

# Academic Affairs

## 7.0 Catalog Memo of Exception (updates to published catalog)

### Section I: Submission Information

**Memo Title\*** [Post-Secondary Articulation Definition Update-PSAV to Career Certificate](#)

**Hierarchy Owner\***

#### Activity Log

Sheila Seelau

- [+ Academic Affairs](#)
- [- Provost Committee](#)
- [- Academic Affairs](#)
- [- Provost Committee](#)

[Academic Affairs](#)

**Submission and Meeting Dates\***

[Memo of 6/8/2021 from Provost DeLuca appended.](#)

[Sheila Seelau is submitting this memo to Curriculog on provost's behalf 8/30/2021 as an information item for the 9/3/2021 Curriculum Committee meeting.](#)

[This does not require an exception to meeting date approval by the provost, as all action was completed during summer 2021 by the Coordinator of Curriculum and Catalog systems, prior to creation of the Curriculog Memo form.](#)

**Administrator(s) Proposing the Memo\***

[Dr. Eileen DeLuca, Provost](#)

**Supporting Individuals and Titles\***

[Memo cc'd to Brenda Knight, Registrar; Jeffrey D. Peterman, Coordinator of Curriculum and Catalog Systems; Sheila Seelau, Curriculum Committee Chair; Kelsea Cid, Curriculum Committee Vice Chair; Christy Gilfert, Associate Vice Provost, Enrollment Services; Michele Yovanovich, Vice Provost, Student Services; Thomas Norman, Vice Provost, Workforce Programs; Martin A. McClinton, Vice Provost, Academic Affairs; Joseph Van Gaalen, Assistant Vice President, Institutional Research, Assessment and Effectiveness; Joseph Washburn, Program Director, Emergency Services; Michael Jimenez, certificate Coordinator](#)

## Section II: Effective Dates

**Requested Effective Date for Exception\***

**Activity Log**

Sheila Seelau

+ Fall 2021

Fall 2021

**Reason for requesting exception to effective date\***

From Dr. DeLuca's 6/8/2021 email:

The current statewide postsecondary education manual replaces “PSAV” with “Career Certificate.”

By way of this memo, I will ask for the catalog, syllabi and program pages updates to be changed in accordance with the statewide definition updates, and for the changes to be included in the next Curriculum Committee meeting as an information item.

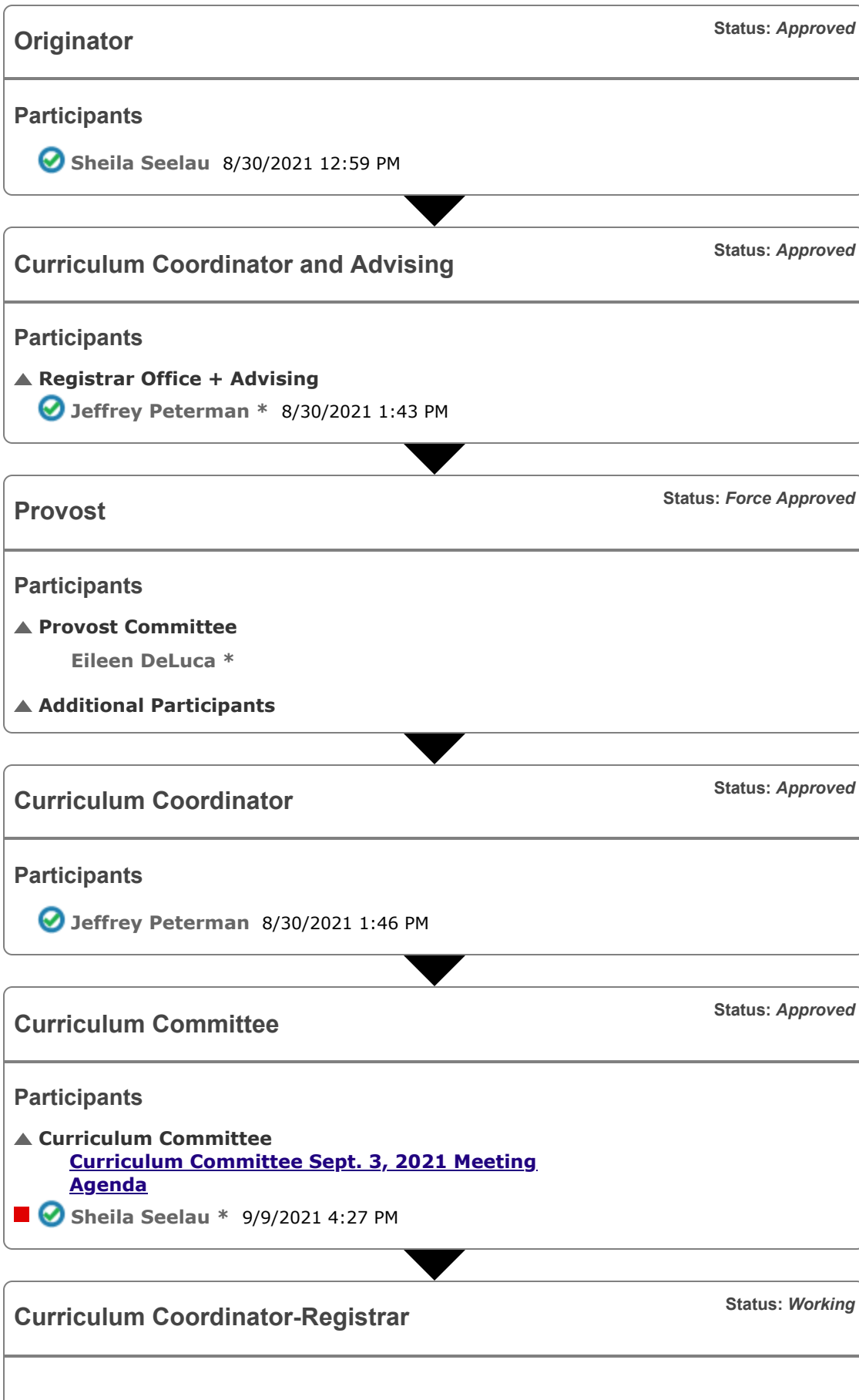
## Section III: Memo Text

**Memo text\***

The current statewide postsecondary education manual replaces “PSAV” with “Career Certificate.” Below are the required edits for the FFP catalog page. Additionally, course descriptions and syllabi for FFP 0030C and FFP 0031C need to have PSAV replaced with “Career Certificate.”

(See catalog page& additional details in attached Memo)

# Steps for Academic Affairs



## Participants

### ▲ Registrar Committee

○ Jeffrey Peterman \*

## **Attachments for Academic Affairs**

**Memo-Post-Secondary Articulation Definition Update-PSAV to Career Certificate.pdf**  
(uploaded by Sheila Seelau, 8/30/2021 12:55 pm)

## Comments for Academic Affairs

**Sheila Seelau**

9/9/2021 4:27 pm [Reply](#)

The current statewide postsecondary education manual replaces "PSAV" with "Career Certificate," affecting the Fire Fighter I/II program. This language change has been applied to the 2021-2022 catalog on the FFP program page and course description pages.

9/3/21 meeting: Dr. DeLuca verified that FFP 0030C and FFP 0031C syllabi do not mention PSAV, so no modifications are necessary. All actions related to this memo have been completed.

**Sheila Seelau**

9/1/2021 11:43 am [1 Reply](#) | [Reply](#)

@Joe Washburn - Please ensure that this language change has been applied to course syllabi for FFP 0030C and FFP 0031C.

**Sheila Seelau**

9/9/2021 4:25 pm

Dr. DeLuca verified during 9/3/21 meeting that syllabi do not mention PSAV, so no changes are required. All actions related to this proposal should now be complete.

**Jeffrey Peterman**

8/30/2021 1:46 pm [Reply](#)

Memo was approved by the Office of the Provost and Catalog Corrections for the 2021-2022 published catalog were made.

**Jeffrey Peterman**

8/30/2021 1:45 pm [Reply](#)

Force Approving Memo proposal for Provost: Memo was approved by the Office of the Provost June 8, 2021 in an email.

**Jeffrey Peterman**

8/30/2021 1:43 pm [Reply](#)

Memo was approved by the Office of the Provost and Catalog Corrections for the 2021-2022 published catalog were made.

**Sheila Seelau**

8/30/2021 12:59 pm [Reply](#)

Jeff,  
Please check the Effective Date on this Memo and correct if needed. I am not sure whether it was applied only to the current catalog (2021-22) or made retroactive to last year (2020-21).  
If all work has been completed on your end, because this memo email originated with Dr. DeLuca, I believe you may force approve it forward to Curriculum Committee.

## Decision Summary for Academic Affairs

## Curriculum Coordinator-Registrar

Status: *Working*

### Step Summary

This step requires **100%** approval from all participants to move forward.

#### Participants

▲ Registrar Committee

○ Jeffrey Peterman \*

#### Totals

Users Approved: **0**

Users Rejected: **0**

