

Yavapai College Curriculum Committee
Meeting Minutes
 Tuesday, February 4th, 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), Tessa Clasen-Pierce (Student 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, Allen Magarrell, Bambi Pish-Derr, Jason Ebersole, John Morgan, Max Bledsoe, Bob Moon</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, January 14, 2025 <ul style="list-style-type: none"> • Meeting minutes were approved unanimously. 2. Curriculum Proposals <ul style="list-style-type: none"> • The consent agenda was approved unanimously without GST course package. <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>AUT 106, 115</td> <td>Course Modification</td> </tr> <tr> <td>GST 101, 151, 201, 251 GST 191, 192, 291</td> <td>New Courses Course Modifications</td> </tr> <tr> <td style="text-align: center;"> <ul style="list-style-type: none"> • The Gunsmithing classes were removed from the consent agenda for questions regarding the proposals. </td> <td></td> </tr> <tr> <td>Gunsmithing AAS</td> <td>Program Modification</td> </tr> <tr> <td>Gunsmithing Certificate</td> <td>Program Modification</td> </tr> <tr> <td>ENT 210</td> <td>New Course</td> </tr> </tbody> </table>	Packages	Proposal Type	AUT 106, 115	Course Modification	GST 101, 151, 201, 251 GST 191, 192, 291	New Courses Course Modifications	<ul style="list-style-type: none"> • The Gunsmithing classes were removed from the consent agenda for questions regarding the proposals. 		Gunsmithing AAS	Program Modification	Gunsmithing Certificate	Program Modification	ENT 210	New Course	
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II. New Business	3. Curriculum Proposals	
	Packages	Proposal Type
	GST 101, 151, 201, 251 GST 191, 192, 291 <ul style="list-style-type: none"> • The Committee discussed lecture and lab hours for the GST classes. Emily Peek double checked and updated course information as necessary per the discussion. • The Committee discussed policy regarding credits and labs. The Committee Chair clarified the difference between prep versus being in a lab during a course. • Gunsmithing classes have no prep and have lab time. • Approved unanimously. 	
	CBT 113 <ul style="list-style-type: none"> • Approved unanimously without discussion. 	New Course
	UAS 250 <ul style="list-style-type: none"> • The Committee discussed the changes in the proposal. • Approved unanimously. 	Course Modification
	AFL 301, 301L, 302, 302L, 401, 401L, 402, 402L <ul style="list-style-type: none"> • The Committee Chair discussed the AFL package with 300/400 level courses and went over a statement provided by the Executive Leadership Team for supporting the new courses. • The ELT statement will go in the Curriculum Manual in the future. • Approved unanimously. 	New Courses
	AVT 114, 129, 222, 223, 224, 228 AVT 219, 262 Aerospace Science Airplane Operations AAS <ul style="list-style-type: none"> • The Committee discussed at 	Course Modifications New Courses Program Modification

	<p>length the proposed changes to the coursework, schema in the program, and the changes in the program due to changes with the external provider.</p> <ul style="list-style-type: none"> • The Committee discussed the courses, credits, lecture and lab hours to make the program eligible for financial aid and qualify under the Veteran’s Affairs. • Credits, lecture, and lab hours were changed by Emily Peek during the meeting to accommodate concerns and variables that affect the program. • The Committee discussed the repeatability of course AVT 262. John Morgan verified it can be repeatable and needs to be for current students to be able to complete their program. • Approved unanimously with changes made during the meeting. 		
<p>III. Discussion</p>	<p>4. Surveys</p> <ul style="list-style-type: none"> • Surveys will be sent out to gather feedback and help reform curriculum processes for next year. • Committee and proposer feedback will be valued for developing a process for the new program, Course Dog, that will be used for curriculum in the next school year. • Results will be brought to the next Curriculum Committee meeting. <p>5. Originators</p> <ul style="list-style-type: none"> • The Committee Chair asked the Committee members to start thinking about “What classifies an individual as an originator of a proposal?” • The Committee needs to come up with some parameters about originators so a process can be developed in the new Curriculum Cycle. • Survey information will also be taken into consideration for this discussion. • The Committee discussed individuals who were originators this year and exceptions that were made to submit proposals. Different examples were brought up 		<p>Emily Peek will send out surveys by the end of the week.</p> <p>The Committee Chair requested members to have conversations with others regarding proposal originators.</p>

	<p>and issues that may or may not have arisen from different proposals.</p> <ul style="list-style-type: none"> • The discussion was tabled for the February 18th meeting. 	
IV. Adjournment		
Next Meetings	<ul style="list-style-type: none"> • February 18th – Agenda TBD • March 4th – Degree definitions • April 1st – Coursedog preview (pending project status) • April 15th – Agenda TBD 	