Yavapai College Curriculum Committee
Meeting Minutes
Tuesday, October 20, 2026 3:30-5:00 pm
ZOOM

Topic	Discussion	Action
Call to order/ Establish Quorum	Committee Members: Aderemi Adedokun (Div 5), Amanda Atherton (Div 5), Diana Dowling*, Chris Harrison (Div 4), Stacey Hilton, Sean Holmes (Chair), Kim Howell*, Tiffany Kragnes (Div 2), Thomas Leavitt (Adj Rep), Charles Lohman (Div 2), Lindsay Masten (Div 3), Carolyn Meakins Farnsworth*, Bob Moon (Div 1), Trevor Nordin (Div 2), Emily Peek, Andrea Riffel, Karly Way Schauwecker (Div 4), Tania Sheldahl, Amy Smith*, Sarah Southwick, Quinton Voss (Div 1), Leslie Sparkman-Winsor*, Lee Ann Walker, Ashlynn Waggener Sponsor: Dr. Marylou Mercado Guests: Megan Crossfield, Patti Schlosberg, Elizabeth Peters, Brett Watts, Adrienne Carlos *=*Not a Voting Member*	Quorum was met with voting members. Members absent are in yellow.
I. Approval of Minutes	1. Meeting minutes from Tuesday, October 6, 2026 • Motioned and seconded to approve the minutes. Approved by majority with one member abstaining.	
II. New Business	1. Presentation from Brett Watts • Brett provided an overview of Academic Master Plan (AMP), members, and how the committee was developed. • Brett reviewed the current focus in the AMP Committee • AMP uses multiple tools and resources to review programs: AI tools, Grey DI data, workforce information, and analytics for the college. • Information is gathered to offer suggestions to the Executive Leadership Team (ELT). • AMP looks at trends with programs and sustainability for the college. • The Committee expressed concerns over AI accuracy when reviewing program viability. • The Committee asked about packages and supporting documentation submitted to AMP to validate new programs. Members requested that the same information presented to AMP be attached to the proposals for evidence and documentation. • Brett reviewed a tentative timeline for AMP	Brett will share the AMP Charter with the Curriculum Committee.

	to review new programs in order to have those ready for curriculum in the following fall. • The Committee asked about the approval process for programs through each committee (AMP and Curriculum). It was clarified that AMP recommends programs to ELT. Curriculum Committee looks at items like quality, alignment, and outcomes. • Megan Crossfield provided an overview of the review process from each of the committees and discussed the role of those committees when program proposals are submitted. 2. Proposals: ○ Robotics Certificate, Applied Pre-Engineering AAS, Electrical and Instrumentation AAS (MOD) ○ BOT 130, 135, 140, 230, 235, 240 (NEW) ○ ELT 130, 135, 140, 230, 235, 240 (DEL) • Elizabeth Peters provided a brief explanation for the change in prefix for the ELT courses in the Robotics Certificate, Applied Pre-Engineering AAS and Electrical, and Instrumentation AAS degree. • The objective is to be clearer for robotics courses and to be better aligned with industry. • Approved unanimously without discussion.	
III. Discussion	1. Curriculum Proposal due date: October 31, 2026 2. Curriculum Committee members asked about follow-up items from last meeting. • Emily Peek verified that requested documents for the BAS in Kinesiology were uploaded to the proposals for members to review.	Members were reminded to encourage faculty to submit proposals by the deadline. Emily Peek will send out a list of individuals who have completed the Course Dog training to Department Chairs and program leads so they know who to follow up with

		before the curriculum deadline.
III. Adjournment	• The Committee motioned to adjourn. Approved unanimously.	
Upcoming Meetings (Fall)	• November 3 – Agenda TBD\ Proposals: MUS 116, 223 • November 17 – Agenda TBD • December 1 – Agenda TBD • December 15 – Agenda TBD	