

**Yavapai College Curriculum Committee**  
**MEETING MINUTES**  
 Tuesday, September 3<sup>rd</sup>, 2024 3:30-5:00 pm  
 ZOOM

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to order/            Establish            Quorum</b>	Committee Members: <b>Alex Barber (Div 1)</b> , Diana Dowling*, Stacey Hilton, <b>Kim Howell*</b> , Sheila Jarrell, Tiffany Kragnes (Div 2), Thomas Leavitt (Adj Rep), Charles Lohman (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth*, Trevor Nordin (Div 2), Emily Peek, Liz Peters (Chair, Div 1), Kathie Peterson (Div 4), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*  Sponsors: Dr. Doug Berry, Dr. Marylou Mercado  Guests: Dean Holbrook, Alex Lewis, Meghan Paquette, Kelsey Rumsey  <i>*=Not a Voting Member; Highlight indicate absent</i>	<b>Quorum established with 7 faculty and 5 staff</b>
<b>I. Approval of Minutes</b>	Meeting Minutes from Tuesday, April 16, 2024 <ul style="list-style-type: none"> <li>• Approved unanimously</li> </ul>	
<b>II. New Business:</b>	<ul style="list-style-type: none"> <li>• The committee still has some faculty vacancies and awaiting information regarding the assigned student representative from SGA.</li> </ul> I. Report: Active Courses Not Offered Since Term Spring 2021 <ul style="list-style-type: none"> <li>• The OIS runs a report each spring that generates a list of courses not offered within the last three years. This list is sent to the Deans/AVPs for review and they respond as to whether the course should be deleted or not.</li> <li>• The shared report are the courses that were deleted from catalog over the summer due to this process.</li> </ul> II. ABUS change to program note re: Quantitative Requirement <ul style="list-style-type: none"> <li>• There was a late request in the spring semester to delete language from the ABUS program that detailed courses to take at the state universities and another community college. This information was removed.</li> </ul>	
<b>III. Discussion</b>	III. Curriculum Manual <ul style="list-style-type: none"> <li>• The committee has not had a Curriculum Manual up to this point. The manual should contain all of the procedures used to maintain the curriculum bank and catalog from year to year.</li> </ul> IV. Forms and workflow <ul style="list-style-type: none"> <li>• In the spring, changes were made to how curriculum proposals</li> </ul>	<b>Committee members will review the Curriculum Manual and be ready to vote on it at the next committee</b>

	<p>are reviewed in Curriculog due to comments and feedback received from various stakeholders.</p> <ul style="list-style-type: none"> <li>• Changes included: Dean/AVPs will approve the proposal first and Associate Deans, Department Chairs, Program Directors will be copied as an informational item.</li> <li>• The curriculum representatives are now effectively part of the Tech Team review step.</li> <li>• There are now six forms (New, Modification, and Deletion for both courses and programs) instead of two forms (One for courses and one for programs).</li> </ul> <p>V. Consent agenda</p> <ul style="list-style-type: none"> <li>• There is a proposal to begin using a consent item agenda. If a proposal does not have any comments or questions from the committee or answers all of those comments and questions by a pre-determined time, the faculty member will not need to appear at a Curriculum Committee meeting and the committee will approve those items as a whole without discussion.</li> <li>• If discussion is needed, the committee can vote to remove an item from the consent agenda to discuss.</li> <li>• There may be certain proposals that might never be on a consent agenda, like new programs with multiple course changes.</li> </ul> <p>VI. QuickStart proposal timeline</p> <ul style="list-style-type: none"> <li>• There has been a request to consider implementing a deadline for quickstarts to be submitted prior to being offered. Timelines such as before the registration deadline for the semester the course will be offered down to eight weeks prior to the semester.</li> <li>• It was discussed that quickstarts cannot be used for credit, even if the courses is made a permanent course in a future academic year and they cannot be paid for with Financial Aid.</li> <li>• It was decided that more language guiding the use of quickstarts should be added to the form instead of deciding on a deadline.</li> </ul>	<p>meeting. Send any questions or comments to Sarah beforehand to be compiled.</p> <p>Emily and Sarah will have a proposal on how to better include the whole committee in the reviews for proposals for the consent agenda proposal to be possible.</p> <p>Emily and Sarah will put together proposed language to add to the quickstart form, notifying faculty of the limitations of such a course.</p>
<b>IV. Adjournment</b>	Meeting adjourned at 5:00 pm	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• September 17<sup>th</sup></li> <li>• October 1<sup>st</sup></li> <li>• October 15<sup>th</sup></li> <li>• November 5<sup>th</sup></li> <li>• November 19<sup>th</sup></li> <li>• December 3<sup>rd</sup></li> <li>• December 17<sup>th</sup></li> </ul>	