

Yavapai College Curriculum Committee
Meeting Minutes
 Tuesday, April 15, 2025 3:30-5:00 pm
 ZOOM

Topic	Discussion	Action				
Call to order/ Establish Quorum	<p>Committee Members: Alex Barber (Faculty Senate Rep), Tessa Clasen-Pierce (Student rep), Diana Dowling*, Stacey Hilton, Sean Holmes (Div 5), Kim Howell*, 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), Tara O’Neill (Div 4), Emily Peek, Liz Peters (Chair, Div 1), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Megan Hanna and Perry Baker</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p>				
I. Consent Agenda and Approval of Minutes	<p>1. Meeting Minutes from Tuesday, March 4, 2025</p> <ul style="list-style-type: none">Meeting minutes were approved unanimously.					
II. New Business	<p>2. Curriculum Proposals</p> <table><tr><th>Packages</th><th>Proposal Type</th></tr><tr><td><p>ACC 210</p><ul style="list-style-type: none">Megan Hanna gave a review of the proposal and why it was being submitted. She discussed getting rid of a hidden prerequisite.Approve unanimously without discussion.</td><td><p>Course Modification</p></td></tr></table>	Packages	Proposal Type	<p>ACC 210</p> <ul style="list-style-type: none">Megan Hanna gave a review of the proposal and why it was being submitted. She discussed getting rid of a hidden prerequisite.Approve unanimously without discussion.	<p>Course Modification</p>	
Packages	Proposal Type					
<p>ACC 210</p> <ul style="list-style-type: none">Megan Hanna gave a review of the proposal and why it was being submitted. She discussed getting rid of a hidden prerequisite.Approve unanimously without discussion.	<p>Course Modification</p>					
III. Discussion	<p>3. Proposal Originators Statement</p> <ul style="list-style-type: none">Sarah Southwick went over the Proposal Originator Statement with the Committee.The Committee discussed what “proposal” meant in relation to the statement.The Committee discussed “extenuating circumstances” and how this allows flexibility for faculty that isn’t represented.The Committee discussed the second bullet point where it addresses the use of email and requested to make it more generic for requests and for flexibility with future changes. <p>4. First Meeting of the next calendar year: September 2, 2025</p> <ul style="list-style-type: none">Sarah went over the first scheduled meeting for the next					

	<p>calendar year.</p> <ul style="list-style-type: none"> The Committee discussed who was returning to the Curriculum Committee next year. <p>5. Topics for the fall (requested by Committee members):</p> <ul style="list-style-type: none"> Progression plans integrated into the curriculum cycle and proposal submission for a smoother process in the spring. Curriculum proposals and supporting faculty. <p>6. Discussion points:</p> <ul style="list-style-type: none"> The Committee discussed positives and negatives for 2024-2025. The Committee thought there was great attendance and they represented a good working group. The Committee would like to see improvements for: communication for representatives, more training for faculty and flow charts for proposal submissions, clarity on how curriculum links back to courses and submissions, Curriculum Committee roles as the college transitions from 16 to 8 week courses. 	<p>Sarah Southwick will email the Committee Chair a list of individuals returning to the Curriculum Committee next year.</p>
IV. Adjournment		
Next Meetings	<ul style="list-style-type: none"> Sept 2nd – Curriculum Committee Representatives for 25-26 <p>Coursedog preview (pending project status) Degree definitions Agenda TBD</p>	