

DRAFT MINUTES

Curriculum Committee Meeting

3:30-5:00pm via Zoom

Date: April 16, 2024

Voting Members Present: Liz Peters, Charles Lohman, Tiffany Kragnes, Kathie Peterson, Sarah Southwick, Emily Peek, Stacey Hilton, Sheila Jarrell, Andrea Riffel, Jacqueline Mench, Lindsay Masten

Non-voting Member Present: Leslie Sparkman-Winsor and Kim Howell

Sponsor: Dr. Doug Berry

Guests: Meghan Paquette, Dean Holbrook, Jason Ebersole, Kelsey Rumsey

Absent: Alex Barber, Cassi Gibson, Jennifer Ritter, Tania Sheldahl, Ustadza White

- I. Approval of Minutes from: April 2, 2024
 - Motioned and seconded to approve the minutes. Vote taken; motion approved. Jackie abstained due to absence in previous meeting.
- II. New Business
 - a. Modification of Emergency Medical Technician Certificate (EMT)
 - b. New courses for EMS 144 and 144L
 - c. Modification of Fire Science AAS
 - d. Modification of Fire Service-Advanced Firefighter Certificate
 - The committee discussed the curriculum modifications as a group because of the course and credit hour increase that affect each program, including the impact to the Fire Science program.
 - Jason Ebersole gave a brief overview of the proposed course, credit hour and program modifications due to the anticipated modifications to the requirements for EMS/EMT by the State of Arizona and AZDHS.
 - There are concerns at the state level that other colleges are not having a successful student pass rate so they believe more hours would benefit the students. Jason stated that Yavapai College has a 90% pass rate comparatively.

- Liz inquired about documentation from the state site visit about pending legislative changes. Jason indicated that there is no current report yet and is unsure of when it would be posted. Liz and Emily requested Jason send the report to them, when it becomes available, so it can be attached to the curriculum proposal. Jason agreed. The AZDHS handbook was provided in the chat. Page 65 refers to required hours for EMT certification course.
- AZDHS Handbook link, March 7, 2024:
<https://www.azdhs.gov/documents/preparedness/emergency-medical-services-trauma-system/statutes-rule-book.pdf>
- Committee inquired about the Advisory Board's feedback and input on changes to the programs. Jason responded that he had individual meetings with board members and everyone is aware of the potential changes.
- Committee inquired about the differences between the former and upcoming statute in legislation.
- Jason also noted that we want to keep Yavapai College current and stay ahead of the proposed changes at the state level. Our current program is not in compliance with current and proposed statute program hour requirements, so these changes will keep us in compliance. In addition, Jason reviewed how changes can support better success in the program and exam completion.
- Committee discussed credit change concerns to Fire Science. Jason informed the committee that he has been working with the program director, Robert Borker, individually regarding these modifications and the increase in credit hours. Although not enthused about the increase in credit hours to the fire science program, Robert and Jason are looking at how they can modify the Fire Science AAS credit hours in the next curriculum cycle.
- Sarah asked about the practicality of changing the program so quickly without sufficient notice. Jason indicated that the meeting/decision cycles at the state level do not coincide with our college curriculum cycle so we have to pivot if programs change at the state level.
- Tiffany inquired about what happens if we don't make the changes for the upcoming school year. Jason discussed that the program is not currently requiring enough hours as it stands now. There are state certifications and expectations for passing. The National Registry dictates certain standards for programs.

- Kelsey asked how other schools are handling these proposed changes. It was discussed that potential changes in credit hours are occurring in 2024-25 and again in 2025-2026 for the Fire Science program.
- Motioned and seconded to approve the proposed EMS and Fire Science/Service curriculum modifications as a lump sum.
- Committee personnel also discussed concerns about how current students would be affected by the changes. Jason looked at the EMS/EMT data and said there are more students in EMS/EMT than Fire Science. Impact in the programs is minimal at this time.
- Vote taken; motion approved with two abstentions.

III. Discussion

- Liz informed the Committee there should be no more curriculum to review after today. We will pick back up in the fall.
- Liz informed the Committee the modifications to the EMT and Fire Science/Service programs will be reflected in the catalog and schedule in a few weeks.
- Discussed who was going to return as a representative to the Curriculum Committee next year.

The following representative will need to be replaced next year:

Jackie is graduating so we will need a new student representative.

Division 4 needs an additional representative, Division 5 needs 2 representatives, and we need a faculty senate representative. Liz will encourage faculty in each division to join.

Lindsay noted there could be potential changes in Division 3 and it may determine whether she will return as a representative next year.

IV. Continued discussion topics included:

- i. Updates on the Program Planning form
 - Liz met with IER and Tom Hughes on full feasibility study.
- ii. Proposal process for next year to decrease issues with submission
 - Liz received significant feedback from faculty and staff regarding subject matter experts. The Committee discussed proposal originator(s) and how that may be determined in the future. There is a need for a system, but also flexibility for credentialed individuals.

Options to accommodate suggestions:

1. Need to change the charter.

2. Change policy (Stacey reviewed the difficulty with this method.)
 3. Curriculum Handbook
- Discussion included identifying subject matter experts and what classifies an individual as such.
 - Conversation tabled until next fall.

iii. Review feedback on BA vs BS degrees next fall.

- Liz informed the committee that she received significant feedback on the definition for a Bachelor of Arts degree and mentioned additional definitions may be needed for the Associate Degrees. The committee will revisit the definitions discussion in the first few meetings of the fall semester.
- Program Deletion procedure is being revised through program review. Conversations will continue in the fall.

V. Adjournment