

CAAC Minutes: 2026-03-17

CAAC Meeting Minutes

March 17, 2026, at 3 p.m. — Student Center, Room 211A — Covestro

Present: Roshele Friudenberg, John Elliott, Sajjad Khan, Josh Armstrong, Jordan Salazar, Helen Manibusan, Marcus Wilson, Tivo Parras, Noel Garcia, Christine Miller, Scott Bennett, Jessica Thompson Falls, Carl Husband, Ed Koretz, Jamie Halloway, Joe Ganakos, Dana Woods, William Walker, Laura Lane Worley, Sarah Tidwell, Priscilla Sanches, Javier Ramirez, Cristen Martin

1. **Call to Order at 3 p.m.**

2. **Approval of Minutes**

Motion to approve minutes. Minutes approved.

3. **Officer Reports**

a. CAAC Chair: Alexa-Marie Ramirez

Michael will be leaving the secretary position in May. CAAC will need a new secretary.

b. CAAC Vice-Chair: Roshele Friudenberg Nothing to report.

c. CAAC Secretary: Michael Carson Nothing to report.

4. **Informational Items — Administration**

a. Executive Vice President, Academic & Student Affairs: Douglas Walcerz Not present.

b. VP of Academic Affairs: Janena Norris Nothing to report.

c. VP of PIER & Enrollment Management: Scott Bennett Nothing to report.

d. VP of Transfer, Placement & Workforce: Marissa Moreno Nothing to report.

e. Director of Academic Advising: Sarah Tidwell

Fall registration begins April 7, university visits begin next week, and the transfer fair will be held on the 19th, from 11-1.

f. Guided Pathways & Quality Service: Nicole Tunmire Nothing to report.

g. Executive Director, Enrollment Management: Carl Husband, Jamie Holloway
Jamie added as registrar.

h. Director, Library: Paul Arrigo

Not present. Jose now in charge of the Academic Honesty Committee.

5. **Old Business**

None

6. **New Business**

a. Marcus Travon Wilson

2248 — Change/Update Deg/Cert Plan: Industrial Welding Technology (AAS — WE2)

Marcus gave background on reasons for the update. The division want to align with industry needs, increase workforce readiness, and create flexible pathways. This revision will increase enrollment and meet Lee College's strategic goals.

Move to discuss. Seconded. Committee member asked if students can jump right into the third certificate. Marcus explained that it supposed to encourage progression. They might have to codify this.

Committee member asked if this creates two pathways. Yes, it does.

Committee members asked if we will make credential for this. Yes. Committee

discussed a confusion over how the schedule of progression works. Marcus agreed to include a semester by semester chart.

Committee member asked if division coordinated with dual credit. Yes.

Committee pointed out that the meeting notes need to be updated. Move to approve with separate schedule for sequences. Marcus will email these to Gabby and cc Alex.

Motion to approve. Seconded. Approved unanimously.

b. 2. Steven Saunders

2247 — Change/Update Course Descr: CPMT 1443 Informational item mandated by WECM.

c. 3. Helen Manibusan

2249 — Miscellaneous: Add Requisite BIOL 2420

Helen explained that current organization is a financial burden for the student and delays entry to program.

Motion to discuss. Seconded.

Committee member asked if other nursing programs made this change. Helen said most had already made the change.

Motion to vote. Seconded. Unanimous approval.

7. Open Forum

Alexa reminded division chairs to include dual credit in curriculum changes.

AAS in logistics and Supply Chain is not in compliance with SCH. CAAC will hold an email vote over an amendment to CAAC request #2179.

Email vote over the following proposal:

Update the degree plan to reflect ACCT 2301 (already approved by CAAC)

Add a 1-SCH KINE elective in the third semester (same semester as ACCT 2301) 6 out of 11 members voted yes. None opposed. Motion passes.

8. Adjournment at 3:32 p.m.