Yavapai College Curriculum Committee
Meeting Minutes
Tuesday, March 4th, 2025 3:30-5:00 pm
ZOOM

Topic	Discussion	Action
Call to order/ Establish Quorum	Committee Members: <mark>Alex Barber</mark> (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), <mark>Charles Lohman</mark> (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* Sponsors: Dr. Doug Berry, <mark>Dr. Marylou Mercado</mark> Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Perry Baker, Philip Reid, Lauri Dreher *=*Not a Voting Member*	Quorum was met with voting members. Members absent are in yellow.
I. Consent Agenda and Approval of Minutes	1. Meeting Minutes from Tuesday, February 4, 2025 • Meeting minutes were approved unanimously. 2. Curriculum Proposals <table><tr><td>Packages</td><td>Proposal Type</td></tr><tr><td>MGT 325 • The Committee Chair reviewed the proposed course modifications and clarified the intent and spirit of the course remain the same. Discussion occurred regarding institutional compliance with executive orders. Narrative in the summary provided rationale for the change for the course modification. • The Committee requested to shorten the title to "Supportive and Collaborative Management". Laurie Dreher approved this request. • The proposal was approved by majority. One person opposed, no one abstained.</td><td>Course Modification</td></tr></table>	Emily Peek edited the title as the Committee discussed and revised.
II. New Business	3. Curriculum Proposals <table><tr><td>Packages</td><td>Proposal Type</td></tr><tr><td>AA Elementary Education • The Committee discussed the Oral Communication requirement and the AGEC categories for the program. • The Committee requested the removal of</td><td>Memo</td></tr></table>	Emily Peek will take out footnote #4 so it does not show in the degree requirements for the AGEC.

		footnote #4 since it was not applicable to the degree. • Tara O'Neill verified it did not need to be in the program. • Approved unanimously.		
		BS Computer Science • Approved unanimously without discussion.	Memo	
		Limited X-Ray Transition Certificate • The Committee discussed special requirements for admission and double checked the links on the department page for certificate admission and information. • Approved unanimously.	Memo	
		BSA 495 • The Committee briefly discussed outcomes and assessment with the course. • Approved by majority with 2 opposing votes.	Memo	
		Media and Extended Realities Certificate • The Committee discussed the memo and the reason for the department request. • Discussion regarding the creation of a standardized note in the catalog provides transparency for students in programs that are taking a "pause". • The Committee expressed having an active link with an intent form for students to inquire and connect with someone if a program has a note in the catalog. • Dr. Berry pointed out that this memo is a unique situation. In the future hopefully programs will be under review for continuation or to be sunset if there is low student enrollment. • Discussion around outreach to AVP/Deans that may have a program on "pause" or courses not being scheduled to provide consistency with standardized note in catalog for student transparency. • Approved by majority with 1 opposing vote.	Memo	A note will be made in the catalog for Media and Extended Realities. Outreach to AVP/Deans regarding program that may be on "pause".
III. Discussion		4. Survey Responses • The Committee reviewed the survey responses and future considerations for the next curriculum cycle. • The Committee discussed implementation of Coursedog and training that will occur for the new program.		

	• The Committee also discussed changes to the Curriculum Manual for the next year based on the new program, Coursedog, being implemented and other items that were approved through the Committee in prior meetings.
	
	5. Originators
	    • The Committee Chair reviewed a brief statement regarding originators of proposals.
	    • The Committee discussed originators and personnel to include if they want to submit proposals.
	    • The Committee worked through a possible solution for proposal exceptions, including adjunct faculty, to process proposals through their department and added a statement to the document.
	    • A footnote will be added to the statement and "exception language" will match what is currently in the Curriculum Manual. The statement will be updated and added to the agenda to be voted on in a future meeting.
		The Committee Chair will edit the Originator Memo for review.
		
		The Committee Chair will send the statement to Dr. Berry so he can review the statement with Dr. Mercado before it goes through the Committee for voting.

IV. Adjournment		
Next Meetings	• April 1st – Coursedog preview (pending project status) Degree definitions • April 15th – Agenda TBD	