

Academic Affairs Meeting Minutes

Date: 03-16-2026, Monday 3:30-4:30p

Location: MET 208

<p><u>Voting Members:</u> <i>Chair</i> <i>VPAA</i> <i>Faculty Senate Rep</i> <i>Faculty Rep at Large</i> <i>Faculty Transfer</i> <i>Faculty Transfer</i> <i>Faculty CTE</i> <i>Classified Rep</i></p>	<p><u>Present</u> Breah Bollom Annemarie Hamlin Tes Schaeffer Josh Evans Rebecca Franklin (<i>Sub</i>) Venus Nguyen Jen Chance</p>	<p><u>Absent (voting members):</u> Christopher Hazlett Fleur Prade (<i>out for Winter term</i>)</p>
<p><u>Non-voting members:</u> <i>Dean of Enrollment</i> <i>Management & Registrar</i> <i>Assessment & Curriculum</i> <i>Administrator</i> <i>Faculty Forum Exec</i> <i>CTE Council Rep</i> <i>Chair-Moot Rep</i> <i>Committee Specialist</i></p>	<p><u>Present</u> Tyler Hayes Gabrielle Orsi Sara Henson Venus Nguyen Josh Evans Jennifer Beltis</p>	<p><u>Absent (non-voting members):</u> <u>Guests:</u> Michael LaLonde Cathleen Knutson Julie Downing Shannon Waller Stephanie O’Brian Alan Nunes Cindy Lenhart Angie Anderson-May</p>

Meeting began @ 3:30p

(Note: **Approvals and Action items written in red.**)

Unfinished Business:

- Review Academic Affairs Committee Minutes from 3/02/26.

Venus Nguyen moved to approve; Rebecca Franklin seconded – Motion Approved

Old Business: n/a

New Business:

A. Information Items:

- Julie Downing – Pharmacy Technician Discontinued Presentation
 - Julie Downing presented the rationale for discontinuing the pharmacy tech program, citing low enrollment numbers despite various efforts to boost numbers, changing regulatory requirements, and increased competition from employer-trained workers.
 - The team discussed previous attempts to improve enrollment, including shortening the program from three to two terms, seeking partnerships



with St. Charles, and exploring high school cohort options, though these efforts were not successful enough to sustain the program.

- The group discussed the proper process for program discontinuation with concerns about following the curriculum committee's established procedures rather than making decisions outside the formal process.
- The Pharmacy Tech Certificate of Completion current information can be viewed in the catalog at <https://catalog.cocc.edu/degrees-and-certificates/pharmacy-technician/pharmacy-technician-cc1/index.html>

B. Action Items: n/a

C. Other Items:

- Angie Anderson-May – Review of process changes for Course Fees
 - The committee reviewed the course fee pilot process, sharing feedback about the timing and the need for clearer documentation of fee calculations, motivations, and their justification.
 - Michael LaLonde and Angie Anderson-May will create guidance documentation for future fee decisions.
 - Discussed how to improve the process for reviewing course fees annually.

D. Future Items: n/a

Josh Evans moved to adjourn; Tess Schaeffer seconded – **Motion Approved**

The meeting adjourned at 4:23p.

Next Meeting: March 30th 2026 at 3:30 – 4:30p, MET 208