

**Yavapai College Curriculum Committee  
Meeting Minutes**

Tuesday, September 15, 2026 3:30-5:00 pm

[ZOOM](#)

| <u>Topic</u>                               | <u>Discussion</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <u>Action</u>                                                                                                                              |
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| <b>Call to order/<br/>Establish Quorum</b> | <p>Committee Members: Aderemi Adedokun (Div 5), Amanda Atherton (Div 5), <b>Diana Dowling*</b>, Chris Harrison (Div 4), <b>Stacey Hilton</b>, Sean Holmes (Chair), Kim Howell*, Tiffany Kragnes (Div 2), <b>Thomas Leavitt</b> (Adj Rep), Charles Lohman (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth*, <b>Bob Moon</b> (Div 1), Trevor Nordin (Div 2), Emily Peek, Andrea Riffel, Karly Way Schauwecker (Div 4), <b>Tania Sheldahl</b>, Amy Smith*, <b>Sarah Southwick</b>, <b>Quinton Voss</b> (Div 1), Ashlynn Waggener (Student Rep), Leslie Sparkman-Winsor*, Lee Ann Walker</p> <p>Sponsor: Dr. Marylou Mercado</p> <p>Guests: Adrienne Carlos</p> <p><i>*=Not a Voting Member</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p> <p>Proxy for Tania Sheldahl was held by Andrea Riffel.</p> |
| <b>I. Approval of Minutes</b>              | <ol style="list-style-type: none"> <li>Meeting minutes from Tuesday, September 1, 2026 <ul style="list-style-type: none"> <li>Motioned and seconded to approve the minutes.<br/>Approved unanimously</li> </ul> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                            |
| <b>II. New Business</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                            |
| <b>III. Discussion</b>                     | <ol style="list-style-type: none"> <li>Curriculum Committee College Council presentation <ul style="list-style-type: none"> <li>The Curriculum Committee Chair reviewed the power point presentation that was shown at College Council.</li> </ul> </li> <li>Curriculum timeline and agenda timelines <ul style="list-style-type: none"> <li>Emily Peek went over the Consent Agenda timeline and showed the graphic that reviews the process.</li> <li>Consent Agenda timeline remains consistent with last year's process.</li> <li>Consent Agenda items include new and deleted programs with corresponding courses</li> </ul> </li> <li>Curriculum review and approval workflows <ul style="list-style-type: none"> <li>Emily Peek reviewed Course Dog workflows and how the proposals moved through the approval process.</li> <li>Proposals are evolving and edits can be made until approval in the Committee meetings.</li> <li>When proposals are submitted, they do not need to be perfect. They will be reviewed by several teams and individuals with the originator prior to being voted on by the Committee.</li> </ul> </li> </ol> |                                                                                                                                            |

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|  | <p>4. Committee Representative expectations – reviewing proposals, representing your division, and sharing curriculum updates</p> <ul style="list-style-type: none"> <li>• The Curriculum Committee Chair reviewed member expectations including: Being the point person for the division, relaying information, answer questions and reviewing proposals prior to the meetings.</li> <li>• Members are key in communication from the Committee to their division.</li> <li>• The Curriculum Committee Chair went over a Course Dog proposal and what it looks like in the new program, how to review, what to look for in the proposal, and key information to consider when reviewing.</li> <li>• The Curriculum Committee Chair discussed Course Content and Learning Outcomes in detail for proposals.</li> <li>• Goal: To make sure everything is up to a high standard with passing curriculum for the college.</li> </ul> <p>5. Emergency Medical Technician Program and Course Descriptions Memo</p> <ul style="list-style-type: none"> <li>• Emily Peek reviewed the Emergency Medical Technician memo and why a memo was submitted.</li> <li>• Students were having some confusion about eligibility and the co-requisites for the courses. The descriptions for both the courses and program were slightly adjusted to be more clear.</li> </ul> <p>6. Hidden Programs Memos</p> <ol style="list-style-type: none"> <li>a. HVAC Service Technician Certificate</li> <li>b. Integrative Health Programs</li> <li>c. Media and Extended Realities</li> </ol> <ul style="list-style-type: none"> <li>• The Curriculum Committee Chair reviewed the memos for the programs that will be hidden in the catalog and the reason behind it.</li> </ul> <p>7. Active Courses Not Offered Since Term Spring 2023 report results</p> <ul style="list-style-type: none"> <li>• Emily Peek went over the Active Courses Not Offered document and reviewed the process for making the final decision.</li> <li>• The Division Dean is notified and information is relayed or discussed to make the final decision.</li> <li>• Justification is sent back to the Office of Instruction for the decision of whether to keep or remove courses.</li> </ul> |  |
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| <b>III. Adjournment</b>         | <ul style="list-style-type: none"> <li>• Motion to adjourn approved unanimously.</li> </ul>                                                                                                                                                                                                                                                                             |                                                                                                        |
| <b>Upcoming Meetings (Fall)</b> | <ul style="list-style-type: none"> <li>• October 6 <ul style="list-style-type: none"> <li>○ Presentation from Megan Crossfield</li> <li>○ Kinesiology proposals</li> </ul> </li> <li>• October 20 – Agenda TBD</li> <li>• November 3 – Agenda TBD</li> <li>• November 17 – Agenda TBD</li> <li>• December 1 – Agenda TBD</li> <li>• December 15 – Agenda TBD</li> </ul> | <p>Committee members are encouraged to review the Kinesiology proposals prior to the next meeting.</p> |