



Council for Curriculum & Instruction Minutes

February 18, 2025

3:03 p.m. – 5:03 p.m.

Meeting location Language Arts 109

Zoom option for non-participatory guests: Meeting ID 830-5151-3235

<https://ccd-edu.zoom.us/j/83051513235>

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

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests Welcome Sheila Hudson, Interim Dean Arts & Letters
3. Approval of the agenda and minutes **Approved**
 - a. February 18, 2025 **Agenda Move discussion item 1 before curriculum items first reading. Math Department request to replace MATH G064N and G065N with G059N, G060N, and the certificate. Nicole mentioned ETHS G101 approval to retire needs to be rescinded.**
 - b. February 4, 2025 Minutes
4. Public comment (maximum of three minutes per speaker)
5. Information items
6. Announcements
 - a. New curriculum zoom link for both CCI and technical review
 - Meeting ID 830-5151-3235 <https://cccd-edu.zoom.us/j/83051513235>

Mike McCarthy needs a new CCI buddy as Sergio (former CCI buddy) is no longer on the committee. Jeanette volunteered.

REPORTS & UPDATES (maximum of five minutes per report)

1. Articulation report (Nicole Diamond) **Cal-GETC 1C approvals are released. GWC’s COMM C1000 Public Speaking was approved and the Interpersonal Communication was denied. Of all of the community colleges, only six non public speaking courses were approved for 1C. The remaining Cal-GETC approvals will be released in April and May.**
2. CCI Chair report (Jennifer Bailly) **None**
3. VPI report (Jennifer Kalfsbeek-Goetz) **None**

CONSENT ITEMS

None

PROGRAM PROPOSALS (maximum of 10 minutes total)

None

DISCUSSION ITEMS

1. Noncredit math curriculum The Math Department presented the new program proposals for 8 new noncredit certificates (accumulation for 29 total items). The department recognizes Jennifer's generosity to exceed the natural limit for prefixes. The department asks CCI to consider all to be approved effective Fall 2025; to have all the items to be discussed on today's agenda. The curriculum was not created to stay in compliance with a particular policy. These are support courses. Students are in calculus cannot factor. Gary stated *the development of the curriculum was all standardized, outside of the topical item in each catalog description, SLOs, course objectives, and content. They are identical – the same would go for the programs outside the actual objectives because they must be different. The course titles which are drop downs and the topic item in the description, they're identical, thus allowing for fairly smooth readings.* The committee discussed consenting mirrored curriculum in general and consider portions that are mirrored, but these are not mirrored. It is surprised of the quantity of courses and certificates with the current timeframe. These courses are intended to help students enrolled in transferable math courses concurrently enroll in these support courses to practice fundamental skills – open entry/open exit. It was discussed whether the intent to have all come through at the same time for an effective term of fall 2025 was presented with the program proposals in the fall 2024 committee meeting. The understanding was to have one course come through first and the rest to follow as the committee has practiced with batch/mass approvals in the past.

Kristy informed the committee there is a new math placement that is based on math courses students have completed in high school and grade point average. EX: if a student completes trigonometry or pre-calculus, they will now be directly place into calculus, which was not the case before.

All disciplines work on their curriculum with equity in mind. The question now is does the policy change to allowing faculty to bring in more than three items on each agenda. Discussion item four, curriculum handbook, needs to be reevaluated.

The concerns include pushing through curriculum quickly and they had to come back again to be fixed, not fair to all disciplines that complied with CCI policies with three items per agenda, how to be fair and equal for all, and how would the committee determine "dire need" when all disciplines work on their curriculum for students' success.

The deadline for Fall has already passed. The general timeline is fall to fall and spring to the following year's fall. Matthew moved to add the 19 additional items. Nicole stated the concern of rushing curriculum because there's a need and nobody had the chance to review the additional new 19 courses. Gary asked to hold off on curriculum with the STAT prefix and review others that have higher priority if all will not be reviewed. Matthew motioned to consider all 29 today, Gary seconded. **Motion approved and will be placed on consent at the next CCI meeting; Jeanette, Ruth, and Cristian abstained; Michael V. and Ashley opposed.** All math curriculum will be reviewed in alpha-numerical order after the counseling courses.

CURRICULUM – SECOND READINGS

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

None

CURRICULUM – FIRST READING

Revisions: catalog description, SLOs, course objectives, lecture content, and textbooks. Updated DE addendum. [To 2nd reading.](#)

COUN G105 – Strategies for College Success (3 units) Fall 2026
Revisions: catalog description, SLOs, course objectives, lecture content, course assignments, and textbook. Updated DE addendum. [To 2nd reading.](#)

COUN G115 – Student-Athlete Success & Educational Planning (2 units) Fall 2026
Revisions: catalog description, grading policy, SLOs, course objectives, lecture content, course assignments, methods of evaluation, and textbooks. Updated DE addendum. [To 2nd reading.](#)

MATH G050N – Sets of Numbers (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G051N – Fractions and Percentages (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G052N – Decimal Numbers (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G053N – Algebraic Expressions (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G054N – Linear Expressions and Inequalities (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G055N – Graphs and Lines (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G056N – Linear Systems (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G057N – Exponents and Polynomial Operations (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G058N – Rational Exponents (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G059N – Factoring Polynomials (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G060N – Quadratic Equations (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G061N – Radical Expressions Equations (6 – 10 hours) Fall 2025
New noncredit course. New DE addendum.

MATH G062N – Rational Expressions and Equations (6 – 10 hours) Fall 2025

New noncredit course. New DE addendum.

MATH G063N – Absolute Value Equations and Inequalities (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

MATH G064N – Relations and Functions (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

MATH G065N – Graphs of Functions (6-10 hours)
New noncredit course. New DE addendum.

Fall 2025

MATH G066N - Exponential Functions (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

MATH G067N – Logarithmic Functions (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

STAT G010N – Measures of Central Tendency, Dispersion, and Position (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

STAT G011N – Probability for Statistics (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

STAT G012N – Binomial and Normal Distributions (6 – 10 hours)
New noncredit course. New DE addendum.

Fall 2025

Essentials of Beginning Algebra (Exponents and Polynomials) (18 – 30 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Beginning Algebra (Lines) (18 – 30 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Intermediate Algebra (Exponential and Logarithmic) (12 – 20 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Intermediate Algebra (Factoring and Quadratics) (12 – 20 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Intermediate Algebra (Functions) (12 – 20 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Intermediate Algebra (Radical, Rational, and Absolute Values) (18 – 30 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Number Systems and Arithmetic (12 – 20 hours)
New noncredit certificate of competency.

Fall 2025

Essentials of Statistics, Certificate of Competency (18 – 30 hours)

Fall 2025

New noncredit certificate of competency.

Recommendations and comments:

- All catalog description for the courses need to replace “transfer level” to “college level”
- Change hours and content from lecture to be lab in order to be open entry/open exit
- COR must identify the other course or courses that it supports and the specific learning objectives to be addressed and the educational competencies students are to achieve – Title 5 Section 58164
- MATH G052N lecture content format numbering needs to be corrected
- MATH G058N SLO 1 typo
- MATH G062N – SLO 1 “solving” to “solve”
- Check “algebra concepts” in program descriptions
- Considered for consent at the next CCI meeting

DISCUSSION ITEMS

1. Noncredit math curriculum
2. CCN template course outline of record [Include heading “Additional Topics”](#)
3. Updates to new program proposal form review [Advisory and Regional Consortia approval documents do not need to be provided at the time of new program proposal submission.](#)
4. Curriculum procedures manual revisions [Have conditional curriculum items if time permits.](#)

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.