

Yavapai College Curriculum Committee

MINUTES

Tuesday, September 2, 2025 3:34 - 4:25 PM

[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
Call to order/ Establish Quorum	<p>Committee Members: Sara Cooper (Div 5), Diana Dowling*, Stacey Hilton, Sean Holmes (Div 5), Kim Howell*, Sheila Jarrell, Jared King (Div 1), 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), Kai Ren (Student Rep), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Robert Cummings, Bill Hamm, Dean Holbrook, Meghan Paquette, Kelsey Rumsey</p> <p><i>*=Not a Voting Member</i></p>	
I. Approval of Minutes	<ol style="list-style-type: none"> Meeting minutes from Tuesday, April 15, 2025 <ul style="list-style-type: none"> Motioned and seconded to approve the minutes. Vote taken; minutes approved. 	
II. New Business (Informational only)	<ol style="list-style-type: none"> Coursedog update <ul style="list-style-type: none"> The Office of Instruction is still working through the implementation process with Coursedog. We will continue using Curriculog for one more academic year and will launch the 2026-2027 academic year using Coursedog for curriculum management. Student definition <ul style="list-style-type: none"> The Curriculum Office received a request from Dr. Rhine through Sheila to define “student” and add it to the catalog glossary. Tania explains the continuing education language in the definition regarding students enrolled in non-credit courses. Active Courses Not Offered Since Term Spring 2022 <ul style="list-style-type: none"> The report was shared with the Curriculum Committee as an informational item. Liz explained the Course Removal Process to the Committee using Division 1’s report as an example. 	
III. Discussion	<ol style="list-style-type: none"> Curriculum Manual revisions <ul style="list-style-type: none"> Sarah shared the revisions through tracked changes. The revisions include a Proposal Originator statement, workflow updates, workforce/occupational course guidelines, AGEC updates per the new AGEC structure, and additions to the minimum requirements table. Motioned and seconded to approve the revisions. Vote taken; revisions approved unanimously. Forms and workflow updates <ul style="list-style-type: none"> Liz provided an overview of the updates to forms and 	Emily will send recurring meeting invites for the next academic year.

	<p>workflows, including consent agenda step through the Curriculog workflow to eliminate emails outside of the system and a new response requirement for New Program proposals approval.</p> <ul style="list-style-type: none"> - The curriculum proposal deadline remains October 31st. <p>7. Committee meeting schedule</p> <ul style="list-style-type: none"> - Liz shared the curriculum webpage: Resources, Charter and Membership, Meetings and Minutes, General Education, ATF Representatives, and Articulation information. <p>8. Other updates</p> <ul style="list-style-type: none"> - Curriculum Forms are open. Liz requests Faculty Reps to encourage their areas to consider modifications based on program review or assessment data from the past year. - New Programs should be directed to the AMP Committee per their new role in the process, which requires all new programs to receive approval from ELT before submitting a curriculum proposal. - Liz reviewed account settings in Curriculog to receive daily digest emails. 	
IV. Adjournment		
Next Meetings (Fall)	<ul style="list-style-type: none"> • Sept 16 – Agenda TBD • Oct 7 – Agenda TBD • Oct 21 – Agenda TBD • Nov 4 – Agenda TBD • Nov 18 – Agenda TBD • Dec 2 – Agenda TBD 	