

# Professional Technical Common Courses Approval

## DEVELOPING A NEW COURSE

### Steps to Take

1.  The colleges review the existing [Common Course Matrix](#) for courses similar to the proposed course(s) to see if a course already exists that will meet the colleges' needs.
2.  If there is not an existing course, the colleges convene to develop or modify a common curriculum.
3.  The college group identifies a Lead College Contact to represent the consortia of colleges participating in the Professional/Technical Common Course (P/TCC) development. Record that information below:

Lead College Contact				
College name	Name	Title	Phone	E-Mail
Walla Walla Community College	Lindsey Williams	Director	509.520.6963	<a href="mailto:Lindsey.williams@wwcc.edu">Lindsey.williams@wwcc.edu</a>

Record all participating colleges and points of contact in the chart below.

College Name	Name	Title	Phone	E-Mail
Walla Walla Community College	Matt Williams	Interim Dean of Workforce Transfer and Trades	509.527.4696	<a href="mailto:matt.williams@wwcc.edu">matt.williams@wwcc.edu</a>
Columbia Basin College	Rod Taylor	Dean for Math, Science and Engineering	509.543.1480	<a href="mailto:rtaylor@columbiabasin.edu">rtaylor@columbiabasin.edu</a>
Big Bend Community College	Daneen Berry-Guerin	Dean of Workforce Education	509.793.2053	<a href="mailto:daneenb@bigbend.edu">daneenb@bigbend.edu</a>
Wenatchee Valley College	Yuritzi Lozano	Dean, Allied Health & Professional Technical Programs	509.682.6614	<a href="mailto:YLozano@wvc.edu">YLozano@wvc.edu</a>

4.  The Lead College Contact solicits additional college participation by announcing the intent to create one or more common professional/technical courses on the [Workforce Education Council \(VCT\) eList](#).

5.  The colleges will review existing Professional/Technical Common Courses on the [Common Course Matrix](#) one more time. Colleges will agree on a unique course prefix, number and title to avoid identical courses being listed on the Common Course Matrix. [CLICK HERE FOR ADDITIONAL INFORMATION.](#)
6.  Colleges provide a statement of need for the proposed course(s). Please include evidence of need (Employer request, grant deliverable, licensure or certification requirement, transferability between colleges).

<b>Statement of Need</b>
Common course numbering can play a pivotal role in enhancing the seamless transfer of courses among participating community colleges, ultimately boosting student enrollment. Our primary objective is to expand student access to agriculture pathways, beginning with Soils coursework.

7.  Colleges jointly agree to the following information for each P/TCC. (Replicate the table below for each course)
  - a. In the course description include:
    - i. A summary of the course
    - ii. How it relates to the profession/discipline or how the course meets the requirements of the accrediting agency.
  - b. In the topics/skills section provide examples of topics that will be covered in the course and/or skills that will be addressed.
  - c. In the course outcomes section list the knowledge, skills and abilities students will have mastered at the completion of the course. Outcomes should be:
    - i. Observable
    - ii. Measurable
    - iii. Use specific action verbs
    - iv. Can be demonstrated

Please see the [P/TCC Scoring Rubric](#) for examples.

Colleges may also agree on common curricular elements, textbooks or instructional materials, assessments, equipment and/or other aspects of the course, but those factors are not required and do not need to be listed on the proposal form.

	<b>PREFIX</b>	<b>NUMBER</b>	<b>P/T COMMON COURSE TITLE</b>	<b>CREDITS</b>
	SOIL	201	Soils	5
<b>DESCRIPTION</b>	Introductory course designed to provide a general background and understanding of soil structure, composition, and formation in relation to basic physical, chemical, and biological properties of soil. This course emphasizes			

	PREFIX	NUMBER	P/T COMMON COURSE TITLE	CREDITS
	SOIL	201	Soils	5
	studying soils from land use and water management perspectives in the Pacific Northwest.			
<b>TOPICS/SKILLS</b>	<ul style="list-style-type: none"> <li>• Physical, chemical, and biological properties</li> <li>• Soil components phases, profiles and formations</li> <li>• Soil Management</li> <li>• Soil water relationship</li> <li>• Soil fertility and plant nutrition</li> </ul>			
<b>COURSE OUTCOMES</b>	<ol style="list-style-type: none"> <li>1. Identify the basic physical, chemical, and biological properties of soil.</li> <li>2. Describe the process of soil formation and development.</li> <li>3. Explain how land management practices can serve to maintain or improve soil and environmental quality.</li> <li>4. Analyze the characteristics and behavior of soil water.</li> <li>5. Determine effective general land use and fertility practices based on soil chemical, physical and biological properties.</li> </ol>			
<b>ADOPTING COLLEGES</b>	<ul style="list-style-type: none"> <li>• Big Bend Community College</li> <li>• Columbia Basin College</li> <li>• Walla Walla Community College</li> <li>• Wenatchee Valley College</li> </ul>			

8.  Each participating college seeks individual approval through its established college process. The Chief Instructional Officer from each college will sign the [P/TCC Assurance Form](#).
9.  The Lead College Contact will submit this checklist, assurance forms and a copy of the P/TCC notification email (step 4) to the WEC Chair for review. The WEC Chain will forward the materials to the P/TCC Subcommittee Chair. The P/TCC Subcommittee will review the following:
- a. The process was followed
  - b. College partners were solicited
  - c. Evidence of course(s) need is provided
  - d. Course description is complete
  - e. Student outcomes are well designed
  - f. Required protocols were completed

The P/TCC Subcommittee Chair will notify the Lead College Contact and WEC Chair of the subcommittee's recommendations within fourteen (14) business days via email. The Lead College Contact will notify the other partner colleges of the recommendation.

10.  The WEC Chair will submit the P/TCC proposal and P/TCC Subcommittee's recommendation to chairs of the Articulation and Transfer Council (ACT), Baccalaureate Leadership Council (BAC), and the Instruction Commission (IC) on a quarterly basis. P/TCCs will be considered for final approval in accordance with IC timelines. The IC Chair will communicate feedback and its decision to the WEC Chair.
11.  The WEC Chair will send IC's decision to the Lead College Contact within two (2) business days via

e-mail. The Lead College Contact will notify all partnering colleges.

12.  The WEC chair will also provide the State Board for Community and Technical Colleges with a copy of this checklist. The [State Board](#) will update the [Common Course Matrix](#).
13.  Participating colleges will add the approved Professional/Technical Common Course(s) to their college course catalogs.

**NOTE:** When courses and *programs* are being developed simultaneously, each college should submit a separate [Program Approval Request \(PAR\)](#) form. The PAR should be submitted after P/TCCs are approved by the Instruction Commission and placed on the Common Course Matrix. [CLICK HERE FOR MORE INFORMATION ON PROF-TECH PROGRAM APPROVAL.](#)



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#### **CONTACT INFORMATION**

Kathy Goebel  
Policy Associate, Workforce Education  
p: 360-704-4359  
e: [kgoebel@sbctc.edu](mailto:kgoebel@sbctc.edu)

# Professional Technical Common Courses

## ASSURANCES

I, Big Bend Community College CHIEF INSTRUCTIONAL OFFICER, affirms that Big Bend Community College has approved the following Professional Technical Common Course(s): (Replicate table for each course.)

	PREFIX	NUMBER	P/T COMMON COURSE TITLE	CREDITS
	SOIL	201	Soils	5
<b>DESCRIPTION</b>	Introductory course designed to provide a general background and understanding of soil structure, composition, and formation in relation to basic physical, chemical, and biological properties of soil. This course emphasizes studying soils from land use and water management perspectives in the Pacific Northwest.			
<b>TOPICS/SKILLS</b>	<ul style="list-style-type: none"> <li>• Physical, chemical, and biological properties</li> <li>• Soil components phases, profiles and formations</li> <li>• Soil Management</li> <li>• Soil water relationship</li> <li>• Soil fertility and plant nutrition</li> </ul>			
<b>COURSE OUTCOMES</b>	<ol style="list-style-type: none"> <li>1. Identify the basic physical, chemical, and biological properties of soil.</li> <li>2. Describe the process of soil formation and development.</li> <li>3. Explain how land management practices can serve to maintain or improve soil and environmental quality.</li> <li>4. Analyze the characteristics and behavior of soil water.</li> <li>5. Determine effective general land use and fertility practices based on soil chemical, physical and biological properties.</li> </ol>			
<b>ADOPTING COLLEGES</b>	<ul style="list-style-type: none"> <li>• Big Bend Community College</li> <li>• Columbia Basin College</li> <li>• Walla Walla Community College</li> <li>• Wenatchee Valley College</li> </ul>			

This institution's established approval process has been followed and the courses listed above have been approved by the college.

This institution acknowledges that once the courses have been adopted, no modifications are permissible without utilizing the established Professions/Technical [Revision process](#) or [Deactivation process](#).

Approved By:

*Bryce Humpherys*

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SIGNATURE OF CHIEF INSTRUCTIONAL OFFICER

DATE

Bryce Humpherys

3/7/24

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PRINTED NAME OF CHIEF INSTRUCTIONAL OFFICER

# Professional Technical Common Courses

## ASSURANCES

I, Columbia Basin College CHIEF INSTRUCTIONAL OFFICER, affirms that Columbia Basin College has approved the following Professional Technical Common Course(s): (Replicate table for each course.)

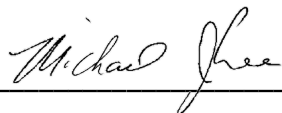
	PREFIX	NUMBER	P/T COMMON COURSE TITLE	CREDITS
	SOIL	201	Soils	5
<b>DESCRIPTION</b>	Introductory course designed to provide a general background and understanding of soil structure, composition, and formation in relation to basic physical, chemical, and biological properties of soil. This course emphasizes studying soils from land use and water management perspectives in the Pacific Northwest.			
<b>TOPICS/SKILLS</b>	<ul style="list-style-type: none"> <li>• Physical, chemical, and biological properties</li> <li>• Soil components phases, profiles and formations</li> <li>• Soil Management</li> <li>• Soil water relationship</li> <li>• Soil fertility and plant nutrition</li> </ul>			
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<b>ADOPTING COLLEGES</b>	<ul style="list-style-type: none"> <li>• Big Bend Community College</li> <li>• Columbia Basin College</li> <li>• Walla Walla Community College</li> <li>• Wenatchee Valley College</li> </ul>			



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Approved By:



3/6/2024

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SIGNATURE OF CHIEF INSTRUCTIONAL OFFICER

DATE

Dr. Michael Lee, Vice President for Instruction

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PRINTED NAME OF CHIEF INSTRUCTIONAL OFFICER

# Professional Technical Common Courses

## ASSURANCES

I, Walla Walla Community College CHIEF INSTRUCTIONAL OFFICER, affirms that Walla Walla Community College has approved the following Professional Technical Common Course(s): (Replicate table for each course.)

	PREFIX	NUMBER	P/T COMMON COURSE TITLE	CREDITS
	SOIL	201	Soils	5
<b>DESCRIPTION</b>	Introductory course designed to provide a general background and understanding of soil structure, composition, and formation in relation to basic physical, chemical, and biological properties of soil. This course emphasizes studying soils from land use and water management perspectives in the Pacific Northwest.			
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Approved By: 

03/15/24

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SIGNATURE OF CHIEF INSTRUCTIONAL OFFICER

DATE

Dante Leon

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PRINTED NAME OF CHIEF INSTRUCTIONAL OFFICER

# Professional Technical Common Courses

## ASSURANCES

I, Wenatchee Valley College CHIEF INSTRUCTIONAL OFFICER, affirms that Wenatchee Valley College has approved the following Professional Technical Common Course(s): (Replicate table for each course.)

	<b>PREFIX</b>	<b>NUMBER</b>	<b>P/T COMMON COURSE TITLE</b>	<b>CREDITS</b>
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Approved By:



3/4/24

SIGNATURE OF CHIEF INSTRUCTIONAL OFFICER

DATE

TOD TREAT

PRINTED NAME OF CHIEF INSTRUCTIONAL OFFICER

\* SOILS 201 WILL WORK THROUGH  
OUR CURRICULUM PROCESS TO REPLACE  
AGRI 263. EXPECTED COMPLETION FOR  
AY 25 CATALOG.