

**Yavapai College Curriculum Committee  
Meeting Minutes**

Tuesday, March 3, 2026 3:30-5:00 pm

[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
<p><b>Call to order/ Establish Quorum</b></p>	<p>Committee Members: Sara Cooper (Div 5), <b>Robert Cummings</b> (Div 1), Diana Dowling*, Chris Harrison (Div 4), <b>Stacey Hilton</b>, Sean Holmes (Chair), Kim Howell*, Sheila Jarrell, Tiffany Kragnes (Div 2), <b>Thomas Leavitt</b> (Adj Rep), <b>Charles Lohman</b> (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth, <b>Bob Moon</b> (Div 1), Trevor Nordin (Div 2), Emily Peek, Kai Ren (Student rep), Andrea Riffel, Karly Way Schauwecker (Div 4), <b>Tania Sheldahl</b>, Sarah Southwick, <b>Leslie Sparkman-Winsor</b>*</p> <p>Sponsors: Dr. Doug Berry, <b>Dr. Marylou Mercado</b></p> <p>Guests: Dean Holbrook, Meghan Paquette, Patti Schlosberg, Lauri Dreher, Philip Reid</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>Sean Holmes held proxy for Tiffany Kragnes.</p>
<p><b>I. Approval of Minutes</b></p>	<p>1. Meeting minutes from Tuesday, February 17, 2026</p> <ul style="list-style-type: none"> <li>• Motioned and seconded to approve the minutes.</li> <li>Approved by majority with one member abstaining.</li> </ul>	
<p><b>II. New Business</b></p>	<p>1. Bachelor of Science in Computer Science (BSCS)</p> <p>2. CSA 420</p> <ul style="list-style-type: none"> <li>• There was a motion to include the Bachelor of Science in Computer Science and CSA 420 together.</li> <li>• The Committee reviewed the changes to the prerequisites in CSA 420 and adjustments made to BSCS the PHI and MAT general education courses, allowing more flexibility for students.</li> <li>• The Committee discussed the prerequisites being more clear, flexible and wanting similar verbiage as other degrees so there is less waiving of General Education for transfer students.</li> <li>• The Committee talked about making the requisites more generalized and easier for students to take coursework. They also mentioned it being easier to manage the exceptions for transfer students.</li> <li>• The Committee reviewed the Quantitative Reasoning category requiring MAT 141 or higher. There was a lengthy discussion about math requirements General Education, the degree, expectations for outside accreditation or stakeholders, and requirements for other degrees that may stack into the BSCS.</li> <li>• Committee members discussed academic rigor of</li> </ul>	<p>Philip Reid will look into Math standards for third party accreditation.</p>

	<p>math courses by transfer students versus YC students.</p> <ul style="list-style-type: none"> <li>• No changes were made to either proposal.</li> <li>• Approved unanimously.</li> </ul>	
<p><b>III. Discussion</b></p>	<ol style="list-style-type: none"> <li>3. Memo for Semiconductor Manufacturing Technology Certificate hidden from catalog <ul style="list-style-type: none"> <li>• Memo was reviewed. No questions or concerns from the Committee.</li> </ul> </li> <li>4. Memo for Media and Extended Realities Certificate hidden from catalog <ul style="list-style-type: none"> <li>• Memo was reviewed. No questions or concerns from the Committee.</li> </ul> </li> <li>5. Memo for BAS in Business program description modification <ul style="list-style-type: none"> <li>• Memo was reviewed.</li> <li>• Lauri Dreher provided rationale for minimal change to the verbiage for the catalog. The information for each optimized bachelor's degree is potentially being trademarked so verbiage needs to be consistent across the college.</li> <li>• No questions or concerns for this memo.</li> </ul> </li> <li>6. <u>Course Leveling document</u> <ul style="list-style-type: none"> <li>• Dr. Berry provided a quick overview and history of the document.</li> <li>• Course Leveling document is being brought forth to Curriculum from General Education. It is requested to revise the document to become more generalized.</li> <li>• Committee members discussed the origination of the document and its use to submit to Higher Learning Commission (HLC) for evidence when submitting programs.</li> <li>• Dr. Berry expressed the limited use or knowledge of the Course Leveling Document across the college. It may be known to more specific departments.</li> <li>• Committee members indicated that various departments do use the documents when developing curriculum proposals.</li> <li>• The Committee discussed the need for course leveling for different courses, specifically lower versus upper division coursework.</li> <li>• The Committee agreed the Course Leveling document could be less specific and more generalized.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• It was discussed that the Course Leveling document should be used as a “guide” and a resource when submitting curriculum. It should also be able to be used by new and experienced faculty.</li> <li>• A draft was provided to the Curriculum Committee to deliver balance between requested revisions by General Education and information that was needed and necessary to propose curriculum and support assessment.</li> <li>• The Committee inquired if verbs were a concern for HLC when submitting for approval. Dr. Berry added he didn’t think they were an issue for HLC. HLC wants to make sure we are assessing what we are using as outcomes.</li> <li>• The Committee discussed Student Learning Outcomes Assessment (SLOA) resources and if information from those documents could be added for the Course Leveling document. It was suggested that information and resources could be in both locations for support.</li> <li>• The Committee Chair recapped the Course Leveling document discussion and thoughts from the Committee.</li> <li>• There was a motion and a second to remove specific verbs from the Course Leveling document, add Bloom’s verbs to the back of the Curriculum Manual, and send the suggested draft to the General Education Committee to review and provide input.</li> <li>• Approved by majority with one abstaining.</li> </ul>	<p>The Committee Chair will forward the drafted Course Leveling document to the General Education Committee to review at their next meeting.</p>
<b>IV. Adjournment</b>	<ul style="list-style-type: none"> <li>• Motion to adjourn. Approved unanimously.</li> </ul>	
<b>Next Meetings</b>	<ul style="list-style-type: none"> <li>• April 7<sup>th</sup> <ul style="list-style-type: none"> <li>○ Proposal Originator Statement</li> <li>○ Curriculum Manual review</li> <li>○ Next year’s meeting dates</li> </ul> </li> <li>• April 21<sup>st</sup> <ul style="list-style-type: none"> <li>○ Coursedog update</li> </ul> </li> </ul>	