

**Yavapai College Curriculum Committee**

**Meeting Minutes**

Tuesday, December 2, 2025 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, Mike Schaible, Jason Ebersole, Jerald Monahan, John Morgan, Perry Baker, Tim Peterson, Elizabeth Peters, Heather Mulcaire</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, November 18, 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. Computer Numerical Control Certificate</li> <li>b. CNC 260 <ul style="list-style-type: none"> <li>• CNC 260 was removed from the consent agenda by request of a committee member, to discuss in New Business.</li> </ul> </li> <li>c. Electrical &amp; Instrumentation Technology AAS</li> <li>d. ELT 102, 162, 165, 271</li> <li>e. Automated Industrial Technology Certificate</li> <li>f. AIT 225 <ul style="list-style-type: none"> <li>• Motioned and seconded to approve all the Consent Agenda items, with the exception of CNC 260.</li> <li>• Approved unanimously.</li> </ul> </li> </ol> </li> </ol>	
<b>II. Old Business</b>	<ol style="list-style-type: none"> <li>1. Detention Officer Training Academy Certificate</li> <li>2. AJS 294 <ul style="list-style-type: none"> <li>• Motioned to approve the Detention Officer Training Academy certificate and AJS 294 together.</li> <li>• Jason Ebersole confirmed that proposals have been updated with correct lecture and lab hour ratios.</li> <li>• The Committee recalled the previous meeting discussion and changes that occurred to contact hours, accounting for scheduling breaks, and consistency with contact hour ratios amongst other</li> </ul> </li> </ol>	

	<p>courses.</p> <ul style="list-style-type: none"> <li>• Approved unanimously.</li> </ul> <p>3. Law Enforcement Certificate</p> <p>4. AJS 295, 292 (Deletion)</p> <ul style="list-style-type: none"> <li>• Motioned to approve the Law Enforcement Certificate, AJS 295 and 292 together.</li> <li>• The Committee questioned how course fees affect tuition costs and extra costs associated with the program and outside provider (NARTA).</li> <li>• Jason Ebersole reassured the committee that there are no extra costs involved to students or NARTA. It is about completion of the program.</li> <li>• Approved unanimously.</li> </ul>	
<b>III. New Business</b>	<p>1. CNC 260</p> <ul style="list-style-type: none"> <li>• The Committee discussed the lab hour ratio for CNC 260 being different than other CNC courses.</li> <li>• Mike Schable confirmed that lab hours should be changed and consistent with other CNC courses in the program.</li> <li>• Approved Unanimously.</li> </ul> <p>2. Brewing Technology Certificate</p> <p>3. BRW 100, 110, 130, 140, 150, 192, 195, 299</p> <ul style="list-style-type: none"> <li>• Motioned to approve the deletion of the Brewing Certificate and all corresponding courses together.</li> <li>• No discussion. Approved unanimously.</li> </ul> <p>4. Semiconductor Manufacturing Technician Certificate</p> <p>5. SMT 100, 105, 205, 210, 215</p> <ul style="list-style-type: none"> <li>• Motioned to approve the Semiconductor Manufacturing Technician Certificate and corresponding courses together.</li> <li>• The Committee discussed the foundation of the program and the future opportunities it has for apprenticeship for students.</li> <li>• Approved unanimously.</li> </ul> <p>6. Electrician Certificate</p> <p>7. CBT 111, 114, 115, 116, 117, 118, 119, 121</p> <ul style="list-style-type: none"> <li>• Motioned to approve the Electrician Certificate and all corresponding courses together.</li> <li>• The Committee discussed CBT 114 and 116. There were a couple of learning outcomes not connected to the course content.</li> <li>• CBT 121 was reviewed to identify the acronym PV in the learning outcomes so it was clear for students.</li> </ul>	<p>CBT 114 and 116 were fixed during the meeting to ensure course content and learning outcomes were aligned correctly. The acronym PV was corrected in CBT 121 to be more clear for students.</p>

- The Committee discussed the path for current students with the changes to the program. Heather Mulcaire said there should be no issues and she has reviewed progression for current students with an advisor.
- Approved unanimously.

8. Media and Extended Realities

- Lindsay Masten provided a brief overview of the changes to the program and oversight history of the program.
- The current proposal is a modification that is deleting courses that are in the Bachelor of Design. The plan is to modify Media and Extended Realities in the next curriculum cycle to update it, offer current and more robust courses.
- Media and Extended Realities Certificate will have current modifications, but will not be offered in 2026-27.
- The Committee had a lengthy discussion about program and course offerings that are not currently available to students and whether to sunset programs and courses that are not going to be offered in the current cycle.
- The Committee discussed the new AMP Committee process and timeline to roll out new curriculum. The process allows time to have programs and courses be approved through all committees and outside entities, including HLC and DOE, in order for new programs to be ready and available to students.
- The Committee discussed inactive programs and courses being problematic for students and issues it may cause for advising.
- Dr. Berry talked about YC taking a proactive approach to get curriculum ready to offer programs and courses in the future.
- The Committee discussed not putting anything into the catalog until everything was ready to support offering new programs and courses. This then began a larger discussion about managing curriculum and appropriate timing with scheduling when everything is approved and supported monetarily.
- The Committee talked about the ability to hide programs and courses and then activate them when available to students.

	<ul style="list-style-type: none"> <li>• Discussion regarding offerings in the catalog was tabled to a future committee meeting.</li> <li>• The motion to approve the modification to Media and Extended Realities was approved unanimously.</li> </ul>	
<b>IV. Adjournment</b>		
<b>Next Meetings (Fall)</b>	<ul style="list-style-type: none"> <li>• Dec 16 – Agenda TBD <ul style="list-style-type: none"> <li>○ Aerospace Science Airplane Operations AAS</li> <li>○ AVT 108, 114, 115, 119, 129, 204, 205, 214, 215, 219, 222, 223, 224, 225, 228, 260 (Deletions)</li> <li>○ AVT 137, 138, 139, 149, 157, 159, 257, 259, 267, 269, 277, 279, 287, 289 (New and/or replacing deletions)</li> <li>○ Script Supervisor Certificate</li> <li>○ Lighting Design for Stage and Media</li> <li>○ Media Editing and Post-Production Certificate</li> <li>○ Stage and Media Production</li> <li>○ Technical Theater in Stagecraft and Media Certificate</li> <li>○ Writing for the Screen Certificate</li> <li>○ FMA 102, 105, 107, 132, 133, 134, 135, 160, 207, 210, 218, 239</li> <li>○ AAFA Performing Arts</li> <li>○ THR 131, 132, 145, 146, 151, 160, 218</li> <li>○ ART 110, 111, 114</li> <li>○ Critical Care Provider Certificate</li> <li>○ EMS 290, 293</li> <li>○ LPN 115, 215</li> <li>○ Artificial Intelligence and Machine Learning Certificate</li> <li>○ AIM 101, 104, 205, 221, 232</li> <li>○ CSA 294</li> <li>○ Basic Residential Trades Certificate</li> <li>○ CBT 250</li> <li>○ Early Childhood Industry Certificate</li> <li>○ Early Childhood Basic Certificate</li> <li>○ Early Childhood Advanced Certificate</li> </ul> </li> <li>• January 6<sup>th</sup> and beyond <ul style="list-style-type: none"> <li>○ Custom Firearms Design and Manufacturing Certificate</li> <li>○ GST 195A, 195B, 210, 220, 230, 240, 270, 280, 295A, 295B</li> <li>○ ART 143, 243, 244</li> <li>○ Diagnostic Medical Sonography Certificate</li> <li>○ DMS 100, 101, 102, 110, 111, 112, 120, 121, 122, 123, 124, 130</li> <li>○ Integrative Health (Fitness/Reiki Trainer) AAS</li> <li>○ IHF 110, 130, 160, 190, 220</li> </ul> </li> </ul>	<p>The Committee Chair reviewed proposals for the next meeting and for January. He encouraged the members to review proposals and keep curriculum flowing so we can get through the cycle and process everything on time.</p>

- Integrative Health (Massage Therapy) AAS
- Massage Therapy Certificate
- IHM 130, 150, 155, 170, 175, 210, 215, 230, 235, 250,
- Integrative Health (Reflexology) AAS
- Reflexology Certificate
- IHR 110, 130, 150, 170, 190, 200, 210, 230, 240, 250,
- 260, 270, 280
- EXW 160, 210, 230
- Pending General Education Committee (next meeting is 12/12)
  - ART 112, 113
  - COM 100, 131, 134
  - ECN 236
  - ENG 101, 101A, 101H, 102, 102H, 136, 139, 170
    - Please note ENG 170 and any course with "H" after the course number are being held for further discussion
  - FMA 243
  - GLG 102
  - HUM 236, 260
  - MAT 230
  - PSY 210, 245, 250, 266
  - REL 261
  - Associate of Science