

Yavapai College Curriculum Committee
MINUTES
 Tuesday, September 17th, 2024 3:30-5:00 pm
 ZOOM

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>						
Call to order/ Establish Quorum	<p>Committee Members: Alex Barber (Faculty Senate Rep), Diana Dowling*, Stacey Hilton, Sean Holmes (Div 5), Kim Howell*, 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*, Jaedyn Weathersby (Student Representative)</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Eli Humes (Div 1), Meghan Paquette, Kelsey Rumsey</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p>						
I. Approval of Minutes	<p>1. Meeting Minutes from Tuesday, September 3, 2024 Meeting minutes were approved unanimously.</p>							
II. New Business	<p>2. Curriculum Committee Charter</p> <ul style="list-style-type: none"> • The Committee discussed changes to the charter which included title changes to reflect updated roles regarding Tech Team, faculty reps, etc. Titles were changed to generic language to avoid numerous changes to the charter as reorgs occur. • Discussion also included information about academic policy and establish quorums with faculty representation. It was agreed to keep language neutral, no numbers added, to keep faculty representation balance and in the majority. • Revisions were approved and seconded. Charter was approved unanimously. <p>3. Curriculum Proposals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Packages</th> <th style="text-align: left;">Proposal Type</th> </tr> </thead> <tbody> <tr> <td> Manufacturing & Machining Tech Dept. MET 110 <ul style="list-style-type: none"> • Quickstart course that needs to become active. • Learning Outcomes were updated. • Approved unanimously. </td> <td style="vertical-align: top;">New Course</td> </tr> <tr> <td> Division 1 AUT 295 ELT 198 </td> <td style="vertical-align: top;"> Course Mod. New Course </td> </tr> </tbody> </table>	Packages	Proposal Type	Manufacturing & Machining Tech Dept. MET 110 <ul style="list-style-type: none"> • Quickstart course that needs to become active. • Learning Outcomes were updated. • Approved unanimously. 	New Course	Division 1 AUT 295 ELT 198	Course Mod. New Course	
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	<p>ELT 295, 296 IPT 295</p> <ul style="list-style-type: none"> • This package was introduced as a way to reduce the number of Quickstarts in the future. • The Committee discussed ELT 198 comparable to other special topic classes (language, title, credits and lab hours.) This course gives more flexibility for special topics in the future. • The Committee discussed Learning Outcomes and making them measurable for assessment. FMI dictates some of the outcomes for the proposed courses and they are aligned with YC as best as possible. • Approved unanimously after there was a motion to amend the changes. 	<p>Course Mod. Course Mod.</p>	
<p>III. Discussion</p>	<p>Division 5 AGEC-B AGEC-S</p> <ul style="list-style-type: none"> • The Committee discussed these being deleted per the statewide redesign. • No discussion, approved unanimously. <p>4. Curriculum Manual</p> <ul style="list-style-type: none"> • The Committee discussed changes to the manual based on the prior meeting. Changes included: Quickstarts, consent agenda, definition of packaging, and deletion process. The wording was updated to make the information clearer. • Approved unanimously. <p>5. Catalog amendment to MAT courses</p> <ul style="list-style-type: none"> • The Curriculum Office updated the course description for MAT courses per a request from Dean Baker to remove the calculator specifications. The revision was made and an amendment was added to the catalog. <p>6. Quick Start form update</p> <ul style="list-style-type: none"> • The Curriculum Office added two statements to the Quickstart forms to acknowledge that Quickstart courses do not apply to a degree, certificate or financial aid. <p>7. Consent agenda update</p> <ul style="list-style-type: none"> • The purpose is to give people a chance to review and respond to proposals. • The Committee discussed a timeline for consent agenda items • Items can be taken off the consent agenda and be discussed if there are questions or concerns. 	<p>Program Deletion Program Deletion</p>	

IV. Adjournment	<ul style="list-style-type: none"> • The Committee discussed where to find items for the next meeting agenda and navigate Curriculog. • Unanimous adjournment. 	
Next Meeting	<ul style="list-style-type: none"> • October 1st <ul style="list-style-type: none"> ○ Rad Tech AAS and associated courses ○ Limited X-Ray Machine Operator Cert and associated courses ○ Nursing AAS and associated courses This item will be removed from the next agenda because the courses/content is still being worked on. ○ ANT 232 This is being added to the new AGECE. ○ Course Leveling Document • October 15th • November 5th • November 19th • December 3rd • December 17th 	