Student need for course:**

**Course Information:**

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

☐ AAOT (Area of distribution):  ☐ Approved Disciplines Studies Listings

☐ Arts & Letters  ☐ Science/Math/Computer Science  ☐ Social Sciences

☐ Electives

☐ Human Relations

**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:  Instructor Fees: 3.8 ILC @ 492.00 = $1869.60

3.8 ILC @ 601.00 = $2283.80

Class Fee = $150.00 / Student Cost = $360.00

**Course impact on:**

a. Student enrollment in other courses:

b. Current program: **Welding**

Replacement course for:  Course Number: n/a  Title: n/a

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**Disposition:**  Signature  Date  Recommendation

________________________________________

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: **Ian Fisher**

Supervisor’s name: **Jesse Morrow**  Date:  **11/2/15**

Course title: **Aluminum Arc Welding & Fabrication I**

Division: **CTE**  Department: **Welding**  Program: **Welding**

Course No: **WLD 262**  Title: **Aluminum Arc Welding & Fabrication III**  Offered: **Spring Term**

Credits:  3  Lec hrs/wk:  1  Lec/Lab hrs/wk:  4  Clock hrs/wk:  **55**

Banner Pre-req.: **WLD 261**  Instructor Pre-req.: **Yes**  Co-requisites: **No**  Length (wks):  **3**

Proposed implementation date Term: **Spring**  Year:  **16**  Grading Option Load Factor:  **3.8**

Catalog Course Description: **WLD 262: Aluminum Arc Welding & Fabrication III (3)**

Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. This class is designed to better prepare the entry level welder for Aluminum welding. This class will cover AWS D1.2 Structural welding code standards for aluminum welding code requirements. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 261 1 lecture/ 4 lab hrs./wk.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached):
Is this course on the "LDC Course List" of the State Department  ☐ To be ☐ Yes  ☐ No
If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)
☐ Occupational Preparatory (organized degree/cert program)  ☐ Occupational Supplementary Support Course:  Indicate all programs for which this course will be required.

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Overlap

COURSE DEVELOPED BY **Ian Fisher**  DATE:  **11/2/15**

ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course Title: Aluminum Arc Welding & Fabrication III
Developed By: Ian Fisher
Development Date: 11/2/15
Revision Date: 11/7/2016
Review Date:

COURSE DESCRIPTION:

Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. This class is designed to better prepare the entry level welder for Aluminum welding. This class will cover AWS D1.2 Structural welding code standards for aluminum welding code requirements. Weld manipulation and techniques will cover all positions on both pipe and plate applications. This is an outcome based course utilizing a lecture/lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 261 1 lecture/ 4 lab hrs./wk.

COURSE OUTCOMES:

Safety practices
Continue to follow safe working practices demonstrated and tested on in WLD 101,

Function safely in the UCC Welding Shop.

Skills Building and Development
To build upon the skills learned in previous welding classes with a continuing emphasis on the fundamentals and mechanics of welding

Demonstrate professional work habits (Ethics & Soft skills)

Operate plasma cutting systems in accordance with industry standards

Have a basic understanding of all welding processes related to aluminum fabrication, advantages & disadvantages, and operating characteristics.
Know and practice all five common weld joints (Butt, Corner, Tee, Lap, & Edge joints) Weld common joints with advanced methods utilizing both GMAW, GTAW to code quality standards in the flat, horizontal, vertical, and overhead positions

Weld common joints with the ER4943 and ER5356 electrodes to code quality standards in the flat, horizontal, vertical, and over-head positions (both whip and stringer methods will be discussed, demonstrated and practiced)

Weld common joints with the GTAW-(advanced wave forms) to code quality standards in the flat, horizontal, vertical, and over-head positions (demonstrated and practiced)

Interpret drawing and symbols to accurately layout a project; prepare and assemble to specified tolerances; and weld joints in accordance to AWS D1.2.

Air Carbon Arc Cutting (ACAC) and other methods of weldment repairs will be discussed, demonstrated and practiced

OUTLINE: [Topics taught by week 1-11]
Week 1  Aluminum Metallurgy 7xxx, 3xxx, and Magnesium/Aluminum series alloys
Week 2  AWS Code and Industrial applications of GMAW and GTAW
Week 3  Joint configuration and base metal prep
Week 4  Trouble shooting, weld inspection, and machine settings
Week 5  1G, 2G, 3G, 4G Flat, Horizontal, Vertical, and Over-Head welding techniques
Week 6  Advanced Wave forms GTAW
Week 7  Advanced GMAW – Pule on Pulse
Week 8  Aluminum Filler metal selection
Week 9  Limited thickness Weld test 3G
Week 10 Limited thickness Weld test 4G
Week 11 Final Exam
Document brought forward by: **Ian Fisher, Welding Instructor/Coordinator/CWI**

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**Student need for course:**

**Course Information:**

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**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: Instructor Fees: 3.8 ILC @ 492.00 = $1869.60
  
  3.8 ILC @ 601.00 = $2283.80
  
  Class Fee = $150.00 / Student Cost = $360.00

**Course impact on:**

a. Student enrollment in other courses:

b. Current program: **Welding**

Replacement course for: Course Number: n/a Title: n/a

**Disposition:**

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Director of Curriculum Support    Vice President of Instruction
Course Description:
The class is an introduction to the issues of aging. Although designed for human service workers in various fields, others working with the public in any field of study may find their skills in working with the elderly enhanced. The class is interdisciplinary in its approach, including the review of articles related to biological sciences, medicine, nursing, psychology, sociology, and social work. As the population in the United States ages, it is vital that we recognize the importance of effectively relating to older clients, patients, and consumers.

Prerequisite:
None

Student Learning Outcomes:
Upon completion of this course, the student should be:
- describe the psychopathology of aging,
- examine Age-change theories,
- distinguish the differences between myths and the realities of aging,
- understand cognitive dimensions and effective interventions,
- discuss the challenges and supports related to work and retirement,
- address the issues of death and dying with clients and their families,
- identify family relationships and social service systems as challenges and supports for aging adults,
- recognize symptoms related to possible elder abuse and reporting requirements,
- able to identify various life transitions,
- use specific strategies to assist participants in transition,
- explain the impact of poverty and inequality on the aging

Required Text:
The Psychology of Aging, Theory, Research, and Interventions: Janet Belsky, Third Edition

Recommended Text:
Annual Editions: Aging, Edited by Elaina F. Osterbur, Twenty-Seventh Edition

Grading:
All students will begin the course with 1000 points.
See class schedule for grade point requirements

Final Project:
Students will be expected to visit three assisted living, retirement, or Alzheimer care facilities in Douglas County. In addition, students will interview a senior in their community and write a paper based on the guidelines provided by the instructor and presented to the class. This generally requires at least one additional hour per week outside of class. A written report describing your experiences will be presented to the class as your final project.
HS108 Understanding Behavior and Emotional Issues in Older Populations

Instructor: Pauline Martel, BA CPS
Office Hours: To be arranged
Contact information: (541) 643-1784
Pmartel429@gmail.com

Methods of Instruction:
Lecture, classroom discussion, small groups, skill practice, video, and quizzes

Course Requirements
Attend all sessions, actively participate in discussions, contribute to small group process and complete all assignments including the final project

Student Expectations:
Approximately two hours per week of reading, study, and preparation outside of class is recommended for students to complete assignments.

< Homework assignments are due as scheduled on class outline. Homework will not be accepted after one week past the due date.

< Students are expected to make contact via e-mail (as found on the class outline), text or telephone with the instructor when unable to attend class or complete assignments.

- Specific instructions on assignments and projects will be discussed in class.
- Each student is expected to complete each assignment (including take home quizzes) independently unless assigned to group work.
- Class discussions and activities are a significant part of your grade. Attendance, therefore, is important. Students who miss a discussion or activity may have an opportunity to complete make-up assignment. No more than two missed classes will be accommodated by make up assignments. Make up assignments will receive no more than ½ credit for the discussion missed.
- All students lacking in academic integrity will receive a zero (0) for the assignment and possibly for the course.

College Policies
College-wide policies are stated in the Umpqua Community College Catalogue and include enrollment limitations, student rights, cancellation of classes, affirmative action, drug and alcohol policy, alcohol and other drug free environment, sexual harassment policy, campus security policy, student right to know statement and statistics, student rights and responsibilities, academic integrity, student appeals, grievance procedure and disciplinary procedure. The catalogue is available on the internet at http://www.umpqua.cc.or.us and click catalog/schedule

Student Academic Integrity
Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual instructors and the college. The academic integrity of each student is crucial not only to that individual student’s quality of education but to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

For more information regarding possible violations, penalties, and procedures see the UCC catalog, available on the internet at http://www.umpqua.cc.or.us and click catalog/schedule.
Instructor: Pauline Martel, BA CPS
Office Hours: To be arranged
Contact Information: (541) 643-1784
Pmartel429@gmail.com

Disability Accommodation Statement
Any student who feels he or she may need an accommodation for any type of disability, please make an appointment to see me during office hours or contact Disability Services in the Counseling Center (541) 44-7655

Non-Discrimination Statement
It is the policy of Umpqua Community College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age, or disability in any educational program, activity, or employment. Persons having questions about equal opportunity and non-discrimination should contact the Vice President for Student Development at the Campus Center—Student Development Phone (541) 440-4677 or TDD

Class Schedule
Spring 2016

Session #1 April 6, 2016
Class overview
Discussion Question: Living into an “A”
Motivation and Change
Motivational Interviewing Practices
Discussion: The People and the Field (p.3-25)
Homework: Read: Pages 26-46
Write (type) a response to the following:
“Compare and contrast Erikson, Jung, and Baltes’s theories on aging”

Session #2 April 13
Review homework
Review: p. 47-61
Discuss: P. 63-95 (small group)
Homework: Read: P. 99-129
Write (type) a response to the following:
“Describe the common sensory and motor functions that may be present in the elderly. What intervention strategies can increase social functioning opportunities for elders who may be experiencing these challenges?”

Session #3 April 20
Review homework
Review: P. 131-164 (small group)
Homework: Internet research: Identify current resources that are not mentioned in the Chapter 5? How are resources different today from when this chapter was written? Be sure to address both pro’s and cons.

Session #4 April 27
Review Homework (small group)
Review: p. 165-193
Homework: Write (type) a response to:
“How can the Human Service Worker implement the interventions described on p. 190-192”
Take home Quiz

Session #5 May 4
Review Quiz and homework
Review: p. 195-223
Homework: Write (type) a response to the following: 1. Describe the similarities and differences between Dementia and Alzheimer’s Disease
2. Using the text as a guide, how would you design an effective dementia day care environment?

Session #6 May 11
Review homework
Review: p. 227-259 (small group)
Homework: Read P. 261-291
Write (type) a response to the following:
Describe, in your own words, the most effective interventions identified on p. 283-288
HS108 Understanding Behavior and Emotional Issues in Older Populations

Instructor: Pauline Martel, BA CPS
Office Hours: To be arranged
Contact information: (541) 672-2691  Emergency (541) 643-1784 (text or e-mail is best)
paulinem@adapt-or.org  FOR SPEEDY E-MAIL CONTACT ONLY THIS ADDRESS

Session #7 May 18
Review homework
Review: Review p. 293-327
Homework: Interview an elder in your family or community about one or two of the issues identified in Chapter 10
Take home quiz

Session #8 May 25
Review Quiz and homework
Review: p. 329-363
Homework: Write (type) a brief reflection paper on how Chapter 11 impacted you

Session #9 June 1
Review homework
Review: p. 367-395
Homework: Internet research: Read an article by Elizabeth Kubler Ross on Death and Dying and compare with chapter 12 information.
In class quiz

Session #10 June 8
Presentations

Session #11 June 15
Presentations

Grading:
Class Participation/exercise completion  550 pts  900-1000 = A
Case Presentation  150 pts  800- 899 = B
Quizzes (3 @ 100 pts. ea.)  300 pts  700- 899 = C

As you can see, attendance is critical to your grade. Chapter reviews and exercise completion in the classroom reduces the amount of time that is required to read the chapters and complete all the exercises that follow. The course work has been revised in this way to facilitate your learning and provide more opportunities for skill building practice.

Please make every effort to be present for all sessions, arrive on time and ready to work. We have much to do in a small amount of time.

It is understood that illness and family emergencies do occur. As a result, when you notify the instructor ahead of time, you may be given a make-up assignment to maintain no more than half of your class participation points.
UCC Course Outline

Course No: HS 108
Course Credit: 3
Lecture Hrs/wk: 3hrs
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite:
Load Factor: unk
Activity Code: 100 Lower

Division Collegiate
CIPS: 440000

Course Title: Understanding Behavior and Emotional Issues in Older Population
Developed By: Pauline Martel
Development Date: September 2015
Revision Date: 10/20/2015
Review Date:

COURSE DESCRIPTION: This class is an introduction to the issues of aging. Although designed for human service workers in various fields, others working with the public in any field of study may find their skills in working with the elderly enhanced. The class is interdisciplinary in its approach, including the review of articles related to biological sciences, medicine, nursing, psychology, sociology, and social work. As the population in the United States ages, it is vital that we recognize the importance of effectively relating to older clients, patients and consumers.

COURSE OUTCOMES:

Upon completion of this course, the student should be:

- Able to identify various life course transitions
- Evaluate psychological perspectives on aging
- Identify family relationships and social service systems as challenges and supports for aging adults.
- Discuss the challenges and supports related to work and retirement
- Address the issues of death and dying with clients and their families
- Use specific strategies (questions) to assist participants in transition
- Explain the impact of poverty and inequality
COURSE DESCRIPTION:

Wine production theory and hands-on practice of harvest activities including: winery materials, safety, equipment sanitation, crushing, pressing and fermentation. 4 lecture, 3 lab hrs/wk. F

COURSE OUTCOMES:

Upon completion of this course students will:

- Understand winery sanitation and cleanliness
- Understand basic juice/must analytical parameters and their relevance to winemaking decisions
- Learn the physical process and equipment of red, white, and rosé winemaking
- Learn to safely operate winery equipment including: pumps, destemmers, presses, etc.
- Properly calculate SO2, nitrogen, and yeast additions
- Understand the role and behavior of *Saccharomyces* during primary fermentation
- Understand the role and behavior of *Oenococcus oeni* in secondary (malolactic) fermentation
WLD 261: Aluminum Arc Welding & Fabrication II (3)

Develops knowledge and manipulative skills in the use of traditional and advanced welding techniques for Aluminum and Aluminum alloys. Develops knowledge and skills in electrode selection and application when performing various welds in the Horizontal, Vertical and Over Head positions. This is an outcome based course utilizing a lecture/ lab format. This course includes, but is not limited to: classroom discussions, multimedia presentations, and lab demonstrations covering technical skills. Registration Enforced Prerequisite/Co-requisite: WLD 160 1 lecture/ 4 lab hrs./wk.
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: Martha Joyce
Contact Title: Chair
Department: Business

Program Revision Information
Date, Year, and Term of Proposed Revision: Summer 2016
Program Title: Hospitality and Restaurant Management

Revision Type - select all that apply
_x_ Credits
__ Title
__ Summary
__ Outcomes
__ 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 program was previously approved without the required 3 credits of approved human relations. This revision is designed to add the SDP113 Human Relations for Supervisors course to the program. SDP113 is on the approved human relations course list for CTE degrees and certificates. The total program credits will increase from 47 to 50 as a result of the added course.

Program Impacts - select all that apply
_x_ Instructional costs (staff, materials, equipment, or facilities) required.
_x_ 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.

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<thead>
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<tr>
<td>Course #</td>
<td>Course Title</td>
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<tr>
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<td>HRM178</td>
<td>Hospitality/Restaurant Marketing &amp; Customer Service</td>
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<tr>
<td>CIS100</td>
<td>Intro to Windows &amp; PCs</td>
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<td>BA238</td>
<td>Professional Selling</td>
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<td>BA180</td>
<td>Business Mathematics I</td>
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<td>CA176</td>
<td>Fundamentals of Menu Planning</td>
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<td>HRM176</td>
<td>Alcohol Service/Bar Beverage Management</td>
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<td>BA233</td>
<td>Accounting for Managers</td>
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<td>VE202</td>
<td>Sensory Evaluation of Wine</td>
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<tr>
<td>HRM177</td>
<td>Hospitality/Restaurant Management and Human Relations</td>
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<td>HRM230</td>
<td>Principles of Hospitality/Restaurant Industry Cost Controls</td>
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<td>BA165</td>
<td>Customer Service</td>
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<td>BA231 or CIS120</td>
<td>Computers in Business Or Introduction to Computer Information Systems</td>
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<td>WR115</td>
<td>Introduction to Expository Writing</td>
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<td>CA280</td>
<td>Cooperative Work Experience: Culinary Arts</td>
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<td>SDP113</td>
<td>Human Relations for Supervisors</td>
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Total credits for Program: 50
Additional Documentation
Please check additional forms or documentation you have submitted to Curriculum Committee.

_x_ Curriculum Revision Form
___ Start-Up and First Year Budget
_x_ Other: Existing course outline for SDP113 Human Relations for Supervisors
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).
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: David Farrington
Contact Title: Registrar
Department: Student Services

Program Revision Information
Date, Year, and Term of Proposed Revision: Fall, 2016-17
Program Title: Occupational Skills Training

Revision Type - select all that apply

_x_ 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 Occupational Skills Training (OST) Certificate is currently approved for use at UCC. It was last advertised in the catalog in 2005-2006. According to the state definition, at a minimum 50% of the credits in the certificate must be from supervised work-site related instruction. Also in order to meet accreditation standards for all CTE programs, it must contain related instruction in computation, communication and human relations. Beyond those criteria, it is a customizable, highly individualized certificate that may benefit students in from several different CTE areas. There is currently renewed interest in offering the OST as an option for students interested in Water Quality Operator Certification. Students pursing the OST will work with the department OST coordinator to create a planner that will help them complete the 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
_x_ Other: Resources (faculty, advisors) will be needed to coordinate individual plans for students
Please list changes to program course listing below.

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<td>PSY 101</td>
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<td>HPE 295</td>
<td>Wellness/Health Assessment</td>
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<td>OA 121</td>
<td>Keyboarding</td>
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<td>SP 111 or SP 219</td>
<td>Fundamentals of Public Speaking OR Small Group Discussion</td>
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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:
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:** Clay Baumgartner  
**Contact Title:** Department Chair  
**Department:** Engineering and CIS

**Program Revision Information**

**Date, Year, and Term of Proposed Revision:** September 2016, Fall Quarter  
**Program Title:** Civil Engineering and Surveying Technology Program, AAS  
Civil Engineering and Surveying Technology, AAS, Applied Surveying Option  
Civil Engineering and Surveying Technology, AAS, Applied Water Quality Option

**Revision Type - select all that apply**

_X_ Credits  
_Title  
Summary  
_Outcomes  
_X_ Curriculum  
_Suspension  
_Reactivate  
_Delete  
_Repackage for a new area of concentration or certificate within existing program.  
Other: *(please describe)* Creates options for parent degree

**Revised Outcomes (If needed)**

**Revision Description and Justification**

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

Courses in parent program have been revised to increase educational pathways while maintaining job readiness of graduates. Calculus courses have been added and additional transfer courses incorporated so that students can transfer with AAS + 1 year. We have also developed two “Options” that are more applied and provide 4+ months of occupational skills training. Two courses have been exchanged to create a GIS pathways certificate. There is a net reduction of 4 credit hours in engineering courses offered by Department through combining transfer and technology courses.

**Program Impacts - select all that apply**

_X_ 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:
Program revision for: Civil Engineering and Surveying Technology, AAS

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** WLD 131 Basic Metallurgy or WLD 140 Blue Print Reading and Sketching can be substituted for CIV 280
** *Approved Engineering Electives. Combined credit total of 13 – 17 hours.

Engr Elective 1. SUR162 Surveying I 4 cr or WQT261 Water Distribution 4 cr; Engr Elective 2. SUR 163 Surveying II 4 cr or WQT 227 Wastewater Treatment 3 cr & WQT 228 Wastewater Collection 3cr; and Engr Elective 3. SUR 242 Land Desc. & Cadastre 3 cr or WQT 260 Water Treatment 3 cr

****Human Relations Elective Approved in UCC Catalog
Program revision for: Civil Engineering and Surveying Technology,
APPLIED SURVEYING OPTION, AAS

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Program revision for: Civil Engineering and Surveying Technology,
**APPLIED WATER QUALITY OPTION, AAS**

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** WLD 131 Basic Metallurgy or WLD 140 Blue Print Reading and Sketching can be substituted for CIV 280

****Human Relations Elective Approved in UCC Catalog

Note: 25 credit or 26 percent change from base; 74 percent of core courses in option
## Proposed Prerequisites and Course Availability per Term

### CIVIL ENGINEERING AND SURVEYING TECHNICIAN, AAS

(for complete information, see 2016-2017 UCC Catalogue)  
REVISED 11/22/15

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* WLD 131 Basic Metallurgy and WLD 140 Blue Print Reading and Sketching can be substituted for CWE 28*
** Counts as OSU as Biological Science with lab
*** See Following Page for Program Electives

### PROGRAM ELECTIVES

**Program Elective 1**
- Sur 162 Plane Surveying II or 4 cr
- WQT 261 Water Distribution 4 cr

**Program Elective 2**
- Sur 163 Plane Surveying III or 4 cr
- WQT 227 Wastewater Collection and 3 cr
- WQT 228 Wastewater Treatment 3 cr

**Program Elective 3**
- Sur 242 Land Descriptions & Cadastre or 3 cr
- WQT 260 Water Treatment 3 cr

Last updated 11/22/2015
## Applied Surveying Option

### Prerequisites/Notes

- **DRF 112** Computer Aided Drafting (CAD) I  x  3
- **ENGR 111** Engineering Orientation I  x  3  MTH 65 Elementary Algebra
- **GIS 203** The Digital Earth  x  4  MTH 65 Elementary Algebra
- **WR 121** English Composition, Intro to Argument  x  x  x  x  4

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### TOTAL AAS DEGREE CREDITS

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* WLD 131 Basic Metallurgy and WLD 140 Blue Print Reading and Sketching can be substituted for 3 credits of CIV 280.

**Percentage of base:**

74%
### Applied Water Quality Technology Option

(For complete information, see the 2016-2017 UCC Catalogue)

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<td>ENGR 245 Engineering Graphics</td>
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<td>SUR 161 Surveying I</td>
<td>x</td>
<td>4</td>
<td>MTH 95 Pre-Algebra</td>
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<tr>
<td>CIV, GIS, or WQT 280 CWE/Occupational Skills Training</td>
<td>x x x x</td>
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<td>WQT 261 Water Distribution</td>
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</table>

**Total AAS Degree Credits:** 96

* WLD 131 Basic Metallurgy and WLD 140 Blue Print Reading and Sketching can be substituted for 3 credits of CWE 280

Percentage of base: 77%

Last updated 11/22/2015
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: Clay Baumgartner  
Contact Title: Department Chair  
Department: Engineering and CIS

**Program Revision Information**

Date, Year, and Term of Proposed Revision: September 2016, Fall Quarter  
Program Title: Engineering and Drafting Technician, Completion Certificate

**Revision Type - select all that apply**

- X_ 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. Removing one drafting course, DRF 116 Structural Drafting, and one math class, MTH 95 Intermediate Algebra from completion certificate. Adding two GIS courses. Aligns with overall changes being made to the AAS degree in Civil Engineering and Surveying Technology.

**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:
Program revision for: Civil Engineering and Surveying Technology, AAS

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## Engineering and Drafting Technician, Completion Certificate

### Prerequisites and Course Availability per Term

*(for complete information, see 2016-2017 UCC Catalogue)  REVISED 10/22/15*

<table>
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<th>Course No. and Course Name</th>
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<th>Prerequisites/Notes</th>
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**Term 2**

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<td>DRF 113 CAD I</td>
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<td>ENGR 245 Engineering Graphics</td>
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<td>MTH 111 Algebra</td>
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<td>SUR 161 Surveying I</td>
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<td>MTH 95 Pre-Algebra</td>
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</table>

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Last updated 11/3/2015
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: Alysha Barraza
Contact Title: V&E Student Advisor
Department: Viticulture and Enology

Program Revision Information
Date, Year, and Term of Proposed Revision: 2016-2017
Program Title: Pathway Certificate Wine Marketing Assistant

Revision Type - select all that apply
X_ 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.

A proposed revision to this course is being made to alter the content, allowing a greater focus in a given area which is currently part of the course subject matter. This is done in concert with similar required courses in the Viticulture and Enology program, VE 204 and VE 205. The proposed change will allow the same material to be covered between the three required courses, in greater depth than the current structure allows, while limiting overlap between the three courses which has caused student complaints about redundancy in previous years. The proposed change will not alter the total material covered between the three courses, but present the material in a manner that has better organization, more focus, and less repetition of course content between academic terms.

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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<tbody>
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<td><strong>Course #</strong></td>
<td><strong>Course Title</strong></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>VE 204</td>
<td>Wines of the Pacific Region</td>
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<td>VE 205</td>
<td>Wines of Oregon</td>
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<td>VE 223</td>
<td>Wine Marketing</td>
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<p>| <strong>Total Credits for Program</strong> | <strong>18</strong> | <strong>Total Credits for Program</strong> | <strong>20</strong> |</p>
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<th>Additional Documentation</th>
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<tr>
<td>Please check additional forms or documentation you have submitted to Curriculum Committee.</td>
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__ Curriculum Revision Form  
__ Start-Up and First Year Budget  
__ Other:
Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

Date: 9/29/2015

Supervisor Signature:

- Revise Division: CTE
- Reactivate Program: Welding
- Delete Effective for Catalog Year and Term: Spring 2016
- Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** New course added to meet national American Welding Society (AWS) (D1.2 - Structural Code Book Aluminum) Standards

**Other Program Impact:** This new course will allow for more focused instructional time on Aluminum welding and Fabrication which is a high skill & high wage welding profession.

- Instructional costs (staff, materials, equipment, or facilities) are required.
  
  *An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.*

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.
  
  *Approximate fees related to this course would be similar to*

- Impact to other Divisions in terms of classes and staffing.

  *None*

---

**Disposition:**

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>Director of Curriculum Support</td>
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<td>Vice President of Instruction</td>
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Program revision for: Welding

<table>
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<tr>
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<th>PROPOSED option for 2nd yr.</th>
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<td>WLD 123 Advanced Welding I 3</td>
<td>WLD 123 Advanced Welding I 3</td>
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<tr>
<td>CIV 112 Auto CAD I 3</td>
<td>CIV 112 Auto CAD I 3</td>
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<tr>
<td>WLD 251 Gas Tungsten Arc Welding II 3</td>
<td>WLD 251 Gas Tungsten Arc Welding II 3</td>
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<td>WLD 280 CWE 3 min.</td>
<td>WLD 160 Aluminum Only I 3</td>
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<td>-or- WLD 280</td>
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<td>WLD 222 Pipe Welding &amp; Fitting I 3</td>
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<td>WLD 252 Gas Tungsten Arc Welding III 3</td>
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<td>MFG 111 Machine Shop I 3</td>
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<td>-or- CWE 3 min.</td>
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Total credits in program: **49**

Total credits in program: **49**
UCC PROGRAM REVISION FORM – page 1 of 2

Document brought forward by: Ian Fisher, Welding Instructor Coordinator/CWI

X   Date: 11/2/2015
Supervisor Signature:

☑ Revise   Division: CTE
☐ Reactivate   Program: Welding
☐ Delete   Effective for Catalog Year and Term: Spring 2016

☐ Repackage existing courses for a new area of concentration within an existing program

**Description of Request:** New course added to meet national American Welding Society (AWS). *(D1.2 - Structural Code Book Aluminum) Standards*

**Other Program Impact:** This new course will allow for more focused instructional time on Aluminum welding and Fabrication which is a high skill & high wage welding profession.

☐ Instructional costs (staff, materials, equipment, or facilities) are required.

> An instructor will be required of this course. Facility = Lockwood Hall - Welding Lab. Lab equipment for proposed course is currently present. Lab fees used to furnish materials needed for course.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s). Attach one year budget plus startup cost.

> Approximate fees related to this course would be similar to

☐ Impact to other Divisions in terms of classes and staffing.

None

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**Disposition:** Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
# UCC PROGRAM REVISION FORM – page 2 of 2

Program revision for:  Welding  
CURRENT 2nd yr.  
(If course are re-designed, attach new course outlines)

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**Total credits in program**: 49

**PROPOSED option for 2nd yr.**

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**Total credits in program**: 49
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: Ian Fisher  
Contact Title: Welding Instructor  
Department: Welding

**Program Revision Information**

Date, Year, and Term of Proposed Revision: Summer 2016  
Program Title: Second Year AAS - Welding

**Revision Type - select all that apply**

- Credits
- Title
- Summary
- Outcomes
- 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.  
Change is given as an option for the potential student that would like more engineering and drafting trade skills upon graduation. Change to be consistent with new AAS in Welding; this revision is only to switch 6 credits of CWE 280 to DRF 114 & DRF 116

**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.

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Total credits for Program 49
Additional Documentation

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

___ Curriculum Revision Form
___ Start-Up and First Year Budget
___ Other:
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**Total credits in program**: 49
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Total credits in program 49

Total credits in program 49
UCC Course Revision

Basic Information
Name of Course Revision Contact: Alysha Barraza
Date: 11/10/2015
Contact Title: V&E Student Advisor
Department: Viticulture and Enology
Course Number: VE 201
Course Title: Winemaking for Viticulturists

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: Viticulture and Enology

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

This proposed change is related to numerous course revisions throughout the history of this program and class. During previous revisions this course was not updated from 2 lecture and 3 lab hours/wk to 2 lecture and 2 lab/lecture hours/wk as were the rest of our classes. This proposed revision is simply correcting a clerical error for house cleaning purposes.

Course Revision 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:

Description of Impact
If your revision will have one of the impacts listed above, please describe...

NA
**List current information and proposed changes**

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**Additional Documentation**

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

__ Course Outline - required
__ Other:
Course No: VE 201  
Course Credit: 3  
Lecture Hrs/wk: 2  
Lab Hrs/Wk: NA  
Lecture/Lab Hrs/Wk: 2  
Practicum Hrs/Wk: NA  
Clock Hours: 44  
Length of Course: 11 weeks  
Banner enforced Prerequisite: NA  
Instructor enforced Prerequisite: NA  
Co-Requisite: NA  
Load Factor: 3.4  
Activity Code: 210  
CIPS: 019999

Course Title: Sensory Evaluation of Wine  
Developed By: nvc/adapted by UCC  
Development Date: 01/01/08  
Revision Date: 11/12/2015  
Review Date: 

COURSE DESCRIPTION:

The science of winemaking from the vineyard to the winery. Students will produce their own wine. Students must be at least 18 years of age. Laboratory materials fee. 2 lecture, 2 lecture/lab hrs/wk.

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

- Describe the Purpose and Operation of Common Winery Equipment  
- Determine Optimum Harvest Parameters Explain the effects of Crop load vs. Quality  
- Describe the Characteristics of Common Wine grape Cultivars  
- Determine the Logistics of Harvesting  
- Describe the processes of Sorting, Destemming and Crushing  
- Understand the Process of Spoilage and the role of SO2  
- Describe the Effects of O2  
- Describe the Pressing Operation and Its Impact on Final Wine Quality  
- Define the Major Processes in Red Wine Making  
- Define the Major Processes in White Wine Making  
- Define Alcoholic Fermentation  
- Define Malolactic Fermentation  
- Describe Barrel Fermentation  
- Describe the Interaction Between Oak and Wine  
- Describe Racking and Fining  
- Define Stability, Filtering and Bottling
Basic Information
Name of Course Revision Contact: Joel Mann
Date: 11/10/2015
Contact Title: Associate Director
Department: Viticulture and Enology
Course Number: VE 203
Course Title: Wines of World

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: AAS – Enology, and Wine Marketing Assistant Pathway Certificate

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

A proposed revision to this course is being made to alter the content, allowing a greater focus in a given area which is currently part of the course subject matter. This is done in concert with similar required courses in the Viticulture and Enology program, VE 204 and VE 205. The proposed change will allow the same material to be covered between the three required courses, in greater depth than the current structure allows, while limiting overlap between the three courses which has caused student complaints about redundancy in previous years. The proposed change will not alter the total material covered between the three courses, but present the material in a manner that has better organization, more focus, and less repetition of course content between academic terms.

Course Revision 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:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
List current information and proposed changes

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Additional Documentation

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

_X_ Course Outline - required
__ Other:


COURSE DESCRIPTION:

This course is an overview of the wines of Europe, whose history is a major influence in modern winemaking practices. Students will become familiar with the major wine producing countries; the regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. While a stand-alone class, this course is the first of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. F

COURSE OUTCOMES:

Upon successful completion of this class the student will be able to:

- Identify the important wine regions of Europe
- Understand the basic effects that climate, viticultural practices, and winemaking style have on the qualities of particular wine regions and types
- Describe the characteristics of individual wine producing areas
UCC Course Outline

- List grape varieties and wine types produced in different areas
- Demonstrate a basic understanding of the diversity of wine types and styles
- Understand the impact of European wine history on modern winery practices
- Understand the role of wines in culinary use
Basic Information
Name of Course Revision Contact: Joel Mann
Date: 11/10/2015
Contact Title: Associate Director
Department: Viticulture and Enology
Course Number: VE 204
Course Title: Wines of the Pacific

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: AAS – Enology, and Wine Marketing Assistant Pathway Certificate

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

A proposed revision to this course is being made to alter the content, allowing a greater focus in a given area which is currently part of the course subject matter. This is done in concert with similar required courses in the Viticulture and Enology program, VE 203 and VE 205. The proposed change will allow the same material to be covered between the three required courses, in greater depth than the current structure allows, while limiting overlap between the three courses which has caused student complaints about redundancy in previous years. The proposed change will not alter the total material covered between the three courses, but present the material in a manner that has better organization, more focus, and less repetition of course content between academic terms.

Course Revision Impacts - select all that apply

__ Instructional costs (staff, materials, equipment, or facilities) required.
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__ Other:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
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### Additional Documentation

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

- X Course Outline - required
- Other:
Course No: VE 204  
Course Credit: 3  
Lecture Hrs/wk: 2  
Lab Hrs/Wk: NA  
Lecture/Lab Hrs/Wk: 2  
Practicum Hrs/Wk: NA  
Clock Hours: 44  
Length of Course 11 weeks  
Banner enforced Prerequisite: NA  
Instructor enforced Prerequisite: NA  
Co-Requisite: NA  
Load Factor: 3.4  
Activity Code: 210  
CIPS: 019999

Course Title: Wines of the Southern Hemisphere  
Developed By: Joel Mann  
Development Date:  
Revision Date: 11/10/2015  
Review Date:  

COURSE DESCRIPTION:  
This course is an overview of the wines of the southern hemisphere, including Chile, Argentina, Australia, New Zealand, and South Africa. Students will become familiar with the major wine producing countries; the regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. Students will also examine the contribution each country has made to modern global winemaking practices and the current global wine market. While a stand-alone class, this course is the second of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. W

COURSE OUTCOMES:  
Upon successful completion of this class the student will be able to:  
  
  • Identify the important wine producing countries and regions of the southern hemisphere  
  • Understand the basic effects that climate, viticultural practices, and winemaking style have on the qualities of particular wine regions and types
UCC Course Outline

- Describe the characteristics of individual wine producing areas
- List grape varieties and wine types produced in different areas
- Demonstrate a basic understanding of the diversity of wine types and styles
- Understand the impact of southern hemisphere wine producing countries on modern winery practices and the global wine market
- Understand the role of wines in culinary use
Basic Information
Name of Course Revision Contact: Joel Mann
Date: 11/10/2015
Contact Title: Associate Director
Department: Viticulture and Enology
Course Number: VE 205
Course Title: Wines of Oregon

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: AAS – Enology, and Wine Marketing Assistant Pathway Certificate

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

A proposed revision to this course is being made to alter the content, allowing a greater focus in a given area which is currently part of the course subject matter. This is done in concert with similar required courses in the Viticulture and Enology program, VE 203 and VE 204. The proposed change will allow the same material to be covered between the three required courses, in greater depth than the current structure allows, while limiting overlap between the three courses which has caused student complaints about redundancy in previous years. The proposed change will not alter the total material covered between the three courses, but present the material in a manner that has better organization, more focus, and less repetition of course content between academic terms.

Course Revision 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:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
List current information and proposed changes

<table>
<thead>
<tr>
<th></th>
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<th>PROPOSED</th>
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</thead>
<tbody>
<tr>
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<td></td>
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<td>Co-reqs.</td>
<td>NA</td>
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<td>Length (Weeks)</td>
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</tr>
<tr>
<td>Load Factor</td>
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Additional Documentation

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

X Course Outline - required

Other:

UCC Course Revision v1.0 9/30/14
Course Title: Wines of North America
Developed By: Joel Mann
Development Date:
Revision Date: 11/10/2015
Review Date:

COURSE DESCRIPTION:

This course is an overview of the wines of North America, including the United States, Canada, and Mexico. Students will become familiar with the major wine producing regions within those countries; their laws, traditions, and wine styles; as well as the grape varieties, soils, and climate conditions that make each region and the wine it produces unique in the world marketplace. Students will also examine the contribution each region has made to modern global winemaking practices and the current global wine market. While a stand-alone class, this course is the culmination of the VE 203, VE 204, VE 205 series, designed to give students a full understanding of the current global wine industry, as well as a full understanding of the domestic industry in which they would currently work. The class includes sensory evaluation of representative samples from the regions covered. Students must be at least 18 years of age. 2 lecture, 2 lecture/lab hrs/wk. S

COURSE OUTCOMES:

Upon successful completion of this class the student will be able to:

- Identify the important wine producing regions of North America
UCC Course Outline

• Understand the basic effects that climate, viticultural practices, and winemaking style have on the qualities of particular wine regions and types
• Describe the characteristics of individual wine producing areas
• List grape varieties and wine types produced in different areas
• Demonstrate a basic understanding of the diversity of wine types and styles
• Understand the impact of North American wine production on modern winery practices and the global wine market
• Understand the competitive landscape of the domestic wine market
• Understand the role of wines in culinary use
Basic Information
Name of Course Revision Contact: Alysha Barraza
Date: 11/10/2015
Contact Title: V&E Student Advisor
Department: Viticulture and Enology
Course Number: VE 210
Course Title: Science of Winemaking I

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: AAS - Enology

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

We are requesting that the pre-requisite of GS 105 is removed from the VE 210, 211, and 212 series. GS 105 is no longer a program requirement for the AAS-Enology degree. VE 210, 211, and 212 are a series that many professionals in the wine industry take who have bachelors, masters, or PhD level education. These students usually do not transfer transcripts in for evaluation as they only take this series for personal or profession growth. Currently we must sign an override form before registration when students desire to take this class due to the current prerequisite requirement.

Course Revision 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:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
List current information and proposed changes

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

__ Course Outline - required
__ Other:

UCC Course Revision v1.0 9/30/14
Basic Information
Name of Course Revision Contact: Alysha Barraza
Date: 11/10/2015
Contact Title: V&E Student Advisor
Department: Viticulture and Enology
Course Number: VE 211
Course Title: Science of Winemaking II

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: AAS - Enology

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

We are requesting that the pre-requisite of GS 105 is removed from the VE 210, 211, and 212 series. GS 105 is no longer a program requirement for the AAS-Enology degree. VE 210, 211, and 212 are a series that many professionals in the wine industry take who have bachelors, masters, or PhD level education. These students usually do not transfer transcripts in for evaluation as they only take this series for personal or profession growth. Currently we must sign an override form before registration when students desire to take this class due to the current prerequisite requirement.

Course Revision 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:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
List current information and proposed changes

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<td>Length (Weeks)</td>
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<td>Load Factor</td>
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Additional Documentation
Please check additional forms or documentation you have submitted to Curriculum Committee.
__ Course Outline - required
__ Other:
Course No: VE 211
Course Credit: 5
Lecture Hrs/wk: 4
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk: NA
Practicum Hrs/Wk: NA
Clock Hours: 77
Length of Course: 11
Banner enforced Prerequisite: NA
Instructor enforced Prerequisite: NA
Co-Requisite: NA
Load Factor: 6.1
Activity Code: 210
CIPS: 019999

Course Title: Science of Winemaking II
Developed By: Greg Fishwick
Development Date: 1/30/2008
Revision Date: 11/10/2015
Review Date:

COURSE DESCRIPTION:
Wine production theory and hands-on practice of basic cellar activities including: racking, fining, filtration, oak science, barrel management, and barrel alternatives. 4 lecture, 3 lab hrs/wk.

COURSE OUTCOMES:
Upon completion of this course the student will be able to:

- Understand the compounds responsible for tartrate instability in wine
- Understand methods of testing and reducing tartrate instability in wine
- Understand the different types of filters used in a winery
- Undertake or observe the set up and operation of different types of filters
- Name a few different species of oak: Q. Alba (American), Q. Garryana (Oregon), Q. Robur (European)
- Name the parts of a barrel
- Recognize, order, and name stages of barrel making
- Understand the impact of oak on the flavor and aroma of wine
- Know the names of some important flavor and aroma compound in wine derived from oak
- Undertake routine wine analysis: Alcohol, pH & TA, SO₂ & VA
- Understand basic wine microbiology
- Students will begin to develop an awareness of laboratory services available to the wine industry that are unavailable in most wineries
Basic Information

Name of Course Revision Contact: Alysha Barraza
Date: 11/10/2015
Contact Title: V&E Student Advisor
Department: Viticulture and Enology
Course Number: VE 212
Course Title: Science of Winemaking III

Course Revision Information

Type of change
X Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Fall 2016

Parent Program: AAS - Enology

Course Revision Description and Justification

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

We are requesting that the pre-requisite of GS 105 is removed from the VE 210, 211, and 212 series. GS 105 is no longer a program requirement for the AAS-Enology degree. VE 210, 211, and 212 are a series that many professionals in the wine industry take who have bachelors, masters, or PhD level education. These students usually do not transfer transcripts in for evaluation as they only take this series for personal or profession growth. Currently we must sign an override form before registration when students desire to take this class due to the current prerequisite requirement.

Course Revision 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:

Description of Impact

If your revision will have one of the impacts listed above, please describe...
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<td><strong>Credits</strong></td>
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<td><strong>Lab/Hrs/Wk</strong></td>
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<td><strong>Practicum</strong></td>
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<td><strong>Banner/Instr. Prerequisites</strong></td>
<td>GS 105</td>
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<td><strong>Co-requisites</strong></td>
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<td><strong>Length (Weeks)</strong></td>
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<td><strong>Terms Offered</strong></td>
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<td><strong>Load Factor</strong></td>
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Additional Documentation

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

__ Course Outline - required
__ Other:
Course Title: Science of Winemaking III
Developed By: Greg Fishwick
Development Date: 1/30/2008
Revision Date: 11/10/2015
Review Date:

COURSE DESCRIPTION:
Wine production theory and hands-on practice of cellar finishing and bottling activities including: additions, filtration, blending, bottling equipment, bottling materials, bottling sanitation and quality control, evaluation of wine flavor and aroma, and regulatory compliance. Students must be at least 18 years of age. 4 lecture, 3 lab hrs/wk. S

COURSE OUTCOMES:
Upon completion of this course the student will be able to:

- Understand the practical operation of different types of filters used in a winery
- Write and follow work orders
- Calculate wine blends
- Understand each component of a bottling Perform QC during bottling
- Understand and/or know where to obtain available resources for federal and state compliance
- Evaluate packaging materials
- Understand and analyze phenolic compounds
- Understand origins of common flavor compounds and wine faults
- Understand sensory perception techniques and the concept of wine balance
- Taste, critique and evaluate wine
Nursing Assistant Information Packet

This 164+ hour training course is approved by the Oregon State Board of Nursing (OSBN). It consists of 80 hours on-campus classroom and lab and 80 hours of clinical in a long term care facility. Successful completion qualifies individuals to take the Nursing Assistant Competency Evaluation test for state certification as a Nursing Assistant. Course subjects include: instruction in basic bedside nursing skills, basic restorative skill, mental health and social service needs, personal care skills, and knowledge of clients’ rights. Students will gain the knowledge and skills necessary to care for clients in long-term care and acute care facilities that are under direct care of a licensed nurse.

Fall Term Open Enrollment Period begins August 10 – Sept. 10, 2015!
Fall Term begins Sept. 28, 2015 – Dec. 11, 2015

***CLASS MAY BE CANCELLED DUE TO LOW ENROLLMENT!***

<table>
<thead>
<tr>
<th>Estimate Cost of Class:</th>
<th>$1,115.50</th>
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<tbody>
<tr>
<td>Tuition - $940.50, Non-Refundable Fee - $175.</td>
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<tr>
<td>Course tuition or fees are not refundable beyond the first week of class. Other course costs are non-refundable.</td>
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<table>
<thead>
<tr>
<th>Additional Costs:</th>
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<tbody>
<tr>
<td>Oregon State Board of Nursing Test for Certification - $106</td>
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<tr>
<td>Fingerprinting for OSBN - $52</td>
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<td>Criminal Background Check – approx. $45</td>
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<tr>
<td>Drug Screening - $60</td>
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<tr>
<td>Healthcare Provider Training and immunizations – (costs vary)</td>
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<tr>
<td>Textbooks &amp; Clinical Supplies – approx. $200</td>
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Directions: Submit the following documentation to the office of the Nursing Dept. Administrative Secretary, Wayne Crooch Hall, Rm.9 between Aug. 10 & Sept. 10, 2015 to reserve a spot.

This is a limited-enrollment consent course, only 20 students are accepted on a first come, first served basis.

Only completed documentations will be accepted.

1. New students (16 yrs of age or older) must apply to UCC for Admission. [http://www.umpqua.edu/getting-started](http://www.umpqua.edu/getting-started)
2. Nursing Assistant Student Information Form (see attached)
3. Proof of Course Placement – Documentation (copy of unofficial transcript or copy of test scores) showing placement in RD 80, MTH 20, and WR 90. Beginning in Spring 2016 students will be required to show they have completed RD 90 prior to entrance. For more information on how to test, make an appointment with an advisor. Contact the UCC Testing Center at 541-440-4610 to schedule the Placement tests.
4. Copy of Healthcare Provider CPR Certification – CPR care must be valid. Training must have been completed within the last year.
5. Upon receipt of completed packet, you will receive the form to register for the course and information regarding the drug screen from the Nursing Dept. Administrative Secretary.

All required information must be complete and submitted by 4:00 pm, Thursday, Sept. 10, 2015 to the Nursing Dept. Administrative Secretary.
| **Criminal Background Check & Drug Screen** | The criminal background clearance letter must be submitted to the Nursing Dept. Administrative Secretary no later than 4:00 pm, **Thursday, Sept. 10, 2015.** Failure to complete the background check or a background check revealing a disqualifying criminal history will mean you are ineligible to participate in the course. **Proof that you have passed the criminal background check must be documented prior to deadline date.** See attached form for mailing fingerprints to Oregon State Police. For questions about disqualifying crimes see: [http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html](http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_045.html) 
For Oregon State Board of Nursing (OSBN) – If students have questions about the possibility of denial of certification by the OSBN after they complete this course, they should check with OSBN at 971-673-0685 before enrolling in this course. 
All nursing assistant students will be required to have drug screening upon admission to the course. Form will be given to the student by the Administrative Secretary once all documentation is completed. Drug screening will be done the week prior to the beginning of the course. 
The Nursing Department will designate the company that will do the drug testing. The Nursing Department will not accept drug screening results from any company other than the one designated. The student is responsible for the cost of the screening which is approximately $60. |
| **Immunizations** | **Immunizations – COPIES of ALL** required immunizations must be provided no later than Sept. 10, 2015. **Plan to hand in immunizations to the Nursing Administrative Secretary prior to June 11 to ensure all requirements are complete by the first day of class.** (See attached immunization flyer for specific details.) |
| **Skills/Clinical Requirements Needed by the first week of class** | **Uniforms:** Clinical uniform is required by the first skills lab during the first week of the course. You will need to call the Nursing office for information regarding scrubs tops and pants. Shoes must have a closed heel and toe and must be black. Socks must also be black. Students must also have a watch that measure seconds and a stethoscope. 
You will be provided information regarding UCC’s refund policy, the student procedures handbook, syllabus, and schedule on the first day of class. |
<p>| <strong>Course Registration and Payment</strong> | Student must register and pay for the course using the form given by the Nursing Administrative Secretary that indicates course record number (CRN). |</p>
<table>
<thead>
<tr>
<th>Technical Standards</th>
<th>Students must meet the requirements for the Technical Standards for the Nursing Assistant Course. (see attached)</th>
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<tbody>
<tr>
<td><strong>Course Attendance</strong>&lt;br&gt;<strong>Time Commitment</strong></td>
<td>In order to meet the State Board of Nursing course requirements, students must attend all classes. In addition to class attendance, studying/reading for comprehension of content and practice of skills outside of class time is required.</td>
</tr>
</tbody>
</table>
| **Disability Services** | UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should make contact with the Disability Services Office in the Advising and Career Service Center of the Campus Center Building. If you plan to use academic accommodations for this course, please contact your instructor and our office as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the “Approved Academic Accommodations” letter. To request academic accommodations for a disability, please contact a Disability Service Coordinator. Phone (541) 440-7655 or (541) 440-4610 or Oregon Relay 1-800-735-2900.  

*Additional information may be found at the Disability Services web page at:*  
[http://www.umpqua.edu/disability-services-home](http://www.umpqua.edu/disability-services-home) |

**Questions?**

**Contact Nursing Department at 541-440-4614**
Oregon State Board of Nursing
Administrative Rule: 851-063-0110
Criminal Conviction History/Falsification of Application – Denial of Certification

851-063-0110
(1) The OSBN has determined that the following crimes bear a demonstrable relationship to the role of a CNA and will issue a Notice to Deny Certification to an applicant for certification, renewal of certification or for reactivation of certification as a nursing assistant, following the provisions of the Administrative Procedure Act in contested case hearings, to persons who have been convicted as an adult, or found responsible except for mental illness, or adjudicated as a juvenile for the following crimes as set forth in Oregon law or comparable law in other jurisdictions:
   (a) Aggravated murder, as in ORS 163.095 and 115;
   (b) First Degree Manslaughter, as in ORS 163.118;
   (c) Second Degree Manslaughter, as in ORS 163.125;
   (d) First Degree Assault, as in ORS 163.185;
   (e) Second Degree Assault, as in ORS 163.175;
   (f) First Degree Criminal Mistreatment, as in ORS 163.205;
   (g) Second Degree Criminal Mistreatment, as in ORS 163.200;
   (h) First Degree Kidnapping, as in ORS 163.235;
   (i) First Degree Rape, as in ORS 163.375;
   (j) Second Degree Rape, as in ORS 163.365;
   (k) Third Degree Rape, as in ORS 163.355;
   (l) First Degree Sodomy, as in ORS 163.405;
   (m) Second Degree Sodomy, as in ORS 163.395;
   (n) Third Degree Sodomy, as in ORS 163.385;
   (o) First Degree Unlawful Sexual Penetration, as in ORS 163.411;
   (p) Second Degree Unlawful Sexual Penetration, as in ORS 163.408;
   (q) First Degree Sexual Abuse, as in ORS 163.427;
   (r) Second Degree Sexual Abuse, as in ORS 163.425;
   (s) Contributing to the Sexual Delinquency of a Minor, as in ORS 163.435;
   (t) Sexual Misconduct, as in ORS 163.445;
   (u) Child Abandonment, as in ORS 165.535.

(2) Any individual who applies for certification as a nursing assistant, who has a history of arrests and convictions over an extended period of time, will be issued a Notice to Deny Certification following the provisions of the Administrative Procedure Act in contested case hearings.

(3) All other applicants with conviction histories, other than those listed above, including crimes which are drug and alcohol related, will be considered on an individual basis. The following factors will be considered by the Board:
   (a) Evidence of rehabilitation;
   (b) The length of time since the conviction to the time of application for certification as a nursing assistant;
   (c) The circumstances surrounding the commission of the crime which demonstrate that a repeat offense is not likely; and
   (d) Character references.

(4) Any individual who applies for certification as a nursing assistant, and supplies false or incomplete information to the Board on an application for certification regarding the individual’s criminal conviction record, may be issued a Notice to Deny Certification under the provisions of the Oregon Administrative Procedure Act in contested case hearings.

851-063-0040 amended 2/9/06
851-063-0010, 0020, 0030, 0040, 0050, 0060, 0070, 0080, 0100 amended 11/20/03
851-063-0060 amended 4/10/03
851-063-0090 amended 6/2002
851-063-0060 amended 2/14/02
851-063-0010, 0020, 0030, 0040, 0050, 0060, 0070, 0080, 0090, 0100, and 0110 adopted 6/17/99

IF YOU HAVE QUESTIONS ABOUT PERSONAL CIRCUMSTANCES, CALL THE OSBN OFFICE AND SPEAK TO ONE OF THE PRACTICE ADVISORS. 1-971-673-0685.
COPY OF OWN RECORD REQUEST

This form is to be used ONLY when requesting a copy of YOUR OWN Oregon State Criminal Background History information or clearance letter. This form may be copied.

NAME: _________________________________________________________________

       Last           First           Middle

OTHER NAMES USED:________________________________________________________

DATE OF BIRTH:_________ /_________/_________

       month       day       year

SOCIAL SECURITY NUMBER: (optional) _________ - _________ - _________

YOUR MAILING ADDRESS:________________________________________________

       Street or P.O. Box

       City         State         Zip Code

       ___________________________

Country

TELEPHONE (______)______________________

MY CHECK OR MONEY ORDER, PAYABLE TO OREGON STATE POLICE, IS INCLUDED FOR THIS SERVICE AS FOLLOWS:

COPY OF OWN RECORD ($33.00)  $____________

PLEASE NOTARIZE RESPONSE ($5.00)  $____________

TOTAL INCLUDED  $____________

**Your fingerprint card will be returned with your response.

Mail this document with your fingerprints (and check or money order) to the following address:

Oregon State Police
Identification Services Section
Unit 11
P.O. Box 4395
Portland, OR 97208-4395

The results, along with the fingerprint cards submitted will be returned to you. Please allow 10-14 business days to receive your response. DUE TO THE CONFIDENTIALITY OF BACKGROUND HISTORY RECORD INFORMATION, RESULTS WILL BE MAILED ONLY TO THE REQUESTOR. For questions or further information, please contact the OSP at (503) 378-3070.
Nursing Assistant
TB Screening and Immunization Requirements

Student Name: ____________________________________________

Directions: Attach this cover sheet with copies of all required documentation (no originals) and submit as one (1) complete packet not later than Sept. 10, 2015. We advise you hand in documentation prior to that date to ensure immunizations are complete.

The Oregon Health Authority has established standards for requirements for health professional student placements in clinical training settings within the State of Oregon. Immunizations include Hepatitis B; Measles, Mumps, and Rubella (MMR); Tetanus, Diphtheria, Pertussis (Tdap); and Varicella. Required screenings include Tuberculosis. All reports of TB screening and immunization status must be on official records, signed by a qualified healthcare professional, and must be complete before you are eligible to register for the Nursing Assistant course.

Incomplete immunization packets will not be accepted!

1. TB Screening Report should be completed before getting MMR/Varicella
   - TB skin test should be completed before receiving Varicella and MMR vaccines
   - One current TB test is required. (Done within the last 12 months to be considered current)
   - Upon entry, those with positive reactions to skin test, or with a history of known positive reactions, must submit a recent medical evaluation to certify they do not have active infections tuberculosis

2. Measles, Mumps, Rubella (MMR) Vaccine – Required
   - Administer after TB skin test is complete
   - Proof of two doses of MMR or a positive titer
   - Can be given at the same time as Varicella

3. Varicella (Chicken Pox) Vaccine – Required (having the disease does not count as proof)
   - Administer after TB skin test is complete
   - Proof of one dose received prior to age 13, otherwise two doses or positive titer
   - May be given at the same time as MMR

4. Hepatitis B (HBV) Vaccine – Required
   - Proof of at least one of three injections received before registration or a positive titer
   - The minimum timeframe between the first and second injection is one month, and between the second and third injection is five months.
5. **Tetanus, Diphtheria and Pertussis (Tdap) Vaccine – Required**
   - Proof of vaccination within the last 10 years. May be given at an interval shorter than 10 years.

6. **Flu Vaccine – Recommended**
   - Students going into the clinical practice setting may need to receive a flu vaccine as a clinical site’s requirement.

**Exemptions** to the requirements for immunizations may be claimed by students for medical or non-medical reasons. Documentation for exemption requires one or more of the following:
   a. **Medical** –
      - A written statement of exemption signed by a licensed independent practitioner; or
   b. **Non-Medical** –
      - A signed Vaccine Education Certificate you receive after talking with your healthcare provider. You can find more information at: [http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Gettingimmunized/Pages/non-medical-exemption.aspx](http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Gettingimmunized/Pages/non-medical-exemption.aspx)

**IMPORTANT:** Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability to meet course requirements and, therefore, the need to withdraw from the Nursing Assistant course.
TECHNICAL STANDARDS

This course has academic as well as technical standards (non academic criteria) students must meet in order to successfully complete the course.

The purpose of this section is to assure that the students who enter the course know and understand the requirements, and can make informed decisions regarding the pursuit of this career.

Umpqua Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen career’s curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care program(s). These standards are not a requirement of entering into the course, but individuals interested in the Nursing Assistant course should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the course. Students taking the Nursing Assistant course are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the nursing assistant. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective nursing care.

Completion of the course may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Umpqua Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments auxiliary aids and or course modifications. Accommodations that fundamentally alter the nature of the academic course, could jeopardize the health and safety of others, or cause an undue burden to the course are not considered reasonable accommodations.

Cognitive:

1. Recall, collect, and integrate information from a variety of sources.
2. Measure, calculate, and report data to appropriate party.
3. Problem-solve and think critically in order to apply knowledge and skill.
4. Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.

Examples of learning activities found in the course and related to industry standards:
• Process information thoroughly and quickly to prioritize and implement nursing assistant care.
• Use the nursing plan of care for clients in acute, long term and community settings, to assist with client care.
• Discriminate fine/subtle differences in medical word endings.
• Report verbally and in writing client data to members of the healthcare team.
• Read and comprehend client information found in the medical record.
• Perform simple math computations.

Physical:

Motor:
1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 7-12 hours.

Examples of learning activities found in the course and related to industry standards:
• Transfer patients/clients in and out of bed from stretchers and wheelchairs.
• Control a fall by slowly lowering client to the floor.
• Perform cardiopulmonary resuscitation (CPR)
• Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 35 pounds and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
• Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
• Carry equipment and supplies to the client bedside.
• Manipulate small equipment and containers.
• Dispose of sharps in sharps container.
• Complete assigned periods of clinical practice (7-12 hour shifts, days, evenings, or nights).

Sensory:
1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

Examples of learning activities found in the course and related to industry standards:
• Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
• Detect a fire in the client care environment.
• Observe clients in a room from a distance of 20 feet away.
• Detect sounds related to bodily functions using a stethoscope.
• Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
• Observe and collect data from recording equipment and measurement devices used in client care.
• Communicate with client and members of the healthcare team in person and over the phone in a variety of settings, including isolation and the operating room where health team members are wearing masks and there is background noise.
• Detect foul odors of bodily fluids or spoiled foods.
• Detect smoke from burning materials.
• Detect changes in skin temperature.
• Detect unsafe temperature levels in heat-producing devices used in client care.
• Detect some anatomical abnormalities, such as edema, or infiltrated intravenous fluids.
• Feel vibrations such as an arterial pulse.

Behavioral:
1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one’s own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.

Examples of learning activities found in the course and related to industry standards:
• Exercise judgment, meet acceptable timeframes for client care delivery (acceptable timeframes are reflected by ability to carry out the usual client care assignment for a particular point in the course within the allotted clinical time), work effectively under stress, and adapt to rapidly changing client care environments.
• Accept accountability for actions that resulted in client care errors.
• Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.
To enroll in the UCC Nursing Assistant course, please submit this signed form with the following documentation beginning **Aug. 10, 2015 – Sept. 10, 2015** to Wayne Crooch Hall, Rm. 9:

- UCC student identification number (800 number)
- Documentation (copy of unofficial transcript or copy of test scores) for placement in RD 80, MTH 20, WR 90
- Criminal Background Clearance Letter
- Documentation of required immunizations: TB, MMR, HepB, Varicella, Tdap
- Copy of signed Healthcare Provider CPR card taken within the last 12 months

**NOTE: Incomplete documentations will not be accepted.***

***CLASS MAY BE CANCELLED DUE TO LOW ENROLLMENT!***

Criminal Background clearance letter must be submitting to Nursing Administrative Secretary no later than 4:00 pm Sept. 10, 2015. If you do not pass the background check you will not be accepted into the course.

A Drug Screen must also be completed to enter the course. The Nursing Administrative Secretary will provide this form.

I certify that I have accessed and read the link to the Oregon State Board of Nursing and Aging and People with Disabilities (APD) regulations and understand that any of the crimes documented here could disqualify me from being eligible for this course.

I also understand that the Oregon State Board of Nursing (OSBN) may deny my application for certification as a nursing assistant based on the following:
- The results of my criminal background check
- My failure to provide complete and truthful information on my application to test

I understand that the OSBN requires applicants for certification to provide fingerprints in order for OSBN to conduct a national criminal history record check. This will be a part of the process when I apply to test.

I also understand that I will be required to undergo a drug test.

---

Signature: ___________________________ Student ID # (800 #): ___________________________

Printed Name: ________________________ Daytime Phone #: __________________________

Address: ______________________________ City, State, Zip: ____________________________

Email Address: ________________________
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Signature
Student ID # (800 #)

Printed Name
Daytime Phone #

Address
City, State, Zip

Email Address
Basic Information
Name of Course Revision Contact: Tamra Samson
Date: 11/10/15
Contact Title: Director of Nursing
Department: Nursing
Course Number: NRS 101
Course Title: Nursing Assistant

Course Revision Information

Type of change
_x_ Revision
__ Reactivation
__ Deletion

Date, Year, and Term of Proposed Revision: Spring 2016

Parent Program: NRS 12

Course Revision Description and Justification
Please give as many details as possible about the revision, including justification for the change.
Reviewed nursing assistant prerequisite courses for 8+ community colleges. With this research, along with current nursing assistant pass rates from Head Masters and the State Board of Nursing (between 33-50% we are needing to increase the minimum basic knowledge skills for students to be successful in this course.

Course Revision Impacts - select all that apply

__ Instructional costs (staff, materials, equipment, or facilities) required.
_x_ Additional instructional costs (staff, materials, equipment, or facilities) are needed.
__ Impact to other divisions in terms of classes and staffing
__ Other:

Description of Impact
If your revision will have one of the impacts listed above, please describe...
Students needing higher RD 90
List current information and proposed changes

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

__ Course Outline - required
__ Other: