**STATE BOARD OF EDUCATION – TOPIC SUMMARY**

**Topic:** Community College Program Approval

**Date:** May 22-23, 2014

**Staff/Office:** Department of Community Colleges and Workforce Development

**Action Requested:  Informational Only  Adoption Later**  **Adoption  Adoption/Consent Agenda**

**ISSUE BEFORE THE BOARD**: Approval of new community college programs:

* Linn-Benton Community College, Common Technical Manufacturing Core Level I (Certificate of Completion)
* Linn-Benton Community College, Common Technical Manufacturing Core Level II (Certificate of Completion)
* Portland Community College, Flux Core Arc Welding (Certificate of Completion)
* Portland Community College, Gas Metal Arc Welding (Certificate of Completion)
* Portland Community College, Gas Tungsten Arc Welding (Certificate of Completion)
* Portland Community College, Pipe Welding (Certificate of Completion)
* Portland Community College, Shielded Metal Arc Welding (Certificate of Completion)
* Southwestern Oregon Community College, Accounting (Associate of Applied Science Degree)

**BACKGROUND:** ORS 341.425 directs the State Board of Education to approve all proposed community college programs. ORS 344.259 directs the board to coordinate continuing education in lower division, developmental, adult self-improvement, professional and technical education for agencies under its regulatory authority.

**341.425 Approval required to commence or change program and for transfer credits.**

(1) Before an educational program is commenced at any community college, the board of education of a community college district shall apply to the State Board of Education for permission to commence the program. After the first year of the program, course additions, deletions or changes must be presented to the State Board of Education or a representative of the Department of Community Colleges and Workforce Development authorized to act for the state board for approval.

(2) Until the community college becomes accredited by the Northwest Association of Schools and Colleges or its successor, the community college shall contract with an accredited community college for its instructional services, including curricula, to ensure its courses carry accreditation and are acceptable for transfer.

(3) After reviewing the contractual agreement between the non-accredited and the accredited colleges and after suggesting any modifications in the proposed program of studies, the State Board of Education shall approve or disapprove the application of a district. [Formerly 341.560; 1971 c.513 §89; 1991 c.757 §6; 1995 c.67 §17; 1997 c.270 §1; 1999 c.147 §§1,2]

**344.259 Coordination of continuing education.** (1) The State Board of Education shall coordinate continuing education in lower division, developmental, adult self-improvement, professional and technical education for agencies under its regulatory authority. The State Board of Higher Education shall coordinate continuing education in upper division and graduate education for institutions under its jurisdiction.

**STAFF RECOMMENDATION:** The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the following programs:

Common Technical Manufacturing Core Level I Certificate of Completion (12-30 credits) at Linn-Benton Community College.

Common Technical Manufacturing Core Level II Certificate of Completion (12-30 credits) at Linn-Benton Community College

Flux Core Arc Welding Certificate of Completion (12-30 credits) at Portland Community College.

Gas Metal Arc Welding Certificate of Completion (12-30 credits) at Portland Community College

Gas Tungsten Arc Welding Certificate of Completion (12-30 credits) at Portland Community College

Pipe Welding Certificate of Completion (12-30 credits) at Portland Community College

Shielded Metal Arc Welding Certificate of Completion (12-30 credits) at Portland Community College

Accounting Associate of Applied Science (AAS) Degree at Southwestern Oregon Community College

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Linn-Benton Community College | |
| **Program Title:** | Common Technical Manufacturing Core Level I | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 18  CIP Code: 47.0000  CIP Title: Mechanics and Repairers, General.  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The Common Technical Manufacturing Core Level I and II provide the entry-level skillset for individuals typically geared for On-the-Job Training (OJT) positions within the manufacturing sector. These Certificates package a broad base of technical manufacturing skills (welding, machining, CAD, mechanical/electrical systems), practices and certifications around workplace skills that make for competitive work-ready, prospective employees for operator positions within manufacture companies. |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | Linn-Benton Community College (LBCC) met with our manufacturing companies in the Albany and Lebanon areas during the Spring and Summer of 2013 and received support to develop this program. There is company buy-in to provide mentor type employment for graduates. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | LBCC employed a Developing A Curriculum (DACUM) process to review the competencies of its industrial manufacturing occupational programs to ensure alignment with the needs of our local industries. In this process, expert workers from local manufacturers identified the tasks and necessary competencies associated with their job at a particular organization. Ongoing evaluation of the program is scheduled |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The above DACUM process allowed educators and instructional designers at LBCC to create/modify learning and performance objectives around the above mentioned occupations. The objectives became the keystone of a learning framework upon which to base the design, development, or modification of Career and Technical Education (CTE) manufacturing programs. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | Many of our local businesses hire unskilled employees and then train them on the job (OJT). These companies report that any additional vocational technical training that the prospective ‘unskilled’ employee had would be value added – and that a good, prospective employee would be one who has completed the Common Technical Core. |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The Common Technical Core program has been developed and approved by our Curriculum Development process. There are part-time faculty and full-time faculty prepared to deliver the first Common Core classes this summer. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Common Technical Manufacturing Core Level I Certificate of Completion program at Linn-Benton Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Linn-Benton Community College | |
| **Program Title:** | Common Technical Manufacturing Core Level II | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 27  CIP Code: 47.0000  CIP Title: Mechanics and Repairers, General.  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The Common Technical Manufacturing Core Level I and II provide the entry-level skillset for individuals typically geared for On-the-Job Training (OJT) positions within the manufacturing sector. These Certificates package a broad base of technical manufacturing skills (welding, machining, Computer Aided Design (CAD), mechanical/electrical systems), practices and certifications around workplace skills that make for competitive work-ready, prospective employees for operator positions within manufacture companies. |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | Linn-Benton Community College (LBCC) met with our manufacturing companies in the Albany and Lebanon areas during the Spring and Summer of 2013 and received support to develop this program. There is company buy-in to provide mentor type employment for graduates. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | LBCC employed a Developing A Curriculum (DACUM) process to review the competencies of its industrial manufacturing occupational programs to ensure alignment with the needs of our local industries. In this process, expert workers from local manufacturers identified the tasks and necessary competencies associated with their job at a particular organization. Ongoing evaluation of the program is scheduled. |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The above DACUM process allowed educators and instructional designers at LBCC to create/modify learning and performance objectives around the above mentioned occupations. The objectives became the keystone of a learning framework upon which to base the design, development, or modification of Career and Technical Education (CTE) manufacturing programs. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | Many of our local businesses hire unskilled employees and then train them on the job (OJT). These companies report that any additional vocational technical training that the prospective ‘unskilled’ employee had would be value added – and that a good, prospective employee would be one who has completed the Common Technical Core. |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The Common Technical Core program has been developed and approved by our Curriculum Development process. There are part-time faculty and full-time faculty prepared to deliver the first Common Core classes this summer. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Common Technical Manufacturing Core Level II Certificate of Completion program at Linn-Benton Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Portland Community College | |
| **Program Title:** | Flux Core Arc Welding | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 12  CIP Code: 48.0508  CIP Title: Welding Technology/Welder  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The certificate prepares individuals to weld steel, steel alloys, and nickel alloys. Flux core arc welding is used in general construction and in ship building and repair. |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | The welding profession is in an expansion mode. According to Oregon Labor Market Information System (OLMIS) the regional outlook looks positive. The welding employment projection for 2020 is expected to increase in the region and statewide by 21.4%. The Portland Community College (PCC) Welding Advisory group recommended the development of short-term specialty certificates so that the number of certified welders will increase in the area, meeting an increased demand in industry. Locally, the Portland Shipyard is expanding with the anticipation of the arrival of a new dry dock in 2014. Certified welders will be needed to work on the ships which will arrive at the dry dock for repairs. Another expansion opportunity which will need certified welders is the rebuilding of the Alaska pipeline. This will require approximately 4,000 new employees to work on the North Slope of Alaska for a few years. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | The PCC Welding Advisory group, which represents local industry partners, requested the development of short-term certificates to enhance the pool of certified welders in the region. They reviewed the final proposals and approved them.  PCC is committed to be an open enrollment institution and works hard to ensure that all students who have the desire and academic ability may enroll in the program of their choice. The Welding program is open access, which means that students may self-select into the program and may begin courses when they reach the top of the waiting list. PCC staff regularly visit schools and community/neighborhood events to recruit students representing the diversity of the community. When students apply to the college (free) they are invited to meet with advisors who provide guidance to all students regarding academic and student support services programs. Once students enroll in the college they have access to the student resource center for academic support, Disabilities Services, Developmental Education, English For Speakers of Other Languages (ESOL) courses and services, Veterans Services and Multicultural Centers and Women’s Resource Centers at the three main campuses |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The program is aligned with appropriate workforce and economic development initiatives. The Workforce Development Board has determined that reasonable employment opportunities exist statewide for certified welders.  All courses within the short-term certificate are either a required or an elective course for the one-year certificate and the AAS in Welding. Individuals who have multiple welding certifications have improved employment opportunities. Some industry leaders hire only welders to hold several certificates because such experience is expected within that shop. This means that the short-term certificate fulfills both the needs of the individual and the needs of the businesses who hire welders. The Welding program is aligned with K-12 and has a dual credit agreement with several high schools in the area including Banks, Benson, Forest Grove, Franklin, Glenco, and Albany. The college has pending agreements with Newberg, Hillsboro High and Sherwood. An Albany company has even set up a $1,000 scholarship for one outstanding welding student each year to attend PCC. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | The certificate courses lead to student achievement of academic and technical knowledge, skills and related proficiencies as expected by the industry. All courses in the program are offered at PCC at all three campuses or centers.  The certificate outcome is:  Upon completion of this certificate students should be able to:  Be prepared for certification in the Flux Core Arc Welding process.  The college has a rigorous assessment and evaluation process to determine how well students meet course outcomes and certificate outcomes. Students who complete the certificate will be evaluated to determine how well they met the certificate outcome. Data resulting from outcome assessment is used for program improvement and determination of student learning.  Instructional methods used for the program coursework reflect best practices in education. Welding courses vary between didactic (classroom) and applied learning in the shop.  The college has an open access policy, which ensures access for all individuals. PCC serves students with special needs including those with disabilities, displaced workers, and non-native speakers of English. Services include the provision of tutors, counselors, childcare, financial aid, and English as a Second Language (ESL) instruction. Other services may include interpreters and communication devices for deaf and hearing-impaired students, note taking options, taping of printed materials, test readers/writers, enrollment assistance, career guidance, and corrective physical education. Staff and students also have access to consultations and workshops designed to increase awareness of disability issues. PCC as a public agency provides comprehensive services for student with disabilities in both the classroom and online formats. The college has a Disabilities Services office: <http://www.pcc.edu/resources/disability/>. PCC supports diversity in the student body and employment. The PCC Office of Affirmative Action and Equity (OAAE) provides leadership to facilitate, manage and coordinate college policies, procedures and programs related to diversity, inclusion and equity: <http://www.pcc.edu/about/affirmative-action/>. |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The college has the infrastructure to support the new certificate. All required courses are currently and regularly scheduled for the Welding one-year certificate and the Associate of Applied Science (AAS) degree. The Welding department is supported by five-full time faculty and 6 part-time faculty who are experienced professionals. The college financially and operationally supports three welding classrooms/workshops at the Rock Creek campus, the Swan Island facility and soon to begin at the South East Center.  Welding students have access to all other academic and student support services available for PCC students. In addition students have access to career counseling, instructional support and academic advising. The college provides full service library services at three campuses in the district. The college is committed to maintaining a complete catalog of lower division collegiate courses to accommodate students earning a certificate and preparing to transfer to a university. The College is aligned with Worksource Inc., which provides resources, counselors and sometimes funding for individuals out of work, and or needing training for changing careers. The Customer Service Professional Career Pathway Certificate will be promoted through Worksource Inc. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Flux Core Arc Welding Certificate of Completion program at Portland Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Portland Community College | |
| **Program Title:** | Gas Metal Arc Welding | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 12  CIP Code: 48.0508  CIP Title: Welding Technology/Welder.  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The certificate prepares individuals to weld aluminum and steel, a common and highly used industrial process. Upon completion and certification, individuals will be prepared to weld smaller wire, a process used to weld lighter gage material. The process is used with welding stainless steel, aluminum and mild steel in applications such as rail cars, truck trailers, hand railings, and conveyers. |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | The welding profession is in an expansion mode. According to Oregon Labor Market Information System (OLMIS) the regional outlook looks positive. The welding employment projection for 2020 is expected to increase in the region and statewide by 21.4%. The Portland Community College (PCC) Welding Advisory group recommended the development of short-term specialty certificates so that the number of certified welders will increase in the area, meeting an increased demand in industry. Locally, the Portland Shipyard is expanding with the anticipation of the arrival of a new dry dock in 2014. Certified welders will be needed to work on the ships which will arrive at the dry dock for repairs. Another expansion opportunity which will need certified welders is the rebuilding of the Alaska pipeline. This will require approximately 4,000 new employees to work on the North Slope of Alaska for a few years. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | The PCC Welding Advisory group, which represents local industry partners, requested the development of short-term certificates to enhance the pool of certified welders in the region. They reviewed the final proposals and approved them.  PCC is committed to be an open enrollment institution and works hard to ensure that all students who have the desire and academic ability may enroll in the program of their choice. The Welding program is open access, which means that students may self-select into the program and may begin courses when they reach the top of the waiting list. PCC staff regularly visits schools and community/neighborhood events to recruit students representing the diversity of the community. When students apply to the college (free) they are invited to meet with advisors who provide guidance to all students regarding academic and student support services programs. Once students enroll in the college they have access to the student resource center for academic support, Disabilities Services, Developmental Education, English for Speakers of Other Languages (ESOL) courses and services, Veterans Services and Multicultural Centers and Women’s Resource Centers at the three main campuses. |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The program is aligned with appropriate workforce and economic development initiatives. The Workforce Development Board has determined that reasonable employment opportunities exist statewide for certified welders.  All courses within the short-term certificate are either a required or an elective course for the one-year certificate and the Associate of Applied Science (AAS) degree in Welding. Individuals who have multiple welding certifications have improved employment opportunities. Some industry leaders hire only welders to hold several certificates because such experience is expected within that shop. This means that the short-term certificate fulfills both the needs of the individual and the needs of the businesses who hire welders. The Welding program is aligned with K-12 and has a dual credit agreement with several high schools in the area including Banks, Benson, Forest Grove, Franklin, Glenco, and Albany. The college has pending agreements with Newberg, Hillsboro High and Sherwood. An Albany company has even set up a $1,000 scholarship for one outstanding welding student each year to attend PCC. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | The certificate courses lead to student achievement of academic and technical knowledge, skills and related proficiencies as expected by the industry. All courses in the program are offered at PCC at all three campuses or centers.  The certificate outcome is:  Upon completion of this certificate students should be able to:  Be prepared for certification in the Gas Metal Arc Welding process.  The college has a rigorous assessment and evaluation process to determine how well students meet course outcomes and certificate outcomes. Students who complete the certificate will be evaluated to determine how well they met the certificate outcome. Data resulting from outcome assessment is used for program improvement and determination of student learning.  Instructional methods used for the program coursework reflect best practices in education. Welding courses vary between didactic (classroom) and applied learning in the shop.  The college has an open access policy, which ensures access for all individuals. PCC serves students with special needs including those with disabilities, displaced workers, and non-native speakers of English. Services include the provision of tutors, counselors, childcare, financial aid, and English as a Second Language (ESL) instruction. Other services may include interpreters and communication devices for deaf and hearing-impaired students, note taking options, taping of printed materials, test readers/writers, enrollment assistance, career guidance, and corrective physical education. Staff and students also have access to consultations and workshops designed to increase awareness of disability issues. PCC as a public agency provides comprehensive services for students with disabilities in both the classroom and online formats. The college has a Disabilities Services office: <http://www.pcc.edu/resources/disability/>. PCC supports diversity in the student body and employment. The PCC Office of Affirmative Action and Equity (OAAE) provides leadership to facilitate, manage and coordinate college policies, procedures and programs related to diversity, inclusion and equity: <http://www.pcc.edu/about/affirmative-action/>. |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The college has the infrastructure to support the new certificate. All required courses are currently and regularly scheduled for the Welding one-year certificate and the AAS degree. The Welding department is supported by five-full time faculty and 6 part-time faculty who are experienced professionals. The college financially and operationally supports three welding classrooms/workshops at the Rock Creek campus, the Swan Island facility and soon to begin at the South East Center.  Welding students have access to all other academic and student support services available for PCC students. In addition students have access to career counseling, instructional support and academic advising. The college provides full service library services at three campuses in the district. The college is committed to maintaining a complete catalog of lower division collegiate courses to accommodate students earning a certificate and preparing to transfer to a university. The College is aligned with Worksource Inc., which provides resources, counselors and sometimes funding for individuals out of work, and or needing training for changing careers. The Customer Service Professional Career Pathway Certificate will be promoted through Worksource Inc. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Gas Metal Arc Welding Certificate of Completion program at Portland Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Portland Community College | |
| **Program Title:** | Gas Tungsten Arc Welding | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 12  CIP Code: 48.0508  CIP Title: Welding Technology/Welder.  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The certificate prepares individuals for employment in an expanding field. At the completion of the certificate students will be prepared to weld iron and steel. Gas Tungsten welding is a very fine, high purity type of welding commonly used in the manufacture and repair of equipment and tools in various industries (brewing/winemaking/distilling, medical and dental, food manufacturing, aerospace and aviation, etc.). |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | The welding profession is in an expansion mode. According to Oregon Labor Market Information System (OLMIS) the regional outlook looks positive. The welding employment projection for 2020 is expected to increase in the region and statewide by 21.4%. The Portland Community College (PCC) Welding Advisory group recommended the development of short-term specialty certificates so that the number of certified welders will increase in the area, meeting an increased demand in industry. Locally, the Portland Shipyard is expanding with the anticipation of the arrival of a new dry dock in 2014. Certified welders will be needed to work on the ships which will arrive at the dry dock for repairs. Another expansion opportunity which will need certified welders is the rebuilding of the Alaska pipeline. This will require approximately 4,000 new employees to work on the North Slope of Alaska for a few years. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | The PCC Welding Advisory group, which represents local industry partners, requested the development of short-term certificates to enhance the pool of certified welders in the region. They reviewed the final proposals and approved them.  PCC is committed to be an open enrollment institution and works hard to ensure that all students who have the desire and academic ability may enroll in the program of their choice. The Welding program open access, which means that students may self-select into the program and may begin courses when they reach the top of the waiting list. PCC staff regularly visits schools and community/neighborhood events to recruit students representing the diversity of the community. When students apply to the college (free) they are invited to meet with advisors who provide guidance to all students regarding academic and student support services programs. Once students enroll in the college they have access to the student resource center for academic support, Disabilities Services, Developmental Education, English as a Second Language (ESOL) courses and services, Veterans Services and Multicultural Centers and Women’s Resource Centers at the three main campuses. |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The program is aligned with appropriate workforce and economic development initiatives. The Workforce Development Board has determined that reasonable employment opportunities exist statewide for certified welders.  All courses within the short-term certificate are either a required or an elective course for the one-year certificate and the Associate of Applied Science (AAS) degree in Welding. Individuals who have multiple welding certifications have improved employment opportunities. Some industry leaders hire only welders to hold several certificates because such experience is expected within that shop. This means that the short-term certificate fulfills both the needs of the individual and the needs of the businesses who hire welders. The Welding program is aligned with K-12 and has a dual credit agreement with several high schools in the area including Banks, Benson, Forest Grove, Franklin, Glenco, and Albany. The college has pending agreements with Newberg, Hillsboro High and Sherwood. An Albany company has even set up a $1,000 scholarship for one outstanding welding student each year to attend PCC. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | The certificate courses lead to student achievement of academic and technical knowledge, skills and related proficiencies as expected by the industry. All courses in the program are offered at PCC at all three campuses or centers.  The certificate outcome is:  Upon completion of this certificate students should be able to:  Be prepared for certification in the Gas Tungsten Arc Welding process.  The college has a rigorous assessment and evaluation process to determine how well students meet course outcomes and certificate outcomes. Students who complete the certificate will be evaluated to determine how well they met the certificate outcome. Data resulting from outcome assessment is used for program improvement and determination of student learning.  Instructional methods used for the program coursework reflect best practices in education. Welding courses vary between didactic (classroom) and applied learning in the shop.  The college has an open access policy, which ensures access for all individuals. PCC serves students with special needs including those with disabilities, displaced workers, and non-native speakers of English. Services include the provision of tutors, counselors, childcare, financial aid, and English as a Second Language (ESL) instruction. Other services may include interpreters and communication devices for deaf and hearing-impaired students, note taking options, taping of printed materials, test readers/writers, enrollment assistance, career guidance, and corrective physical education. Staff and students also have access to consultations and workshops designed to increase awareness of disability issues. PCC as a public agency provides comprehensive services for student with disabilities in both the classroom and online formats. The college has a Disabilities Services office: <http://www.pcc.edu/resources/disability/>.  PCC supports diversity in the student body and employment. The PCC Office of Affirmative Action and Equity (OAAE) provides leadership to facilitate, manage and coordinate college policies, procedures and programs related to diversity, inclusion and equity: <http://www.pcc.edu/about/affirmative-action>. |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The college has the infrastructure to support the new certificate. All required courses are currently and regularly scheduled for the Welding one-year certificate and the AAS. The Welding department is supported by five-full time faculty and 6 part-time faculty who are experienced professionals. The college financially and operationally supports three welding classrooms/workshops at the Rock Creek campus, the Swan Island facility and soon to begin at the South East Center.  Welding students have access to all other academic and student support services available for PCC students. In addition, students have access to career counseling, instructional support and academic advising. The college provides full service library services at three campuses in the district. The college is committed to maintaining a complete catalog of lower division collegiate courses to accommodate students earning a certificate and preparing to transfer to a university. The College is aligned with Worksource Inc., which provides resources, counselors and sometimes funding for individuals out of work, and or needing training for changing careers. The Customer Service Professional Career Pathway Certificate will be promoted through Worksource Inc. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Gas Tungsten Arc Welding Certificate of Completion program at Portland Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Portland Community College | |
| **Program Title:** | Pipe Welding | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 12  CIP Code: 48.0508  CIP Title: Welding Technology/Welder.  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The certificate prepares individuals for Pipe Welding certification which recognized competency in advanced pipe welding. It is designed for individuals already certified in gas tungsten arc and shielded metal arc welding. Upon completion and certification, individuals will be prepared to weld water-transmission lines, gas and oil pipes, and high-purity pipes in the computer chip industry. |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | The welding profession is in an expansion mode. According to Oregon Labor Market Information System (OLMIS) the regional outlook looks positive. The welding employment projection for 2020 is expected to increase in the region and statewide by 21.4%. The Portland Community College (PCC) Welding Advisory group recommended the development of short-term specialty certificates so that the number of certified welders will increase in the area, meeting an increased demand in industry. Locally, the Portland Shipyard is expanding with the anticipation of the arrival of a new dry dock in 2014. Certified welders will be needed to work on the ships which will arrive at the dry dock for repairs. Another expansion opportunity which will need certified welders is the rebuilding of the Alaska pipeline. This will require approximately 4,000 new employees to work on the North Slope of Alaska for a few years. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | The PCC Welding Advisory group, which represents local industry partners, requested the development of short-term certificates to enhance the pool of certified welders in the region. They reviewed the final proposals and approved them.  PCC is committed to be an open enrollment institution and works hard to ensure that all students who have the desire and academic ability may enroll in the program of their choice. The Welding program is open access, which means that students may self-select into the program and may begin courses when they reach the top of the waiting list. PCC staff regularly visit schools and community/neighborhood events to recruit students representing the diversity of the community. When students apply to the college (free) they are invited to meet with advisors who provide guidance to all students regarding academic and student support services programs. Once students enroll in the college they have access to the student resource center for academic support, Disabilities Services, Developmental Education, English for Speakers of Other Languages (ESOL) courses and services, Veterans Services and Multicultural Centers and Women’s Resource Centers at the three main campuses. |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The program is aligned with appropriate workforce and economic development initiatives. The Workforce Development Board has determined that reasonable employment opportunities exist statewide for certified welders.  All courses within the short-term certificate are either a required or an elective course for the one-year certificate and the Associate of Applied Science (AAS) degree in Welding. Individuals who have multiple welding certifications have improved employment opportunities. Some industry leaders hire only welders that hold several certificates because such experience is expected within that shop. This means that the short-term certificate fulfills both the needs of the individual and the needs of the businesses who hire welders. The Welding program is aligned with K-12 and has a dual credit agreement with several high schools in the area including Banks, Benson, Forest Grove, Franklin, Glenco, and Albany. The college has pending agreements with Newberg, Hillsboro High and Sherwood. An Albany company has even set up a $1,000 scholarship for one outstanding welding student each year to attend PCC. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | The certificate courses lead to student achievement of academic and technical knowledge, skills and related proficiencies as expected by the industry. All courses in the program are offered at PCC at all three campuses or centers.  The certificate outcome is:  Upon completion of this certificate students should be able to:  Be prepared for certification in the Pipe Welding process.  The college has a rigorous assessment and evaluation process to determine how well students meet course outcomes and certificate outcomes. Students who complete the certificate will be evaluated to determine how well they met the certificate outcome. Data resulting from outcome assessment is used for program improvement and determination of student learning.  Instructional methods used for the program coursework reflect best practices in education. Welding courses vary between didactic (classroom) and applied learning in the shop.  The college has an open access policy, which ensures access for all individuals. PCC serves students with special needs including those with disabilities, displaced workers, and non-native speakers of English. Services include the provision of tutors, counselors, childcare, financial aid, and English as a Second Language (ESL) instruction. Other services may include interpreters and communication devices for deaf and hearing-impaired students, note taking options, taping of printed materials, test readers/writers, enrollment assistance, career guidance, and corrective physical education. Staff and students also have access to consultations and workshops designed to increase awareness of disability issues. PCC as a public agency provides comprehensive services for students with disabilities in both the classroom and online formats. The college has a Disabilities Services office: <http://www.pcc.edu/resources/disability/>.  PCC supports diversity in the student body and employment. The PCC Office of Affirmative Action and Equity (OAAE) provides leadership to facilitate, manage and coordinate college policies, procedures and programs related to diversity, inclusion and equity: <http://www.pcc.edu/about/affirmative-action/> |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | Courses are currently and regularly scheduled for the Welding one-year certificate and the Associate of Applied Science (AAS) degree. The Welding department is supported by five-full time faculty and five part-time faculty who are experienced professionals. The college financially and operationally supports three welding classrooms/workshops at the Rock Creek campus, the Swan Island facility and soon to begin at the South East Center.  Welding students have access to all other academic and student support services available for PCC students. In addition students have access to career counseling, instructional support and academic advising. The college provides full service library services at three campuses in the district. The college is committed to maintaining a complete catalog of lower division collegiate courses to accommodate students earning a certificate and preparing to transfer to a university. The College is aligned with Worksource Inc., which provides resources, counselors and sometimes funding for individuals out of work, and or needing training for changing careers. The Customer Service Professional Career Pathway Certificate will be promoted through Worksource Inc. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Pipe Welding Certificate of Completion program at Portland Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Portland Community College | |
| **Program Title:** | Shielded Metal Arc Welding | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **🞏****Associate of Applied Science Degree**  Credits:  CIP Code:  CIP Title:  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **⌧ Certificate of Completion**  Credits: 15  CIP Code: 48.0508  CIP Title: Welding Technology/Welder.  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| At the completion of the certificate students will be prepared to weld iron and steel. Gas Tungsten welding is a very fine, high purity type of welding commonly used in the manufacture and repair of equipment and tools in various industries (brewing/winemaking/distilling, medical and dental, food manufacturing, aerospace and aviation, etc.). |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | The welding profession is in an expansion mode. According to Oregon Labor Market Information System (OLMIS) the regional outlook looks positive. The welding employment projection for 2020 is expected to increase in the region and statewide by 21.4%. The PCC Welding Advisory group recommended the development of short-term specialty certificates so that the number of certified welders will increase in the area, meeting an increased demand in industry. Locally, the Portland Shipyard is expanding with the anticipation of the arrival of a new dry dock in 2014. Certified welders will be needed to work on the ships which will arrive at the dry dock for repairs. Another expansion opportunity which will need certified welders is the rebuilding of the Alaska pipeline. This will require approximately 4,000 new employees to work on the North Slope of Alaska for a few years. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | The Portland Community College Advisory group, which represents local industry partners, requested the development of short-term certificates to enhance the pool of certified welders in the region. They reviewed the final proposals and approved them.  PCC is committed to be an open enrollment institution and works hard to ensure that all students who have the desire and academic ability may enroll in the program of their choice. The Welding program is open access, which means that students may self-select into the program and may begin courses when they reach the top of the waiting list. PCC staff regularly visits schools and community/neighborhood events to recruit students representing the diversity of the community. When students apply to the college (free) they are invited to meet with advisors who provide guidance to all students regarding academic and student support services programs. Once students enroll in the college they have access to the student resource center for academic support, Disabilities Services, Developmental Education, English Speakers of Other Languages (ESOL) courses and services, Veterans Services and Multicultural Centers and Women’s Resource Centers at the three main campuses. |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | The program is aligned with appropriate workforce and economic development initiatives. The Workforce Development Board has determined that reasonable employment opportunities exist statewide for certified welders.  All courses within the short-term certificate are either a required or an elective course for the one-year certificate and the Associate of Applied Science (AAS) degree in Welding. Individuals who have multiple welding certifications have improved employment opportunities. Some industry leaders hire only welders to hold several certificates because such experience is expected within that shop. This means that the short-term certificate fulfills both the needs of the individual and the needs of the businesses who hire welders. The Welding program is aligned with K-12 and has a dual credit agreement with several high schools in the area including Banks, Benson, Forest Grove, Franklin, Glenco, and Albany. The college has pending agreements with Newberg, Hillsboro High and Sherwood. An Albany company has even set up a $1,000 scholarship for one outstanding welding student each year to attend PCC. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | The certificate courses lead to student achievement of academic and technical knowledge, skills and related proficiencies as expected by the industry. All courses in the program are offered at PCC at all three campuses or centers.  The certificate outcome is:  Upon completion of this certificate students should be able to:  Be prepared for certification in the Shielded Metal Arc Welding process.  The college has a rigorous assessment and evaluation process to determine how well students meet course outcomes and certificate outcomes. Students who complete the certificate will be evaluated to determine how well they met the certificate outcome. Data resulting from outcome assessment is used for program improvement and determination of student learning.  Instructional methods used for the program coursework reflect best practices in education. Welding courses vary between didactic (classroom) and applied learning in the shop.  The college has an open access policy, which ensures access for all individuals. PCC serves students with special needs including those with disabilities, displaced workers; and non-native speakers of English. Services include the provision of tutors, counselors, childcare, financial aid, and English as a Second Language (ESL) instruction. Other services may include interpreters and communication devices for deaf and hearing-impaired students, note taking options, taping of printed materials, test readers/writers, enrollment assistance, career guidance, and corrective physical education. Staff and students also have access to consultations and workshops designed to increase awareness of disability issues. PCC as a public agency provides comprehensive services for students with disabilities in both the classroom and online formats. The college has a Disabilities Services office: <http://www.pcc.edu/resources/disability>.  PCC supports diversity in the student body and employment. The PCC Office of Affirmative Action and Equity (OAAE) provides leadership to facilitate, manage and coordinate college policies, procedures and programs related to diversity, inclusion and equity: <http://www.pcc.edu/about/affirmative-action>. |

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| --- | --- |
| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The college has the infrastructure to support the new certificate. All required courses are currently and regularly scheduled for the Welding one-year certificate and the AAS. The Welding department is supported by five full-time faculty and six part-time faculty who are experienced professionals. The college financially and operationally supports three welding classrooms/workshops at the Rock Creek campus, the Swan Island facility and soon to begin at the South East Center.  Welding students have access to all other academic and student support services available for PCC students. In addition, students have access to career counseling, instructional support and academic advising. The college provides full service library services at three campuses in the district. The college is committed to maintaining a complete catalog of lower division collegiate courses to accommodate students earning a certificate and preparing to transfer to a university. The College is aligned with Worksource Inc., which provides resources, counselors and sometimes funding for individuals out of work, and or needing training for changing careers. The Customer Service Professional Career Pathway Certificate will be promoted through Worksource Inc. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 4/15/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Shielded Metal Arc Welding Certificate of Completion program at Portland Community College.

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| Oregon Department of Community Colleges And Workforce Development  Public Service Building  255 Capitol St. N.E.  Salem, Oregon 97310-0203 |  |

**Action Item**

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| *Policy Issue: Staff Action on New Career and Technical Education Programs* |

**Proposed Community College Program**

**State Board Standards--Staff Analysis Abstract**

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| **Name of College:** | Southwestern Oregon Community College | |
| **Program Title:** | Accounting | |
| **Proposed Start Date:** | Summer | 2014 |
| **Board Submission Date:** | May 15-16, 2014 | |
| **Type of Program:** |  | |
| **⌧****Associate of Applied Science Degree**  Credits: 93  CIP Code: 52.0301  CIP Title: Accounting.  **🞏 Option Title**  Credits:  CIP Code:  CIP Title:  **🞏 Certificate of Completion**  Credits:  CIP Code:  CIP Title:  🞏 **Business and Industry** (closed enrollment) | | |

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| **Assurances:** The College has met or will meet the four institutional assurances required for program application. |
| 1. ***Access***. The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students. 2. ***Continuous Improvement***. The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested, as needed. 3. ***Adverse impact and detrimental duplication.***The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *inter*segmental and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions. 4. ***Program records maintenance and congruence.*** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Department are the official records and it is the college’s responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department. |

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| **Summary** |
| The Associate of Applied Science (AAS) Accounting degree is designed to prepare students for entry-level positions in a variety of accounting related positions in private business, governmental agencies and public accounting firms. The program offers students the opportunity to gain a combination of knowledge and practical hands-on experience in accounting. This two-year program prepares students for immediate and future accounting supervisory positions. The program includes accounting and business skills as well as supporting courses designed to strengthen the students' self-assurance and leadership qualities.  Students completing the AAS Accounting degree will be prepared to seek entry-level employment and entrepreneurial in occupations such as full-charge bookkeeper, GS8 Accountant I, data-entry clerk, financial staff accountant, cost accountant, and general office clerk. |

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| **Program Highlights** |

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| **Standards: The College has met the five program approval standards.** | |
| 1. **Need** | **The community college provides clear evidence of the need for the program.** |
|  | State projections are strong in accounting/bookkeeping occupations. The Occupational Employment projections, 2010-2020, indicate a growth in accounting/bookkeeping jobs within region 7 and statewide consistent with overall growth. Total number of Job opportunities both locally and statewide are projected to be higher than the average for all occupations. Local advisory committee and Small Business Development Center have identified a current demand for trained workers in this field.  This program leverages existing coursework and allows business students to focus on accounting and thereby can easily serve local students. |

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| 1. ***Collaboration*** | **The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.** |
|  | Industry partners actively participate in advisory committee activities and consult in the design of the program. The advisory board is a joint advisory board for the Accounting Pathway and the Business Management/Entrepreneurship Pathway. Meeting with this advisory committee twice a year offers an opportunity to get industry input on the demand of the small business community and the industry standards in the accounting field. The Committee is further enriched by the active participation of our Small Business Development Center. |

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| 1. ***Alignment*** | **The community college program is aligned with appropriate education, workforce development, and economic development programs.** |
|  | Where appropriate, courses are articulated with universities to ease transfer after the completion of the program. The Career and Technical Education (CTE) pathway was developed leveraging existing coursework and most of the CTE course requirements within the pathway has recommended transfer course options for students wishing to transfer at a later date.  The addition of this CTE pathway allows Southwestern Community College to offer a full complement of educational options: Short term Certificates, a one-year terminal applied associates degree, and the Associate of Science Oregon Transfer (ASOT)-Business for a transfer degree option. |

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| 1. ***Design*** | **The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.** |
|  | Program has been designed with an orientation course to help focus students on their goals and the development of an educational plan to achieve them and document their successes through the development of a portfolio. Ongoing class activities will promote team development and will culminate with a team based capstone project.  The program has a rotating schedule to allow the program to be completed online on a part-time basis by working adults as well as on campus by full-time students. Tutoring is typically offered for accounting students and the department is exploring options for enhanced online support for students in this pathway.  Several regional dual credit programs will offer coursework within this degree. |

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| 1. ***Capacity*** | **The community college identifies and has the resources to develop, implement, and sustain the program.** |
|  | The AAS Accounting leverages coursework, faculty, and other resources already allotted to business courses and programs. The creation of this program will help sustain the business programs on campus as well as this program itself by increased enrollments in existing sections. This program does not impose any financial burden on the college, but rather will support the institution. |

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| Approval  Signature |  |  |
| Name | Luis Juarez | Gerald Hamilton |
| Title | Education Specialist | Commissioner |
| Date | 5/5/2014 |  |

The Commissioner and Staff Recommend Adoption of the Following Resolution:

RESOLVED, that the State Board of Education approve the Accounting AAS degree program at Southwestern Oregon Community College.