

**Yavapai College Curriculum Committee
Meeting Minutes**

Tuesday, September 16, 2025 3:30-5:00 pm

[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
Call to order/ Establish Quorum	<p>Committee Members: Robert Cummings (Div 1), Diana Dowling*, 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, Liz Peters (Chair, Div 1), 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, Sara Cooper, Megan Crossfield, Deanna Baker, Michael Moghtader</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p>
I. Approval of Minutes	<p>1. Meeting minutes from Tuesday, September 2, 2025</p> <ul style="list-style-type: none"> Motioned and seconded to approve the minutes. Vote taken; minutes approved unanimously. 	
II. New Business	<p>2. AMP Presentation</p> <ul style="list-style-type: none"> Megan Crossfield and Deanna Baker presented AMP information including the website, tools and timeline for new programs. Megan Crossfield discussed and presented the Program Review process, New programs to be launched this spring. The Committee discussed alignment of timelines with AMP, Program Review and Curriculum to meet goals and deadlines of external committees and agencies that need to review program information. The Committee discussed adding verbiage into the Curriculum Manual about substantive change to programs needing HLC approval. 	<p>Megan will get a list of qualifications to the Committee that might need to go through HLC.</p>
III. Discussion	<p>3. Proposal Originator exceptions</p> <ul style="list-style-type: none"> The Committee reviewed the Proposal Originator exceptions statement and current exceptions submitted. The Committee discussed clarifying the language in the exceptions statement to be more clear and reduce exceptions. The Committee voiced concerns regarding faculty being left out of the communication loop if exceptions are being made for curriculum submissions. The Chair discussed having layers of review, which involve faculty, to have content area experts involved in the curriculum process. Feedback sent to the Chair will be reviewed at the next meeting. 	<p>Liz will reach out to faculty reps to see if they know about proposals that are currently approved as exceptions.</p> <p>The Chair requested feedback from divisions regarding</p>

	<p>4. Curriculum Committee Charter</p> <ul style="list-style-type: none"> • The Chair reviewed the Committee Membership. • Feedback sent to the Chair will be reviewed at the next meeting. 	<p>proposal originator language. Please send feedback in writing.</p> <p>Faculty needs to review the Committee Membership information and request feedback from their departments. The Chair requested feedback in writing.</p>
IV. Adjournment		
Next Meetings (Fall)	<ul style="list-style-type: none"> • Oct 7 <ul style="list-style-type: none"> ○ EXW153 ○ NSG 142, 143, 151, 152, 153, 154, 242, 260, 272, 280 • Oct 21 – Agenda TBD • Nov 4 – Agenda TBD • Nov 18 – Agenda TBD • Dec 2 – Agenda TBD 	<p>Notifications will be sent to the Committee to review when proposals are ready.</p>