

**Yavapai College Curriculum Committee**  
**Meeting Minutes**  
Tuesday, November 18, 2025 3:30-5:00 pm  
[ZOOM](#)

<u>Topic</u>	<u>Discussion</u>	<u>Action</u>
<b>Call to order/ Establish Quorum</b>	<p>Committee Members: Sara Cooper (Div 5), <b>Robert Cummings</b> (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: <b>Dr. Doug Berry</b>, Dr. Marylou Mercado</p> <p>Guests: Dean Holbrook, Meghan Paquette, Kelsey Rumsey, Perry Baker, Tracy Rogers, Jerald Monahan, Chris Tenney, Jason Ebersole, Brett Watts, Megan Hanna, Lauri Dreher</p> <p><i>*=Not a Voting Member</i></p>	<p>Quorum was met with voting members.</p> <p>Members absent are in yellow.</p>
<b>I. Consent Agenda and Approval of Minutes</b>	<ol style="list-style-type: none"> <li>1. Meeting minutes from Tuesday, November 4, 2025 <ul style="list-style-type: none"> <li>• <b>Motioned and seconded to approve the minutes. Approved unanimously.</b></li> </ul> </li> <li>2. Consent Agenda <ol style="list-style-type: none"> <li>a. MUS 222 &amp; 227</li> <li>b. THR 164</li> <li>c. Limited X-Ray Machine Operator Certificate</li> <li>d. RAD 102, 103, 104, 105, 115</li> <li>e. Management-Entrepreneurship Principles and Practice Certificate</li> <li>f. MGT 190, 195</li> <li>g. BS in Business-Digital Marketing</li> <li>h. BSA 494</li> <li>i. PHY 150</li> </ol> <ul style="list-style-type: none"> <li>• <b>Motioned and seconded to approve all the Consent Agenda items. Approved unanimously.</b></li> </ul> </li> </ol>	
<b>II. New Business</b>	<ol style="list-style-type: none"> <li>1. REC 105 <ul style="list-style-type: none"> <li>• <b>REC 105 is currently a Quickstart moving to a permanent course.</b></li> <li>• <b>The Committee discussed the frequency the course is offered each semester and enrollment information.</b></li> <li>• <b>The Committee reviewed the description in the proposal for the rationale for offering the course.</b></li> <li>• <b>The course is flexible and is built for different topics to be covered. It offers expansion for the recreation department.</b></li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• Approve unanimously.</li> </ul> <p>2. MUS 221 (New)</p> <ul style="list-style-type: none"> <li>• MUS 221 was moved from the Consent Agenda to New Business because it is a Quickstart moving to a permanent, new course.</li> <li>• The Committee briefly discussed the title for the course, no changes made.</li> <li>• Approved unanimously.</li> </ul> <p>3. Limited X-Ray Transition Certificate (Deletion)</p> <p>4. RAD 160B (Deletion)</p> <ul style="list-style-type: none"> <li>• Tracy discussed the rationale for the program and course deletion. She reviewed the trajectory for the overall program next year.</li> <li>• Approved unanimously.</li> </ul> <p>5. Detention Officer Training Academy Certificate</p> <p>6. AJS 294</p> <ul style="list-style-type: none"> <li>• The Committee motioned to discuss the Detention Officer Training Academy Certificate and the AJS 294 course together.</li> <li>• Jason Ebersole gave a brief overview of the course and had updated the Learning Outcomes according to the Assessment Manager's suggestions.</li> <li>• The course is being supported by the Sherriff's office and can be completed in 8 weeks anytime during the calendar year.</li> <li>• The Committee members had questions about the lecture and lab hours in the course proposal. The Committee and Jason discussed the hours for the course, compared the variation in other AJS courses, and total time accumulation to complete the proposed course.</li> <li>• The Committee clarified the learning outcomes for the program. The learning outcomes were not included in the program proposal. Jason verified the learning outcomes should match the AJS 294 course proposal.</li> <li>• The Committee discussed the potential for registration overrides for programs over 18 credits. The current proposal for the program is 16 credits so it wouldn't require any overrides.</li> <li>• The Committee expressed concerns for the lecture and lab hours and how that would work with scheduling. Further discussion included concerns about scheduling with breaks to ensure proper time equivalency to credit hours in the course.</li> </ul>	<p>Emily input the learning outcomes into the Detention Officer Training Academy to match AJS 294 course learning outcomes per Jason.</p>
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	<ul style="list-style-type: none"> <li>The Committee motioned and seconded to table the Detention Officer Training Academy Certificate and AJS 294 course until the next meeting to discuss further and give time for individuals to work on the lecture and lab hour ratio to make sure it can get scheduled correctly.</li> <li>Approved unanimously.</li> <li>The Committee re-motioned to undo the tabled item and rediscuss the Detention Officer Training Academy Certificate with the AJS 294 course.</li> <li>The Committee revisited the lab and lecture hours for credit and had an extensive conversation regarding contact and activity time while calculating for breaks.</li> <li>The Committee discussed the scheduling component and how hours and credits are calculated for courses.</li> <li>The Committee amended the motion to table the Detention Officer Training Academy Certificate and AJS 294 and to include the Law Enforcement Certificate, AJS 295 and AJS 292 so that credit lab and lecture hours could be worked on and reflect what is going to be done in the course and accurately scheduled.</li> <li>Approved unanimously to postpone until the next meeting.</li> </ul> <p>7. Law Enforcement Certificate</p> <p>8. AJS 295, 292 (Deletion)</p> <ul style="list-style-type: none"> <li>Item was tabled until the next meeting.</li> </ul>	<p>Jason Ebersole will meet with Dean Holbrook to review the credits for the lecture and lab hours for accurate scheduling.</p>
<b>III. Adjournment</b>	<ul style="list-style-type: none"> <li>Motioned and seconded to adjourn. Approved unanimously.</li> </ul>	
<b>Next Meetings (Fall)</b>	<ul style="list-style-type: none"> <li>Dec 2 – Agenda TBD <ul style="list-style-type: none"> <li>Semiconductor Manufacturing Technician Certificate</li> <li>MET/SCM 100, 105, 205, 210, 215 (prefix TBD)</li> <li>Electrician Certificate</li> <li>CBT 111, 114, 115, 116, 117, 118, 119, 121</li> <li>Computer Numerical Control Certificate</li> <li>CNC 260</li> <li>Electrical &amp; Instrumentation Technology AAS</li> <li>ELT 102, 162, 165, 271</li> <li>Automated Industrial Technology Certificate</li> <li>AIT 225</li> </ul> </li> <li>Dec 16 – Agenda TBD <ul style="list-style-type: none"> <li>Aerospace Science Airplane Operations AAS</li> <li>AVT 108, 114, 115, 119, 129, 204, 205, 214, 215, 219,</li> </ul> </li> </ul>	<p>The Committee Chair reviewed the next agenda items and encouraged members to review the proposals for the next meeting.</p>

	<p>222, 223, 224, 225, 228, 260 (Deletions)</p> <ul style="list-style-type: none"> <li>○ AVT 137, 138, 139, 149, 157, 159, 257, 259, 267, 269, 277, 279, 287 (New and/or replacing deletions)</li> <li>○ Script Supervisor Certificate</li> <li>○ Lighting Design for Stage and Media</li> <li>○ Directing for Stage and Media</li> <li>○ Media Editing and Post-Production Certificate</li> <li>○ Stage and Media Production</li> <li>○ Technical Theater in Stagecraft and Media Certificate</li> <li>○ Writing for the Screen Certificate</li> <li>○ FMA 102, 105, 107, 132, 133, 134, 135, 160, 207, 210, 218, 239</li> <li>○ AAFA Performing Arts</li> <li>○ THR 145, 146, 160, 218</li> <li>○ THR 131, 132</li> <li>○ THR 151</li> <li>○ ART 110, 111, 112, 113, 114, 143</li> <li>○ Media and Extended Realities</li> </ul> <ul style="list-style-type: none"> <li>● TBD – next Gen Ed Committee meeting is 12/12 <ul style="list-style-type: none"> <li>○ ENG 101, 101A, 101H, 102, 102A, 102H, 136, 139, 170</li> <li>○ Associate of Science</li> <li>○ GLG 102</li> <li>○ ENG 136, 139</li> </ul> </li> <li>● January 6<sup>th</sup> and beyond <ul style="list-style-type: none"> <li>○ Critical Care Provider Certificate</li> <li>○ EMS 290, 293</li> <li>○ FMA 243</li> <li>○ HUM 236, 260</li> <li>○ Artificial Intelligence and Machine Learning Certificate</li> <li>○ AIM 101, 104, 205, 221, 232</li> <li>○ CSA 294</li> <li>○ Custom Firearms Design and Manufacturing Certificate</li> <li>○ GST 195A, 195B, 210, 220, 230, 240, 270, 280, 295A, 295B</li> <li>○ ART 243, 244</li> <li>○ REL 216</li> <li>○ PSY 210, 245, 250, 266</li> <li>○ MAT 230</li> <li>○ LPN 115, 215</li> <li>○ Brewing Technology Certificate</li> </ul> </li> </ul>	
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