

**Yavapai College Curriculum Committee**  
**Meeting Minutes**  
Tuesday, December 16, 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), <b>Thomas Leavitt</b> (Adj Rep), <b>Charles Lohman</b> (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth, Trevor Nordin (Div 2), Emily Peek, <b>Kai Ren</b> (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, Jason Ebersole, Nicole Goldberger, Philip Reid, Chris Tenney, Taylor Oest, Helen Stephenson, Perry Baker, Patti Schlosberg, An Pfister, Bryan Robertson, Heather Mulcaire, 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>
<b>I. Consent Agenda and Approval of Minutes</b>	<ol style="list-style-type: none"> <li>1. Meeting minutes from Tuesday, December 2, 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. LPN 115, 215</li> <li>b. Basic Residential Trades Certificate</li> <li>c. CBT 250</li> <li>d. AAFA Performing Arts</li> <li>e. Early Childhood Basic Certificate</li> <li>f. Early Childhood Advanced Certificate</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>3. Artificial Intelligence and Machine Learning Certificate</li> <li>4. AIM 101, 104, 205, 221, 232 <ul style="list-style-type: none"> <li>• <b>Motioned and seconded to include the certificate and all AIM courses together in discussion.</b></li> <li>• <b>Philip Reid provided an overview of the new certificate and the courses.</b></li> <li>• <b>The Committee discussed the prefix and the new certificate being a part of Computer Science.</b></li> <li>• <b>Philip verified the courses in the certificate are supported by Intel and have similar courses in other colleges that have equivalency for transfer.</b></li> <li>• <b>The Committee voiced concerns about having courses with similar titles that include Artificial Intelligence (AI). Philip provided an overview of</b></li> </ul> </li> </ol>	<p><b>Philip Reid will send Sheila Jarrell information about course equivalencies for AIM courses.</b></p>

	<p>AI versus degenerative AI and other course offerings.</p> <ul style="list-style-type: none"> <li>• The Committee questioned CSA 250 being a 200-level course and being an “introductory” course for AI. This part of the discussion ended due to CSA 250 not being a part of the current agenda.</li> <li>• The Committee discussed courses for transfer and wanting names and titles matching to make transfer easier. It also helps students when searching for courses to take at YC,</li> <li>• The Artificial Intelligence and Machine learning Certificate with all AIM courses passed unanimously.</li> </ul> <p>5. CSA 294</p> <ul style="list-style-type: none"> <li>• The Committee asked for an overview of the proposal. Philip Reid provided a brief explanation for the proposal.</li> <li>• Approved unanimously.</li> </ul> <p>6. Critical Care Provider Certificate</p> <p>7. EMS 290, 292, 293</p> <ul style="list-style-type: none"> <li>• The Committee motioned to review the certificate and EMS courses together,</li> <li>• Taylor Oest and Jason Ebersole provided an overview, rationale for submitting proposals, and being aligned with state requirements.</li> <li>• Learning Outcomes need to be better aligned to comply with state requirements.</li> <li>• Jason said some of the course changes were from Quickstarts moving to permanent courses.</li> <li>• Taylor shared that EMS 290 is not the standard or required nationally so they are taking it out and brining in the new course to meet current expectations.</li> <li>• Approved unanimously.</li> </ul> <p>8. Aerospace Science Airplane Operations AAS</p> <p>9. AVT 108, 114, 115, 119, 129, 204, 205, 214, 215, 219, 222, 223, 224, 225, 228, 260 (Deletions)</p> <p>10. AVT 137, 138, 139, 149, 157, 159, 257, 259, 267, 269, 277, 279, 287, 289 (New and/or replacing deletions)</p> <ul style="list-style-type: none"> <li>• The Committee motioned to review the Aerospace Science Airplane Operations AAS and all AVT courses together.</li> <li>• The Committee asked about the ratio of new and deleted courses being equivalent for the degree.</li> <li>• Jason Ebersole provided an overview of the new courses, credits, hours, and adjustments made to the</li> </ul>	
--	--	--

	<p>range to make it easier.</p> <ul style="list-style-type: none"> <li>• The Committee asked about current students enrolled in the program and plans for finishing. There were questions about a teach-out plan and Jason Ebersole discussed plans for current students to finish in spring or summer of 2026. They are working with students to finish and will meet their needs with existing courses.</li> <li>• The Committee asked about future changes to courses in the spring of 2026 in case of FAA or federal regulations for aircraft. Jason said he does not see any foreseeable changes coming in the spring or future so there should be no other proposals coming forward.</li> <li>• Approved unanimously.</li> </ul> <p>11. Script Supervisor Certificate</p> <ul style="list-style-type: none"> <li>• Helen Stephenson gave an overview of the changes to the programs, the current directives and her changes in divisions within the college.</li> <li>• The objective of the proposals is to keep the programs and courses that are operating with student demand.</li> <li>• There is a marketing team established to increase student interest.</li> <li>• The Committee discussed the different certificates and lack of overlap. Helen provided an explanation for varied student interest in separate areas of the arts. The certificates are also set up to support industry demand.</li> <li>• Helen also explained they are trying to support high school student interests by offering these programs and courses.</li> <li>• The Committee requested a new motion to include FMA and THR 218 since they are a part of the certificate.</li> <li>• Approved by majority with one abstain.</li> </ul> <p>12. Media Editing and Post-Production Certificate</p> <p>13. Stage and Media Production</p> <p>14. Technical Theater in Stagecraft and Media Certificate</p> <p>15. FMA 102, 105, 107, 132, 133, 135, 160, 207, 218, 239</p> <p>16. THR 131, 132, 145, 146, 151, 160, 218</p> <ul style="list-style-type: none"> <li>• The Committee requested a motion, to review all remaining certificates, FMA and THR courses together.</li> <li>• The Committee expressed concerns for offering too many certificates with low enrollment, course</li> </ul>	<p>Chris Tenney and Bryan Robertson will meet with student development teams to provide information about certificate changes.</p>
--	---	--

	<p>offerings with no overlap and lack of students.</p> <ul style="list-style-type: none"> <li>• Helen expressed that offering courses tied to General Education will hopefully add exposure and increase enrollment.</li> <li>• The Committee discussed course overlaps with programs. It was discussed how there are no new certificates, just changes to increase student interest and diversity in the industry.</li> <li>• The Committee asked about the credit differentiation from current certificates and the proposals. There were some concerns about financial aid availability for certificates less than 15 credits. Students can take courses from other certificates.</li> <li>• The Committee discussed the changes to the certificates and significant changes to be reviewed by HLC.</li> <li>• The Committee expressed concern about offering certificates that have historically had low enrollment and/or students completing the programs. Helen explained the history of the programs, events in the industry causing issues for students and employers, as well as giving the programs time to grow.</li> <li>• The Committee discussed FMA 218 and the programs where it is offered.</li> <li>• The Committee members expressed confusion with all the course changes and what the process would look like in the future with Course Dog. The members want to make quality decisions and the amount of proposals coming through this year make that difficult.</li> <li>• Approved by majority vote with two members abstaining.</li> </ul> <p>17. Early Childhood Industry Certificate</p> <ul style="list-style-type: none"> <li>• Tara O'Neill gave a brief overview of the new certificate and discussed the Early Education lattice by DES.</li> <li>• This is a level 1 certificate that can build into other levels in the future. This certificate can also fall into other certificates.</li> <li>• The Committee expressed concerns about the certificate not qualifying for financial aid. Tara concurred, but said there is funding available to students by Pathways.</li> <li>• Approved unanimously.</li> </ul>	
--	---	--

<b>III. Discussion</b>	<ol style="list-style-type: none"> <li>1. Curriculog proposal workflow – Consent Agenda Review step <ul style="list-style-type: none"> <li>• The Curriculum Committee Chair reviewed proposal flow and used ART 113 as an example to show how proposals go through the approval process.</li> <li>• Emphasis was placed on the Consent Agenda step and how Committee members can approve, reject or make comments on the proposals.</li> <li>• The Consent Agenda deadline was reviewed and if members make comments on proposals, the originator will get that information and be able to respond.</li> </ul> </li> <li>2. Course Leveling Document <ul style="list-style-type: none"> <li>• The Chair reviewed the course leveling document and shared a request from General Education to review and update the document to be more broad.</li> <li>• Sarah Southwick shared the history, the origination of the document, and how it has been shared across disciplines, programs, committees, and outside reviewers like HLC for the college.</li> <li>• The Committee discussed using the document for verb usage within courses and programs.</li> <li>• The Chair requested the Committee be ready to come back and review. There is the possibility of developing a subcommittee to update the document.</li> </ul> </li> </ol>	<p>The Curriculum Committee Chair requested members review the course leveling document prior to the next meeting.</p>

<b>IV. Adjournment</b>	<ul style="list-style-type: none"> <li>• <a href="#">Approved unanimously.</a></li> </ul>	
<b>Next Meetings (Spring)</b>	<ul style="list-style-type: none"> <li>• January 6<sup>th</sup> and beyond               <ul style="list-style-type: none"> <li>○ Custom Firearms Design and Manufacturing Certificate</li> <li>○ GST 195A, 195B, 210, 220, 230, 240, 270, 280, 295A, 295B</li> <li>○ ART 143, 243, 244</li> <li>○ Diagnostic Medical Sonography Certificate</li> <li>○ DMS 100, 101, 102, 110, 111, 112, 120, 121, 122, 123, 124, 130</li> <li>○ Integrative Health (Fitness/Reiki Trainer) AAS</li> <li>○ IHF 110, 130, 160, 190, 220</li> <li>○ Integrative Health (Massage Therapy) AAS</li> <li>○ Massage Therapy Certificate</li> <li>○ IHM 130, 150, 155, 170, 175, 210, 215, 230, 235, 250,</li> <li>○ Integrative Health (Reflexology) AAS</li> <li>○ Reflexology Certificate</li> <li>○ IHR 110, 130, 150, 170, 190, 200, 210, 230, 240, 250, 260, 270, 280</li> <li>○ EXW 160, 210, 230</li> <li>○ ART 110, 111, 114</li> <li>○ CBT 113</li> </ul> </li> <li>• Pending General Education Committee (next meeting is 12/12)               <ul style="list-style-type: none"> <li>○ ART 112, 113</li> <li>○ CHP 230H</li> <li>○ COM 100, 131, 131H, 134</li> <li>○ ECN 236</li> <li>○ ENG 101, 101A, 101H, 102, 102H, 136, 139, 170                   <ul style="list-style-type: none"> <li>▪ Please note ENG 170 and any course with "H" after the course number are being held for further discussion</li> </ul> </li> <li>○ FMA 210, 243</li> <li>○ GLG 102</li> <li>○ HIS 131H</li> <li>○ HUM 236, 243, 260</li> <li>○ MAT 230</li> <li>○ POS 110H</li> <li>○ PSY 210, 245, 250, 266, 290H</li> <li>○ REL 261</li> <li>○ Associate of Science</li> </ul> </li> </ul>	