

MINUTES
CURRICULUM COMMITTEE MEETING

3:30 pm – 5:30 pm

Zoom

May 2, 2023

Voting Members Present:

Abigail Boyd, Ed Bushman, Tiffany Kragnes, Lindsay Masten, Mark Muchna, Liz Peters, Andrea Riffel, Karly Schauwecker, Sarah Southwick, Denise Woolsey, Diane Ryan, Charlie Lohman, Tania Sheldahl, and Stacey Hilton

Non-Voting Members Present:

Patti Schlosberg, Leslie Sparkman, and Ustadza White

Absent: Alex Barber, Diana Dowling, Angie Poland, Kathie Peterson, Jennifer Ritter, and Sheila Jarrell

Guests: Kelsey Rumsey

I. Approval of Minutes April 4, 2023

Motioned and seconded to approve the minutes; vote taken; one abstained; motion approved.

II. New Business

A. Information item: Multi-course deletion

Patti told the committee that a list was sent out to the deans for courses not offered for three or more years. Patti assured the committee that she reviewed the list to confirm that none are required for a program.

B. Draft program deletion procedure

Liz was invited to the Program Review Committee, which includes all the deans. The committee had some corrections and suggestions for the program deletion procedure.

Some unnecessary language was taken out. Liz said the biggest change was in section 2 of the program deletion steps.

There was a discussion of a 3-year review process. It was noted that if a program was deemed “unhealthy” after it came out of program review, it would immediately be placed on a systematic improvement plan. Liz had a placeholder for a link to the Program Review handbook, but this was not favored.

Dr. Ryan said it would be more appropriate for the dean to provide an explanation for an exception instead of VPAA since they would know more about the program.

Regarding the 3-semester teach-out plan, it was suggested that the number of semesters would only be counted after students have been notified of the program’s upcoming deletion. Liz asked if everyone would agree to add a statement to clarify the teach-out plan. Tania was concerned that the teach-out plan would include the summer semester. It was agreed to change the wording to “not to exceed 4 semesters.”

Dr. Ryan said many metrics can be used to make a program look healthy. She said Yavapai College should focus on demand, quality, and cost. There was not a vote since the Program Review committee must still finalize the metrics.

C. Draft program planning procedure

Currently, new programs must fill out two separate program proposal forms. The first one goes to the College Council and then a new one must be submitted to Curriculum once the first is approved. There was discussion on the need for the 2nd form.

Liz suggested a motion to remove the Academic Program and Planning Authorization Proposal form and alter the language at the top of the Program Proposal form.

Motioned and seconded to remove the Academic Program and Planning Authorization Proposal form and alter the language at the top of the Program Proposal form; vote taken; motion approved.

Liz will be following up with Tom Hughes since the Program Proposal form was updated at the suggestion of the HLC.

III. Adjournment