

**Yavapai College Curriculum Committee  
Meeting Minutes**

Tuesday, January 6, 2026 3:30-5:00 pm

[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
<b>Call to order/ Establish Quorum</b>	<p>Committee Members: Sara Cooper (Div 5), Robert Cummings (Div 1), Diana Dowling*, Chris Harrison (Div 4), Stacey Hilton, Sean Holmes (Chair), 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), Emily Peek, 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: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Tracy Rogers, Jason Ebersole, Alex Lewis, Allen Magarrell, Patti Schlosberg</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p>
<b>I. Consent Agenda and Approval of Minutes</b>	<ol style="list-style-type: none"> <li>1. Meeting minutes from Tuesday, December 16, 2025 <ul style="list-style-type: none"> <li>• Motioned and seconded to approve the minutes. Approved unanimously.</li> </ul> </li> <li>2. Consent Agenda <ol style="list-style-type: none"> <li>a. ART 110, 111, <del>112, 113</del>, 114</li> <li>b. CBT 113</li> <li>c. COM 100, 131, 134</li> <li>d. ENG 101, 101A, 102, 136, 139</li> <li>e. GLG 102</li> <li>f. MAT 230</li> <li>g. Associate of Science</li> </ol> <ul style="list-style-type: none"> <li>• The Committee raised questions about ART 112 and ART 113. Motioned to remove those two courses from the Consent Agenda.</li> <li>• Motioned and seconded to approve the Consent Agenda items, without ART 112 and ART 113. Approved unanimously.</li> </ul> </li> </ol>	
<b>II. New Business</b>	<ol style="list-style-type: none"> <li>1. ART 112 and 113 <ul style="list-style-type: none"> <li>• The Committee asked questions regarding the lecture and lab changes to the courses.</li> <li>• Lindsay Masten reviewed the lecture changes and explained the courses are better aligned with university courses, particularly Arizona State University.</li> <li>• Approved unanimously.</li> </ul> </li> <li>2. Custom Firearms Design and Manufacturing Certificate</li> <li>3. GST 195A, 195B, 210, 220, 230, 240, 270, 280, 295A,</li> </ol>	

295B

- Alex Lewis provided a brief overview of the program and courses.
  - Allen Magarrell explained the reasoning for the changes and went over the course options for the certificate.
  - The third year was removed and Computer Numerical Control (CNC) courses are optional. The certificate was updated to meet industry demand and concurrency of coursework allows for quicker completion.
  - The Committee discussed optional course work and financial aid eligibility. The certificate is only 11 credits so it would not be financial aid eligible. There was further discussion on programs not being eligible if they were over 15 credits. Students will have to pay for anything over 15 credits.
  - The Committee questioned about substantial change to the program and whether it needed to go through HLC approval.
  - The Committee discussed prerequisites in the courses for the program.
  - Allen provided an overview of how CNC courses would be structured and scheduled so concurrency could occur if students wanted to take the extra courses.
  - The Committee discussed concurrency with prerequisites and verified there shouldn't be registration issues.
  - The Committee discussed admission into the program with the course prerequisites and concurrency.
  - The Committee talked about the certificate being a stand alone, not embedded into the degree, and it will look like a separate program in the catalog.
  - Approved unanimously.
4. Integrative Health (Fitness/Reiki Trainer) AAS
  5. IHF 110, 130, 160, 190, 220
  6. EXW 160, 210, 230
    - Charlie Lohman gave a brief overview of the program.
    - Jason Ebersole explained the Fitness Trainer Certificate is built into this AAS. He also discussed how these new AAS degrees can be used to entry into the Diagnostic Medical Sonography Certificate. The degrees can also be used in a

Allen Magarrell will let advising know if students register for courses and haven't taken prerequisites or are not concurrent with courses that need to be taken together.

	<p style="text-align: center;">clinical setting with patients.</p> <ul style="list-style-type: none"> <li>• Approved unanimously.</li> </ul> <p>7. Integrative Health (Massage Therapy) AAS</p> <p>8. Massage Therapy Certificate</p> <p>9. IHM 130, 150, 155, 170, 175, 210, 215, 230, 235, 250</p> <ul style="list-style-type: none"> <li>• The Committee discussed the certificate being embedded into the degree.</li> <li>• The Committee posed a question on IHM 210 prerequisite. It contained “Instructor Permission” and was the only course with this prerequisite.</li> <li>• The Committee Chair edited the prerequisite for IHM 210 and took it out with Charlie and Jason’s approval.</li> <li>• Approved unanimously.</li> </ul> <p>10. Integrative Health (Reflexology) AAS</p> <p>11. Reflexology Certificate</p> <p>12. IHR 110, 130, 150, 170, 190, 200, 210, 230, 240, 250, 260, 270, 280</p> <ul style="list-style-type: none"> <li>• Jason Ebersole provided information about the degree coursework and practices included into this program.</li> <li>• Approved unanimously</li> </ul> <p>13. Diagnostic Medical Sonography Certificate</p> <p>14. DMS 100, 101, 102, 110, 111, 112, 120, 121, 122, 123, 124, 130</p> <ul style="list-style-type: none"> <li>• The Committee moved this to the second item of discussion. Tracy Rogers provided an overview of the program. The program is targeting professionals with AAS degrees in integrated health.</li> <li>• The Committee discussed course prerequisites, scheduling courses, and outlining coursework on a progression plan so scheduling personnel can schedule courses appropriately.</li> <li>• The majority of the courses in the program can be built for 8 weeks and will fit into the new Elevate 8 initiative.</li> <li>• The Committee reviewed the Course Learning Outcome’s (CLO) for courses per comments in Curriculog. The Committee Chair made changes to the CLO’s with Tracy during the meeting. Changes were made to DMS 101, 102, 112, 120, 121, 122, 123, 124, and 130 to update verbiage.</li> <li>• The Committee discussed prerequisites and admission into the program. A lengthy discussion ensued over specific courses needed to get into the</li> </ul>	<p style="color: red;">Tracy Rogers will meet with scheduling to go over course sequencing.</p>
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	<p>program, types of degrees to allow entry, high school students being prepared for the program, and putting in information about pre-entry into the program description to be clear for students.</p> <ul style="list-style-type: none"> <li>• Tracy said more information will be available and provided once the program is reviewed by HLC.</li> <li>• Jason Ebersole provided further clarification and explanation for the program. The certificate provides a broader scope for other Allied Health areas so individuals in the industry can take courses and gain knowledge in other areas of expertise.</li> <li>• The Committee asked for clearer guidance and entry requirements for the program. The program description was updated to include examples of AAS degrees that may be accepted to be eligible for the program and to add context for eligibility.</li> <li>• Approved unanimously.</li> </ul>	
<p><b>III. Adjournment</b></p>	<ul style="list-style-type: none"> <li>• The Committee asked for more information about new programs for guiding students through the admission process. Deanna Baker should be reaching out to schedule meetings with personnel to understand how those will work for student admission.</li> <li>• Motion to adjourn was approved unanimously.</li> </ul>	
<p><b>Next Meetings (Spring)</b></p>	<ul style="list-style-type: none"> <li>• January 20<sup>th</sup> <ul style="list-style-type: none"> <li>○ ART 143, 243, 244</li> <li>○ Writing for the Screen Certificate</li> </ul> </li> <li>• Pending General Education Committee <ul style="list-style-type: none"> <li>○ ART 201H</li> <li>○ CHP 230H</li> <li>○ COM 131H</li> <li>○ ECN 236</li> <li>○ ENG 101H, 102H, 170</li> <li>○ FMA 210, 243</li> <li>○ HIS 131H</li> <li>○ HUM 236, 243, 260</li> <li>○ POS 110H</li> <li>○ PSY 210, 245, 250, 266, 290H</li> <li>○ REL 261</li> <li>○ SOC 101H <ul style="list-style-type: none"> <li>▪ Please note ENG 170 and any course with "H" after the course number are being held for further discussion.</li> </ul> </li> </ul> </li> </ul>	