

Academic Affairs Meeting Minutes

Date: May 11, 2026, Monday 3:30-4:30p

Location: MET 208

<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>	<u>Present</u> Breah Bollom Annemarie Hamlin Josh Evans Brian Kerr (Sub) Rebecca Franklin (Sub) Jen Chance	<u>Absent (voting members):</u> Tes Schaeffer Christopher Hazlett Fleur Prade Venus Nguyen
<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>	<u>Present</u> Tyler Hayes Gabrielle Orsi Sara Henson Josh Evans Jennifer Beltis	<u>Absent (non-voting members):</u> <u>Guests:</u> Tom Barry Helen Wiersma-Koch Cindy Lenhart Vaughn Briggs Brian Keechle Gabriel Franco

Meeting began @ 3:30p

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

Old Business

A. Unfinished Items:

- Review Academic Affairs Committee Minutes from 4/27/26

Josh Evans moved to approve; Jen Chance seconded – **Motion Approved**

New Business

A. Information Items: n/a

B. Action Items:

- Second Reading:** Gabrielle Orsi, Amy Howell (not present) – Proposal: Early Literacy Foundations Certificate of Completion (revised)

Annmarie Hamlin moved to approve; Jen Chance seconded – **Motion Approved**

- First and Second Reading:** Gabrielle Orsi, Brian Keechle – Proposal: Gas Tungsten Arc Welding Career Pathway Certificate of Completion (GTAW CPCC)
 - High need skill in Central Oregon within the welding fabrication workforce.
 - 1 term, 3 courses; Stackable with other courses. Each one certificate adds more credentials for the student as they progress through the AAS and in will allow them to move up in their job positions.

Jen Chance moved to approve; Brian Kerr seconded – **Motion Approved**



- **First Reading:** Gabrielle Orsi, Cindy Lenhart, Brian Keechle, Gabriel Franco – Proposal: CNC Operator Career Pathway Certificate of Completion (CPCC)
 - Questions about letters and labor market data. All have been required by HECC.

Jen Chance moved to approve; Brian Kerr seconded – **Motion Approved**

- **First Reading:** Helen Wiersma-Koch – Proposal: Accounting Basics Career Pathway Certificate of Completion (CPCC)
 - Developed to provide a stepping stone to transfer to OSU or a one-year certificate for job seekers or upskill the job they have.
 - Will be in the catalogue on which sequence best suits the student
 - Staffing will be business instructors at this time.

Brian Kerr moved to approve; Jen Chance seconded – **Motion Approved**

- **First Reading:** Helen Wiersma-Koch, Vaughn Briggs – Proposal: Small Business Essentials
 - This certificate provides a foundation in business skills; part of the AAS degree and currently taught. Madras and Prineville Advisory Committees relay this would open the door for some entry-level management positions.
 - Specifically designed for Madras and Prineville campuses.
 - High School partners (College Now) have requested the same thing.
 - Program Demand Gap analysis shows these skills are needed across the region.
 - These are stackable and a way to support branch campuses.

Brian Kerr moved to approve; Jen Chance seconded – **Motion Approved**

- **First Reading:** Helen Wiersma-Koch - Construction Management AAS
 - New and more involved than the certificates
 - Project came about through the Central Oregon Builders Association.
 - Huge employment and skills gap in our area of construction jobs.
 - Fall needs assessment shows great feedback from 23 employers.
 - Advisory committee contains representatives from several major construction companies in Central Oregon; helped develop the program learning outcomes, courses and course descriptions.
 - No faculty available with this level of construction expertise so relied on feedback from the experts in the industry on exactly what Central Oregon needs.
 - Target launch of program for 2028; extensive curriculum development, budget, hiring faculty.
 - Program Demand Gap analysis shows these skills are also highly needed across the region.

Annamarie Hamlin moved to approve; Jen Chance seconded – **Motion Approved**

- **First Reading:** Helen Wiersma-Koch - Construction Trades, General Apprenticeship AAS
 - Background: Oregon non-union apprenticeship or partners with colleges offer credit for their courses; Apprentices at COCC can be earning 16-40 credits that don't go anywhere. Training partners pay for the courses meaning no use of financial aid. Other institutions have implemented a general apprenticeship AAS degree (similar to an AGS) where the apprenticeship credits are applied to the degree.
 - Outcome: opportunity to give the apprentices a path forward and use the credits they earn toward a degree to possibly advance to a supervisory role.
 - Future: Once the degree is approved hopefully will be able to have CPCC's for each trade in the apprenticeship program.

Brian Kerr moved to approve; Jen Chance seconded – **Motion Approved**

C. Other Items: n/a

D. Future Items: Proposal for AAS in Animation and 3 new CPCC's, Second Readings for above First Readings, Alicia Moore discussion for new legislation for deployed students

Jen Chance moved to adjourn; Brian Kerr seconded – **Motion Approved**

The meeting adjourned at 4:35p.

Next Meeting: 6/08/26 at 3:30 – 4:30p, MET 208