

**Yavapai College Curriculum Committee
Meeting Minutes**

Tuesday, April 21, 2026 3:30-5:00 pm

[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
Call to order/ Establish Quorum	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*, Lee Ann Walker Sponsors: Dr. Doug Berry, Dr. Marylou Mercado Guests: Dean Holbrook, Meghan Paquette, Crystal Kelsey <i>*=Not a Voting Member</i>	Quorum was met with voting members. Members absent are in yellow.
I. Approval of Minutes	1. Meeting minutes from Tuesday, April 7, 2026 Motioned and seconded to approve the minutes. Minutes approved unanimously.	
II. New Business	2. HVAC Service Technician Certificate Memo - The Committee reviewed the HVAC Service Technician email and discussed the rationale and reasons for postponing programs. - Postponed programs will have a note in the catalog for students. - The Committee talked about course offerings for postponed programs and inquired about a possible timeline for scheduling courses and starting the new programs. - The Committee discussed the HVAC program needing “Program Admission” before registering for the program or courses. - The Committee discussed other possible programs that may be postponed and have spring registration. (ex: Integrative Health AAS degrees) - Leadership should let the Office of Instruction know about timelines for launching programs and then OIS will follow up with the Committee. - Memo was approved unanimously. 3. Returning Members AY 2026-2027 - The Committee discussed membership for the next year. No changes in membership and all present, active, current members will return. - Exception: Guest Dean Holbrook will be retiring	Dean Holbrook will meet with Dr. Mercado to clarify “spring start” for postponed programs.

	and not returning. 4. Course Creation Guide, Course Level Document, and Catalog Glossary Revision • The Committee revisited the documents and reviewed the updates. • Stacey Hilton met with Karen Palmer of the General Education Committee and came up with edits to the current documents, as well as a new document that accommodates the requests of the General Education Committee while continuing to contain important information for processes related to Curriculum and Assessment. • The compromised approach makes the documents more general while maintaining specificity where needed. • Stacey reviewed the edits, modifications, and provided rationale for the changes to the existing documents. • All documents were approved unanimously.	Sarah Southwick will take the Course Creation and Bloom's Taxonomy documents to SLOA Committee for a vote.
III. Discussion	5. Coursedog test case users needed • The Committee discussed volunteers needed for Course Dog testing over the summer to make sure proposal flow worked properly. • Volunteers: Sean Holmes, Lindsay Masten, and Tiffany Kragnes. 6. Curriculum process review • The Committee asked for feedback on the curriculum process during the last year. • No questions, comments, feedback or discussion was brought forward. • The Committee briefly discussed the volume of curriculum processed this year and the exceptions process which added to the number of curriculum proposals.	The Office of Instruction will reach out to the volunteers when it is time to test the program.
IV. Adjournment	• Motioned and seconded to adjourn. Approved unanimously.	
Next Meeting	• September 1st	