Yavapai College Curriculum Committee
Meeting Minutes
Tuesday, November 3, 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, Meghan Paquette **=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 20, 2026 • Motioned and seconded to approve the minutes. Approved by majority with one member abstaining. • The Committee asked about Brett Watt's charter document from the previous AMP presentation. It has not been received.	Sean will follow up with Brett to get the charter document for the Committee.
II. New Business	1. CSA126 • The Committee Chair provided a brief explanation of the changes in the proposal because the originator was not able to make the meeting. • The Committee asked about making more generalized changes to the course to avoid future changes if technology or the product is updated. • The Committee Chair addressed concepts in the course and possible generalizations if the CLO's could be covered. • The Committee reviewed dependencies for this course and tabled the motion and vote until the course was well reviewed. 2. MUS 223 and 116 • The originator was unable to be present at the meeting so Leslie Sparkman-Winsor reviewed the proposal, changes, and provided an explanation for the change in prerequisites. • These were two of the last courses in music to have adjusted prerequisites for scheduling purposes.	

	• Approved unanimously 3. NSG courses: 141, 142, 154,156, 157, 242, 270, 271, 272, 280, 281 • Trevor Nordin provided an overview of changes to the nursing courses in groups by similar changes in credit load, credit balance, workload, and scheduling adjustments due to the Elevate8 initiative. • Trevor Nordin discussed the progression of the courses, when the new courses would take place and included which student cohorts would be affected. • The Committee asked about program changes and dependencies that would be affected by the course changes and credit ratio adjustments. • The Committee also had questions on the course and credit splits, faculty workload, contact hours and the financial impact from the credit changes. • The Committee asked about documentation to validate the need for changes to the course credit ratios. • Trevor addressed changes to the credit breakdown was to support the faculty side and accommodate instruction and time constraints, it would not affect students. • The Committee discussed how credit changes to the lab hours would affect scheduling, time, contact hours, workload, and third-party involvement. • Trevor confirmed that adding additional time to both students, faculty, and scheduling would not be ideal for all involved. • The Committee reviewed dependencies for the NSG courses proposed and discovered the programs that would be affected had not been submitted. • The Committee discussed the purpose of Elevate8 initiative and splitting courses to accommodate the 8 week plan was not part of the goal. • The Committee determined NSG course deletions need to be accompanied by program submissions to reflect adjustments in the course proposals and substitutions. • The Committee Chair made a motion to table all NSG proposals until program changes are also submitted and lab credit changes are addressed with the nursing department.	Sarah Southwick to follow up with the nursing department and address concerns brought up in the committee meeting.

	• Approved unanimously to table the NSG proposals for a future meeting. 4. CSA126 • The Committee discussed the last time CSA126 was offered in 2023. • The Committee reviewed other programs CSA126 could be listed as a requirement and how the changes might affect those programs. • The Committee decided that the course changes were not going to have a ripple effect on programs because the proposal presents content changes only. • Approved unanimously	
III. Discussion	Upcoming Proposals: • November 17 Agenda (TBD) o Bachelor of Applied Science in Kinesiology and Exercise Science (RESUBMISSION) ▪ Rehabilitation Science Concentration ▪ Strength and Conditioning Concentration o KIN 240, 250, 260, 310, 330, 350, 370, 390, 410, 430, 450, 470, 490 (RESUBMISSIONS) o EDU 242, 243 o Legal Paraprofessional Certificate o LAW 180, 245, 280, 285 o Behavioral Health Technician Cert o BHS 150, 155, 160, 165, 170, 180 • December 1 – Agenda TBD o Advanced Manufacturing Technology AAS o CNC Machining Cert o Automated Industrial Control Cert o ELT 111 o TDP 101, 108, 201, 210, 250, 270 o EGR 180 o MET 200, 250, 270 o CNC 202 o Diesel Technician AAS o Diesel Technician Cert o Automotive Master Cert o Automotive Tech AAS o Autobody Paint Collision Cert o AUT 105, 106, 107, 110, 111, 124, 126, 134, 136 • December 15 – Agenda TBD o Magnetic Resonance Cert o RAD 100, 115, 135, 141, 142, 158, 161, 162, 170, 175, 185, 201, 202, 215, 250, 255 o ICE 100, 110, 150, 155, 200, 210, 215, 250, 255 o DMS 123, 130 o EMS 124 o Computer Systems and Applications AAS o Gunsmithing AAS o Custom Firearms Design & Manufacturing Cert o Gunsmithing Cert o GST 211, 224, 230, 240	Members were encouraged to look ahead and review proposals before the next meeting.

	• January - Agendas TBD
	  ○ VEN 215
	  ○ HIS 104
	  ○ MAT 220, 221, 212a (course # TBD)
	  ○ MSL 201, 201L, 202, 202L, 301, 301L, 302, 302L, 401, 401L, 402, 402L
	• The Committee Chair reviewed upcoming proposals.
	• BAS in Kinesiology with all KIN courses are going back to AMP to review and will come to Curriculum Committee at a future date.
	• It was discussed that all new programs need to go through AMP prior to being reviewed and voted on by Curriculum Committee.
	• The Committee discussed the importance of articulation and considering the effects of new programs and modifications on partnerships with other institutions.	

III. Adjournment	• The Committee motioned to adjourn. Approved unanimously.	