

**Yavapai College Curriculum Committee  
Meeting Minutes**

Tuesday, April 7, 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*, Tiffany Kragnes (Div 2), Thomas Leavitt (Adj Rep), Charles Lohman (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth, Bob Moon (Div 1), Trevor Nordin (Div 2), Emily Peek, Kai Ren (Student rep), Andrea Riffel, Karly Way Schauwecker (Div 4), Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor*</p> <p>Sponsors: Dr. Doug Berry, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Meghan Paquette, Jennifer Ritter, Jennifer Buskey, LeeAnn Walker, Crystal Kelsey</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. Approval of Minutes</b>	<p>1. Meeting minutes from Tuesday, March 3, 2026</p> <ul style="list-style-type: none"> <li>Motioned and seconded to approve the minutes. Approved by majority with two members abstaining.</li> </ul>	
<b>II. New Business</b>	<ol style="list-style-type: none"> <li>RN-BSN Program Description and Accreditation Statement Memo <ul style="list-style-type: none"> <li>Members briefly discussed initial accreditation and asked for clarification. This is the first time the program to be accredited.</li> <li>Motioned and seconded to approve the memo. Passed unanimously.</li> </ul> </li> <li>Curriculum Manual review <ul style="list-style-type: none"> <li>The Committee Chair briefly reviewed the manual and showed changes/updates made to the various sections.</li> <li>Sarah Southwick cited updates in more detail and provided a brief explanation for the updates.</li> <li>No questions from committee members. Motioned and seconded to approve the changes/updates to the manual. Passed unanimously.</li> </ul> </li> <li>Proposal Originator Statement <ul style="list-style-type: none"> <li>The Committee Chair discussed the Originator Statement in the manual and gave an overview of the statement, as well as exceptions activity from the 2025-26 curriculum cycle.</li> <li>The Committee reviewed the history and development of the statement, why it was generated and purpose for it being in the manual.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• The Committee discussed the impact of the statement on the curriculum process for the last cycle, impact on various roles and originators of proposals, Committee involvement to support submissions, and whether it had a positive impact on departmental communication for proposing curriculum.</li> <li>• The Committee discussed curriculum as a faculty driven process and compliance with HLC.</li> <li>• Dr. Berry provided insight for HLC compliance. The Committee has faculty representation, primacy and YC faculty help develop courses. HLC cares about the process and whether the college is following it.</li> <li>• The Committee discussed the majority of the curriculum exceptions coming from Division I &amp; II and reviewed the various reasons why this happened in the last cycle.</li> <li>• Dr. Mercado provided an overview of exceptions coming from Division I &amp; II and program development/growth for the college.</li> <li>• The Committee discussed the time commitment and protocol for the exceptions process. The dialogue included support for faculty, roadblocks for the process, and benefits for the college.</li> <li>• Adjustments were made to the Originator Statement to include various faculty, staff, positions, program directors, etc. Committee members discussed making the statement less prescriptive to allow for less exceptions to the process.</li> <li>• Additional conversation included collaboration between faculty and leadership when submitting curriculum.</li> <li>• The Committee reviewed the revisions and discussed a time frame for exceptions.</li> <li>• The Committee motioned and seconded to approve the edits to the Originator Statement. Passed unanimously.</li> </ul> <p>4. AY 26-27 meeting dates</p> <ul style="list-style-type: none"> <li>• The Committee reviewed the meeting dates for the next curriculum cycle.</li> <li>• The Committee discussed possible conflicts with other meetings, particularly the District Governing Board. No concerns.</li> <li>• Motioned and seconded to approve the 2026-27</li> </ul>	
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	meeting dates. Passed unanimously.	
<b>III. Discussion</b>	<ol style="list-style-type: none"> <li>1. Courshedog test case users over Summer 26 <ul style="list-style-type: none"> <li>• The Office of Instruction (OIS) asked for volunteers to help test the new Curriculum program, CourseDog, and go through processes to make sure everything is ready for the next curriculum cycle.</li> </ul> </li> </ol>	Members will reach out to OIS if they are willing to test the product over the summer.
<b>IV. Adjournment</b>	<ul style="list-style-type: none"> <li>• Motioned and seconded to adjourn. Approved unanimously.</li> </ul>	The Committee Chair will send out the Course Leveling Document along with GenEd comments and suggestions, to gather feedback from Curriculum Committee members for the last meeting.
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>• April 21<sup>st</sup></li> </ul>	