Instructional Council
Meeting Agenda
3:30 PM-5:00 PM
April 23, 2013
3:30pm-5:00pm

Roxanne Kelly, VPI Lisa Fields (Sec.) Jason Aase Debbie Hill
Jesse Morrow Mark Williams Martha Joyce Marie Gambill
David Farrington Ali Mageehon Cheryl Yoder Pete Bober
Mandie Pritchard Paula Usrey Amy Fair Lisa Davis
Susan Rochester David Hutchison Chris Grant Dee Winn
Michelle Bergmann Clay Baumgartner

Instructional Council Agenda-April 23, 2013 Pages 1-2
Approval of Instructional Council Minutes- February 19, 2013 Pages 3-4
Electronic Meeting

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda:

<table>
<thead>
<tr>
<th>Presented by Stephanie Newman:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 141- Acting 1</td>
<td>Pages 5-8</td>
</tr>
<tr>
<td>TA 142- Acting 2</td>
<td>Pages 9-12</td>
</tr>
<tr>
<td>TA 143- Acting 3</td>
<td>Pages 13-16</td>
</tr>
<tr>
<td>TA 211- Introduction to Set Design</td>
<td>Pages 17-20</td>
</tr>
<tr>
<td>TA 213- Introduction to Lighting Design</td>
<td>Pages 21-24</td>
</tr>
<tr>
<td>TA 253- Theatre Rehearsal and Performance REVISERED: Performance</td>
<td>Pages 25-28</td>
</tr>
<tr>
<td>TA 265- Theatre Production Lab Revised: Production</td>
<td>Pages 29-32</td>
</tr>
<tr>
<td>TA 271- Introduction to Theatre Revised: Theatre Appreciation</td>
<td>Pages 33-36</td>
</tr>
<tr>
<td>Presented by Clay Baumgartner: CIV 223- Properties and Materials</td>
<td>Pages 37-40</td>
</tr>
<tr>
<td>Presented by Brent Knapp: SUR 242- Land Descriptions and Cadastre</td>
<td>Pages 41-45</td>
</tr>
<tr>
<td>Presented by Bettie Wright: MED 60- Math for the Medical Assistant OA 128- Editing for Business</td>
<td>Pages 46-53</td>
</tr>
</tbody>
</table>

New Courses:
<table>
<thead>
<tr>
<th>Presented By Stephanie Newman:</th>
<th>Pages 54-65</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA 256- Musical Theatre Workshop</td>
<td></td>
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<tr>
<td>TA 257- Musical Theatre Dance</td>
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<tr>
<td>TA 261- Introduction to Costume Design</td>
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</tbody>
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<thead>
<tr>
<th>Presented by Vincent Yip</th>
<th>Pages 66-69</th>
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<tbody>
<tr>
<td>CIS 100- Introduction to Windows and Personal Computers</td>
<td></td>
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</table>

**Program Revisions:**

<table>
<thead>
<tr>
<th>Presented by Steve Cable:</th>
<th>Pages 70-73</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services AAS Degree- Proposed addition to Electives</td>
<td></td>
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<thead>
<tr>
<th>Presented by Cheryl Yoder:</th>
<th>Pages 74-75</th>
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<tbody>
<tr>
<td>Strength Training- Name Change Only Add Principles Revised: Principles of Strength Training</td>
<td></td>
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</tbody>
</table>

**Course Revisions:**

<table>
<thead>
<tr>
<th>Presented by Brent Knapp:</th>
<th>Pages 76-81</th>
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<tbody>
<tr>
<td>SUR 161- Surveying I</td>
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</tbody>
</table>

**Information Items:**

- Notice of Intent Emailed 4/12/2013 Lisa Davis Pages 82-87
- Degree/Certificate Requirements- Proposal- establish some percentage (e.g. 20%) as a residency requirement. A percentage like this would allow for reasonable interpretations for the full gamut of credentials from short pathways certificates to full 2-yr degrees, and for now would preserve the intent (which we can then have time to discuss for future interpretations) of requiring some substantive amount of coursework to have been completed at UCC. (I would also propose that the residency requirement not be required to have been done in the last X terms, but could have been done any time.) This is a critical problem to resolve for one of our students.
- FYI- Hospitality Certificate will be presented at the next IC meeting.
- Next Instructional Council Meeting: May 21, 2013
## Instructional Council Agenda - February 19, 2013

### Approval of Instructional Council Minutes- January 22, 2013

Pages 2-4 **Approved**

### Approval of Curriculum Committee Consent Agenda (below)

#### Curriculum Committee Consent Agenda

None

**New Courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
<th>Lab Hours</th>
<th>Lecture Hours</th>
<th>Lecture/Lab Hours</th>
<th>Course Description</th>
<th>Grading Option</th>
<th>Load Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 211</td>
<td>Dental Radiology License</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>generally “Lecture and lab” are not part of the description</td>
<td>Standard</td>
<td>I’m actually not sure how dental lab ILC is approved. If it’s .8 per lab hour, then the ILCs should be 2.4; if it’s .7 per ILC, then ILCs should be 2.1.</td>
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</table>

Page One

- Course number – list it
- Course name – list it
- Credits: 1
- Lab hours: 3
- Lecture hours: 0
- Lecture/lab hours: 0
- Course description: generally “Lecture and lab” are not part of the description
- Grading option: Standard
- Load factor: I’m actually not sure how dental lab ILC is approved. If it’s .8 per lab hour, then the ILCs should be 2.4; if it’s .7 per ILC, then ILCs should be 2.1.

Page Two

- Course number
- Lab hours: 3
- Lecture hours: 0
- Lecture/lab hours: 0
- Banner-enforced

Andrea Bean

Pages 5-8

Approved with the Changes. Please make correction and resend to Lisa Fields.
| Prerequisite: DA211  
| - Load factor: as above, page one  
| - Activity Code  
| - CIPS:  
| - Course description: Generally “lecture/lab” is not part of the course description  
| - Course outcomes: Start out with “Upon completion of this course, students will be able to”  
| - Course outcomes: Keep the voice active, so take out “be able to” and start with the verb such as “apply, operate, select, process,” etc.  

**Program Revisions:**
None

**Course Revisions:**
None

**Information Items:**
- Next Instructional Council Meeting: **Tuesday, April 23, 2013**
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X  SNewman    Date  April 18, 2013
Supervisor Signature (Please type in the box with the X by it.)

Revise        Division:  A & S
Reactivate    Department:  F & P
Delete         Program:  TA

Current course number TA 141  Revised Course Number TA 141

Current Course Title  Acting I  Revised Course Title  Acting I

Credits 3  Revised Credits 3
Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 3
Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 0  Revised Lab Hrs/Wk 0
Practicum 0  Revised Practicum 0

Banner/Instr. Prerequisites none  Revised Banner/Instruc. Prerequisites none

Co-requisites none  Revised Co-requisites none

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Fall  Revised Terms Offered Fall

Proposed implementation date: Term Fall Year 2013 Grading Option G/P/NP Load Factor 3

Reason for request: Revise course outcomes and course outline for new faculty as well as to update program to better match the needs of current four year transferring requirements.

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

Cost of revision:

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

☐  Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 141
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11 weeks
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 3
Activity Code: 100
CIPS: 360117

Course Title: Acting 1
Developed By: Dean Remick
Development Date: January 1999
Revision Date: March 2013

**COURSE DESCRIPTION:** Acting 1 focuses on developing an actor’s repertoire of warming up the body, mind, and voice and providing the actor with the tools to analyze a script, audition for a role, rehearse and then present a personalized performance. By articulating the actor’s critical voice through production reviews and exploring the actor’s own connection to characters, the inexperienced student emerges from Acting 1 with the confidence and basic skills needed to audition for and take part in a show. Required for theatre major transfers and open to non-majors.

**COURSE OUTCOMES:** Students who complete this course will be able to:
1. Perform a basic warm-up that incorporates physical, vocal, and mental toning and relaxation.
2. Describe and identify the basic elements of a play that an actor would need to incorporate into a performance.
3. Critique a dramatic performance by an actor by identifying key components of their work and analyzing their own reaction to those components.
4. Memorize, rehearse, and present monologues and scenes.
5. Identify key elements of the stage and rehearsal process.
6. Present a performance that has play circumstances clearly established with a personal interpretation of those circumstances.
7. Audition for a theatre show with proper preparation and confidence.

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

Week 1    Preparing to Act
Week 2    Circumstances of the Play
Week 3    Analyzing GOTE
Week 4    Staging the Scene
Week 5    Monologues
Week 6    Connecting Body & Voice with Text
Week 7    Auditions
Week 8    Rehearsing & the Process
Week 9    Scene Work
Week 10   Creativity & Self Exploration
Week 11   Performance (Final Exam)
Document brought forward by: Stephanie Newman

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

Course Number  TA 141 Course Name  Acting 1

Student need for course: Required for Theatre Arts

Course Information:

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

x AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: none

b. Current program: Maintain current levels

Replacement course for: Course Number: Title:

<table>
<thead>
<tr>
<th>Disposition</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
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</table>

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Stephanie Newman

X SNewman  Date April 18, 2013
Supervisor Signature (Please type in the box with the X by it.)

Revise    Division:  A & S
Reactivate  Department:  F & P
Delete  Program:  TA

Current course number TA 142  Revised Course Number TA 142

Current Course Title  Acting II  Revised Course Title Acting 2

Credits 3  Revised Credits 3
Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 3
Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 0  Revised Lab Hrs/Wk 0
Practicum 0  Revised Practicum 0

Banner/Instr. Prerequisites none  Revised Banner/Instruc. Prerequisites TA 141
Co-requisites none  Revised Co-requisites none
Length (Wks) 11  Revised Length (Wks) 11
Terms Offered Winter  Revised Terms Offered Winter

Proposed implementation date: Term Winter Year 2014  Grading Option G/P/NP  Load Factor 3

Reason for request: Revise course outcomes and course outline for new faculty as well as to update program to better match the needs of current four year transferring requirements.

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

Cost of revision:

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

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

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Acting 2
Developed By: Dean Remick
Development Date: January 1999
Revision Date: March 2013

**COURSE DESCRIPTION:** Acting 2 continues the beginning acting series with further development of an actor’s repertoire of using the body, mind, and voice to create dramatic characterization. Text structure and dialogue analysis are cultivated in the actor to assist characterization rooted in the given circumstances of the story within a variety of theatre styles. Emotional connection to circumstances and subtext explorations bring the actor to more truthful performances. The actor continues to develop a critical voice by reviewing productions. Required for theatre major transfers and open to non-majors. Prerequisite: TA 141 with a C or better.

**COURSE OUTCOMES:** Students who complete this course will be able to:

1. Perform a basic warm-up that incorporates physical, vocal, and mental toning and relaxation.
2. Identify the structure of a script and pinpoint its dramatic elements.
3. Critique a theatrical performance by an actor by identifying key components of their work and analyzing their own reaction to those components.
4. Analyze dialogue in a scene and present the scene with a variety of inflections, rhythms, and transitions.
5. Memorize, rehearse, and present performances from a variety of theatre genres.
6. Formulate and demonstrate strategies that will help connect emotionally to a scene.


**OUTLINE:** [Topics taught by week 1-10.]
Week 1  Script & Scene Structure
Week 2  Dialogue Analysis & Character Building
Week 3  Delivery Variety: Rhythm, Inflection, and Transitions
Week 4  Scenework: A Doll’s House
Week 5  Emotional Explorations
Week 6  Connecting Emotion to Circumstances
Week 7  Shakespearean Phrasing
Week 8  Scenework: Hamlet
Week 9  Variety in Classic Text
Week 10 Refining Performance While Maintaining Variety
Week 11 Performance (Final Exam)
Document brought forward by: Stephanie Newman

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

Course Number  TA 142  Course Name  Acting 2

Student need for course: Required for Theatre Arts

Course Information:

x AA  AS  AAS  x Below 100 level  x Elective  Certificate

x AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

  a. Student enrollment in other courses: none
  b. Current program: Maintain current levels

Replacement course for:  Course Number:       Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X  SNewman  Date  April 18, 2013
Supervisor Signature (Please type in the box with the X by it.)

x Revise    Division: A & S
□ Reactivate    Department: F & P
□ Delete    Program: TA

Current course number TA 143  Revised Course Number TA 143

Current Course Title  Acting III  Revised Course Title Acting 3

Credits 3  Revised Credits 3
Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk 3
Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 0  Revised Lab Hrs/Wk 0
Practicum 0  Revised Practicum 0

Banner/Instr. Prerequisites none  Revised Banner/Instruc. Prerequisites TA 142

Co-requisites none  Revised Co-requisites none

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Spring  Revised Terms Offered Spring

Proposed implementation date: Term Spring Year 2014 Grading Option G/P/NP Load Factor 3

Reason for request: Revise course outcomes and course outline for new faculty as well as to update program to better match the needs of current four year transferring requirements.

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

Cost of revision:

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

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

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 143  
Course Credit: 3  
Lecture Hrs/wk: 3  
Lab Hrs/Wk: 0  
Lecture/Lab Hrs/Wk: 0  
Practicum Hrs/Wk: 0  
Clock Hours: 33  
Length of Course: 11 weeks  
Banner enforced Prerequisite: TA 142  
Instructor enforced Prerequisite: TA 142  
Co-Requisite: none  
Load Factor: 3  
Activity Code: 100  
CIPS: 360117

Course Title: Acting 3  
Developed By: Dean Remick  
Development Date: January 1999  
Revision Date: March 2013

**COURSE DESCRIPTION:** Acting 3 continues the beginning acting series with further development of an actor’s resources of using the body, mind, and voice to create dramatic characterization by exploring the Stanislavski method. With a focus on the inner life of a character and the technique involved to replicate a performance time and again, this course polishes the process for a characterization and bridges into more complex scene work with multiple scene partners. The actor continues to develop a critical voice by reviewing productions. Required for theatre major transfers and open to non-majors. Prerequisite: TA 142 with a C or better.

**COURSE OUTCOMES:** Students who complete this course will be able to:

1. Perform a basic warm-up that incorporates physical, vocal, and mental toning and relaxation.
2. Describe the Stanislavski method of acting and his major contributions to the industry.
3. Critique a theatrical performance by an actor by identifying key components of their work and analyzing their own reaction to those components.
4. Memorize, rehearse, and present performances that have more than one scene partners.
5. Connect emotionally to a scene with believability.
6. Develop an inner life for a character that will lead them to successful replications of the characterization over time.

**REQUIRED TEXT/MATERIALS:** Stanislavski, Constantin. *An Actor Prepares.* (Routledge, 1989). Form-fitting, neutral clothing the student can move in. Recommended: yoga mat or equivalent.
OUTLINE: [Topics taught by week 1-10.]

Week 1   Acting Methods & Stanislavsky
Week 2   Imagination: The Magic “If”
Week 3   Concentration of Attention
Week 4   Scenework: An Individual Amongst Multiple Partners
Week 5   Emotion Memory
Week 6   The Unbroken Line
Week 7   The Inner Creative State
Week 8   Scenework: Replication
Week 9   Super-Objective
Week 10  On the Threshold of the Subconscious
Week 11  Performance (Final Exam)
Student need for course: Required for Theatre Arts

Course Information:

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

- x □ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

- a. Student enrollment in other courses: none
- b. Current program: Maintain current levels

Replacement course for: Course Number: Title:

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<tr>
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</table>

Director of Curriculum Support

Vice President of Instruction
Document brought forward by: Stephanie Newman

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

x [Revise]  Division: A & S
[Reactivate] Department: F & P
[Delete] Program: TA

Current course number TA 211                         Revised Course Number TA 211

Current Course Title  Introduction to Set Design  Revised Course Title Introduction to Set Design

Credits 3                                      Revised Credits  3

Lecture Hrs/Wk 2                        Revised Lecture Hrs/Wk  2
Lec /Lab Hrs/Wk 0                      Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3                              Revised Lab Hrs/Wk 3
Practicum 0                                 Revised Practicum  0

Banner/Instr. Prerequisites none Revised Banner/Instruc. Prerequisites none

Co-requisites none                             Revised Co-requisites none

Length (Wks) 11                            Revised Length (Wks) 11

Terms Offered Spring                           Revised Terms Offered Spring

Proposed implementation date: Term Spring Year 2014 Grading Option G/P/NP Load Factor 4.1

Reason for request: Revise course outline for new faculty and redirect the course towards design elements like research, conceptualization, and effective articulation of a concept to another party in order to align with theatre design classes at four years in Oregon and California.

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

Cost of revision: 0

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Introduction to Set Design

Developed By: Dean Remick
Development Date: January 1999
Revision Date: April 2013

**COURSE DESCRIPTION:** An introduction to the principles and practices of scenic design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and model buildings. Students prepare set designs that effectively communicate their artistic concepts and practical applications.

**COURSE OUTCOMES:** Students who complete this course will be able to:

1. Research a play’s time period and historical setting to create a design concept.
2. Dissect a script to understand the requirements for the set design and the necessary practical components for characters while on stage.
3. Create perspective drawings, renderings, and a 3-dimensional scale model for their design.
4. Originate and organize preproduction paperwork.
5. Present their design in person and effectively articulate their concept to a group.
6. Produce a portfolio presentation of their set design.
7. Interpret and critique a production’s set design as an artistic conceptualization and as a practical application.

**REQUIRED TEXT/MATERIALS:** Wilson, August. *Fences*. Hwant, David Henry. *M. Butterfly*. Art supplies: exacto knife; 12” ruler; PVA glue; eraser; black foamcore; 2H & 6B pencils; 11x14 sketch pad of 10+ pages; 2 poster display boards (22x28).

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

Week 1  Script Analysis and Research

Week 2  Perspective Drawings & Renderings
Week 3  Practical Applications of Concepts  
Week 4  Creating the Model  
Week 5  Pitching a Design  
Week 6  Taking Liberties With Concepts  
Week 7  Critiquing a Production’s Set Design  
Week 8  Communicating the Concept  
Week 9  Preproduction Supporting Paperwork  
Week 10 Set Design Portfolios  
Week 11: Final
Document brought forward by: Stephanie Newman

Date

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

Course Number  TA 211    Course Name  Introduction to Set Design

Student need for course: Required for Theatre Arts transfers

Course Information:

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

x □ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: None

b. Current program: Increases interest in other design courses, supports the production class by having students critique it.

Replacement course for: Course Number:    Title:

Disposition:    Signature    Date    Recommendation

Director of Curriculum Support    Vice President of Instruction
Document brought forward by: Stephanie Newman

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

x □ Revise
□ Reactivate
□ Delete
Division: A & S
Department: F & P
Program: TA

Current course number TA 213
Revised Course Number TA 213

Current Course Title  Introduction to Lighting Design  Revised Course Title  Introduction to Lighting Design

Credits 3
Revised Credits 3

Lecture Hrs/Wk 2
Revised Lecture Hrs/Wk 2

Lec /Lab Hrs/Wk 0
Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 3
Revised Lab Hrs/Wk 3

Practicum 0
Revised Practicum 0

Banner/Instr. Prerequisites none  Revised Banner/Instruc. Prerequisites none

Co-requisites none  Revised Co-requisites none

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered Spring  Revised Terms Offered Winter

Proposed implementation date: Term Spring Year 2014 Grading Option G/P/NP Load Factor 4.1

Reason for request: Revise course outline for new faculty and redirect the course towards design elements like research, conceptualization, and effective articulation of a concept to another party.

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

Cost of revision: 0

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

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

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 213
Course Credit: 3
Lecture Hrs/wk: 2
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11 wks
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 4.1 ILC
Activity Code: 100
CIPS: 360117

Course Title: Introduction to Lighting Design
Developed By: Dean Remick
Development Date: January 1999
Revision Date: April 2013

COURSE DESCRIPTION: An introduction to the principles and practices of lighting design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved with basic stage lighting. Students learn about lighting instruments, how color affects the audience and players, and how to effectively communicate their designs.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Research a play’s time period and historical setting to create a design concept.
2. Dissect a script to understand the requirements for the lighting design and the necessary practical components for characters while on stage for multiple stage styles.
3. Create research boards, a lighting design plot, and an instrument schedule for a play.
4. Originate and organize preproduction paperwork, including a cue sheet.
5. Present their design in person and effectively articulate their concept to a group.
6. Locate, identify, hang, and focus various stage lights.
7. Interpret and critique a production’s lighting design as an artistic conceptualization and as a practical application.

REQUIRED TEXT/MATERIALS: Miller, Arthur. Death of a Salesman. Wilder, Thorton. Our Town. Poster boards, workman gloves, adjustable end wrench. 12” ruler; 2H & 6B pencils; eraser; 11x14 sketch pad of 10+ pages; colored pencils (at least 12 different colors) 2 poster display boards (22x28). Flashlight. Rosco Gel Swatchbook. Various color samples to be collected according to student’s designs.

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

Week 1  Script Analysis and Research
Week 2  Research Boards & Design Plot
Week 3  Lighting Equipment
Week 4  Practical Applications of Concepts
Week 5  Creating Cue Sheets & Instrument Schedules
Week 6  Pitching a Design
Week 7  Taking Liberties With Concepts
Week 8  Critiquing a Production’s Set Design
Week 9  Communicating the Concept
Week 10 Interpreting & Hanging a Lighting Design
Week 11: Final
Course Number  TA 213   Course Name  Introduction to Lighting Design

Student need for course: Required for Theatre Arts transfers

Course Information:

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

x□ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: None

b. Current program: Increases interest in other design courses, supports the production class by having students critique its current production.

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Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

X S Newman Date April 18, 2013
Supervisor Signature (Please type in the box with the X by it.)

x Revise Division: A & S
☐ Reactivate Department: F & P
☐ Delete Program: TA

Current course number TA 253 Revised Course Number TA 253
Current Course Title Theatre Rehearsal And Performance Revised Course Title Performance

Credits 1-4 Revised Credits 2
Lecture Hrs/Wk 0 Revised Lecture Hrs/Wk 0
Lec /Lab Hrs/Wk 0 Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3-12 Revised Lab Hrs/Wk 6
Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites Instructor Approval Revised Banner/Instruc. Instructor Approval

Co-requisites none Revised Co-requisites none

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered F/W/S/Su Revised Terms Offered F/W/S/Su

Proposed implementation date: Term Fall Year 2013 Grading Option G/P/NP Load Factor 4.2

Reason for request: Revise course to meet current standards of university transfer requirements.

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

Cost of revision:

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 253  
Course Credit: 2  
Lecture Hrs/wk: 0  
Lab Hrs/Wk: 6  
Lecture/Lab Hrs/Wk: 0  
Practicum Hrs/Wk: 0  
Clock Hours: 66  
Length of Course: 11 weeks  
Banner enforced Prerequisite: Instructor Approval  
Instructor enforced Prerequisite: Instructor Approval  
Co-Requisite: none  
Load Factor: 4.2  
Activity Code: 100  
CIPS: 360117

Course Title: Performance  
Developed By: Dean Remick  
Development Date: January 1999  
Revision Date: April 2013

**COURSE DESCRIPTION:** Rehearsal and performance in a UCC theatre production. Students engage in a staged theatrical process, from auditions to rehearsing to performing the show. Students gain insight on professional standards in theatre, as well as the expectations from the current performance industry. Students must audition at the beginning of the quarter to be approved for this course.

**COURSE OUTCOMES:** Students who complete this course will be able to:

1. Perform an audition and prepare for a callback with industry standards.  
2. Read, memorize, rehearse, and perform a part in a theatrical production.  
3. Research historical context, origin, and history of a show.  
4. Demonstrate a knowledge of theatre vocabulary, industry standards, and methods.  
5. Effectively interpret a director’s notes and work with other actors and stage personnel during a rehearsal process.  
6. Demonstrate a personal discipline, technique and positive approach to the craft of acting.  
7. Repeat a performance for multiple showings with believability and discovery.

**REQUIRED TEXT/MATERIALS:** Various play scripts provided by the instructor. Rehearsal clothing that mimics the costume wear for the role (rehearsal skirts, high heels, suit jackets, TBD by the costume designer). Makeup, hair styling products and utensils, undergarments (including tights) if appropriate for role. Specialty items will be provided by the instructor.
OUTLINE: [Topics taught by week 1-10.]

Week 1    Auditions
Week 2   Callbacks
Week 3   Design Presentations & Research
Week 4 Script Analysis
Week 5 Memorization
Week 6 Blocking Scenes
Week 7 Crafting the Performance
Week 8 Refining Techniques
Week 9 Technical Rehearsal
Week 10 Dress Rehearsal
Week 11 Performance (Final Exam)
Document brought forward by: Stephanie Newman

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

Course Number  TA 253     Course Name  Performance

Student need for course: Required for Theatre Arts with an acting emphasis; recommended for Theatre Arts with a technical focus

Course Information:

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

x □ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: none

b. Current program: Maintain current levels

Replacement course for:       Title:

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Director of Curriculum Support       Vice President of Instruction
Document brought forward by: Stephanie Newman

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

x Revise      Division:  A & S
☐ Reactivate  Department:  F & P
☐ Delete      Program:  TA

Current course number TA 265  Revised Course Number TA 265
Current Course Title Theatre Production Lab  Revised Course Title  Production

Credits 1-4  Revised Credits  1-2

Lecture Hrs/Wk 0  Revised Lecture Hrs/Wk  0
Lec /Lab Hrs/Wk 0  Revised Lec /Lab Hrs/Wk 0
Lab Hrs/Wk 3-12  Revised Lab Hrs/Wk 3-6
Practicum 0  Revised Practicum 0

Banner/Instr. Prerequisites Instructor Approval  Revised Banner/Instruc. Instructor Approval

Co-requisites none  Revised Co-requisites none

Length (Wks) 11  Revised Length (Wks) 11

Terms Offered F/W/S/Su  Revised Terms Offered F/W/S/Su

Proposed implementation date: Term Fall Year 2013 Grading Option G/P/NP Load Factor __4.2_

Reason for request: Revise course to meet current standards of university transfer requirements.

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

Cost of revision:

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Production
Developed By: Dean Remick
Development Date: January 1, 1999
Revision Date: April 2013

**COURSE DESCRIPTION:** Participant as a technical or production team member for the execution of a UCC theatre production. Students engage in the construction and production of shows in various stages of preparation, rehearsal, and execution. Students explore appropriate positions such as stage manager, production assistant, lighting crew, costume or set construction, stage crew, or design assistants. Positions are selected by the Director of Theatre; students must submit interest before the end of Week 1 each quarter. Required for all Theatre Arts majors, to be repeated up to three times for transfer credits.

**COURSE OUTCOMES:** Students who complete this course will be able to:
1. Assess a production’s design elements and implement a plan to create those designs.
2. Assist on a technical or production aspect of a play, such as scenery, lighting, costumes, sound, etc.
3. Demonstrate a knowledge of design concepts and research techniques for theatre.
4. Safely and effectively use shop tools and equipment in their technical aspect.
5. Prepare and adhere to stage paperwork such as backstage cue sheets, property check lists, and sign in sheets.
6. Demonstrate a personal discipline, technique and positive approach to the craft of producing theatre.
7. Execute their position on the production with professional standards, including timeliness, punctuality, and respect.

**REQUIRED TEXT/MATERIALS:** Various play scripts provided by the instructor. Black clothing and shoes for students working during performances; any color of casual clothing that may be ruined for preproduction students (ie, painting sets or costumes). Lighting crew and stagehands need workman gloves and solid, toe-enclosed shoes. Lighting crew also need an adjustable end wrench.
OUTLINE: [Topics taught by week 1-10.]

Week 1   Design Presentations & Research
Week 2   Planning Execution of Construction
Week 3   The Production and Design Teams
Week 4   Safety and the Theatre
Week 5   Beginning Construction
Week 6   Refining Construction
Week 7   Décor, Color, and Special Effects
Week 8   Rehearsing with Actors
Week 9   Technical Rehearsal
Week 10  Dress Rehearsal
Week 11  Performance (Final Exam)
Document brought forward by: Stephanie Newman

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

Course Number  TA 265  Course Name  Production

Student need for course: Required for Theatre Arts

Course Information:

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

Cost of this course:

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

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

Course impact on:

- Student enrollment in other courses: none
- Current program: Maintain current levels

Replacement course for: Course Number: Title:

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Director of Curriculum Support  Vice President of Instruction
### UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Stephanie Newman

**X** Date

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

- [ ] Revise
- [x] Reactivate
- [ ] Delete

- **Division:** A & S
- **Department:** F & P
- **Program:** TA

---

Current course number **TA 271**

Revised Course Number **TA 271**

**Current Course Title**  **Introduction to Theatre**

Revised Course Title **Introduction to Theatre**

- **Credits** 4
  - Revised Credits **4**
- **Lecture Hrs/Wk** 0
  - Revised Lecture Hrs/Wk **0**
- **Lec /Lab Hrs/Wk** 0
  - Revised Lec /Lab Hrs/Wk **0**
- **Lab Hrs/Wk** 0
  - Revised Lab Hrs/Wk **0**
- **Practicum** 0
  - Revised Practicum **0**
- **Banner/Instr. Prerequisites** none
  - Revised Banner/Instruc. Prerequisites **none**
- **Co-requisites** none
  - Revised Co-requisites **none**
- **Length (Wks)** 11
  - Revised Length (Wks) **11**
- **Terms Offered** Fall
  - Revised Terms Offered **Fall**

---

Proposed implementation date: Term **Fall Year 2013**

**Grading Option** G/P/NP

**Load Factor** 4

---

Reason for request: Refresh course to include contemporary theatre values and its impact on society. Align course with university standards.

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

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**Cost of revision:** 0

- [x] No additional instructional costs (staff, materials, equipment, or facilities) are required.

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

- [ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: TA 271
Course Credit: 4
Lecture Hrs/wk: 4
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 44
Length of Course 11 wks
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 4 ILC
Activity Code: 100
CIPS: 360117

Course Title: Introduction to Theatre
Developed By: Dean Remick
Development Date: January 1999
Revision Date: April 2013

COURSE DESCRIPTION: An examination of theatre arts, how it has evolved, and its value to communities. The course explores theatre’s evolution with society and the effects it has in contemporary settings. From script to performance, the course dissects the many elements of theatre artistry, process and production.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Read a play and identify and describe the script’s dramatic structure and key elements.
2. Name major playwrights, directors, and styles of theatre and describe their influence.
3. Compare and contrast a script from the past and the present.
4. Compare and contrast a production from the past and the present.
5. Name and describe contemporary theatre festivals in and out of the USA, articulating how those festivals represent different societies’ views on theatre.
6. Discover, research and describe a current American community that has specifically benefited from a theatre group.
7. Interpret and critique a live theatrical performance.


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

Week 1 An Introduction to Theatre
Week 2 Origins of Drama
Week 3 Scripts & Dramatic Structure
Week 4  Development of Drama
Week 5  From the Page to the Stage
Week 6  Current Theatre Views
Week 7  Festivals: Abroad vs. Home
Week 8  Theatre in Modern Society
Week 9  Community Benefits
Week 10 Drama of Tomorrow
Week 11: Final
Document brought forward by: Stephanie Newman

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

Course Number  TA 271    Course Name  Theatre Appreciation

Student need for course: Required for Theatre Arts transfers

Course Information:

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

x AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: None

b. Current program: Increases interest in other theatre courses, supports the production class by having students critique it.

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Clay Baumgartner

X Date 4/11/2013
Supervisor Signature (Please type in the box with the X by it.)

- Revise    Division: CTE
- Reactivate Department: Computer & Engineering
- Delete Program: Engineering

Current course number CIV 223
Revised Course Number CIV 223

Current Course Title **Properties and Materials**
Revised Course Title **Properties and Materials**

Credits 4
Revised Credits 4

Lecture Hrs/Wk 3
Revised Lecture Hrs/Wk 3

Lec/Lab Hrs/Wk 0
Revised Lec/Lab Hrs/Wk 0

Lab Hrs/Wk 3
Revised Lab Hrs/Wk 3

Practicum 0
Revised Practicum 0

Banner/Instr. Prerequisites
Revised Banner/Instruc. Prerequisites

Co-requisites
Revised Co-requisites

Length (Wks) 11
Revised Length (Wks)

Terms Offered W
Revised Terms Offered S

Proposed implementation date: Term **Spring** Year 2014 Grading Option A-F Load Factor 5.1

Reason for request: No change in credit hours. Revise content to align with OSU CC321 and OIT CIV 223 for course equivalency and transfer.

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

Cost of revision: $0

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

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

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
UCC REVISED COURSE OUTLINE Page 2 of 3

Course No: CIV 223
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 3
Practicum Hrs/Wk: 0
Clock Hours: 66
Length of Course 11 weeks
Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 5.1
Activity Code: 210
CIPS: 150201

Course Title: Properties and Materials
Developed By:
Development Date: 2000
Revision Date: April 2013

COURSE DESCRIPTION: This course is an introduction to civil and construction engineering materials used in road and highway structures such as pavements, bridges, retaining walls, box culverts, sidewalks, curb and gutters, and related structures. The focus is on engineering properties of soils, aggregate, portland-cement concrete (PCC), hot mix asphalt (HMA) and wood and metals.

COURSE OUTCOMES:
Students who successfully complete this course will be able to:
1. Identify key material properties important to successful application of aggregates, asphalt concrete, and portland cement concrete to a variety of civil engineering projects
2. Explain geologic process that create soil and their influence on soil properties
3. Prepare and test representative samples of these materials and there combinations in accordance with standardized procedures
4. Record, interpret, and result test results in a manner consistent with professional engineering expectations
5. Interpret soils testing results to classify soils using USCS and AASHTO systems
6. Specify aggregates, concrete, and asphalt mixes for typical applications
7. Review project field data and determine compliance with specifications
8. Design and conduct a simple experiment as well as analyze and interpret the data derived from experiment

REQUIRED TEXT/MATERIALS:
OUTLINE: [Topics taught by week 1-10.]

Week One       Course Overview; ODOT/APWA Standards; Geotechnical Exploration; QA/QC
Week Two        Aggregates
Week Three      Concrete Cements and Materials; Mix Design
Week Four       Concrete Mix Design; Fresh Concrete Properties, Hardened Concrete Properties; Test Methods
Week Five       Concrete Volume Changes and Durability; Reinforcement
Week Six        Concrete Batching and Placement
Week Seven      Unified and AASHTO Soil Classification
Week Eight      HMA Overview: HMA Performance; Asphalt Cements
Week Nine       HMA Binder Specifications; HMA Characterization
Week Ten        Metals and Woods
Week Eleven     Final
Document brought forward by: Clay Baumgartner

X Date 04/11/2013  
Supervisor Signature: (Please type in the box with the X by it.)  

Course Number **CIV 223**  Course Name **Properties and Materials**

**Student need for course:**

**Course Information:**

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

**Cost of this course:**

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

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

**Course impact on:**

a. Student enrollment in other courses:

b. Current program: 12

Replacement course for:

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Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 5

Document brought forward by: Brent Knapp

Date  4/11/2013

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

☑ Revise  Division: CTE

☐ Reactivate  Department: CIS & Engineering

☐ Delete  Program: Engineering

Current course number **SUR 242**  Revised Course Number **SUR 242**

Current Course Title **Land Descriptions and Cadastre**
Revised Course Title **Land Descriptions and Cadastre**

Credits  3  Revised Credits  3

Lecture Hrs/Wk  0  Revised Lecture Hrs/Wk  0

Lec /Lab Hrs/Wk  0  Revised Lec /Lab Hrs/Wk  0

Lab Hrs/Wk  0  Revised Lab Hrs/Wk  0

Practicum  0  Revised Practicum  0

Banner/Instr. Prerequisites  SUR 161  Revised Banner/Instruc. Prerequisites  SUR 161

Co-requisites  Revised Co-requisites

Length (Wks)  11  Revised Length (Wks)  11

Terms Offered Sp  Revised Terms Offered Sp

Proposed implementation date: Term **Fall** Year **2014** Grading Option A-F Load Factor 3.0

Reason for request: No change in credit hours. Update UCC Course Outcomes to align with OIT course GME 242 to ensure course equivalency.

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

Cost of revision: $ 0

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: SUR 242
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course: 11 weeks
Banner enforced Prerequisite: SUR 161
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3.0
Activity Code: 210
CIPS: 150201

Course Title: Land Descriptions and Cadastre
Developed By: Brent Knapp
Development Date: September 2008
Revision Date: April 2013

COURSE DESCRIPTION:
Real property descriptions and land record systems. Emphasis on interpreting and writing land descriptions, research in land records and multipurpose cadastre.

COURSE OUTCOMES:
Students who successfully complete this course will be able to:

1) Students will be able to prepare real property legal descriptions for aliquot part, simultaneous and sequential conveyances parcels.
2) Demonstrate basic understanding of Cadastre and the use of boundary research tools.
3) Students will complete a chain of title for a parcel of real property.
REQUIRED TEXT/MATERIALS:
“Writing Legal Descriptions” by Gurdon Wattles

REFERENCE TEXT/MATERIALS:
“Boundary Control & Legal Principles” by Brown, Robillard & Wilson
“Black’s Law Dictionary”
“Oregon Revised Statutes”

OUTLINE:

I. Introduction, History, Resources, and related Statues
   A. Definition for a Legal Description
   B. Parts of the Legal Description

II. Research Methods of Federal, County, City Records
   A. Required resources for Legal Writing
   B. Clerk’s office research procedures
   C. Surveyors Office Research procedures
   D. Web resources-Federal and County

III. Legal Descriptions - Aliquot Parts
   A. USPLSS terminology
   B. Style and Format

IV. Legal Descriptions - Simultaneous Conveyances
   A. Map/Plat References
   B. Style and Format
   C. Augmenting and Qualifying clauses

V. Legal Descriptions - Metes & Bounds
   A. Controlling and Informative calls
   B. Bounds formats
   C. Metes & Bounds
   D. Point of Beginning
   E. Basis of Bearings

VI. Legal Descriptions - Geometry
   A. Horizontal & Spiral Curves
   B. Parallel and perpendicular lines
   C. Station / Offset Format

VII. Legal Descriptions - Water Boundaries
   A. Navigable
B. Non-Navigable

VIII. Legal Descriptions - Strip Descriptions
   A. Constant and variable width
   B. Multiple Parcels

IX. Legal Descriptions - Complex Geometry
   A. Coordinates
   B. 3 dimensional descriptions

X. Cadastre
   A. Assessor Maps & County Records
   B. Introduction to boundary research

XI. Final Exam and Project Submittal
Document brought forward by: Brent Knapp

X       Date  04/11/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  SUR 242  Course Name  Land Descriptions and Cadastre

Student need for course:

Course Information:

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

☐ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses:

b. Current program: 9

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Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Bettie Wright

X   Date
Supervisor Signature (Please type in the box with the X by it.)
	Revise   Division: CTE
	Reactivate   Department: Business
	Delete   Program: AMA, Medical Billing & Reimbursement

Current course number MED060       Revised Course Number ______

Current Course Title ______       Revised Course Title ______

Credits 3                               Revised Credits ______

Lecture Hrs/Wk 3                   Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______                   Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______                               Revised Lab Hrs/Wk ______

Practicum ______                             Revised Practicum ______

Banner/Instr. Prerequisites MTH20 or placement test score       Revised Banner/Instruc. Prerequisites ______

Co-requisites ______                   Revised Co-requisites ______

Length (Wks) 11 weeks                   Revised Length (Wks) ______

Terms Offered W,Sp                   Revised Terms Offered ______

Proposed implementation date: Term W,S Year 2014 Grading Option A-F Load Factor 3.0

Reason for request: Revise course outcomes to make them more suited to the Medical Billing and Collections Clerk certificate and to the new Medical Office Administration degree. Previously, course content emphasized dosage calculation, a very necessary skill for students in the Clinical Medical Assistant program. We no longer offer that program.

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

Cost of revision: $0

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
**COURSE DESCRIPTION:** This course is designed to provide students with math skills required to work in allied health fields. The course includes ratio and proportion calculations, an introduction to the metric and apothecary systems of measure, metric-household-apothecary conversions, use of a 24-hour clock, general accounting concepts applicable to running medical offices, unit conversions between Fahrenheit and Celsius scales, insurance copay and deductible calculations, interpretation of physician drug orders, and a brief introduction to statistics as it applies to the allied health field.

**COURSE OUTCOMES:** At course completion, the successful student should be able to do the following:
- Define the key terms that relate to Roman numerals and military time.
- Convert times from a 12-hour clock to a 24-hour clock, and vice versa.
- Use medication formulas to solve word problems.
- Calculate insurance deductibles and copayments.
- Analyze and balance day sheet information.
- Calculate weight and volume medication problems.
- Identify base measurement units used in the U.S. Customary System (household measurements), the metric system, and the apothecary system.
- Calculate equivalent measurements between the apothecary and metric systems.
- Use the appropriate equivalents to solve conversion problems using the metric, apothecary, and U.S. Customary (household measurements) systems.
- Compute equivalent measurements between metric, household, and apothecary measurements.
- Identify common abbreviations used in the health care field and interpret basic physician’s orders.
- Convert temperature measurements between Fahrenheit and Celsius.
- Calculate mean, median, and mode and discuss how basic statistics are used in the healthcare field.
- Discuss how graphs can be used in the health care fields.
- Interpret graphs/charts.

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

Week 1  Basic math review: mathematical operations, order of operations, positive/negative numbers

Week 2  Continue math review: Roman numerals, military time, rounding numbers

Week 3  Continue math review: word problems, percentages, and decimals.

Week 4  Ratios and proportions: Setting up, solving, and applying to healthcare situations

Week 5  General accounting: insurance, petty cash, day sheets, ledger cards

Week 6  The metric system: base units, prefixes, conversions

Week 7  U.S. Customary Units (household) and the apothecary system

Week 8  Application of measurement and dose conversion: common abbreviations; interpretation of physician orders; and conversion between metric, household, and apothecary

Week 9  Introduction to statistics as it relates to the healthcare field

Week 10  Graphs: tools of organization

Week 11  Final examination
Document brought forward by: Bettie Wright

X Date March 12, 2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  MED60 Course Name  Math for the Medical Assistant

Student need for course: Required in the programs for medical assisting.

Course Information:

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

☐ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: None

b. Current program: None

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bettie Wright
Date: February 25, 2013
Supervisor Signature (Please type in the box with the X by it.)

- Revise
- Reactivate
- Delete

Division: CTE
Department: Business
Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS; Paralegal AAS; Office Assistant Certificate; Legal Assistant Certificate

Current course number: OA128
Current Course Title: Editing for Business
Credits 3
Lecture Hrs/Wk 2
Lec /Lab Hrs/Wk 2
Lab Hrs/Wk
Practicum

Revised Course Number
Revised Course Title
Revised Credits
Revised Lecture Hrs/Wk
Revised Lec /Lab Hrs/Wk
Revised Lab Hrs/Wk
Revised Practicum

Banner/Instr. Prerequisites Basic keyboarding and word processing skills.
Co-requisites

Revised Banner/Instruc. Prerequisites
Revised Co-requisites

Length (Wks) 11
Terms Offered F,W

Revised Length (Wks)
Revised Terms Offered

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 3.4

Reason for request: Update outcomes to reflect those being taught in the course.

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

Cost of revision: $0

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

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Editing for Business
Developed By: Linda Bruce
Development Date: 2004
Revised By: Bettie Wright
Revision Date: 2013

COURSE DESCRIPTION: A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing punctuation, sentence structure, grammar, and correct word usage in order to create professional business documents. The course will also provide a spelling review.

COURSE OUTCOMES: Upon completion of the course, the successful students will:

- Use correct spelling, word division, abbreviations, capitalization, number usage, and punctuation
- Identify and use correct sentence structure
- Recognize and correct misused and misspelled words
- Format, proofread, and edit professional correspondence

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

Week 1   - Punctuation: Major Marks

Week 2   - Punctuation: Other Marks and Letters, Memos, Email, and Text Messages

Week 3   - Capitalization and Numbers

Week 4   - Abbreviations, Plurals, and Possessives

Week 5   - Spelling

Week 6   - Compound Words and Word Division

Week 7   - Grammar

Week 8   - Grammar

Week 9   - Usage

Week 10  - Usage

Week 11  - Final Exam
Document brought forward by: Bettie Wright

X Date: February 25, 2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number: OA128  Course Name: Editing for Business

Student need for course: Required in the programs noted on page one of this document.

Course Information:

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

☐ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

________________________________________________________________________

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Stephanie Newman

Supervisor’s name Jason Aase Date April, 2013

Course title: **Musical Theatre Workshop**

Division A & S Department F & P Program TA

Course No TA 256 Title **Musical Theatre Workshop** Offered Winter

Credits 3 Lec hrs/wk 3 Lec/Lab hrs/wk 0 Lab hrs/wk 0 Prac hrs/wk 0

Banner Pre-req. none Instructor Pre-req. none Co-requisites none Length (wks) 11

Proposed implementation date Term **Winter** Year **2014** Grading Option G/P/NP Load Factor 3

**Catalog Course Description:** A studio course introducing the techniques used in musical theatre to tell a story through song. Students work on songs from standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation, finding intention in the music, and freeing the sound from the body with relaxation.

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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<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
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Overlap

COURSE DEVELOPED BY **Stephanie Newman** DATE: **April 2013**

**ATTACH the documents** 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course No: TA 256  
Course Credit: 3  
Lecture Hrs/wk: 3  
Lab Hrs/Wk: 0  
Lecture/Lab Hrs/Wk: 0  
Practicum Hrs/Wk: 0  
Clock Hours: 33  
Length of Course 11  
Banner enforced Prerequisite: none  
Instructor enforced Prerequisite: none  
Co-Requisite: none  
Load Factor: 3 ILC  
Activity Code: 100  
CIPS: 360117

Course Title: Musical Theatre Workshop  
Developed By: Stephanie Newman  
Development Date: April 2013  
Revision Date:

COURSE DESCRIPTION: A studio course introducing the techniques used in contemporary American musical theatre to tell a story with a song. Students work on songs from standard musical theatre repertoire and engage in workshops that focus on communicating the story, character motivation, finding intention in the music, and freeing the sound from the body with relaxation. Open to non-majors; previous singing experience not required.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Examine and perform a musical theatre song with sheet music and piano recordings.
2. Identify and explain the dramatic structure within the musical phrasing and lyrics.
3. Research and discover the character motivation for a song.
4. Name and describe standard musical theatre lyricists, composers, and arrangers.
5. Interpret and perform a musical theatre song that connects characterization and storytelling to the music.
6. Warm up, relax, and tone the voice and body for singing.
7. Use the words of a song to drive the singing involved in the performance.

REQUIRED TEXT/MATERIALS: Sheet music the instructor provides. Non-restrictive clothing that does not hinder movement and comfortable shoes.
OUTLINE: [Topics taught by week 1-10.]
Week 1  Freeing the Voice: Vocal and Physical WarmUps

Week 2  Lyrics: Defining the Story & Connecting to the Words

Week 3  Learning the Song

Week 4  Exploring Musical Structure

Week 5  Artistic Teams of Musical Theatre

Week 6  Character Motivation

Week 7  Singing to the “Other”

Week 8  Auditioning with a Song

Week 9  Releasing Tension in the Voice & Body

Week 10 Rehearsal

Week 11 Final: Performance
Document brought forward by: **Stephanie Newman**

X   SNewman  Date   April 18, 2014  
Supervisor Signature: .

**Student need for course:** Broaden variety for transferable credits for theatre majors, particularly for musical theatre-focused students. Engage performing arts students with theatre training in a different genre. Train students for summer work and auditions at universities and conservatories. Fulfill elective transfer requirements to four year theatre arts programs.

**Course Information:**

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

x  AAOT (Area of distribution):
- Arts & Letters
- Science/Math/Computer Science
- Social Sciences
- Electives

x  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):

x  Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: 1 Pianist for the duration of the course; roughly $500 for a student or hired guest artist to play basic musical theatre songs for 4 hours a week + 1 final class, a total of 42 hours at just over $10/hr.

**Course impact on:**

a. Student enrollment in other courses: Increases interest in other musical theatre classes and UCC performance classes.

b. Current program: Increases support for Performance and Production courses as students are better equipped to audition for a variety of theatre genres. Increases interest from incoming high schools to offer musical theatre courses. Trains students for summer work in musical theatre both on and off campus. Supports audience attendance for theatrical and vocal presentations.

Replacement course for:  

Title:

---

**Disposition:**  

**Signature**  

**Date**  

**Recommendation**

Director of Curriculum Support  

Vice President of Instruction
Document brought forward by: Stephanie Newman  
Supervisor’s name  Jason Aase  Date  April, 2013

Course title: Musical Theatre Dance

Division A & S Department  F & P  Program TA

Course No  TA 257  Title  Musical Theatre Dance  Offered Spring

Credits  3  Lec hrs/wk  3  Lec/Lab hrs/wk  0  Lab hrs/wk  0  Prac hrs/wk  0

Banner Pre-req. none  Instructor Pre-req. none  Co-requisites none  Length (wks)  11

Proposed implementation date Term  Winter  Year  2014  Grading Option  G/P/NP  Load Factor  3

Catalog Course Description: A theatre course introducing the techniques and basic moves used in musical theatre dance. Students work on songs from standard musical theatre repertoire, learning signature dance moves from musical theatre choreographers. Students engage in workshops that focus on communicating a story physically, character motivation as an individual and within a group dance, finding intention in the music, flexibility and toning of the body, and presence on stage.

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  Stephanie Newman  DATE:  April 2013

ATTACH the documents  1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: TA 257
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 0
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 33
Length of Course 11
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 3 ILC
Activity Code: 100
CIPS: 360117

Course Title: Musical Theatre Dance
Developed By: Stephanie Newman
Development Date: April 2013
Revision Date: 

COURSE DESCRIPTION: A theatre course introducing the techniques and basic moves used in musical theatre dance. Students work on songs from standard musical theatre repertoire, learning signature dance moves from musical theatre choreographers. Students engage in workshops that focus on communicating a story physically, character motivation as an individual and within a group dance, finding intention in the music, flexibility and toning of the body, and presence on stage.

COURSE OUTCOMES: Students who complete this course will be able to:
1. Apply basic dance techniques to their body and command it to move within varying rhythms and speeds of music.
2. Perform a basic dance warm up that builds strength and increases flexibility.
3. Interpret directions from a choreographer, memorize a full dance number, and perform a musical theatre dance from various time periods.
4. Name and describe standard musical theatre choreographers and their major contributions.
5. Demonstrate basic dance movements and steps required for beginning musical theatre dance students, including turns, across the floor work, and jumps/leaps.
6. Perform as a solo dancer and within a group, displaying skill for “taking the stage” or “blending in” as necessary.
7. Build a character within a dance piece and connect the body’s movements with the intention of that character while dancing.

REQUIRED TEXT/MATERIALS: Dance clothes: Form-fitting, solid colored (ie, black) clothing such as yoga pants, tank tops, tights, leotards, spandex. All: jazz shoes. Ladies: black or nude dance heels (1” or 2”). Men: sneakers or loafers that fit snugly.
OUTLINE: [Topics taught by week 1-10.]
Week 1   Dance Warm Ups and Body Articulation
Week 2   Across the Floor
Week 3   Spins & Turns
Week 4   Developing Flexibility
Week 5   Musical Theatre Choreographers
Week 6   Character Motivation
Week 7   Moving as a Group
Week 8   Solo Performances
Week 9   Storytelling in Dance
Week 10  Rehearsal
Week 11  Final: Performance
Document brought forward by: **Stephanie Newman**

X SNewman Date April 18, 2013
Supervisor Signature:

**Student need for course:** Broaden variety for transferable credits for theatre majors, particularly for musical theatre-focused students. Engage performing arts students with theatre training in a different genre. Train students for summer work and auditions at universities and conservatories. Fulfill elective transfer requirements to four year theatre arts programs.

**Course Information:**

- AA
- AS
- AAS
- Below 100 level
- Elective

- 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):

x Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate: Mirrors on rolling platforms to wheel out for classes. ~$300 if mirrors are still in storage. Possible use of Jacoby stage.

**Course impact on:**

a. Student enrollment in other courses: Increases interest in theatre arts classes and performances.

b. Current program: Increases support for Performance and Production courses as students are better equipped to audition for a variety of theatre genres. Increases interest from incoming high schools who already offer musical theatre courses. Trains students for summer work in musical theatre both on and off campus, including the summer musical theatre Performance classes. Increases students’ potential for successful auditions when transferring to their next institutions.

Replacement course for: Title:

**Disposition:**

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Director of Curriculum Support Vice President of Instruction
Document brought forward by: Stephanie Newman

Supervisor’s name Jason Aase    Date  April, 2013

Course title: **Introduction to Costume Design**

Division A & S Department      F & P     Program TA

Course No TA 261 Title **Introduction to Costume Design** Offered **Fall**

Credits 3 Lec hrs/wk 2 Lec/Lab hrs/wk 0 Lab hrs/wk 3 Prac hrs/wk 0

Banner Pre-req. none Instructor Pre-req. none Co-requisites **none** Length (wks) **11**

Proposed implementation date Term **Fall** Year **2013** Grading Option G/P/NP Load Factor **4.1**

**Catalog Course Description:** An introduction to the principles and practices of costume design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and costume plots. Students prepare costume designs that effectively communicate their artistic concepts and practical applications.

VOCATIONAL TECHNICAL PROPOSALS ONLY  LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☐ Approved by Advisory Committee (Minutes Attached): ☐ 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 **Stephanie Newman**  DATE: **April 2013**

ATTACH the documents 1. COURSE OUTLINE  2. COURSE JUSTIFICATION FORM
Course No: TA 261
Course Credit: 3
Lecture Hrs/wk: 2
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk: 0
Practicum Hrs/Wk: 0
Clock Hours: 55
Length of Course 11
Banner enforced Prerequisite: none
Instructor enforced Prerequisite: none
Co-Requisite: none
Load Factor: 4.1 ILC
Activity Code: 100
CIPS: 360117

Course Title: Introduction to Costume Design
Developed By: Stephanie Newman
Development Date: April 2013
Revision Date:

COURSE DESCRIPTION: An introduction to the principles and practices of costume design. With an emphasis on conceptual ideas, students conduct research for shows in various historical periods and develop the techniques involved to make perspective drawings, renderings, and costume plots. Students prepare costume designs that effectively communicate their artistic concepts and practical applications.

COURSE OUTCOMES: Students who complete this course will be able to:

1. Research a play’s time period and historical setting to create a design concept.
2. Dissect a script to understand the requirements for the costume design and the necessary practical components for characters while on stage.
3. Create perspective drawings, renderings, and a costume plot for their design.
4. Originate and organize preproduction paperwork.
5. Present their design in person and effectively articulate their concept to a group.
6. Produce a portfolio presentation of their costume design.
7. Interpret and critique a production’s costume design as an artistic conceptualization and practical application.

REQUIRED TEXT/MATERIALS: Coward, Noel. Private Lives. Shakespeare, William. A Midsummer Night’s Dream. Art supplies: 12” ruler; 2H & 6B pencils; eraser; 11x14” sketch pad of 10+ pages; 11x14” watercolor pad of 10+ pages; 1 fine tip paint brush; 1 fanned paint brush; basic watercolor set of at least 4 primary colors; 2 poster display boards (22x28”). Various fabric swatches to be collected according to student’s designs.
OUTLINE: [Topics taught by week 1-10.]
Week 1  Script Analysis and Research
Week 2  Perspective Drawings and Renderings
Week 3  Practical Applications for Actors and Audiences
Week 4  Costume Plots
Week 5  Pitching a Design
Week 6  Taking Liberties with Concepts
Week 7  Critiquing a Production’s Costume Design
Week 8  Communicating the Concept
Week 9  Preproduction Supporting Paperwork
Week 10 Costume Design Portfolios
Week 11 Final
Student need for course: Broaden variety for transferable credits for theatre majors, particularly for technical-focused students. Transfers to four year theatre arts programs as a necessary component of a beginning design series (to complement scenic and lighting designs).

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:

Course impact on:

a. Student enrollment in other courses: Increases interest in technical and production aspects of theatre; encourages enrollment in the two other courses of the design series.

b. Current program: Increases support for Performance and Production courses as students are required to see one show while taking the class; develops fresh interest and variety in a stagnant program.

Replacement course for: Course Number: TA 227 Title: Stage Makeup

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Vincent Yip
Supervisor’s name Mark Williams Date 04/08/2013

Course title: Introduction to Windows and Personal Computers
Division CTE Department: Computer Science and Engineering Program: CIS
Course No CIS 100 Title Introduction to Windows and Personal Computers Offered NA
Credits 3 Lec hrs/wk 0 Lec/Lab hrs/wk 0 Lab hrs/wk 0 Prac hrs/wk 0
Banner Pre-req. NA Instructor Pre-req. NA Co-requisites NA Length (wks) 11

Proposed implementation date Term Fall Year 2014 Grading Option Load Factor 3.0

Catalog Course Description: This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows, basic word processing, a web browser, internet skills, file management, and email. Students will also be exposed to Learning Management System (LMS).

VOCATIONAL TECHNICAL PROPOSALS ONLY LOWER DIVISION COLLEGIATE PROPOSALS ONLY
☐ Approved by Advisory Committee (Minutes Attached):
☐ To be ☐ Yes ☐ No
Is this course on the "LDC Course List" of the State Department
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 Vincent Yip DATE: 04/08/2013

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course Title: Introduction to Windows and Personal Computers
Developed By: Vincent Yip
Development Date: April 2013
Revision Date:

COURSE DESCRIPTION:
This course is designed as an introductory computer course for students with limited to no previous computer experience in all fields. Course content includes using Microsoft Windows, basic word processing, a web browser, internet skills, file management, and email. Students will also be exposed to Learning Management System (LMS).

COURSE OUTCOMES:
Students who successfully complete this course will be able to:
1. Use a Microsoft Windows operating system to perform common file management and user tasks.
2. Demonstrate proficiency using a web browser to access the World Wide Web, and electronic mail.
3. Demonstrate proficiency using Word Processing basics.
4. Demonstrate basic ability to use a LMS to perform student activities.
**SUGGESTED REQUIRED TEXT/MATERIALS***:

**SUGGESTED OUTLINE***:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reading</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Password assignment, LMS, introduction to Internet Explorer</td>
<td>Unit A</td>
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<tr>
<td>Week 2</td>
<td>Working with Windows Programs</td>
<td>Unit B</td>
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<tr>
<td>Week 3</td>
<td>Managing Files and Folders</td>
<td>Unit C</td>
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<td>Week 4</td>
<td>Customizing Files and Folder Management</td>
<td>Unit D</td>
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<tr>
<td>Week 5</td>
<td>Customizing Files and Folder Management</td>
<td>Unit E</td>
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<tr>
<td>Week 6</td>
<td>Securing Your Computer</td>
<td>Unit F</td>
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<tr>
<td>Week 7</td>
<td>Exploring the Internet with Microsoft Internet Explorer</td>
<td>Unit G</td>
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<tr>
<td>Week 8</td>
<td>Exchanging Mail and News</td>
<td>Unit H</td>
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<td>Week 9</td>
<td>Microsoft Word</td>
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<td>Week 10</td>
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<tr>
<td>Week 11</td>
<td>Final Exam</td>
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* It may be changed, as necessary, if the technology changes.
Student need for course: Some students cannot be placed in CIS 120 because they need more basic computer skills. This course is tailored to teach this group of student some basic computer skills. This course will replace the CIS 09X series of courses.

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

Course impact on:

a. Student enrollment in other courses: NA
b. Current program:
Replacement course for: Course Number: CIS 09X Title:

CIS 090 Computer Skills – Word Processing
CIS 092 Computer Skills – File Management
CIS 094 Computer Skills – Windows
CIS 096 Computer Skills – Internet
CIS 099 Computer Skills – Online Research

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Stephen R. Cable, Human Services Program Coordinator

X Supervisor Signature: Date

☐ X Revise Division: Arts and Sciences
☐ Reactivate Program: Human Services AAS Degree
☐ Delete Effective for Catalog Year and Term: 2013 Summer Term

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

Description of Request: Add additional courses to the Human Services AAS Degree Approved Electives list. These courses have been developed after the current list was enacted.

Other Program Impact:

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

All courses are already being taught.

☐ 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.

NONE. All courses are already being taught.

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

NONE.

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Program revision for: Human Services AAS Degree

<table>
<thead>
<tr>
<th>CORE</th>
<th>REQUIREMENTS – 36 credits</th>
<th>CORE</th>
<th>REQUIREMENTS – 36 credits</th>
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<tbody>
<tr>
<td>Course #</td>
<td>Course Title</td>
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<tr>
<td>HS 100</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HS 150</td>
<td>Personal Effectiveness for Human Services</td>
<td>3</td>
<td>HS 150</td>
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<td>HS 154</td>
<td>Community Resources</td>
<td>3</td>
<td>HS 154</td>
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<td>HS 155</td>
<td>Counseling Skills I</td>
<td>3</td>
<td>HS 155</td>
</tr>
<tr>
<td>HS 226</td>
<td>Ethics and Law</td>
<td>3</td>
<td>HS 226</td>
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<td>HS 227</td>
<td>Understanding Dysfunctional Families</td>
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<td>HS 227</td>
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<td>HS 229</td>
<td>Crisis Intervention and Prevention</td>
<td>3</td>
<td>HS 229</td>
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<td>HS 266</td>
<td>Case Management for Human Services</td>
<td>3</td>
<td>HS 266</td>
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<td>HS 267</td>
<td>Cultural Competence in Human Services</td>
<td>3</td>
<td>HS 267</td>
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<tr>
<td>HS 280</td>
<td>Cooperative Work Experience</td>
<td>9</td>
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<tr>
<td>Course #</td>
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<tr>
<td>Any HS classes, including but not limited to:</td>
<td>Any HS classes, including but not limited to:</td>
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<td>HS 102</td>
<td>Addiction Pharmacology</td>
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<tr>
<td>HS 107</td>
<td>Gerontology</td>
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<tr>
<td>HS 211</td>
<td>HIV/AIDS &amp; Other Infectious Diseases</td>
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<td>HS 217</td>
<td>Group Counseling Skills I</td>
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<tr>
<td>HS 242</td>
<td>Program Planning and Evaluation</td>
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<td>HS 265</td>
<td>Counseling Skills II</td>
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<td>Course Code</td>
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<td>HS 280</td>
<td>Cooperative Work Experience (Elective in addition to 9 credit requirement)</td>
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<td>HS 280</td>
<td>Cooperative Work Experience (Elective in addition to 9 credit requirement)</td>
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<td>HS 298</td>
<td>Independent Study: Human Services</td>
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<td>Independent Study: Human Services</td>
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<td>HS 280</td>
<td>Cooperative Work Experience (Elective in addition to 9 credit requirement)</td>
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<td>Independent Study: Human Services</td>
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<td>Independent Study: Human Services</td>
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<td>ANTH 221/222/223</td>
<td>Cultural Anthropology</td>
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<td>ANTH 221/222/223</td>
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<td>CJ 101</td>
<td>Introduction to Criminology</td>
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<td>Introduction to Criminology</td>
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<td>CJ 230</td>
<td>Introduction to Juvenile Justice System</td>
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<td>Introduction to Juvenile Justice System</td>
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<td>CJ 232</td>
<td>Introduction to Correctional Casework</td>
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<td>CJ 232</td>
<td>Introduction to Correctional Casework</td>
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<td>CJ 243</td>
<td>Narcotics and Dangerous Drugs</td>
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<td>CJ 243</td>
<td>Narcotics and Dangerous Drugs</td>
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<td>CJ 261</td>
<td>Introduction to Parole and Probation</td>
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<td>HDFS 201</td>
<td>Individual and Family Development</td>
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<td>Contemporary American Family</td>
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<td>(Proposed addition)</td>
<td>PSY 231</td>
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<td>(Proposed addition)</td>
<td>PSY 239</td>
</tr>
<tr>
<td>SOC 205</td>
<td>Social Institutions and Social Change</td>
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<td>SOC 205</td>
<td>Social Institutions and Social Change</td>
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<td>SOC 206</td>
<td>Social Institutions and Social Change</td>
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<td>SOC 206</td>
<td>Social Institutions and Social Change</td>
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<td>(Proposed addition)</td>
<td>SOC 213</td>
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<td>SOC 225</td>
<td>Social Problems of Addiction</td>
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<td>SOC 225</td>
<td>Social Problems of Addiction</td>
</tr>
<tr>
<td>SPAN 101 or higher</td>
<td>Spanish</td>
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<td>SPAN 101 or higher</td>
<td>Spanish</td>
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### General Education Requirements

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<thead>
<tr>
<th>Course #</th>
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<th>Credit</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MTH 52</td>
<td>Introduction to Algebra for the Trades or higher</td>
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<td>Introduction to Algebra for the Trades or higher</td>
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<td>WR 122</td>
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<td>English Composition</td>
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<td>General Psychology</td>
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<td>PSY 202</td>
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<td>PSY of Human relations or Interpersonal Communications</td>
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<td>PSY of Human relations or Interpersonal Communications</td>
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</tr>
</tbody>
</table>
Document brought forward by: Cheryl Yoder

X Date April 2, 2013

Supervisor Signature:

X □ Revise
□ Reactivate
□ Delete

Division:
Program:
Effective for Catalog Year and Term:

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

Other Program Impact:

□ Instructional costs (staff, materials, equipment, or facilities) are required.
None

□ 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.
None

□ Impact to other Divisions in terms of classes and staffing.
None

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Program revision for: Fitness Technician

**CURRENT**  Strength Training – Fitness Tech – PE 194S  
**PROPOSED**  *Principles of* Strength Training for Fitness Tech – PE 194S

Name change only. Students get confused with current Course Title and think that it is a general Strength Training course. The new name should distinguish it from the other Strength Training courses. Curriculum stays the same.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit</th>
<th>Course #</th>
<th>Course Title</th>
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</tbody>
</table>

Total credits in program  Total credits in program
UCC COURSE REVISION FORM - Page 1 of 6

Document brought forward by: Brent Knapp

Date 4/11/2013
Supervisor Signature (Please type in the box with the X by it.)
☑ Revise Division: CTE
☐ Reactivate Department: CIS & Engineering
☐ Delete Program: Engineering

Current course number SUR 161 Revised Course Number SUR 161

Current Course Title Surveying I Revised Course Title Surveying I

Credits 4 Revised Credits 4

Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk 2

Lec /Lab Hrs/Wk 4 Revised Lec /Lab Hrs/Wk 4

Lab Hrs/Wk 0 Revised Lab Hrs/Wk 0

Practicum 0 Revised Practicum 0

Banner/Instr. Prerequisites MTH 112 Revised Banner/Instruction. Prerequisites MTH 112

Co-requisites MTH 112 Revised Co-requisites MTH 112

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Sp Revised Terms Offered Sp

Proposed implementation date: Term Fall Year 2014 Grading Option A-F Load Factor 4.8

Reason for request: No change in credit hours. Update UCC Course Outcomes to align with OIT course GME 161 and Oregon State course CE 361 to ensure course equivalency with both institutions.

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

Cost of revision: $0

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

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

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
COURSE DESCRIPTION: Course includes the fundamental concepts of plane surveying including theory of measurements, systematic and random errors, distance and angle measurement using total stations and differential leveling. Course also includes calculation of bearings, azimuths, coordinates, area, and traverse adjustments with an introduction to horizontal and vertical curve computations.

COURSE OUTCOMES: Students who successfully complete this course will be able to:

1) Demonstrate and explain the fundamental principles of surveying necessary for geomatics and civil engineering
2) Operate standard field surveying equipment (Automatic and Digital Levels, digital theodolites, total stations, and code type GPS) collect field data using standard surveying procedures and produce a final report from data
3) Demonstrate the ability to evaluate surveying blunders, systematic errors, and random errors through mathematical process and analysis.
4) Analyze field measurements for conformance to accuracy standards
5) Utilize field data in the design process
6) Compute and stake horizontal and vertical highway curves
7) Explain the fundamental concepts behind the United States Public Land Survey System (USPLSS)
8) Position objects in a three dimensional plane coordinate system, a state plane coordinate system, and a curvilinear system
9) Demonstrate a basic knowledge of how the Global Positioning System (GPS) works
10) Explain the steps to become registered as a professional engineer and land surveyor
REQUIRED TEXT/MATERIALS:

SUR 161 Lab Manual (Furnished by the instructor)
Various handouts provided by the instructor.

OUTLINE:

I. Class introduction and the surveying profession  
   a. Orientation  
      i. Course objectives and management  
      ii. Grading Standards  
      iii. Laboratories and field supplies  
   b. The Profession of Surveying  
      i. Definition and history of surveying  
         1. Scope of surveying practice  
         2. Professional Ethics  
         3. Surveying agencies and organizations  
         4. Historic and modern units for surveying measurements  
         5. Surveying field notes  

II. Surveying Measurement Theory and Calculations  
   a. Significant figures and rounding  
   b. Review of Trig functions and application to surveying problems  
   c. Errors in surveying measurements  
      i. Sources of error  
      ii. Types of error  
      iii. Error propagation  
   d. Historic and modern units for surveying measurement  
   e. Unit conversions  

III. Direction in Surveying  
   a. Bearing and Azimuth  
   b. Magnetic vs. True direction and the concept of declination  
   c. Introduction to the magnetic compass as a directional instrument  

IV. Distance Measurement  
   a. Equipment and accessories  
   b. Taping on level ground  
   c. Taping on uneven ground  
   d. Errors and mistakes in taping  
   e. Slope and horizontal distances  
   f. Taping corrections  
   g. EDM theory and operation
V. Leveling
   a. Theory and purpose
   b. Methods of determining elevation differences
   c. Leveling instruments and equipment
   d. Differential leveling
   e. Reduction and adjustment of leveling data
   f. Profile leveling

VI. Traverse Calculations
   a. Purpose of traverse
   b. Angular check and adjustment
   c. Latitudes and departures
   d. Linear error of closure
   e. Precision ratio
   f. Compass rule adjust
   g. Other adjustment methods
   h. Rectangular coordinates

VII. Area computations
   a. Area by triangles
   b. Area by coordinates

VIII. The Global Navigation Satellite System (GNSS)
   a. Introduction and uses of system
   b. Methods of GNSS Surveying

IX. Methods of topographic data collection
   a. Total station data collection
   b. GNSS data collection

X. Curve Calculations
   a. Horizontal Curves
      i. Uses
      ii. Definitions
      iii. Calculations
   b. Vertical Curves
      i. Uses
      ii. Definitions
      iii. Calculations

XI. Introduction to the Public Land Survey System (PLSS)
   a. Purpose of the PLSS
   b. Historic background of the PLSS
   c. Structure of the PLSS
Lab Schedule:
WEEK 1 Pacing, traverse Staking and referencing
WEEK 2 Traverse taping
WEEK 3 Differential leveling and automatic level peg test
WEEK 4 Profile leveling
WEEK 5 Traverse Angles (Total Station)
WEEK 6 Introduction to the Global Navigation Satellite System (GNSS)
WEEK 7 Topographic Data Collection (Total station with data collector)
WEEK 8 Horizontal Curve Layout
WEEK 9 USGS Topographic Map Reading
WEEK 10 Lab Practical Exam
WEEK 11 Final Exam
Document brought forward by: Brent Knapp

X Date 04/11/2013
Supervisor Signature: (Please type in the box with the X by it.)

Course Number SUR 161 Course Name Surveying I

Student need for course:

Course Information:

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

☐ AAOT (Area of distribution):

Cost of this course:

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

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

Course impact on:

a. Student enrollment in other courses:

b. Current program: 9

Disposition: Signature Date Recommendation

_______________________________________________________________

Director of Curriculum Support Vice President of Instruction
Career Pathway Certificate of Completion (CPCC)
Notice of Intent to Offer a New Program

TO:       Postsecondary Education and Training Institutions

RE:    April 2013 — Oregon Community College Notice of Intent to Offer a New Career Pathway Certificate of Completion

DATE: April 12, 2013

DEADLINE FOR CONTACTING PROGRAM AUTHORITY WITH CPCC CONCERNS:
Wednesday, April 30, 2013 5:00 PM

Detailed proposed program information is now available at:  
http://ccwdwebforms.net/Public/PublicNOIList.aspx

Three community colleges have proposed new Career Pathway Certificate of Completion programs this month:

Rogue Community College, Grants Pass
Massage Therapy: Entry-Level Therapist
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Southwestern Oregon Community College, Coos Bay
Baking and Pastry Arts: Baking and Pastry Arts
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Southwestern Oregon Community College, Coos Bay
Culinary Arts: Culinary Arts
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Southwestern Oregon Community College, Coos Bay
Emergency Medical Technology-Paramedic: Emergency Medical Technician
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Treasure Valley Community College, Ontario
Agriculture Business: Crop Science Technician
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)
Treasure Valley Community College, Ontario
Horse Production: Horse Training Philosophy Technician
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Treasure Valley Community College, Ontario
Horse Production: Horse Training Business Specialist
Career Pathway Certificate of Completion- (CPCC, 12-44 credits)

Notes: The proposed programs will be developed to be within the credit hour ranges indicated.

Detailed proposed program information is now available at:
http://ccwdwebforms.net/Public/PublicNOIList.aspx

Welcome to the Oregon Department of Community Colleges and Workforce Development (CCWD) monthly notification of proposed new community college career and technical education Career Pathway Certificate of Completion programs. CCWD sends this information on behalf of the community colleges and in compliance with the Career Pathway Certificate of Completion Notice of Intent Guidelines- http://www.odccwd.state.or.us/prgapproval/edocs/careerpathways/GuidelinesCareerPathwaysCertificateOfCompletionNoticeOfIntent2009.pdf and Oregon Revised Statute 348.603. These “notices of intent” (NOI) are sent via e-mail or fax on the second Friday of each month.

As someone with a potential interest, you have received this monthly notice of new Career Pathway Certificates of Completion being proposed for development by one or more of Oregon’s seventeen community colleges. Please share this information with others, as appropriate.

The purpose of this notification is to increase awareness and communication among Oregon’s postsecondary institutions and foster possible collaborations. It also identifies a college point-of-contact for further information on proposed new programs and locations. Finally, it explains the process for expressing and resolving questions related to adverse intersegmental impact and detrimental duplication. For more information please visit http://www.odccwd.state.or.us/prgapproval/edocs/careerpathways/GuidelinesCareerPathwaysCertificateOfCompletionNoticeOfIntent2009.pdf.

*Important note*:
In lieu of embedded program information in this message or attachments, details about these programs may now be viewed at http://ccwdwebforms.net/Public/PublicNOIList.aspx.

If you seek further information or have questions about potential adverse impact that a proposed program or new location may have on your institution’s program(s), please follow the instructions provided here:

Procedure for Notice of Objection to Proposed Career Pathways Certificate of Completion:
Step 1- A private institution that objects to the offering of a Career Pathways Certificate of Completion program must provide a notice of objection to the program authority (the
community college proposing to offer the certificate) within 12 business days of receiving the notice of intent.

Step 2- If a program authority receives a notice of objection the program authority must:

- Within three business days after the last date by which a private institution may provide a notice of objection, offer all private institutions that provided a notice of objection the opportunity to participate in a meeting described in subsection (5) of this section; and
- Notify CCWD that an institution has issued a notice of objection and that action by State Board of Education (SBE) should be postponed until the requirements of Step 4 of this section (see below) have been satisfied.

Step 3- A community college that provided a notice of intent and a private institution that provided a notice of objection shall participate in a meeting for the purpose of avoiding detrimental duplication or a significantly adverse impact by:

- Identifying opportunities for collaboration in programs;
- Forming agreements or partnerships for offering programs; or
- Developing ideas for modifying programs.

The program authority or the private institution may invite the Oregon Student Assistance Commission (http://www.oregonstudentaid.gov/oda.aspx) or any other third party to join a meeting or to act as a mediator of a meeting.

Step 4 (final step) - A program authority may notify CCWD that it wishes to seek final approval from SBE for a program following a postponement described in step 2 of this section if:

- An agreement is reached between the program authority and all of the private institutions that participated in the meeting described in step 3 of this section; or
- The program authority and the private institutions that participated in the meeting described in step 3 of this section are unable to reach an agreement within 15 business days.

Notwithstanding the timelines prescribed by this section, the program authority and the private institutions may mutually agree to adjust the timelines.
TO: Postsecondary Education and Training Institutions

RE: April 2013 — Oregon Community College Notice of Intent to Offer a New Program or New Location of an Existing Program

DATE: April 12, 2013
REPLY DATE: Tuesday, April 30, 2013, 5:00 PM

Detailed proposed program information is now available at: http://ccwdwebforms.net/Public/PublicNOIList.aspx

Three community colleges have proposed a new Associate of Applied Science degree and/or Certificate of Completion this month:

- **Blue Mountain Community College, Pendleton**
  - Veterinary Assistant Certificate
  - Certificate of Completion (CC1, 45-60 credits)

- **Central Oregon Community College, Bend**
  - Non-Destructive Testing and Inspection
  - Associate of Applied Science (AAS, 90-108 credits)

- **Central Oregon Community College, Bend**
  - Non-Destructive Testing and Inspection: Radiography Testing
  - Related Certificate of Completion (CC1R, 45-60 credits)

- **Central Oregon Community College, Bend**
  - Non-Destructive Testing and Inspection: Dye Penetration
  - Related Certificate of Completion (CC1R, 45-60 credits)

- **Central Oregon Community College, Bend**
  - Non-Destructive Testing and Inspection: Magnetic Particle Testing
  - Related Certificate of Completion (CC1R, 45-60 credits)

- **Central Oregon Community College, Bend**
  - Non-Destructive Testing and Inspection: Eddy Current Testing
  - Related Certificate of Completion (CC1R, 45-60 credits)

- **Central Oregon Community College, Bend**
Welcome to the Oregon Department of Community Colleges and Workforce Development (CCWD) monthly notification of proposed new community college career and technical education programs (Associate of Applied Science degree and/or new certificate of completion) and/or new locations where existing programs might be offered. CCWD sends this information on behalf of the community colleges and in compliance with the regulations of the Office of Degree Authorization (http://www.oregonstudentaid.gov/oda.aspx). These “notices of intent” (NOI) are sent via e-mail or fax on the second Friday of each month.

As someone with a potential interest, you have received this monthly notice of new programs or new locations being proposed for development by one or more of Oregon’s seventeen community colleges. Please share this information with others, as appropriate.

The purpose of this notification is to increase awareness and communication among Oregon’s postsecondary institutions and foster possible collaborations. It also identifies a college point-of-contact for further information on proposed new programs and locations. Finally, it explains the process for expressing and resolving questions related to adverse intersegmental impact and detrimental duplication. For more information about adverse intersegmental impact and detrimental duplication, please visit http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_583/583_040.html.

*Important note*:
In lieu of embedded program information in this message or attachments, details about these programs may now be viewed at http://ccwdwebforms.net/Public/PublicNOIList.aspx.

If you seek further information or have questions about potential adverse impact that a proposed program or new location may have on your institution’s program(s), please contact the person identified in the community college notice within 15 days of the date of this message (see Reply Date). The college contact person will assist you in gathering information regarding the proposed program and will work with you to answer questions and resolve concerns regarding the proposed program/location.

In considering possible impact and duplication issues, note that community college student enrollment patterns indicate that students do not normally travel distances greater than 35-50 miles to enroll in a site-based education and training program.
For adverse intersegmental impact or detrimental duplication between institutions in different educational segments (private career schools, Oregon University System, independent colleges & universities, community colleges, OHSU), contact:
1) The community college proposing the program (see college contact person information on the accompanying notices of intent),
2) The Department of Community Colleges and Workforce Development (Shalee Hodgson, 503-947-2409, shalee.l.hodgson@state.or.us), and
3) The Higher Education Coordinating Commission Degree Authorization Unit (Jennifer Diallo, 503-373-0072, Jennifer.Diallo@state.or.us).

For adverse impact or detrimental duplication between community colleges, contact only:
1) The community college proposing the program (see college contact person information on the accompanying notices of intent), and
2) The Department of Community Colleges and Workforce Development (Shalee Hodgson, 503-947-2409, shalee.l.hodgson@state.or.us).

For more information, see (http://www.odccwd.state.or.us/prgapproval/edocs/prgapproval/intadverseimpactproced.pdf).

If you want to formally register a claim of adverse impact or detrimental duplication, it is your responsibility to make the appropriate contacts within the designated timeframe. If no contacts have been made within fifteen (15) days, the community college may proceed to seek approval for their proposed program or new location. **For these programs, the appropriate contacts must be made by 5:00 PM, Tuesday, April 30, 2013.**