Council for Curriculum and Instruction Minutes

September 17, 2024
3:01 pm – 5:01 pm
Meeting location: Language Arts 109
Zoom option for guests: https://cccd-edu.zoom.us/j/95728372542
Meeting ID: 957 2837 2542
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	**Area / Position**
Jeanette Adame	History & Education
Jennifer Bailly	CCI Chair *(non-voting)*
Ashley Berry	Part-Time Faculty
Dawn Brooks	Performing Arts (Theater Arts, Music, and Dance)
Jodie Butler	Psychology
Ruth Cálcanas	Social & Behavioral Sciences (Economics, Political Science, and Sociology)
Matthew Carlson	Physical Sciences
Berlynn Ching	Nursing & Health Professions
Kristy Ho	Counseling & EOPS
Leilani Johnson	Health Education, Kinesiology, and Athletics
John Kasabian	Automotive Technology, Digital Arts, and Drafting
Gary Kirby	Mathematics & Engineering; Technical Review Lead
Cathy Le	Library
Michael McCarthy	Criminal Justice
Michelle Palma	Liberal Arts & Culture
Veronica Pizano	World Language (American Sign Language, Interpreting, Spanish, and Vietnamese)
Cristian Racataian	Computer Science
Tiffany Ruggeri	Communication Studies

Sergio Sanchez	Noncredit & English as a Second Language
Mujib Tahir	English
Michael Valinluck	Biological Sciences
Rachel Zacharia	Business, Accounting, Marketing, and Management

CCI Non-voting Members (strikethrough = absent; italicize = virtual)	
Member	**Area / Position**
Christy Banales	Student Services Representative
Nicole Diamond	Articulation Officer
Jennifer Kalfsbeek-Goetz	Vice President of Instruction
Charissa McCord	Curriculum Specialist

Representative Vacancies
Area / Position
Art
Associated Students Representative (non-voting)
Cosmetology

Guests
~~Leslie Bitong~~
Dorsie Brooks
Ed Harris
Melissa Jauregui
Kay Nguyen
~~Alice Rivera~~
Amy Thach
Leah Walden-Hurtgen
~~Derrick Watkins~~
RC Wilkinson

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes Hold Ethnic Studies, Certificate of Achievement and PHIL G125. Agenda and minutes approved.
   a. Agenda – September 17, 2024
   b. Minutes – September 3, 2024
4. Public comment (*maximum of 3 minutes per speaker*) – Members of the public have the opportunity in anytime that has been described in this notice, before or during consideration of the item. We ask that comments be kept to three minutes.
5. Information items 2024-25 CCI Goals will be discussed in the next meeting. Suggestions are welcome.

a. Current process to retire curriculum via email – gwccurriculum@cccd.edu Include Dean and Department Chair to the email with the list of curriculum to retire.
b. AB 1111 webinars – September 18 and 25 at 12:00-1:00 p.m. Each date has a unique link for free registration. Dr. Serban invited the curriculum committees, VPIs, and curriculum specialists districtwide to attend a curriculum workshop on September 27th 8:30-12:30. The curriculum workshop's focus is on curriculum laws, policies, and alignment.
6. Announcements
a. Welcome Tiffany Ruggeri!
b. CCI buddies needed! Sergio, Matt, and Nicole volunteered. Amy Thach (SLO Coordinator) can assist with SLOs and course objectives.

CONSENT ITEMS *(Voting items)*

Name changes are considered major changes in consideration to the catalog timeline, however, to other departments such as articulation it may not be. The "major" and "minor" revision categories will all be categorized as "revisions" moving forward in the new curriculum inventory management (CIM) system as major and minor are not equally defined or interpreted holistically. A document listing what can be considered as consent is not recommended because curriculum is not black and white and can cause confusion to faculty. Items on the agenda go through technical review and committee members continue to have the proposals in their queue for review in Curricunet.

GWC currently has approximately 125 courses that need units and hours changed due to the new Student Attendance Accounting Manual (apportionment) in addition to curriculum impacted by Cal-GETC and common course numbering (CCN). Under the CCI Chair's purview, the agenda is prioritized and evaluated based on urgency, when they were last reviewed, accreditation, and if the Chancellor's Office will disapprove. The CCI Chair also reviews the agenda with the curriculum specialist, technical lead, and VPI. If requested revisions from technical review is not completed, then the item(s) will not have a reading in CCI.

Committees are encouraged to continue reviewing curriculum in Curricunet and pull items out of consent in the meetings to discuss. Gary is in communicating items that have not been updated to Jennifer. Jennifer reviews how critical the changes that were not addressed while drafting the agenda. Utilizing the consent agenda effectively will also allow departments opportunities to place more than three items on the agenda. The committee is encouraged to attend technical review to help review.

Leilani moved to approve, John seconded; motion approved. Consent items approved.

DRAF G101 – Introductory Computer Aided Design Drafting (3 units)   Fall 2025
Revisions: **formerly Basic Computer Aided Design Drafting**, catalog description, required for degree or certificate, course objectives, lecture content, lab content, and course assignments. **Includes updated DE addendum**.

DRAF G105 – Engineering Drafting I, Computer Aided Drafting (3 units)   Fall 2025
Revisions: **formerly Basic Engineering Drafting I, Computer Aided Drafting**, catalog description, required for degree or certificate, lecture content, course assignments, and methods of evaluation. **Includes updated DE addendum**.

DRAF G110 – Engineering Drafting II, Computer Aided Drafting (3 units)   Fall 2025
Revisions: **formerly Basic Engineering Drafting II, Computer Aided Drafting**, required for degree or certificate, and lecture content. **Includes updated DE addendum**.

DRAF G170 – Advanced 3D Mechanical Design (3 units)   Fall 2025
Revisions: catalog description, required for degree or certificate, lecture content, and lab content. **Includes updated DE**

addendum.

<u>Retire effective Fall 2025</u>
ACCT G130 - Computerized Accounting
ACCT G210 - Cost Accounting
Political Science, Associate in Arts Degree
AUTO G170 - Hybrid Vehicles
AUTO G173 - Electric Vehicles
MUS G209 – Symphonic Band, Advanced Skills

REPORTS & UPDATES *(maximum of 5 minutes per report)*

1. Articulation report – Nicole Diamond No new updates on CCN.
2. Chairs report – Jennifer Bailly None
3. VPI report – Jennifer Kalfsbeek-Goetz None
4. Special reports None

CONTINUING DISCUSSION ITEMS *(maximum of 15 minutes total; 5 minutes per item; * =voting item)*

1. Curriculum Committee Member Training It is still unclear how lab is to be treated in relation to CCN. Jennifer will send the templates for courses impacted by CCN Phase 2. Equivalent courses are not required to change the course number at this time. For example, Math is the only one submitting CCN STAT C1000/E, not the equivalent courses. Phase 2 courses need to come into CCI in Spring 2025. All programs including CCN will also need to come in each time it is impacted. CCN and TMCs will be considered for consent. All ADTs need to have the TMCs updated due to the new Cal-GETC TMC templates. The Chancellor's Office is working with student information system (SIS) vendors to accommodate CCN. ENGL C1000/E needs to come in.

   In 2025, GWC local general education (GE) pattern will be Areas 1-7E. Area 3 (Arts & Humanities) will lose 3 units, and Math and Ethnic Studies will be Areas 2 and 6 respectively. Lifelong Understanding and Self Development (Area 7E) will be 3 units or select one course from Areas 1-6. US 1, 2, and 3, will remain as part of the graduation requirement.

   Formerly, funding allocation was based on the number of hours faculty are in the classroom. The new funding formula will now be based on the units effective Fall 2026. Rare exceptions can be made if there are additional accrediting bodies. Distance education classes are paid the same as in-class classes. Increasing units may impact programs to be more than 60 units. Lecture and lab are paid at a different rate from the Chancellor's Office. Jen has provided deans with a spreadsheet to aid in changing units and hours in order to be compliant with the new formula.

   Responsibilities for positions in the workflow (see CCI Training powerpoint) was presented.

   There are many levels curriculum needs to receive approval from after CCI approves them (Board of Trustees, articulation, and the Chancellor's Office). Faculty are asked to bring curriculum in a timely manner to make technical review and make the suggested edits to not slow down curriculum.

   Programs will have two readings in CCI and have the proposal returned to attach supplemental documents and resubmit to CCI. CCI will then consent at the next meeting.

NEW DISCUSSION ITEMS *(* = voting item)*

None

PROGRAM PROPOSALS *(maximum of 10 minutes total)*

1. Pool Lifeguard, Certificate of Completion Recommended

CURRICULUM – SECOND READINGS *(Voting items)*

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

ELL G050N – Reading and Writing for Small Business (36 hours)   Fall 2025
New noncredit course. **Includes new DE addendum**. (1st reading 09-03-24). Will be returned to faculty to include assigned disciplines and update out-of-class assignments and will be consented on the next agenda.

ELL G051N – Listening and Speaking for Small Business (36 hours)   Fall 2025
New noncredit course. **Includes new DE addendum**. (1st reading 09-03-24). Will be returned to faculty to include assigned disciplines and update out-of-class assignments and will be consented on the next agenda.

MUS G122 – Chamber Choir (1 unit)   Fall 2025
Revisions: catalog description, **resubmit for UCTCA and C-ID MUS 180**, equivalent to MUS A122, prerequisites, required for degree or certificate, SLOs, course objectives, lecture content, course assignments, methods of evaluation, and textbooks. (1st reading 09-03-24). Cristian moved to approve, Matt seconded; motion approved. Course revisions approved.

MUS G143 – History of Jazz (3 units)   Fall 2026̶5
Revisions: catalog description, **resubmit for UCTCA and Cal-GETC 3A**, required for degree or certificate, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks. **Includes updated DE addendum**. (1st reading 09-03-24). John moved to approve, Jodie seconded; motion approved. Course revisions and updated DE addendum approved. Since the intent and scope of the COR is not substantially altered for articulation, the effective date can be 2025.

MUS G242 – Intermediate Piano 2 (2 units)   Fall 2025
Revisions: **formerly Intermediate Piano II**, catalog description, **resubmit for UCTCA**, advisories, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation and textbooks. (1st reading 09-03-24). Leilani moved to approve, Gary seconded; motion approved. Course revisions approved.

Pre-Physical Therapy, Certificate of Achievement (39-45 units)   Fall 2025
Revisions: catalog description, PLOs, career opportunities, add BIOL G210, BIOL G180, BIOL G186, BIOL G183, CHEM G180, CHEM G185, MATH G160S, PSYC G140, SOC G125, and increase units to 29-45. (1st reading 09-03-24). Faculty has been requested to remove all of the "ands" where applicable, attach the narrative, and it will be brought back to CCI for consent.

Pre-Occupational Therapy, Certificate of Achievement (17-20 units)   Fall 2025
Revisions: catalog description, PLOs, and increase units from 18. (1st reading 09-03-24). Cristian moved to approve, Rachel seconded; motion approved. Course revisions approved.

CURRICULUM – FIRST READINGS

BUS G011N – Small Business Essentials (36 hours)   Fall 2025
New noncredit course. **Includes new DE addendum**. To 2nd reading.

BUS G012N – Launching a Small Business (18 hours)   Fall 2025
New noncredit course. **Includes new DE addendum**. To 2nd reading.

PSCI G190 – California State and Local Government (1 units)   Fall 2026
New course. **Submit for US 3, UCTCA, Cal-GEC 4, comparable to PSCI G180/PSCI G181/ETHS G181**.
Includes new DE addendum. To 2nd reading.

ANTH G100 – Introduction to Cultural Anthropology (3 units)   Fall 20265
Revisions: catalog description, **resubmit for UCTCA, Cal-GETC Area 4, C-ID ANTH 120**, required for
degree or certificate, SLOs, course objectives, lecture content, course assignments, methods
of evaluation, and textbooks. **Includes updated DE addendum.** To 2nd reading.

SIGN G185 – American Sign Language 2 (4 units)   Fall 2025
Revisions: catalog description, required for degree or certificate, SLOs, course objectives,
lecture content, methods of instruction, course assignments, methods of evaluation, and
textbooks. **Includes new DE addendum**. Faculty is recommended to attend
technical review and return the proposal back to CCI.

SIGN G200 – Deaf Culture (3 units)   Fall 2025
Revisions: catalog description, required for degree or certificate, SLOs, course objectives,
lecture content, methods of instruction, course assignments, and textbooks.
Includes new DE addendum. To 2nd reading. **Retain Cal-GETC 3B.**

Pre-Physician Assistant, Certificate of Achievement (39-45 units)   Fall 2025
Revisions: catalog description, PLOs, add courses BIOL G210, BIOL G180, BIOL G186,
BIOL G183, CHEM G180, CHEM G185, MATH G160S, PSYC G140, and SOC G125,
increase units from 19. To 2nd reading.

DANC G130 – Dance for Musical Theater (2 units)   Fall 2025
Revisions: SLOs, course objectives, lecture content, lab content, course assignments,
methods of evaluation, and textbooks. To 2nd reading.

DANC G160 – Contemporary Dance Styles (2 units)   Fall 2025
Revisions: catalog description, SLOs, course objectives, lecture content, lab content,
course assignments, methods of evaluation, and textbooks. To 2nd reading.

Ethnic Studies, Certificate of Achievement (9 units)   Fall 2025
New certificate of achievement. Hold

POLS C1000 – American Government and Politics (3 units)   Fall 2025
Revisions: **formerly PSCI G180. Includes updated DE addendum**. Moved item to the bottom to allow
time for discussion as the first CCN the committee reviews.

Faculty can add to the catalog description after the template language. As a reminder, the COR is the bare basics and faculty
have the purview to beyond the COR in the class. The idea is if the CCN CORs are approved versions from the State then it
would be best to utilize the templates as is, but faculty can add more if they feel is necessary. Jennifer asks the committee to
consider consent CORs that are CCN if faculty are using the templates. If the COR adds a large amount, then they may have
readings in CCI. Technical review should be verifying and reviewing them and other curriculum as that is the purpose of tech
review. CCN is also being reviewed for articulation submissions. Equivalent coursers should be listed in the justification section

as well so Charissa can code it in Banner. To 2nd reading.

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.