R 601

Academic Standards and Practices

Related Instruction Requirements for Career Technical Certificates

The PCC's accreditation agency, Northwest Commission on Colleges and Universities, requires that "Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation, and 3) human relations." This body of instruction is referred to as "Related Instruction."

Northwest Commission on Colleges and Universities further states that **"**Instruction in the related instructional areas may be either embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study."   Below is information on the specifics of Related Instruction within the PCC system.

Related Instruction in AAS Degrees and Certificates

At PCC, Related Instruction for AAS Degrees is fulfilled by the 16 credits of general education, as described in section Academic Standards and Practices A102.

The Related Instruction requirement in certificates may be fulfilled using stand-alone courses (defined below), courses in the program containing embedded instruction in one or more of the three areas, or a combination of the two. Each certificate with greater than 45 credits must have a completed Certificate Related Instruction Template on file at the Curriculum Office. This document, which shows which courses provide related instructions in which areas, and how many hours, is approved by the Degrees and Certificates Committee.

Related Instruction Course Options:

Stand-alone course(s) option: Uses existing credit courses (must be 100 level or above) that address one or more of the program-related areas 1) communication, 2) computation, or 3) human relations. Sources for this option are a college level course (CTE or LDC) in any discipline that provides instruction that would be relevant to the discipline in question and clearly addresses one of the three areas. Stand-alone courses used for Related Instruction must be identified and the hours included on the Certificate Related Instruction Template (see Curriculum Office website). In the event that the Degrees and Certificates Committee has concerns about the course content with respect to related instruction, it may refer the course to the Curriculum Committee for evaluation.

Embedded instruction option: Embedded instruction occurs simultaneously with program content instruction. Embedded instruction content and hours must be reflected in each course CCOG. SACs can identify embedded instruction hours that apply to their CTE courses only. Embedded Related Instruction must be approved as such (Curriculum Committee and DOI

recommendation; approval by Vice President of Academic and Student Affairs) prior to their inclusion in the Certificate Related Instruction Template.

Credit and Contact Hour Requirements for Related Instruction:

In order to facilitate identification and recording, related instruction will be counted in <u>hours of student learning</u> rather than credits. A credit is considered to represent 30 hours of student learning (time in class, study and practice).

Certificates of 45 to 61 credits: 240 hours (the equivalent of 8 credits) of related instruction with representation in three program-related instructional areas, 1) communication, 2) computation, and 3) human relations. A minimum 48 embedded hours (20% of the minimum total) of student learning are required in each area; 96 embedded hours are at the SAC's discretion.

Certificates of 62 to 108 credits: 480 hours (the equivalent of 16 credits) of related instruction with representation in three program-related instructional areas, 1) communication, 2) computation, and 3) human relations. A minimum 96 embedded hours (20% of the minimum total) of student learning are required in each area; 192 embedded hours are at the SAC's discretion.

The procedures for identifying, submitting and approving Related Instructions may be found on the PCC EAC and Curriculum Office websites. Curriculum Office personnel are also available to serve as resources for completing this process.

Instructor Qualifications for Embedded Related Instruction

SACs need to ensure that instructors of each Career Technical course providing embedded related instruction are qualified to deliver the appropriate related instruction.

The SAC for the CTE program develops specific requirements that pertain to the related instruction embedded in their courses, and recommends these for administrative approval as described in S701.

The Instructor Approval Form will note that an instructor is qualified to deliver embedded related instruction as defined in a supporting document, to be attached to the approval form. The supporting document indicates the course and embedded related instruction, and the specific qualifications that apply to this instructor. Both documents will be reviewed and approved by the VP of Academic and Student Affairs. Upon approval, a copy of both forms will reside in relevant Division Office(s), so that teaching assignments can be made appropriately.

Alternatively, SAC may specify (in the CCOG) topics that should be handled by guest instructors with specified qualifications. In that case it is the responsibility of the instructor of record to ensure that guest instructors are engaged for this purpose.

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