

Yavapai College Curriculum Committee
Meeting Minutes
 Tuesday, December 17th, 2024 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, Kim Howell*, Sean Holmes (Div 5), 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), Emily Peek, Liz Peters (Chair, Div 1), Tara O’Neill (Div 4), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*, Jaedyn Weathersby (Student Rep)</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Robert Davis, Jason Ebersole, Justin Brerton, Patti Schlosberg, Paula Tomitz, Megan Hanna, Perry Baker, Kathie Peterson, Philip Reid, Lauri Dreher, Sara Cooper, Karen Palmer</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p> <p>Proxy Tania Sheldahl held by Andrea Riffel.</p>														
I. Consent Agenda and Approval of Minutes	<ol style="list-style-type: none"> 1. Meeting Minutes from Tuesday, December 3, 2024 <ul style="list-style-type: none"> • Meeting minutes were approved by majority. 2. Curriculum Proposals <ul style="list-style-type: none"> • Consent agenda approved unanimously with no discussion. <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>Electrical Instrumentation Technology AAS ELT 183 ELT 279</td> <td>Program Modification Course Modification New Course</td> </tr> <tr> <td>Applied Pre-Engineering AAS EGR 110, 210</td> <td>Program Modification New Courses</td> </tr> <tr> <td>Electronics-Industrial Electronics Certificate ELT 101, 102</td> <td>Program Modification Course Modifications</td> </tr> <tr> <td>AUT, CNC, MET 198</td> <td>New Courses</td> </tr> <tr> <td>MAT 221</td> <td>New Course</td> </tr> <tr> <td>CSA 110</td> <td>Course Modification</td> </tr> </tbody> </table>	Packages	Proposal Type	Electrical Instrumentation Technology AAS ELT 183 ELT 279	Program Modification Course Modification New Course	Applied Pre-Engineering AAS EGR 110, 210	Program Modification New Courses	Electronics-Industrial Electronics Certificate ELT 101, 102	Program Modification Course Modifications	AUT, CNC, MET 198	New Courses	MAT 221	New Course	CSA 110	Course Modification	
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II. Old Business	3. Tabled Proposals		
	Packages	Proposal Type	
	Associate of Science <ul style="list-style-type: none"> • Approved unanimously with no discussion. 	Program Modification	
Associate of Business <ul style="list-style-type: none"> • Approved unanimously with no discussion. 	Program Modification		
III. New Business	4. Curriculum Proposals		
	Packages	Proposal Type	
	Fundamentals of Agriculture Science Technology Certificate <ul style="list-style-type: none"> • Justin Brereton gave an overview of the program and the benefits to high-school, dual enrolled students. The program also has benefits to college students. • Approved unanimously with no discussion. 	New Program	
EXW 200 EXW 205 <ul style="list-style-type: none"> • Paula Tomitz provided an explanation for the course deletion EXW 200 and the new, reappearing EXW 205. EXW 205 was previously deleted when the coaching certificate was sunsetted. The HPER department would like to reinstate the course. • The Committee discussed the credit difference between the former course and the new course proposed. Jason Ebersole and Paula Tormitz expressed they would like the new EXW 205 to be similar to the former course. • The Committee expressed concern over low enrollment with the former course. Jason Ebersole and Paula Tormitz discussed plans they have in place for providing in-person classes with a qualified instructor, which they hope would increase enrollment, especially with student athletes. 	Course Deletion New Course	Emily Peek fixed EXW 205 to update the credit hour load in the proposal per the originator and Committee approval.	

	<ul style="list-style-type: none"> • There is a current student interest in nutrition at YC so they are supporting student requests for more courses that reflect that interest. • The Committee approved by majority with one member abstaining. 			
	<p>EMS 257</p> <ul style="list-style-type: none"> • Jason Ebersole provided an overview of the course and how the refresher course has been built to serve the community. EMS 257 is intended to keep credentialing. • The Committee Chair reviewed the current Quickstart that parallels the EMS 257 proposal. EMS 257 course will start in Fall of 2025. • The Committee asked about sunseting EMS 255. Jason Ebersole confirmed the course would be sunsetted in the future and EMS 257 will be its replacement. • The Committee asked about the abbreviation of ALS in the proposal and requested it be spelled out once to be clear in the description and understood throughout the proposal. Jason Ebersole approved the adjustment. • The Committee approved unanimously. 	New Course		<p>Emily Peek adjusted the proposal to reflect Advanced Life Support in the proposal for the first listed ALS abbreviation.</p>
<p>IV. Information Item</p>	<ul style="list-style-type: none"> • Associate of Arts • Associate of General Studies <ul style="list-style-type: none"> • Liz Peters reviewed the changes to the degrees to verify the degrees and AGEC information matches. Footnotes have been reduced to ease confusion. • The Committee had a lengthy discussion about the footnotes and the Communication category. Patti Schlosberg expressed scribing concerns for the degree and will report back to the Committee in the spring and relay if there are any issues with DegreeWorks. • The Committee discussed concerns over the Communication requirement for YC versus what the state of Arizona requires for the AGEC categories. There was further discussion over what is currently in place at YC and what conversations and/or changes that could happen in the 			

	<p>future with the requirement categories. The Committee also discussed future input by faculty, advisors, and the Gen Ed committee to provide feedback.</p> <ul style="list-style-type: none"> ● PHI and REL proposals <ul style="list-style-type: none"> ● The Committee Chair reviewed the proposals for the PHI and REL courses. The proposals went to the Gen Ed Committee and were not approved so they will not move forward with deletion in the curriculum process. ● The Committee discussed the origin of the proposals, who can approve, override, and start a proposal. ● The Committee members had questions regarding the denial of the proposals by Gen Ed and discussed reasons: waiting for new hire, possible courses offered in the future, and originator of proposals. 	
<p>V. Adjournment</p>		
<p>Next Meetings</p>	<ul style="list-style-type: none"> ● January 7th – Any comments/questions sent to the Curriculum Office by EOD January 6th will be added to Curriculog for originator consideration and answer during the January 7th meeting. <ul style="list-style-type: none"> ○ Nursing AAS ○ NSG 140, 142, 143, 144, 145, 151, 152, 153, 154, 155, 241, 242, 260, 270, 272, 280, 450 ○ 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 182, 183, 283 ○ DAN 151 ○ FMA 117, 150, 220 ○ THR 150, 250 ○ Business Office Basic Certificate ○ Business Office Professional AAS ○ Business Office Professional Certificate ● 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 ○ ART 130 ○ Graphic Design AAS ○ ACC 241, 242, 310, 320, 410, 420, 430 ○ BSA 110, 130, 238, 496 ○ LDR 485 	<p>The Curriculum Committee Chair requested members to review the proposals and send comments by Monday, January 6th. Committee Members do not need to worry about a consent agenda due to time constraints. The Committee Chair is just requesting questions and feedback for the next meeting.</p> <p>Emily will continue to send out recurring invites for the spring.</p>

	<ul style="list-style-type: none"> ○ MGT 190, 195, 233, 320, 325, 380, 385 ○ MKT 310, 320, 410, 420, 430, 480, 490 ○ Accounting AAS ○ Accounting Assistant Certificate ○ Advanced Bookkeeping Certificate ○ Bachelor of Science in Business ○ Basic Tax Certificate ○ Bookkeeping Certificate ○ Management AAS ○ Management Certificate ○ Management – Entrepreneurship Principles and Practice Cert ○ ETR 201 ○ AFL 301, 301L, 302, 302L, 401, 401L, 402, 402L <ul style="list-style-type: none"> ● The Committee Chair brought to everyone’s attention the Jan 14th meeting date. There will be 2 Committee meetings back-to-back due to the beginning of the semester. ● February 4th – Originator discussion ● February 18th – TBD ● March 4th – Degree definitions ● April 1st – Coursedog preview ● April 15th – TBD 	
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