

Yavapai College Curriculum Committee
Meeting Minutes
 Tuesday, January 7th, 2025 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), Tara O’Neill (Div 4), Emily Peek, Liz Peters (Chair, Div 1), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Barb Durham, Megan Hanna, Lauri Dreher, Perry Baker</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, December 17, 2024</p> <ul style="list-style-type: none"> • Meeting minutes were approved unanimously. 							
II. New Business	<p>2. Curriculum Proposals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Packages</th> <th style="text-align: left; padding: 5px;">Proposal Type</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> Nursing AAS NSG 140, 142, 143, 144, 145, 151, 152, 153, 154, 155, 241, 242, 260, 270, 272, 280, 450 <ul style="list-style-type: none"> • Approved unanimously with no discussion. </td> <td style="padding: 5px; vertical-align: top;"> Program Modification Course Modifications </td> </tr> <tr> <td style="padding: 5px;"> Accounting AAS Management AAS <ul style="list-style-type: none"> • Lauri Dreher discussed PLO’s for the Management AAS have been in place for the past 15 years and they will be reviewed in the next curriculum cycle. • Meghan Hanna said the Accounting AAS will also be reviewed by an outside consultant and changes may be coming in the future. Those changes would be submitted in the next curriculum cycle. • The Committee discussed GEO 212 being in the Gen Ed </td> <td style="padding: 5px; vertical-align: top;"> Program Modifications </td> </tr> </tbody> </table>	Packages	Proposal Type	Nursing AAS NSG 140, 142, 143, 144, 145, 151, 152, 153, 154, 155, 241, 242, 260, 270, 272, 280, 450 <ul style="list-style-type: none"> • Approved unanimously with no discussion. 	Program Modification Course Modifications	Accounting AAS Management AAS <ul style="list-style-type: none"> • Lauri Dreher discussed PLO’s for the Management AAS have been in place for the past 15 years and they will be reviewed in the next curriculum cycle. • Meghan Hanna said the Accounting AAS will also be reviewed by an outside consultant and changes may be coming in the future. Those changes would be submitted in the next curriculum cycle. • The Committee discussed GEO 212 being in the Gen Ed 	Program Modifications	
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	<p>requirements in the proposal. Megan Hanna requested it to be removed but listed in the Progression Plan.</p> <ul style="list-style-type: none"> • Approved unanimously 		
<p>Accounting Assistant Certificate Advanced Bookkeeping Certificate Basic Tax Certificate Bookkeeping Certificate Management Certificate</p> <ul style="list-style-type: none"> • The Committee discussed the changes to the programs and certificates are all grouped together due to a swap out of one course within each certificate. • Megan Hanna referred to notes made in the proposal in Curriculog and they will redo their C-Map and changes will be made in the next cycle after consultant review. • Approved unanimously 	<p>Program Modifications</p>	<p>Business Office Basic Certificate Business Office Professional AAS Business Office Professional Certificate</p> <ul style="list-style-type: none"> • Approved unanimously with no discussion. 	<p>Program Deletions</p>
<p>Management – Entrepreneurship Principles and Practice Cert MGT 190, 195</p> <ul style="list-style-type: none"> • Lauri Dreher discussed changes to the Learning Outcomes (LO’s) that were sent in an email prior to the meeting. • MGT 190 had changes to LO’s #4, 5, and 6. • MGT 195 had changes to LO’s #2 & 7. • Emily Peek made changes during the discussion. • The Committee discussed scheduling options for MGT 190 & 195. Lauri discussed these courses being offered through the patent office asynchronously to provide 	<p>Program Modification Course Modifications</p>		

	<p>flexibility for students.</p> <ul style="list-style-type: none"> • Approved unanimously 		
	<p>BSA 110, 130</p> <ul style="list-style-type: none"> • The Committee discussed the idea of keeping BSA 110 because it has good enrollment. • Megan Hanna and Lauri Dreher were in favor of keeping BSA 110 if it was an option. • The motion was amended to remove BSA 110 from deletion and keep it for future scheduling. • The Committee supported the deletion of BSA 130 and the proposal originator will withdraw BSA 110. • Approved unanimously. 	Course Deletions	<p>Megan Hanna requested a meeting with Dean Holbrook to discuss OER for BSA 110.</p>
	<p>ACC 241, 242</p> <ul style="list-style-type: none"> • Approved unanimously without discussion. 	Course Deletions	
	<p>MGT 233</p> <ul style="list-style-type: none"> • Approved unanimously without discussion. 	Course Modification	
	<p>Bachelor of Science in Business ACC 310, 320, 410, 420, 430 BSA 238, 496 LDR 485 MGT 320, 325, 380, 385 MKT 310, 320, 410, 420, 430, 480, 490</p> <ul style="list-style-type: none"> • The Committee Chair reviewed the package for the program and course proposals all being grouped together for adding BSA 238. • The Committee discussed the structure of the degree and lower division of electives, specifically MKT 240. The Committee reviewed the organization of credits. • The proposal originators decided to move MKT 240 to 	<p>Program Modification Course Modifications/ New Course (BSA 238)</p>	

	<p>the lower division requirements and the lower division electives will go from a total of 29 to 26 credit hours.</p> <ul style="list-style-type: none"> • Stacey Hilton encouraged everyone to be aware of all the changes to the Bachelor of Science in Business and the optimized 3-year degree to be prepared for the HLC visit in February. • Approved unanimously 		<p>Lauri Dreher to meet with Megan Crossfield to let her know of the current changes to the BSB.</p>
<p>III. Adjournment</p>			
<p>Next Meetings</p>	<ul style="list-style-type: none"> • 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"> • AUT 106, 115 • GST 101, 151, 191, 192, 201, 251, 291 • Graphic Design AAS • AAFA Performing Arts • Editing and Post-Production in Film and Media Certificate • Film and Media AAS • Media Production Certificate • Script Supervisor Certificate • Writing for Film and Media Creation Certificate • ART 130, 182, 183, 283 • DAN 151 • FMA 150, 220 • THR 150, 250 • ETR 201 • AFL 301, 301L, 302, 302L, 401, 401L, 402, 402L • The Committee asked if the film and media proposals were still moving forward. Lindsay Masten verified they should be on the agenda for next week. • The Committee Chair discussed the new prefix ETR. Dr. Mercado explained the new prefix as a part of the new Entrepreneur’s Institute course. • The Committee Chair went over future agenda items and what to expect for the meetings this spring. • February 4th – Originator discussion • February 18th – TBD • March 4th – Degree definitions • April 1st – Coursedog preview • April 15th – TBD 		<p>The Curriculum Committee Chair requested members to review the proposals prior to the meeting next week.</p> <p>AFL will be taken off the agenda due to proposals being withdrawn in Curriculog.</p>

