

Yavapai College Curriculum Committee
Meeting Minutes
 Tuesday, December 3rd, 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, Kim Howell*, Sean Holmes (Div 5), 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 Rep)</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Sara Cooper, Laura Cline, Jerald Monahan, Karen Palmer, Perry Baker, Max Bledsoe, Megan Hanna, Jason Ebersole, Amy Bell, Patti Schlosberg, Lauri Dreher, Alex Lewis</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. Consent Agenda and Approval of Minutes	<ol style="list-style-type: none"> 1. Meeting Minutes from Tuesday, November 19, 2024 <ul style="list-style-type: none"> • Meeting minutes were approved by majority. 2. Curriculum Proposals <ul style="list-style-type: none"> • Consent agenda approved unanimously with no discussion. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Packages</th> <th style="text-align: left;">Proposal Type</th> </tr> </thead> <tbody> <tr> <td>EMS 203, 296</td> <td>Course Modifications</td> </tr> <tr> <td>ENG 270, 271, 272 ENG 250, 252, 295</td> <td>Course Modifications Course Deletions</td> </tr> <tr> <td>AGEC Categories and Course List</td> <td>Memo</td> </tr> <tr> <td>AGEC Impact</td> <td>Memo</td> </tr> <tr> <td>Special Awareness Designations</td> <td>Memo</td> </tr> </tbody> </table>	Packages	Proposal Type	EMS 203, 296	Course Modifications	ENG 270, 271, 272 ENG 250, 252, 295	Course Modifications Course Deletions	AGEC Categories and Course List	Memo	AGEC Impact	Memo	Special Awareness Designations	Memo	
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II. New Business	<p style="text-align: center;">3. Curriculum Proposals</p> <table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="451 573 1073 636">Packages</th> <th data-bbox="1073 573 1372 636">Proposal Type</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 636 1073 737">Aerospace Science AAS</td> <td data-bbox="1073 636 1372 737">Program Modification</td> </tr> <tr> <td data-bbox="451 737 1073 1478"> Air Traffic Control Academy Prep Certificate <ul style="list-style-type: none"> • The Aerospace Science AAS and Air Traffic Control Academy Prep Certificate were voted on together. • The Committee Chair explained why the two proposals were going to be voted on together. • The Committee discussed and confirmed that the Air Traffic Control Academy Prep Certificate is for gainful employment and not for the academy itself. The program is also ineligible for financial aid. • The packages were approved unanimously. </td> <td data-bbox="1073 737 1372 1478">New Program</td> </tr> <tr> <td data-bbox="451 1478 1073 1822"> Business Foundations Certificate <ul style="list-style-type: none"> • Lauri Dreher briefly reviewed the Business Foundations Certificate and how it was a stackable certificate embedded into the 3 year optimized bachelor's degree. • Approved unanimously. </td> <td data-bbox="1073 1478 1372 1822">New Program</td> </tr> <tr> <td data-bbox="451 1822 1073 1963"> Victim Advocacy Certificate AJS 227, 228 <ul style="list-style-type: none"> • Jerald Monahan provided an </td> <td data-bbox="1073 1822 1372 1963">New Program New Courses</td> </tr> </tbody> </table>	Packages	Proposal Type	Aerospace Science AAS	Program Modification	Air Traffic Control Academy Prep Certificate <ul style="list-style-type: none"> • The Aerospace Science AAS and Air Traffic Control Academy Prep Certificate were voted on together. • The Committee Chair explained why the two proposals were going to be voted on together. • The Committee discussed and confirmed that the Air Traffic Control Academy Prep Certificate is for gainful employment and not for the academy itself. The program is also ineligible for financial aid. • The packages were approved unanimously. 	New Program	Business Foundations Certificate <ul style="list-style-type: none"> • Lauri Dreher briefly reviewed the Business Foundations Certificate and how it was a stackable certificate embedded into the 3 year optimized bachelor's degree. • Approved unanimously. 	New Program	Victim Advocacy Certificate AJS 227, 228 <ul style="list-style-type: none"> • Jerald Monahan provided an 	New Program New Courses	
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	<p>overview of the certificate, development of the program and the growing career field surrounding victim advocacy.</p> <ul style="list-style-type: none"> • The Committee had questions regarding program outcomes, they were not listed in Curriculog. • It was verified outcomes were attached and in the Curriculum Map but not present in the schema. Outcomes were added during the meeting. • Approved unanimously. 		<p>Karen Palmer will work with the General Education Committee to adjust course lists to the AA and AGS degrees as well as fix the lists for the new AGECE.</p> <p>Liz will coordinate a meeting with Megan Hanna and the Tech Team to review and revise the Associate of Business.</p>
<p>Associate of Arts</p> <ul style="list-style-type: none"> • Approved unanimously with no discussion. • The Committee made a motion to edit and replace the missing prefix list to the AA. • Motion approved unanimously. 	<p>Program Modification</p>		
<p>Associate of Business</p> <ul style="list-style-type: none"> • The Committee discussed concerns regarding students being able to transfer the Associate of Business degree and/or some of the courses within the requirements of the degree. • The Committee expressed concerns over the clarity of courses being required versus being electives as well as some of the BSA courses required that may/may not transfer to the universities. • The Committee discussed suggestions for revision, disclosures, and shuffling courses for better transferability while accommodating YC students. • Associate of Business was tabled to a future meeting. Megan Hanna will work with 	<p>Program Modification</p>		

	<p>the Tech Team to revise the program.</p>		
<p>Associate of Science</p> <ul style="list-style-type: none"> • Karen Palmer reviewed the requirements and categories of the Associate of Science degree. She also provided an overview of General Education Committee decisions for the Gen Ed categories of the degree and the new AGECE. • The Committee discussed the languages section and questioned whether American Sign Language could be included to give more options. Karen approved to add. • The Committee discussed the notes section and agreed there are a lot of foot notes which make the section confusing. • The Committee discussed the Math requirements and courses within the program. The Committee agreed that there needs to be flexibility within the math section to offer variety for various degrees, certificates and transferability. • The Committee discussed the Math and Science department being involved in course decisions for the degree. Those departments did not have time for input. • The Committee Chair tabled the Associate of Science until Math and Science are involved in the updates to the degree. 	<p>Program Modification</p>	<p>Perry Baker will coordinate a meeting between the Math, Science and General Education department personnel to review the Associate of Science and provide input for the Curriculum Committee regarding the Math and Science section of the degree.</p>	
<p>Associate of General Studies</p> <ul style="list-style-type: none"> • The Committee discussed the differences between the AA degrees and the AGS. There were concerns brought up about the similarities in 	<p>Program Modification</p>		

	<p>requirements between the degrees and supporting student choices between the two types, especially if they are considering transferring to a university.</p> <ul style="list-style-type: none"> • The Committee discussed the absence of the course lists in the AA. Karen Palmer said the Gen Ed committee took it out because they were trying to simplify the degree information, but the list can be put back in there for clarity. • The Committee discussed the AGECE in both the AA and AGS: similarities and differences. • The Committee requested a full review of Gen Ed prefixes in the AA over the next year and report back to the Curriculum Committee with a more concise list that makes sense for students. • The Committee requested that the current course lists be reviewed and cleaned up so it makes sense for students. • The motions for the Associate of General Studies package, formatting changes and adjustments to the lists were approved unanimously. 		<p>Karen Palmer to meet with Dean Holbrook and the General Education Committee to work on prefix list for the AA categories.</p> <p>Emily Peek will work with the Tech Team to clean up the notes, credits and verbiage in the course lists. The formatting will be consistent with AA and AGS degree.</p>
<p>III. Adjournment</p>	<ul style="list-style-type: none"> • The Curriculum Committee voted unanimously to adjourn. 		
<p>Next Meetings</p>	<ul style="list-style-type: none"> • December 17th – Committee review by Dec. 6th; Originator responses by December 11th <ul style="list-style-type: none"> ○ Fundamentals of Agriculture Science Technology Certificate ○ EGR 110, 210 ○ ELT 101, 102, 183, 279 ○ Electrical Instrumentation Technology AAS ○ Applied Pre-Engineering AAS ○ Electronics-Industrial Electronics Certificate ○ AUT 198 ○ CNC 198 		<p>The Curriculum Committee Chair requested members to review the proposals and send comments by Friday,</p>

	<ul style="list-style-type: none"> ○ MET 198 ○ MAT 221 ○ EMS 257 ○ CSA 110 ○ EXW 200, 205 ○ AFL 301, 301L, 302, 302L, 401, 401L, 402, 402L ○ PHI 122, 210, 215, 233, 238, 244 ○ REL 207, 261, 270, 273 ● January 7th <ul style="list-style-type: none"> ○ NSG 140, 142, 143, 144, 145, 151, 152, 153, 154, 155, 241, 242, 260, 270, 272, 280, 450 ○ Nursing AAS ○ AAFA Performing Arts ○ Film and Media AAS ○ Media Production Certificate ○ Script Supervisor Certificate ○ Editing and Post-Production in Film and Media Certificate ○ Writing for Film and Media Creation Certificate ○ ART 182, 183, 238 ○ FMA 117, 150, 220 ○ THR 150, 250 ○ DAN 151 ● January 14th – LAST MEETING FOR NEW/DELETED PROGRAMS (DGB and College Council agenda items due 1/30 for 2/14 and 2/25 meetings) <ul style="list-style-type: none"> ○ GST 101, 151, 191, 192, 201, 251, 291 ○ AUT 106, 115 ○ ART 130 ○ Graphic Design AAS ○ ACC 121, 241, 242 ○ BSA 110, 130, 238, 496 ○ MGT 190, 195, 233 ○ Bachelor of Science in Business ○ Business Office Basic Certificate ○ Business Office Professional Certificate ○ Business Office Professional AAS ○ Management AAS ○ Management – Entrepreneurship Principles and Practice Cert ○ Management Certificate ○ <i>Pending proposals: Accounting Certs</i> ● February 4th – Originator discussion ● February 18th – TBD ● March 4th – Degree definitions ● April 1st – Coursedog preview ● April 15th – TBD 	<p style="color: red;">December 6th.</p>
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