



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
 - Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE

COCC Pharmacy Technician Program Discontinuation

Rationale

Several factors contribute to why COCC's Pharmacy Technician (Pharm Tech) program enrollment has been so low the past several years.

1. Changes to certification requirements: Historically, the Oregon Board of Pharmacy required individuals holding an Initial Pharmacy Technician license to obtain national certification within 12–18 months. However, during the COVID-19 pandemic, the Board changed its policy to allow renewal of the Initial license without ever becoming certified, and this policy remains in effect. As a result, uncertified technicians—many of whom have not completed a formal training program—can continue renewing their licenses indefinitely. This eliminates the previous requirement to become certified and reduces the incentive for technicians to pursue formal education.
2. Shift to on-the-job training: many local pharmacies—such as Walmart and Walgreens—offer their own in-house training programs in which employees receive on-the-job experience while completing online modules. These programs are free to participants, who are also paid employees during training. This creates a competitive advantage that formal educational programs cannot match.
3. Employers need pharm techs immediately: There continues to be a nationwide shortage of pharmacy technicians, and employers typically need to fill positions immediately. As a result, they are unwilling to wait for candidates to complete a formal education program, even one lasting only two terms. Consequently, prospective students often bypass college programs and instead receive on-the-job training or complete their employer's internal training program.
4. Partnerships ended: During the first three years of the COCC Pharmacy Technician program, enrollment was supported by a consortium and grant that enabled us to partner with other Oregon community colleges to train their students. After the grant ended, we continued the consortium for several additional years; however, participation declined as partner institutions developed their own programs or stopped promoting ours. This reduction in collaboration further contributed to declining enrollment.

For context, Dental Assistants (DA) and Medical Assistants (MA) can also be trained on the job in Oregon, but there are significantly more employment opportunities in those fields than in pharmacy technology due to the larger number of clinics compared to pharmacies. As a result, DA and MA programs maintain strong enrollments, whereas Pharmacy Technician enrollment remains low.

Efforts made to increase Pharm Tech enrollment

- a. Reduced program length: The program length was reduced from three terms to two in an effort to shorten the time required for students to become job-ready; however, this change did not improve enrollment.
- b. Sought partnerships and collaborations:
 - a. Multiple attempts to partner with St. Charles Health System on a Pharmacy Technician training pathway were unsuccessful.
 - b. Efforts to collaborate with local high schools to offer introductory coursework to prospective students did not result in increased enrollment.
- c. Conducted additional outreach: Faculty distributed program fliers to local pharmacies, but these efforts did not yield meaningful increases in interest or enrollment.

Key requirements for pharmacy technicians in Oregon (per the Oregon State Board of Pharmacy):

1. Age: At least 18 years old
2. Education: Must have a high school diploma or GED
3. License: Must apply for and obtain an Oregon Pharmacy Technician license
4. Background Check: Required for licensing
5. Training: Employees can receive on-the-job training under a licensed pharmacist.

Education vs. On-the-Job Training

- College or pharmacy tech school is NOT required to start as a pharmacy technician in Oregon.
- Pharmacies can train employees on the job, as long as a licensed pharmacist supervises the work and documents the training.

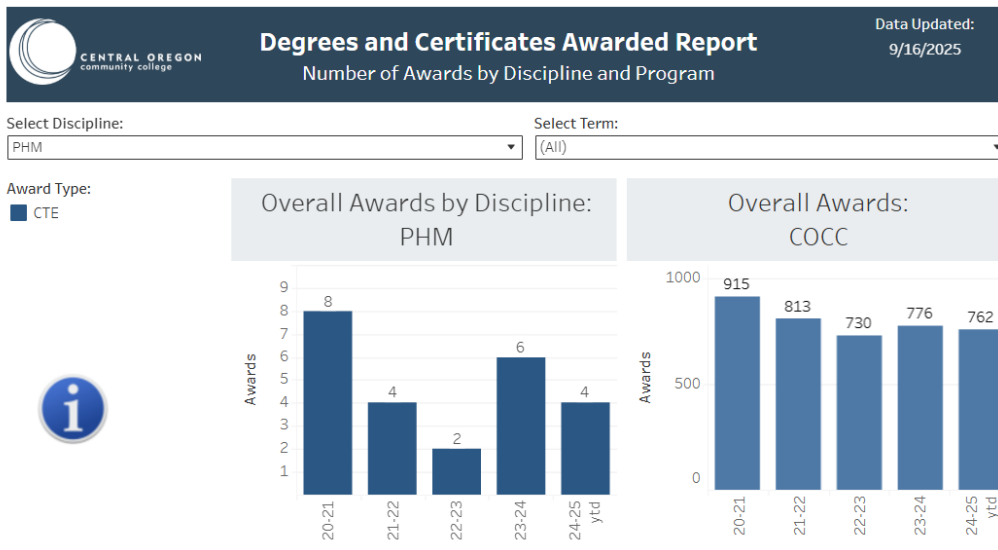
While some of the Central Oregon pharmacies continue to advocate for future pharm techs to go through formal pharm tech education programs like COCC's, their immediate need to have someone hired and working reduces the likelihood they will require formal education. With minimal requirements at the state level, they instead train the pharm techs in house. Thus, because we have a FT faculty member and PT faculty members teaching so few students (average of 5 graduates per year over the past 6 years), we feel it is in the best interest of the College to discontinue this program. Discontinuation would include a full teach out Fall 2026 and Winter 2027. The FT pharm tech faculty member is being retrained to teach in the Medical Assisting program as well as teach some of the basic Allied Health courses such as Medical Terminology.

Enrollment trends

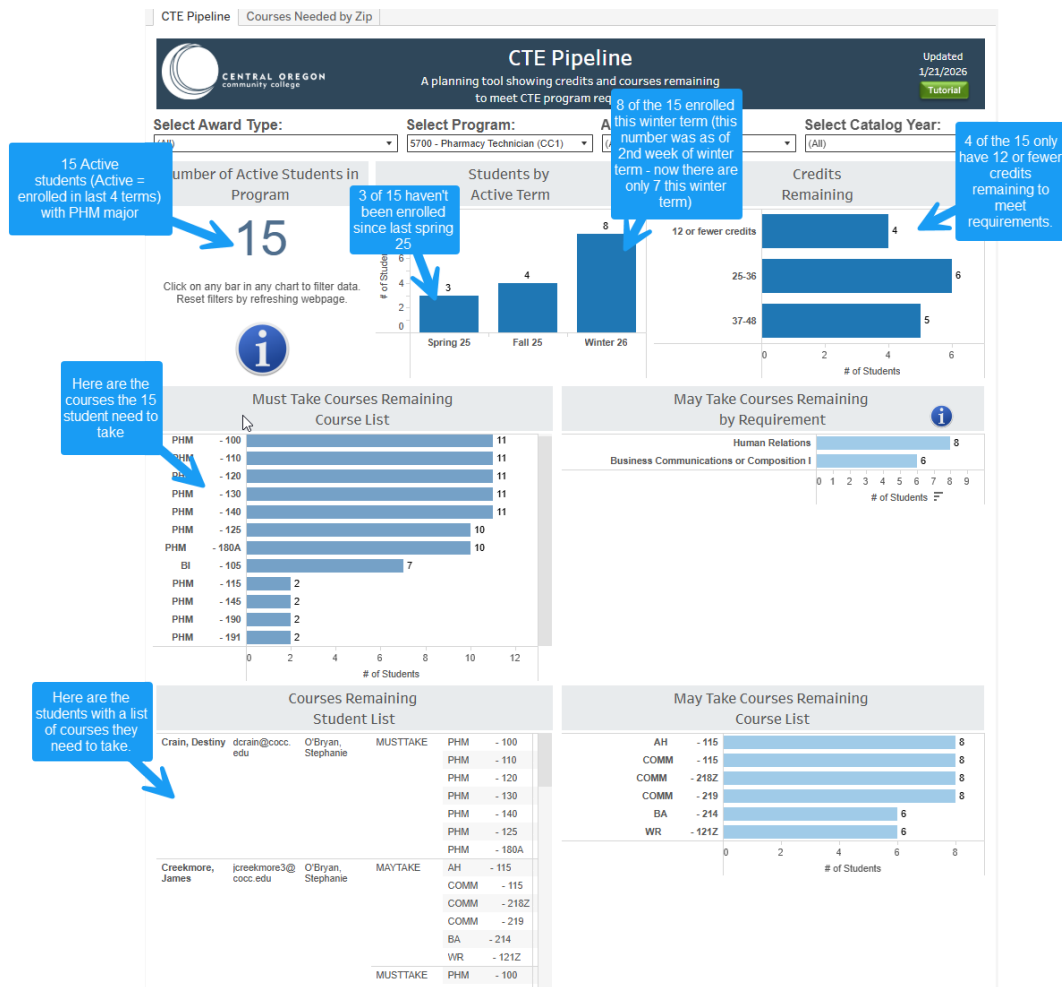
The pharm tech program enrollment has been very low for many years now, as seen in the table below.

Academic Year	Number of COCC Pharm Tech Graduates
2020-21	8
2021-22	4
2022-23	2
2023-24	6
2024-25	4
2025-26*	7
AVERAGE	5

*In progress.



The top chart shows that over the past 6 years, 31 students total have graduated with their certificate in Pharm Tech – an average of 5 students per year. The tableau data compares Pharm Tech certificates versus overall COCC awards.



According to the [CTE pipeline dashboard](#), 15 students are currently listed as active in the Pharm Tech program as of March 2026 and will need coursework to complete their certification-specific courses shown above. COCC will notify these students of the teach-out.

Communication Plan

We have begun the process to let all stakeholders know about the plan to discontinue the COCC Pharm Tech program and do one last teach out of the core Pharm Tech courses Fall 2026 - Winter 2027.

1. Fall 2025: The instructional dean over Pharm Tech consulted with the program director and department chair to discuss the possibility of sunseting the program due to the reasons listed at the beginning of this document. All agreed to this plan as well as the plan to retrain the full-time faculty member.
2. October 27, 2025: VPAA Annemarie Hamlin shared information about declining enrollment and changes in certification requirements with **Review and Support Committee** members, indicating that the full-time faculty member would be retained and retrained to each in Medical Assisting.

3. March 16, 2026: The request to discontinue the program—along with the rationale, supporting data, communication plan, and teach-out plan will be presented to the **Academic Affairs Committee** as an informational item.
4. April 2026: As noted above, the Pharm Tech program director and Allied Health Department Chair have been participants in this decision, per article 11 of the current faculty collective bargaining agreement, **written notification** will be provided to all faculty members in the affected seated discipline (Pharm Tech), all department chairs at COCC, and the Faculty Forum Executive Committee. By April 2026, VPAA Annemarie Hamlin will request a written response from RSC, and will then make this notification to chairs and FFEC.
5. Spring 2026: The **Assessment and Curriculum Administrator**, Gabrielle will add the following statement below in the AY 2026-27 COCC college catalog:
Beginning fall 2026, this program is no longer accepting new students. Students who are currently enrolled in the program can complete their programs according to the completion plan developed by the department. Students should contact their academic advisor for additional information.
6. Spring 2026: **Director of Financial Aid**, Breana Sylwester has reviewed the plan and confirmed that the program will be removed from COCC's agreement with the U.S. Department of Education.
7. Spring through Fall 2026: **Dean of Enrollment Services and Registrar** Tyler Hayes has coordinated with the recruitment team (Kayleen Schweitzer and Ryan Ballinger) to develop the following communication strategy:
 - A. **Prospective Students (RFI Submissions)**
 - A dedicated Pharm Tech email, automatically sent to RFI submitters, will be reviewed and updated by Stephanie O'Bryan and Julie Downing
 - John Moore will add a prominent banner to the COCC Pharm Tech webpage noting the program's discontinuation and teach-out timeline.
 - High-school rack cards that link to the program webpage via QR code will reflect the updated messaging.
 - B. **Current Students in the Pipeline**
Stephanie O'Bryan will work with Julie Downing and Tyler Hayes to draft and distribute an email to all Pharm Tech majors outlining the teach-out plan and timelines.
 - C. **Future Applicants (No RFI Submitted)**
Ryan Ballinger, Health Careers Outreach Coordinator, will conduct targeted outreach to ensure prospective applicants are aware of the discontinuation and relevant deadlines.
 - D. **Application Update**
The Pharm Tech degree option will be removed from the admissions application at the end of Fall 2026. Eric Weller has been consulted regarding the most effective approach.
8. Next Fall term 2026, the new CTE Instructional Dean will bring the discontinuation request to the COCC Curriculum Committee for approval to remove from the catalog.
9. Gabrielle Orsi will notify the state of the discontinuation.

Teach-Out Plan

As shared above, we are notifying all current students by the end of Winter term 2026 about the discontinuation of the program and that we will be teaching out the core Pharm Tech courses one last time in Fall 2026 – Winter 2027. Students can complete other required courses outside of Pharm Tech in other terms.