

**Yavapai College Curriculum Committee  
Meeting Minutes**  
Tuesday, November 19<sup>th</sup>, 2024 3:30-5:00 pm  
ZOOM

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>								
<b>Call to order/ Establish Quorum</b>	<p>Committee Members: <b>Alex Barber</b> (Faculty Senate Rep), Diana Dowling*, Stacey Hilton, Kim Howell*, Sean Holmes (Div 5), <b>Sheila Jarrell</b>, Tiffany Kragnes (Div 2), Thomas Leavitt (Adj Rep), Charles Lohman (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth*, <b>Trevor Nordin</b> (Div 2), Emily Peek, Liz Peters (Chair, Div 1), Kathie Peterson (Div 4), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*, <b>Jaedyn Weathersby</b> (Student Rep)</p> <p>Sponsors: Dr. Doug Berry, <b>Dr. Marylou Mercado</b></p> <p>Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Proxy for Sheila Jarrell by Tania Sheldahl.</p> <p>Members absent are in yellow.</p>								
<b>I. Consent Agenda and Approval of Minutes</b>	<ol style="list-style-type: none"> <li>1. Meeting Minutes from Tuesday, November 5, 2024 <ul style="list-style-type: none"> <li>• Meeting minutes were approved by majority.</li> </ul> </li> <li>2. Curriculum Proposals <ul style="list-style-type: none"> <li>• Consent agenda approved unanimously with no discussion.</li> </ul> </li> </ol> <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>AAFA Visual Arts</td> <td>Program Modification</td> </tr> <tr> <td>THR 135, 163, 165 Technical Theatre in Stagecraft Certificate</td> <td>Course Modifications Program Modification</td> </tr> <tr> <td>LAW 270, 275 Legal Paraprofessional Certificate Paralegal Studies AAS</td> <td>Course Modifications Program Modification Program Modification</td> </tr> </tbody> </table>	Packages	Proposal Type	AAFA Visual Arts	Program Modification	THR 135, 163, 165 Technical Theatre in Stagecraft Certificate	Course Modifications Program Modification	LAW 270, 275 Legal Paraprofessional Certificate Paralegal Studies AAS	Course Modifications Program Modification Program Modification	
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<b>II. New Business</b>	<ol style="list-style-type: none"> <li>3. Curriculum Proposals <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>AGEC <ul style="list-style-type: none"> <li>• The Committee discussed whether to postpone the AGECE structure to discuss it with the AA degrees. It was decided to continue with review and vote.</li> <li>• The Committee discussed the Communication requirement category aligning with all</li> </ul> </td> <td>New Program</td> </tr> </tbody> </table> </li> </ol>	Packages	Proposal Type	AGEC <ul style="list-style-type: none"> <li>• The Committee discussed whether to postpone the AGECE structure to discuss it with the AA degrees. It was decided to continue with review and vote.</li> <li>• The Committee discussed the Communication requirement category aligning with all</li> </ul>	New Program	<p>Elizabeth Peters will reach out to AAS leads in the spring to review their program requirements for potential changes.</p>				
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	<p>associate degrees. It was brought up that AA degrees all align and AAS may have some variation for requirements.</p> <ul style="list-style-type: none"> <li>• The Committee discussed changing the verbiage in the notes section to “may be required” to offer clarification for the requirements.</li> <li>• The AGECE structure document was approved unanimously, including the adjusted verbiage in the notes section to “may be required.”</li> </ul>		<p>Sarah Southwick will prepare recommendations for AAS programs to update their learning outcomes based on the new AGECE changes.</p>
	<p>AGECE-A</p> <ul style="list-style-type: none"> <li>• The Committee approved unanimously with no discussion.</li> </ul>	<p>Program Deletion</p>	
	<p>Assisted Living Facility Caregiver Certificate AHS 112, 116</p> <ul style="list-style-type: none"> <li>• Ashley Picard spoke about the reasons for deleting the Assisted Living Facility Caregiver Certificate and its courses.</li> <li>• Reasons for deletion included: low enrollment, high costs to run the program, low wage earnings with job placement, extra costs involved with updating certifications.</li> <li>• The Committee approved unanimously with no discussion.</li> </ul>	<p>Program Deletion Course Deletions</p>	
<p><b>III. Discussion</b></p>	<p>4. AGECE impact from OIS</p> <ul style="list-style-type: none"> <li>• Emily Peek provided an overview of catalog reports which show where changes to the AGECE and General Education requirements will affect the different degrees at Yavapai College.</li> <li>• Special awareness designations will no longer be necessary under the new AGECE requirements. Special awareness designations will be removed after this academic year.</li> <li>• New AGECE categories, with courses listed, will be voted on at the next Curriculum Committee meeting. The General Education Committee has reviewed the categories and lists to implement in Fall of 2025.</li> <li>• Karen Palmer reviewed the categories and courses in the lists. She discussed similarities between the old and new version of the categories. Most courses have stayed the same, some may have shifted categories.</li> </ul>	<p>The Curriculum Committee Chair requested members to take the AGECE memos to their faculty to review before the next Curriculum Committee meeting.</p>	

	<ul style="list-style-type: none"> <li>• Emily Peek briefly reviewed a couple of the changes in the Oral Communication and Communication categories to show courses that may have shifted.</li> </ul> <p>5. AAS General Education Lists</p> <ul style="list-style-type: none"> <li>• The Committee discussed the AAS General Education requirements and how they may differ than regular General Education categories in other degrees.</li> <li>• The Committee reviewed the Quantitative category and the Written or Applied Communication in AA versus AAS degrees.</li> <li>• Karen Palmer reviewed the English and Math categories for the AAS degrees. There are more options to provide flexibility in the categories.</li> <li>• The Committee discussed the Associate of General Science and how it is different than the Associate of Arts with the AGEC embedded into the degree. Students have specific requirements. They need to finish AGEC requirements if they want it to transfer.</li> <li>• The Committee discussed the categories of the associate degrees being different from the AGEC to not cause confusion.</li> </ul> <p>6. LPN Memo</p> <ul style="list-style-type: none"> <li>• Sarah Southwick provided an overview of changes made to the nursing courses verbiage in the Licensed Practical Nursing program.</li> <li>• Office of Instruction changed “patient” to “client” to align with updates in the industry. No other changes were made.</li> </ul>	
<p><b>IV. Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The Curriculum Committee voted unanimously to adjourn.</li> </ul>	
<p><b>Next Meetings</b></p>	<ul style="list-style-type: none"> <li>• December 3<sup>rd</sup> – Review by Nov 21<sup>st</sup> by noon; Originator responses by Nov 26<sup>th</sup>; Agenda will be distributed December 2<sup>nd</sup> due to Thanksgiving break <ul style="list-style-type: none"> <li>○ AGEC impact memo from OIS</li> <li>○ Associate of Arts</li> <li>○ Associate of Science</li> <li>○ Associate of General Studies</li> <li>○ Associate of Business</li> <li>○ Aerospace Science AAS</li> <li>○ Air Traffic Control Academy Prep Certificate</li> <li>○ Business Foundations Certificate</li> <li>○ AJS 227, 228</li> <li>○ Victim Advocacy Certificate</li> <li>○ EMS 203, 296</li> <li>○ ENG 250, 252, 270, 271, 272, 295</li> <li>○ EXW 200, 205</li> </ul> </li> <li>• December 17<sup>th</sup> <ul style="list-style-type: none"> <li>○ Fundamentals of Agriculture Science Technology Certificate</li> <li>○ EGR 110, 210</li> <li>○ ELT 101, 102, 183, 279</li> </ul> </li> </ul>	<p>The Curriculum Committee Chair requested members to review the proposals and send comments by noon on Thursday, November 21.</p>

- Electrical Instrumentation Technology AAS
- Applied Pre-Engineering AAS
- Electronics-Industrial Electronics Certificate
- AUT 198
- CNC 198
- MET 198
- MAT 221
- EMS 257
- CSA 110
- AFL 301, 301L, 302, 302L, 401, 401L, 402, 402L
- *Pending proposals: PHI, REL*
- January 7<sup>th</sup>
  - NSG 140, 142, 143, 144, 145, 151, 152, 153, 154, 155, 241, 242, 260, 270, 272, 280, 450
  - Nursing AAS
  - AAFA Performing Arts
  - Film and Media AAS
  - Media Production Certificate
  - Script Supervisor Certificate
  - Editing and Post-Production in Film and Media Certificate
  - Writing for Film and Media Creation Certificate
  - ART 182, 183, 238
  - FMA 117, 150, 220
  - THR 150, 250
  - DAN 151
- January 14<sup>th</sup> – LAST MEETING FOR NEW/DELETED PROGRAMS (DGB and College Council agenda items due 1/30 for 2/14 and 2/25 meetings)
  - GST 101, 151, 191, 192, 201, 251, 291
  - AUT 106, 115
  - ART 130
  - Graphic Design AAS
  - ACC 121, 241, 242
  - BSA 110, 130, 238, 496
  - MGT 190, 195, 233
  - Bachelor of Science in Business
  - Business Office Basic Certificate
  - Business Office Professional Certificate
  - Business Office Professional AAS
  - Management AAS
  - Management – Entrepreneurship Principles and Practice Cert
  - Management Certificate
  - *Pending proposals: Accounting Certs*
- February 4<sup>th</sup> – Originator discussion
- February 18<sup>th</sup> – TBD
- March 4<sup>th</sup> – Degree definitions

	<ul style="list-style-type: none"><li>• April 1<sup>st</sup> – Courshedog preview</li><li>• April 15<sup>th</sup> – TBD</li></ul>	
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