



Council for Curriculum & Instruction Minutes

February 4, 2025

3:02 p.m. – 4:52 p.m.

Meeting location Language Arts 109

Zoom option for non-participatory guests: Meeting ID 957-2837-2542

<https://ccd-edu.zoom.us/j/95728372542>

Phone: (669) 900-6833

Meeting documents are available on [CCI SharePoint](#) (CCCD login required) and [CCI website](#)

Mission: The Golden West College (GWC) Council for Curriculum and Instruction (CCI) provides guidance and oversight to ensure all GWC curriculum is academically sound, comprehensive, and responsive to the evolving needs of our students, and is compliant with Title 5, California Education Code, and the policies of the Coast Community College District. CCI is a standing committee of the GWC Academic Senate.

The purview and purpose of CCI is established as:

- Curriculum, including established prerequisites and placing courses within disciplines
- Degree and certificate requirements
- Education program development

Consideration for curriculum review. Is the proposed course and / or program:

- Appropriate to our mission?
- Meeting a demonstrable need?
- Compliant with current practices of CCI and the college?
- A “fit” with other classes or programs in the department? At GWC?
- Feasible within available resources?
- Taught with the appropriate rigor?
- Compliant with existing laws and regulations?

CCI Representatives (strikethrough = absent; italicize = virtual)

Representative Name	Area / Position Title
Art	Vacant
Articulation Officer (<i>non voting</i>)	Nicole Diamond
Automotive Technology, Digital Arts, Drafting	John Kasabian
Biological Sciences	Michael Valinluck
Business, Accounting, Management	Rachel Zacharia
CCI Chair	Jennifer Bailly
Communication Studies	Tiffany Ruggeri-Dilello
Computer Science	Cristian Racataian
Cosmetology	Jon Holland
Counseling & EOPS	Kristy Ho
Criminal Justice	Michael McCarthy
Curriculum Specialist (<i>non voting</i>)	Charissa McCord
English	Mujib Tahir
English Language Learning & English as a Second Language	Vacant

History & Education	Jeanette Adame
Kinesiology, Health Education, and Athletics	Leilani Johnson
Liberal Arts & Culture (ANTH, GEOG, GLST, PHIL)	Michelle Palma
Library	Cathy Le
Mathematics & Engineering	Gary Kirby
Nursing & Health Professions	Berlynn Ching
Part-time Faculty	Ashley Berry
Performing Arts	Dawn Brooks
Physical Sciences	Matthew Carlson
Psychology	Jodie Butler
Social Sciences (ECON, PSCI, SOC)	Ruth Cálcanas
Student Services Representative (<i>non voting</i>)	Christy Banales
Vice President of Instruction (<i>non voting</i>)	Jennifer Kalfsbeek-Goetz
World Language (SIGN, INTR, SPAN, VIET)	Veronica Pizano
Associated Students Representative (<i>non voting</i>)	Vacant

Guests: Dorsie Brooks, *Melissa Jauregui*, *Robin Malvin*, *Sunshine McClain*, Alex Miranda, Herman Singh, Amy Thach, Julie Yan

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes
 - a. February 4, 2025 Agenda
4. Public comment (maximum of three minutes per speaker)
5. Information items
6. Announcements
 - a. Technical Review Gary stepped down as Technical Lead. A group of CCI members have the opportunity to join a Technical Support group to tech curriculum and gain experience. There is opportunity for stipends. Jennifer will lead the group with Nicole.

REPORTS & UPDATES (maximum of five minutes per report)

1. Articulation report (Nicole Diamond)
2. CCI Chair report (Jennifer Bailly)
3. VPI report (Jennifer Kalfsbeek-Goetz)

CONSENT ITEMS Gary motioned to approve, Mike seconded; consent items approved.

MATH G235 – Applied Linear Algebra (4 units)

Fall 2025

Retire

PROGRAM PROPOSALS (maximum of 10 minutes total)

None

CURRICULUM – SECOND READINGS

Utilize CurricUNET comments section for all spelling and grammatical errors to allow for a more streamlined curriculum review.

WORK G100 – Work Experience Education (0.5-4 units) Fall ~~2026~~
New course (1st reading 12/03/24) Jeanette moved to approve, Cathy seconded; motion approved. New course approved effective Fall 2025. LVN 30 Unit Option, Certificate of Achievement (31.5 units) Fall 2025
Revisions: catalog description, prerequisites, and units. (1st reading 12/03/24) Approved.

LVN to RN, Associate in Science Degree (54.5 units) Fall 2025
Revisions: catalog description, courses, and units. (1st reading 12/03/24)

Registered Nurse, Associate in Science Degree (70 units) Fall 2025
Revisions: catalog description, courses, and units. (1st reading 12/03/24)

Hold LVN to RN and Registered Nurse associate in science degrees.

CURRICULUM – FIRST READING

DISCUSSION ITEMS

1. Committee training and updates
2. Consideration for curriculum review guidelines and ideas for streamlining curriculum (Jeanette Adame)

Consideration for curriculum review. Is the proposed course and / or program:

- *Appropriate to our mission?*
 - *Meeting a demonstrable need?*
 - *Compliant with current practices of CCI and the college?*
 - *A “fit” with other classes or programs in the department? At GWC?*
 - *Feasible within available resources?*
 - *Taught with the appropriate rigor?*
 - *Compliant with existing laws and regulations?*
3. Ethnic Studies GWC will hire a full-time faculty for Ethnic Studies. There will no longer be non Ethnic Studies disciplines listed on the COR. CORs will include “and” under assigned disciplines in the event faculty meet multiple minimum qualifications can teach the course with multiple disciplines.
 4. Updates to new program proposal form review The new program proposal form will remove advisory minutes and regional consortia as part of the requirement to propose a new program. TMCs need to be completed for associate degrees for transfer proposals. LMI needs to be attached for new CTE program proposals.
 5. Curriculum procedures manual revisions Many sections of the handbook needs to be re-evaluated and/or removed.

ADJOURNMENT

All CCI meetings are subject to audio and / or video recording at the discretion of CCI for purposes of maintaining a record of the proceedings. Agendas and minutes will be archived in CCI SharePoint.

In accordance with the Ralph M. Brown Act and SB 751, minutes of the GWC Curriculum committee record the votes of all committee members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.