

Yavapai College Curriculum Committee
Meeting Minutes
Tuesday, October 14, 2025 3:30-5:00 pm
[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
Call to order/ Establish Quorum	Committee Members: Robert Cummings (Div 1), Diana Dowling*, Chris Harrison (Div 4), 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), Emily Peek, Kai Ren (Student rep), Andrea Riffel, Tania Sheldahl, Sarah Southwick, Leslie Sparkman-Winsor* Sponsors: Dr. Doug Berry, Dr. Marylou Mercado Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Scott Ritchie, Jerald Monahan, Alex Lewis, Sara Cooper, Patti Schlosberg, Heather Mulcaire <i>*=Not a Voting Member</i>	Quorum was met with voting members. Members absent are in yellow.
I. Committee Chair	1. New Curriculum Committee Chair Motioned and seconded to approve the new Chair Approved unanimously.	
II. Approval of Minutes	2. Meeting minutes from Tuesday, October 7, 2025 Motioned and seconded to approve the minutes. Minutes approved unanimously.	
III. New Business	HVAC Service Technician Cert - HVA 113, 114, 115, 116, 235, 240, 245, 250 - The certificate and courses were previously viewed by multiple committee members prior to Curriculum Committee to review information for accuracy. - The Committee briefly discussed enrollment concerns for the new certificate and courses getting held up by DOE and HLC. - The certificate and courses still get posted in the catalog, students can still register and financial aid could be possible depending on approval by DOE and HLC. - Approved unanimously. Unmanned Aircraft Systems Certificate - UAS 215, 216, 250 - The Committee briefly discussed changes that were made to the program. - Approved unanimously.	

	BAS in Public Safety Administration ○ PUB 310, 330, 350, 370, 390, 410, 430, 450, 470, 490 • The Committee discussed the concentrations and how they were set up within the new degree. • The Committee addressed enrollment concerns with having “program admission” as a prerequisite, expressing it is difficult to manage with registration. • The Committee motioned to amend the prerequisite requirement for the upper division courses, except PUB 490. • There was a brief discussion on embedded certificates within the degree and sequencing courses with the lower and upper division blocks. • The Committee discussed having any other prerequisites for the courses, the example was writing, to support courses. Alex Lewis did not see a need to add any other prerequisites to the program. • Approved unanimously.	Per request by Originators and Committee Members, Emily Peek updated the proposals to remove “Program Admission” from the prerequisites for PUB courses 310-470 and the program.
IV. Adjournment		
Next Meetings (Fall)	• Oct 21 – Agenda TBD ○ AAFA – Visual Arts ○ ART 130, 131, 132, 214, 230, 231, 233, 234 ○ EDU 180 ○ ECE 291 ○ Legal Office Clerk Certificate ○ LAW 102, 220 ○ Limited X-Ray Transition Certificate ○ RAD 160B • Nov 4 – Agenda TBD ○ GLG 102 ○ Associate of Science • Nov 18 – Agenda TBD • Dec 2 – Agenda TBD	