



Northwest Commission on Colleges and Universities
Progress Report

Prepared by Centralia College
18 September 2006

TABLE OF CONTENTS

Introduction..... 3

Recommendation..... 3

Conclusion..... 4

Attachment 1: Program Planner..... A-1

Attachment 2: Program Development Process..... A-2

Attachment 4: Professional Technical Program Checklist A-3

Introduction

This Progress Report has been prepared in response to Recommendation 1 of the Centralia College's fall 2005 Regular Interim Evaluation Report as initially requested in the Commission's letter of 31 January 2006 and detailed in the Commission's letter of 17 August 2006.

Recommendation

The college received one recommendation resulting from its regular interim visit. It states

It is recommended that the college immediately add the necessary related instruction to the Certificate of Proficiency in Power Operations. In addition, the college should take all steps necessary to ensure that the required related instruction is included during the program development process for certificates and degrees over 45 quarter credits in length. (Policy 2.1 General/Related Instruction Requirements; Eligibility Requirement 2. General Education and Related Instruction)

In response the college has taken the following actions:

1. The requirements for the Certificate of Proficiency in Power Operations were immediately amended to include the required writing course, new copies of the amended program planner were distributed, and the program planner as published on the college's website was redone to reflect the required changes. (Attachment 1)
2. Instructional Council, the standing committee responsible for curriculum development, revised its procedures to include specific language requiring program revisions to be brought to the council and requiring review of new professional technical programs by the academic dean to insure related instruction components are included during the program development process. (Attachment 2)
3. The Instruction Office has developed a checklist to accompany new program planners on which the dean verifies all required components have been included. The checklist has also been included in the Instructional Council handbook. (Attachment 3)

Conclusion

The college has reviewed all of its professional technical degrees and certificates to ensure they all possess the requisite related instruction components. From this investigation, the college can report that all now do possess these components and that at the time of the regular interim visit, only the Certificate of Proficiency in Power Operations was deficient.

The Certificate of Proficiency in Power Operations is one of the options in our Energy Technology Program. This program has been under development for the past two years and underwent considerable change last spring when its scope was broadened beyond power plant operations and a new director was hired. During this time the COP in Power operations was revised, and it was in this revision that the required writing class was dropped.

An investigation into how this happened revealed that not all program revisions were being taken back through Instructional Council. This is now required. It was also decided that the academic dean should review new and revised professional and technical program planners. This process will not only help to ensure all degrees and certificates have the requisite components, but will also help to keep support course offerings aligned with the schedule outlined in the planner. Finally, new and revised program planner will be accompanied by a checklist that will help ensure all program components are present before new planners are published.

The College feels these actions will ensure the required related instruction components will be included in all its professional technical degrees and certificates over 45 credits. Moreover, the revised procedure will ensure more eyes review all its published program material, and will preclude other types of errors as well.

ATTACHMENT 2

Standing Committee: Instructional Council

Mission: In an advisory capacity to the VP, Instruction, the Instructional Council will discuss and make recommendations about curriculum, instructional standards, and the academic life of students.

Purpose: To facilitate interdepartmental communication and make recommendations regarding:

- a. Periodic program review of established instructional programs.
- b. The curriculum as a whole, reviewing newly proposed courses and programs.
- c. Degree and certificate requirements and distribution of credits within ICRC guidelines and the degrees granted by Centralia College.
- d. Academic standards related to admission, probation, and graduation.
- e. Academic life of the campus including academic freedom of students, faculty, and the institution.

Membership: Instructional Council Membership consists of:

- 7 Faculty Representatives (one from each department)
- 1 Librarian
- 1 Centralia College East Representative
- 1 Basic Skills Division Representative
- 1 Child and Family Studies Representative,
- 1 Counselor
- 2 Student Representatives

Ex-Officio: Recorder, Admissions and Records, Worker Retraining / WorkFirst Director, Deans and Associate Deans, and VP, Instruction.

Liaison to Student Policy Council

Liaison to Institutional Effectiveness Committee

The Council recognizes that faculty teaching assignments can affect representation on a quarterly basis. Therefore, faculty representation will be identified at the beginning of each quarter. Student representatives will serve a term of at least one year. Ex-officio members are expected to serve continuously throughout employment in the position at Centralia College.

Member Responsibilities:

- Members are expected to attend all Instructional Council meetings. If they cannot attend, it is requested that they ask another member in their academic department to attend that meeting.
- Members are expected to represent their constituency. When possible, members consult with their departments before voting on an issue.

Chair Responsibilities: The chair is responsible for compiling information for meetings, developing agendas, generating meeting minutes, and submitting an annual report to the committee.

Process:

- A quorum requires representation from at least 5 of the 7 faculty departments.
- The VP, Instruction or designee will chair the Instructional Council meetings. Whenever possible, the council will reach conclusions and forward recommendations by consensus. Recommendations that are forwarded to the VP require a quorum. When a clear consensus is not apparent, the chair may call for a vote. The ayes and nays will be included in the recommendation.
- The agenda will include course and program approvals, discussion items, and reports on project work. Any item that addresses the purpose of the council can be submitted for inclusion on the agenda; seven (7) days prior notice is requested. Persons recommending agenda items are expected to present the item to council.
- Minutes of the meetings are posted via campus mail to the elective listserv.

Meeting Schedule:

Instructional Council normally meets the first and third Monday of every month during the regular academic calendar; exceptions are noted on the Instructional Meeting Calendar.

Procedure for Program and Course Approval

- New general and academic degrees/program approval process:
 - Proposals for new degrees/programs may be initiated by faculty members or departments, or by the appropriate (associate) dean.
 - Program planners for these degrees/programs will be presented to Instructional Council for review and recommendations.
 - Instructional Council will verify the program planner satisfies appropriate degree criteria and make its recommendation to the VP, Instruction.
- Process for revising general and academic degrees/programs:
 - Minor program revisions will be presented to Instructional Council as information items only.
 - Major program revisions and all degree revisions will follow the process for new degrees/programs.
- New general and academic course approval process:
 - Faculty develop a course outline.

- The outline is reviewed by the faculty department for academic rigor and appropriateness to the curriculum.
 - The area instructional administrator reviews the outline for technical components, i.e., form, hours description, learning themes, etc., and assigns appropriate CIP and program codes.
 - The faculty member proposing the course makes appropriate changes as identified by the department and/or administrator.
 - The faculty member presents the course to Instructional Council as a first reading.
 - The council reviews the outline for the proposed course and recommends for or against acceptance. Council may make acceptance contingent upon corrections and revisions.
 - Council members may share information with their departments prior to the next council meeting at which time courses recommended for acceptance will have a second reading. Unless contested, the recommendation for acceptance will stand on the second reading.
- Revised general or academic course approval process:
 - Minor revisions to course outlines will be presented to council as information items only.
 - Revisions involving significant changes in course objectives, credit, etc, will follow the process for new courses.
- New professional technical degree/program process:
 - Proposals for new degrees/programs may be initiated by faculty members or departments, or by the Professional Technical Dean.
 - The Professional Technical Dean files a Notice of Intent with the SBCTC and manages the process directed by the VTC and SBCTC.
 - If the notice is not challenged or denied, the program will be reviewed by Instructional Council prior to being sent to the SBCTC for endorsement.
 - The related instruction components of degrees and certificates for which they are required will be reviewed by the Academic Dean before the program is submitted to Instructional Council.
 - Once the SBTC has endorsed a new program, and advisory committee will be formed and course development will begin.
- Revisions to professional degrees/programs:
 - Minor program revisions will be presented to Instructional Council as information items only.
 - Major program revisions and all degree revisions will follow the process for new professional technical degrees/programs.

- New professional technical course approval process:
 - New courses intended to fulfill newly SBCTC endorsed professional technical programs will follow the same steps outlined for general and academic courses except that these courses, when possible, will be reviewed by the program's advisory committee in addition to the program's department prior to coming to Instructional Council.

- Revised professional technical course approval process:
 - Course revisions will follow the process outlined above for general and academic courses except that revisions will be reviewed by the department and advisory committee prior to coming to Instructional Council.

- Course or program deletion process
 - Requests for course deletions may come from the faculty members within the discipline or from the dean for that discipline.
 - Requests for program deletions may come from the appropriate faculty department or from the dean for that program.

The VP, Instruction may bring program and course deletion requests to Instructional Council for its recommendation, or may include them as informational items only.



Associate in Technical Arts Degree

This degree concentrates on a particular trade or skill, it does not have broad general education requirement. Whether a technical course will transfer or count as a degree requirement for a baccalaureate degree is at the discretion of the transfer college or university.

Degree requirements:

To qualify for the Associate in Technical Arts degree, you must complete a minimum of 90 credits in subjects numbered 100 or above. You must also achieve a grade point average (GPA) of least a 2.0 ("C" average).

The 90 credits must include the following related instruction minimum requirements:

- **Written Communications** **3 credits minimum**
 - BTEC 110 – Business English
 - BTEC 221 – Business Communications
 - COMM 101 – Written Communications
 - ENGL 101 – Composition I
 - ENGL 102 – Composition II
 - ENGL 107 – Technical Writing
- **Health and Fitness** **3 credits minimum**
 - HLTH 130 - Health and Fitness
 - HLTH 140 – Exercise and Nutrition
 - HLTH 145 - Safety and Fitness
 - P E 107 – Cycling Basics
 - P E 110 – Physical Fitness
 - P E 123 – Basic Weight Training/Conditioning
 - P E 140 – Boot Camp Basics
 - P E 150 – Yoga
 - P E 151 – Aerobic Fitness
 - P E 152 – Pilates
 - P E 163 – Step Aerobics
 - P E 168 – Adult Fitness
 - P E 169 – Cardio Kickboxing
 - P E 170 – Winter Sports Conditioning
 - P E 210 – Advanced Physical Fitness
 - P E 223 – Advanced Weight Training
 - P E 229 – Personal Fitness
 - P E 251 – Advanced Aerobic Fitness
 - P E 263 – Advanced Step Aerobics
 - P E 269 – Advanced Cardio Kickboxing
- **Computation Skills** **3 credits minimum**
 - BTEC 120 – Business Math
 - MATH 100 – Technical Math I
 - MATH 110 – Technical Math II
 - MATH 112 – Precalculus I
 - MATH 116 – Industrial Mathematics
 - MATH 251 – Elementary Math Concepts
- **Human Relations** **3 credits minimum**
 - B A 232 – Human Relations in Business
 - H R 110 – Human Relations in the Workplace

In some programs, courses in psychology, sociology, or interpersonal speech communications fulfill the human relations requirement.

Occupational Major:

Programs vary in total credits necessary to obtain a degree, although the minimum requirement is 90 credits. Core program credits are designed to meet occupational skills standards.