

**Yavapai College Curriculum Committee
Meeting Minutes**

Tuesday, November 4, 2025 3:30-5:00 pm

[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
Call to order/ Establish Quorum	<p>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, Trevor Nordin (Div 2), Emily Peek, 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, Dianne Hull, Tracy Rogers, Tara O'Neill</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, October 21, 2025 <ul style="list-style-type: none"> • Motioned and seconded to approve the minutes. Approved by majority. One abstain. 2. Consent Agenda <ol style="list-style-type: none"> a. ECE 200, 202, 260, 270 b. NSG 241 <ul style="list-style-type: none"> • Motioned and seconded to approve the consent agenda. Approved unanimously. 	
II. New Business	<ol style="list-style-type: none"> 3. Legal Office Clerk Certificate <ol style="list-style-type: none"> a. LAW 102, 220 <ul style="list-style-type: none"> • Tiffany provided an overview of the changes to the certificate and LAW courses. • Learning Outcomes now match other certificates. • BSA 228 and MGT 233 are now part of the certificate to expose students to office communication and learn computer programs. • Course Learning Outcomes to LAW 102 were modified to be less specific and more flexible. • Approved unanimously. 4. Limited X-Ray Transition Certificate (Modification) <ol style="list-style-type: none"> a. RAD 160B <ul style="list-style-type: none"> • Tracy reviewed the proposals and discussed how the course wraps up the transition to the AAS and makes sure students get the clinical hours they need to successfully complete the program. • The Committee discussed where 160B fits into the certificate and transition into the AAS. • RAD 160B is being brought back to finish the clinical hours students need without repeating a course. 	

	<ul style="list-style-type: none"> The Committee discussed HLC approval for the current program and financial aid eligibility. The Committee approved unanimously. 	
III. Discussion	<p>5. Curriculog Functionality</p> <ul style="list-style-type: none"> The Committee reviewed Curriculog functions: how to read proposals for courses and programs, changes, and mark-ups in the proposal. <p>6. Curriculum Committee Meetings in January</p> <ul style="list-style-type: none"> The Committee agreed to add an extra meeting to the January calendar. New date: January 20, 2026 	Kim Howell will add the January 20 th date to the meeting list in Curriculog.
IV. Adjournment	<ul style="list-style-type: none"> The Committee approved unanimously to adjourn. 	
Next Meetings (Fall)	<ul style="list-style-type: none"> Nov 18 – Agenda TBD <ul style="list-style-type: none"> REC 105 MUS 221, 222, 227 THR 164 Limited X-Ray Machine Operator Certificate Limited X-Ray Transition Certificate (Deletion) RAD 102, 105, 106, 107, 115 Management-Entrepreneurship Principles and Practice Certificate MGT 190, 195 BS in Business-Digital Marketing BSA 494 PHY 150 Dec 2 – Agenda TBD <ul style="list-style-type: none"> Detention Officer Training Academy Certificate Law Enforcement Certificate AJS 294, 295 Semiconductor Manufacturing Technician Certificate MET/SCM 100, 105, 205, 210, 215 (prefix TBD) Electrician Certificate CBT 111, 114, 115, 116, 117, 118, 119, 121 Computer Numerical Control Certificate CNC 260 Electrical & Instrumentation Technology AAS ELT 102, 162, 165, 271 Automated Industrial Technology Certificate AIT 225 Dec 16 – Agenda TBD <ul style="list-style-type: none"> Aerospace Science Airplane Operations AAS AVT 108, 114, 115, 119, 129, 204, 205, 214, 215, 219, 222, 223, 224, 225, 228, 260 (Deletions) AVT 137, 138, 139, 149, 157, 159, 257, 259, 267, 269, 277, 279, 287 (New and/or replacing deletions) Script Supervisor Certificate 	The Committee Chair reviewed the future agendas and encouraged members to start reviewing proposals.

	<ul style="list-style-type: none"> ○ Lighting Design for Stage and Media ○ Directing for Stage and Media ○ Media Editing and Post-Production Certificate ○ Stage and Media Production ○ Technical Theater in Stagecraft and Media Certificate ○ Writing for the Screen Certificate ○ FMA 102, 105, 107, 132, 133, 134, 135, 160, 207, 210, 218, 239 ○ AAFA Performing Arts ○ THR 145,146,160, 218 ○ THR 131, 132 ○ THR 151 ○ ART 110, 111, 112, 113, 114, 143, 243, 244 ○ Media and Extended Realities ○ ENG 136, 139 • TBD – next Gen Ed Committee meeting is 12/12 <ul style="list-style-type: none"> ○ ENG 101, 101A, 101H, 102, 102A, 102H, 136, 139, 170 ○ Associate of Science ○ GLG 102 • January 6th and beyond <ul style="list-style-type: none"> ○ Critical Care Provider Certificate ○ EMS 290, 293 ○ FMA 243 ○ HUM 236, 260 ○ Artificial Intelligence and Machine Learning Certificate ○ AIM 101, 104, 205, 221, 232 ○ CSA 294 ○ Custom Firearms Design and Manufacturing Certificate ○ GST 195A, 195B, 210, 220, 230, 240, 270, 280, 295A, 295B ○ REL 216 ○ PSY 210, 245, 250, 266 ○ MAT 330 ○ LPN 115, 215 ○ Brewing Technology Certificate 	
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