

**Yavapai College Curriculum Committee**  
**Meeting Minutes**  
 Tuesday, February 17, 2026 3:30-5:00 pm  
[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
<b>Call to order/ Establish Quorum</b>	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, 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*  Sponsors: Dr. Doug Berry, Dr. Marylou Mercado  Guests: Dean Holbrook, Meghan Paquette, Helen Stephensen, Bryan Robertson  *= <i>Not a Voting Member</i>	<p style="color: red;">Quorum was met with voting members.</p> <p style="color: red;">Members absent are in yellow.</p>
<b>I. Approval of Minutes</b>	1. Meeting minutes from Tuesday, January 20, 2026 <ul style="list-style-type: none"> <li>• Motioned and seconded to approve the minutes. Approved by majority with one member abstaining.</li> </ul>	
<b>II. New Business</b>	1. Introduction of New Committee Members <ul style="list-style-type: none"> <li>• New members were introduced: Karly Way Schauwecker and Bob Moon.</li> </ul> 2. Writing for the Screen Certificate (2 <sup>nd</sup> modification) <ul style="list-style-type: none"> <li>• Helen reviewed why the certificate Writing for the Screen was coming back through the Committee.</li> <li>• Course FMA 243 was taken off because it caused a hidden prerequisite for the certificate. (ENG 101)</li> <li>• The Committee briefly discussed what was being voted on.</li> <li>• Approved unanimously.</li> </ul> 3. Committee Chair for AY 2026-2027 <ul style="list-style-type: none"> <li>• The Committee Chair, Sean Holmes, nominated himself to continue chairing the Curriculum Committee for the next season.</li> <li>• No other discussion about the Curriculum Committee Chair was brought to the Committee and no other members were nominated or volunteered to chair the Committee.</li> <li>• Approved unanimously.</li> </ul> 4. Proposed Process for Hiding or Reinstating Programs in the Academic Catalog <ul style="list-style-type: none"> <li>• The Committee Chair reviewed the memo, documentation for this process and why this</li> </ul>	

	<p>information/process was coming to the Committee.</p> <ul style="list-style-type: none"> <li>• The Committee discussed programs that had passed through the cycle this year and are now going to be placed on hold for various reasons.</li> <li>• The Committee expressed concerns for multiple approval processes and how this could be duplicative work. It was clarified that the Committee would approve curriculum proposals and be notified if it goes on hold or is reinstated.</li> <li>• The Curriculum office needs a process for keeping the Committee informed of program status. There also needs to be a timeline for updating the catalog and keeping other departments informed. (ex: Scheduling, advising, registration, etc.)</li> <li>• Dean Holbrook reviewed the rationale for the process, documentation that needs to be kept, and discussed historical examples that support the need for a process.</li> <li>• The Committee discussed that there would be no HLC issues with hiding programs, unless the programs were never offered. Other departments don't seem to have any issues or concerns either.</li> <li>• The Committee discussed the new Semi-Conductor program and whether it was currently in the catalog. Since it went through the cycle this year, it would not be posted in the catalog until next year.</li> <li>• The Committee discussed any automations or notifications for hiding programs. The Curriculum office expressed that there may be capabilities in the new curriculum program in the future, but not as of yet.</li> <li>• The time line for hiding and reinstating programs was reviewed and discussed. Discussion regarding the timelines provided rationale, as well as properly notifying personnel in other departments to make timely adjustments as needed for the school year and for posting in the preliminary and final catalog.</li> <li>• Leslie Sparkman-Winsor requested an adjustment to the scheduling timeline verbiage to say "at least 6 weeks prior to registration" instead of "6 weeks prior to registration".</li> <li>• The motion was adjusted to include the updated language to scheduling timeline.</li> <li>• Approved unanimously.</li> </ul>	
<p><b>III. Discussion</b></p>	<p>5. <u>Course Leveling document</u></p> <ul style="list-style-type: none"> <li>• The Chair presented the document needed to be</li> </ul>	

	<p>reviewed by the Committee and how this was a request from the General Education Committee to review for possible edits.</p> <ul style="list-style-type: none"> <li>• The Committee discussed the background of the document, how it was developed, and asked why we might be reviewing this information.</li> <li>• The Committee discussed where the request came from and if there were any particular information or edits that the General Education Committee might be looking for.</li> <li>• There was discussion regarding including General Education Committee members in the Curriculum Committee. It was concluded that there is overlap between committees with members representing both or having department personnel involved in both areas.</li> <li>• The Committee discussed how the document is used across the college and it was verified that the document is used when reviewing curriculum proposals to ensure appropriate levels and verbs are being used.</li> </ul>	<p>The Chair asked Committee members to review, bring back feedback and ideas, recommendations or questions to the next meeting.</p> <p>The Curriculum Committee Chair will invite the General Education Committee Chair to the next meeting to further discuss the Course Leveling document.</p>
<b>IV. Adjournment</b>	<ul style="list-style-type: none"> <li>• The Committee motioned to adjourned. Approved unanimously.</li> </ul>	
<b>Next Meetings</b>	<ul style="list-style-type: none"> <li>• March 3<sup>rd</sup> <ul style="list-style-type: none"> <li>○ Proposal Originator Statement</li> </ul> </li> <li>• April 7<sup>th</sup> <ul style="list-style-type: none"> <li>○ Curriculum Manual review</li> <li>○ Next year's meeting dates</li> </ul> </li> <li>• April 21<sup>st</sup> <ul style="list-style-type: none"> <li>○ Coursedog update</li> </ul> </li> </ul>	