

MINUTES  
**CURRICULUM COMMITTEE MEETING**  
3:30 PM – 5:00 PM  
Zoom  
March 7, 2023

Voting Members Present: Tiffany Kragnes, Mark Muchna, Sarah Southwick, Lindsay Masten, Karly Schauwecker, Liz Peters, Diane Ryan, Jennifer Ritter, Andrea Riffel, Kathie Peterson, Charlie Lohman, Cassi Gibson, Tania Sheldahl, Andrea Riffel, Kelsey Rumsey, Andrea Boyd, Abigail Boyd

Non-voting Members Present: Patti Schlosberg, Leslie Sparkman, Angie Poland, Diana Dowling, Stacey Hilton, Sheila Jarrell

Absent: Ed Bushman, Ustadza White, Denise Woolsey, Alex Barber

**I. Approval of Minutes February 21, 2023**

Motion: Kathie Peterson

Second: Tiffany Kragnes

Discussion: Andrea said she was listed as both attending and absent but was present. Sarah moved to deny the motion (due to correction). Patti corrected the minutes and re-uploaded to Curriculog.

Corrected Motion: Kathie Peterson

Corrected Second: Tiffany Kragnes

Motion Approved

**II. New Business Discussion Items**

**a. AGEC Feedback Request**

Presented by Sarah Southwick

- i. New AGEC criteria for categories requires vetting by committee members.
- ii. General Education Committee is asking for the feedback on AGEC changes by Friday, March 7, 2023.
- iii. Sarah provided background and context for AGEC changes in a presentation.
  1. Presentation document was provided to committee members for reference.
  2. Charlie Lohman asked about how classes can be proved as appropriate for the new General Education categories. Sarah Southwick clarified that Curriculum Committee members are only providing feedback on the draft criteria itself at this time.
  3. Patti Schlosberg asked if the course approval process will be similar to the existing process. Diane Ryan confirmed that the process will remain consistent.

4. Jennifer Ritter added that at a recent HEWE Division meeting, concerns were raised about the American Institutions and Skills for Productive Life criteria areas.
5. Tania Sheldahl asked Diane Ryan if these changes will impact AAS degree requirements, Dr. Ryan and Sarah Southwick confirmed they might.
6. Liz Peters asked if people should respond as individuals and Sarah confirmed that is true.

**b. Curriculog Forms**

Discussion regarding potentially switching to multiple forms for proposed course changes (versus the single form approach used now), and generally updating the forms.

- i. Liz Peters explained that Yavapai College used to use multiple forms and laid out the pros of using multiple forms in her opinion, then opened the discussion.
- ii. Diane Ryan asked Patti Schlosberg and Angie Poland to clarify the rationale for switching from multiple forms to a single form. They explained:
  1. People were filling out the incorrect forms (using the new course form vs course modification form, for example).
  2. For some fields, Curriculog would make people launch the form to import course information and it was causing technical issues.
  3. There were so many forms to pick from, it made people confused.
  4. Patti and Angie found that they were telling people to just finish filling out the wrong form, and then correcting the mistakes themselves, adding to their workload.
- iii. Liz Peters asked if the form information is rolled to the next year each year, and Patti Schlosberg explained that forms must be mapped to the catalog each year.
- iv. Liz Peters asked if there's anything that can be removed from the forms to make them clearer, especially non-curriculum issues. Patti Schlosberg and Angie Poland agreed that there are questions on the form that possibly could be removed.
- v. Tania Sheldahl brought up questions about Quick Start courses, saying it seems like Quick Start courses don't go through the normal processes. Angie Poland explained that a Quick Start is an experimental course, a trial for three semesters, and cannot be counted in an academic program or for AZ Transfer.
  1. Stacey Hilton added [https://www.yc.edu/v6/instructional-support/docs/course\\_capacity\\_combo\\_courses.pdf](https://www.yc.edu/v6/instructional-support/docs/course_capacity_combo_courses.pdf) to the Zoom chat for reference.
  2. Diane Ryan asked if Yavapai College had Quick Start courses proposed/added this year, and Angie Poland said

there had been a number this year, but only the direct deans see them.

3. Patti Schlosberg asked if Dr. Ryan wanted to be added to the workflow for Quick Start courses, and Dr. Ryan confirmed she would like to be included in that workflow as an observer.
4. Liz Peters asked about restricting submissions for Quick Start courses by user type and suggested possibly restricting Quick Start course submissions to certain users (example: deans) to mitigate poorly-suited Quick Start submissions.
5. Liz Peters suggested that Quick Start courses need an official, written procedure for faculty and administration to reference.

**c. Course Level Document**

Discussion about creating a reference for field-specific course verbs.

- i. Liz Peters opened by pointing out this has been an ongoing issue over multiple curriculum approvals—almost every recent course approval has included a caveat for field-specific learning objective verbs.
- ii. Liz Peters said she'd send an email to the Curriculum Committee members going over this issue, and members should read through it and be prepared with feedback prior to the next committee meeting.

**III. Adjournment**