



Date: March 13, 2026

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Tom Barry	Sarah Fuller
Savannah Boyer		Jess Schueler
Tracy Crockett		Frank Payne
Scott Dove		Helen Wiersma-Koch
Lisa Merritt		Alicia Moore
Galit Ruebush		
Talia Stockwell		
Marilyn Waller-Niewold		
Sara Henson		
Greg Pereira, President		
Kyle Matthews, Recorder		

Meeting called to order at 10:00 a.m.

1. Old Business

- a. Review Minutes from February 13, 2026 Meeting – Breana Sylwester
 - Motion to approve the meeting minutes.
Motion made by Lisa Merritt, seconded by Tracy Crockett.

2. New Business

- a. Proposal for Anatomy and Psychology (A&P) Online Lab Fees, 1st Reading – Sarah Fuller and Jess Schueler
 - Schueler explained that online A&P lab students have been doing at-home dissections, which are the same dissections done by in-person students. The kit costs \$85 per student and includes four dissections. The proposal is for a trial during the Fall 2026 term with a \$55 flat fee, and the remaining \$30 per student subsidized by the Biology Department.
 - Ruebush asked if kits would be delivered to a student’s home and if the students would be expected to bring the kits to in-person labs.
 - Schueler said that students can do their dissections as a group during open lab time, but others do not live near Bend and would prefer to do their dissections at home.
 - Pereira asked what the students would be dissecting.
 - Schueler said they would dissect a sheep’s brain, eye and heart. The kit also includes a sheep’s kidney, which is not currently required for the program, but could be added to a course in the future.
 - Ruebush asked if students could obtain a kit, use it for one course, and keep it until they need it again for another course.
 - Schueler confirmed this and noted that the kits will not require refrigeration and will include instructions for proper disposal.
 - Henson asked if the proposal is for the full \$85 fee, or only for the \$55 pilot program.



- Fuller said that they are requesting for the \$55 fee for a one-year trial. They will ask for feedback from the instructors to assess the new fee process for the following year.
 - Henson asked what impact this proposal might have on faculty workload.
 - Schueler expected the impact would be minimal. The faculty will send the funds to the vendor, then the vendor would send individual order codes for the instructors to distribute to their students.
 - Henson asked if there would be any additional preparation, assessment and grading from instructors that would be needed for these dissections.
 - Schueler suggested that it would only be a replacement of one kind of workload for a similar amount.
 - Pereira asked if COCC has other courses that offer supplemental kits for online courses.
 - Fuller said that there are no other science courses that currently offer supplemental kits for online students. They were temporarily offered during the COVID-19 pandemic, but it required a lot of in-house work and had liability concerns.
 - Henson said that there are online art classes that have packages of materials that students can order through COCC's Bookstore.
 - Motion to approve the first reading of the proposed A&P online lab fees.
Motion made by Galit Ruebush, seconded by Scott Dove.
 - Motion approved unanimously.
- b. Proposed Inclusive Access (IA) Course Fees for the Fall 2026 Term, 1st Reading – Frank Payne
 - Payne said that there will be some additional courses that will be added to the second reading of this proposal.
 - Motion to approve the first reading of proposed IA course fees for the Fall 2026 term.
Motion made by Scott Dove, seconded by Tracy Crockett.
 - Motion approved unanimously.
- c. Proposed Construction Pre-Apprenticeship Fees, 1st Reading – Helen Wiersma-Koch and Brandi Dancen
 - Wiersma-Koch explained that the Pre-Apprenticeship program was grant funded prior to the Fall 2025 term, so it was offered at no cost for students. The grant has since been discontinued, so the program transitioned from non-credit to a credit program, which was not anticipated and budgeted for. It costs about \$1,500 per section to supply students with the tools and materials needed to offer these courses. The proposal is to charge students a course fee of \$100 for the Construction Building course in order to subsidize the tools and materials needed. This will not cover the entire cost for the course, but COCC could sell the finished projects at tradeshow to recoup some costs.
 - Merritt noted that there have been difficulties with student recruitment for this program, even when it was offered free of charge.
 - Wiersma-Koch said that the program's cohorts have been full every term since she started working at COCC.
 - Merritt asked why the students could not keep their finished projects.
 - Wiersma-Koch explained that 12 students would build a shed and a doghouse together, so it would not be feasible for them to take their projects home.
 - Henson asked if students would qualify for financial aid for these credited courses.



- Wiersma-Koch said they are not currently eligible as the program only consists of 12 credits and 36 credits are required for a program to be eligible for financial aid. However, the Pre-Apprenticeship program is working with the Financial Aid and Enrollment departments on an application for eligibility for Workforce Pell Grants. This could happen as soon as the Fall 2027 term.
- Henson asked if there are any other sources of funding that students could use to pay for these courses.
 - Wiersma-Koch said the College has a close relationship with the Central Oregon Builder's Association, who may be able to offer scholarships in the future. She also noted that over 90% of the graduates from this program have either been hired into apprenticeships or transferred into other COCC programs.
 - Henson asked what programs graduates have transferred into.
 - Wiersma-Koch said that most of the transfers have been to Manufacturing or Automotive Technology, but some students have transferred to Culinary Arts or other CTE programs.
- Motion to approve the first reading of proposed Construction Pre-Apprenticeship program fees. Motion made by Galit Ruebush, seconded by Tracy Crockett.
 - ☑ Motion approved unanimously.

3. Old Business

- a. Proposed Increase to Automotive Course Fees, 2nd Reading – Helen Wiersma-Koch and Jim Siekkinen
 - Motion to approve the second reading of proposed increases to Automotive course fees. Motion made by Tracy Crockett, seconded by Scott Dove.
 - ☑ Motion approved unanimously.
- b. Proposed Revisions to General Student Policies, 2nd Reading – Alicia Moore, Tyler Hayes and Andrew Davis
 - Moore said that additional revisions were made after the first reading to reflect the recently revised Course Challenge policy.
 - Motion to approve the second reading of proposed revisions to G-6-4, 8.2, and 8.15; G-7-0; G-13-0; G-30-2, 4, 5, 6, 7, 9, 13, 14, 15, 16, and 18; G-32-6; G-33-0, 1.2, 1.3, 1.4, 4, 7, and 8. Motion made by Lisa Merritt, seconded by Galit Ruebush.
 - ☑ Motion approved unanimously.

4. Confidential Business (Committee Members Only)

- a. Bart Queary Lifetime Achievement Award Nominees – Breana Sylwester
 - The Committee Reviewed the letters of nomination and voted on winners for the award.

Motion to adjourn the meeting.

Motion made by Scott Dove, seconded by Marilyn Waller-Niewold.

Meeting adjourned at 10:59 a.m.

NEXT MEETING: Friday, April 10, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom