

MINUTES
CURRICULUM COMMITTEE MEETING

3:30 pm – 5:00 pm

Zoom

April 2, 2024

Voting Members Present

Liz Peters, Tiffany Kragnes, Lindsay Masten, Emily Peek, Kathie Peterson, Tania Sheldahl, Andrea Riffel, Stacey Hilton, Sheila Jarrell, and Charles Lohman

Non-Voting Members Present

Leslie Sparkman-Winsor, Diana Dowling, Kim Howell, and Ustadza White

Sponsor

Dr. Doug Berry

Guest

Thomas Leavitt, Jerald Monahan, Dean Holbrook, and Joan Fisher

Absent

Alex Barber, Sarah Southwick, Jennifer Ritter, Cassi Gibson, and Jacqueline Mench

- I. Approval of Minutes from March 5, 2024
 - a. Motioned and seconded to approve the minutes. Vote taken; motion approved.
- II. New Business
 - a. AJS 291 Course Modification and Law Enforcement and Corrections Certificate Program Modification
 - i. The committee discussed the credit hour change for the certificate and the simplified course description for the course modification.
 - ii. Motioned and seconded to approve the modifications for AJS 291 and the Law Enforcement Certificate. Vote taken; motion approved.
- III. Discussion
 - a. The committee discussed the reemergence of ROTC at Yavapai College.
 - i. The committee agreed to revisit the matter at a later time.

b. Curriculum Committee 2025-2026 Meeting Dates

- i. The committee agreed to keep the time as is at 3:30 pm on the 1st and 3rd Tuesdays of the month.

c. Curriculum Deadlines

- i. The committee discussed the following options regarding deadlines.
 1. Early submissions for 12-month positions.
 2. Early consideration for programs. For instance, proposals for Fall 2025 programs would be submitted by Spring 2024.
 3. Limited time slots for review at curriculum meetings.
- ii. Liz proposed conducting a Summer Institute workshop to encourage faculty to work on programs and courses even when the curriculum forms are closed.
- iii. The committee decided to delve further into the matter during the upcoming meeting.

IV. Adjournment