

**Yavapai College Curriculum Committee
Meeting Minutes**

Tuesday, October 7, 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), 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, Karen Palmer, Byran Robertson</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. Consent Agenda and Approval of Minutes	<ol style="list-style-type: none"> 1. Meeting minutes from Tuesday, September 16, 2025 <ul style="list-style-type: none"> • Motioned and seconded to approve the minutes. Minutes approved unanimously. 2. Consent Agenda <ol style="list-style-type: none"> a. EXW153 b. LAW107 c. NSG 142, 143, 151, 152, 153, 154, 242, 260, 272, 280 <ul style="list-style-type: none"> • Consent agenda items approved unanimously without discussion. 	
II. New Business	<ol style="list-style-type: none"> 3. Robotics Certificate <ol style="list-style-type: none"> a. ELT 130, 135, 140, 230, 235, 240 <ul style="list-style-type: none"> • Liz reviewed the certificate, courses, and general purpose of the program. • The Committee asked about using the word “advanced” in ELT 240. Liz validated the title of the course and its use for a capstone course for the program. • The Committee approved unanimously. 4. Bachelor of Design in Visual Design <ol style="list-style-type: none"> a. DES 100, 101, 102, 103, 204, 305, 306, 307, 308, 310, 409, 410, 411, 413, 414 <ul style="list-style-type: none"> • Lindsay reviewed the new program and courses. Small adjustments were made to align the certificate to the Bachelor of Design so there were no hidden prerequisites. • The Committee motioned to combine the discussion of the Bachelor of Design, DES courses, Visual Design AAS and Graphic Design Certificate together so there could be a full review of all of the degrees together. 	

	<ul style="list-style-type: none"> • The Committee brought up concerns for substantial changes to the AAS and for current students. • The Committee discussed at length the proposed changes, courses currently in the progression plans, similarities in the current versus proposed courses, and course equivalencies. • Lindsay discussed supporting students through the required advising pilot program to help students transition to the new degree. • The Committee discussed how courses were going to be scheduled for current students to finish their degree requirements. • The Committee reviewed the General Education requirements presented in the degree. Prescriptive courses and rational were discussed for selected classes versus student choice for more flexibility. • Lindsay reviewed rational for specific courses and how they support the degree. • Committee decided to keep PSY and COMM in the General Education categories and put recommendations for other courses in the progression plans. • The committee reviewed courses for prerequisites and corequisites. • Adjustments to the prerequisites and corequisites were made to DES 101 and DES 103 during the meeting to accommodate current students and minimize overrides in degree works. • The Committee approved all Visual Design proposals unanimously. <p>5. Visual Design AAS</p> <p>6. Graphic Design Certificate</p> <p>7. Gen Ed AAS List</p> <ul style="list-style-type: none"> • The Committee reviewed the main changes to the AAS General Education course lists: range in credits, categories, and alignment with the AGECE. • The Committee discussed the types of credits and categories in the lists. • Karen Palmer reviewed how the changes support students and variations in credits for the YC AAS degrees. • Karen has followed up with AAS programs that may need to submit modifications based on changes. • The Committee discussed how the AAS General Education lists would be shown in the catalog. • The Committee discussed ENG and MAT course differences. • Quantitative Reasoning was taken off the list title to better clarify the category. Left Mathematics in the title as better representation. 	
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	<ul style="list-style-type: none"> The Committee unanimously approved the General Education AAS lists with updates. 	
III. Discussion	8. Curriculum Committee Chair <ul style="list-style-type: none"> Liz Peters announced she is stepping down from Committee Chair. The Committee is seeking new representation and for anyone currently on the Committee to consider the position. Any questions about being the Chair can go through the Curriculum Office. If there is no representation, Faculty Senate may appoint. 	
IV. Adjournment		
Next Meetings (Fall)	<ul style="list-style-type: none"> Oct 14 <ul style="list-style-type: none"> EDU 180 ECE 291 Legal Office Clerk Certificate HVAC Service Technician Cert and HVA 113, 114, 115, 116, 230, 235, 240, 245, 250 UAS Cert and UAS 215, 216, 250 BAS in Public Safety Administration and PUB 310, 330, 350, 370, 390, 410, 430, 450, 470, 490 The Committee added an extra meeting to address the timelines of the new Bachelor degrees and other programs. Oct 21 – Agenda TBD <ul style="list-style-type: none"> AAFA – Visual Arts ART 130, 131, 132, 214, 230, 231, 233, 234 Nov 4 – Agenda TBD <ul style="list-style-type: none"> GLG 102 Associate of Science Nov 18 – Agenda TBD Dec 2 – Agenda TBD 	<p>The Committee is encouraged to review upcoming proposals for the next Curriculum Committee meeting.</p>