



Council for Curriculum and Instruction Minutes

October 1, 2024

3:00 pm – 4:33 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 (<i>non-voting</i>)
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
<i>Tiffany Ruggeri</i>	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
<i>Nicole Diamond</i>	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	
Claudia Alcalá	
Leslie Bitong	
<i>Margot Bowlby</i>	
Dorsie Brooks	
<i>Laura Duvall</i>	
Collette Hausey	
<i>Melissa Jauregui</i>	
Noah Levin	
Alex Miranda	
Kay Nguyen	
Tam Nguyen	
Martie Ramm Engle	
Jason Sheley	
Herman Singh	
Leah Walden Hurtgen	
RC Wilkinson	

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes **Approved**

- a. Agenda –October 1, 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.
Common course numbering (CCN) surveys are in the CCI Teams/Sharepoint for representatives to share with department faculty.
5. Information items
 - a. Current process to retire curriculum via email – gwcurriculum@ccd.edu Email curriculum items and include Dean and Department Chair
6. Announcements

CONSENT ITEMS (Voting items)

PE G133 – Intermediate Yoga (0.5-1 unit) Revision: formerly PE G131.	Fall 2025
AUTO G110 – Engine Repair (5 units) Revisions: required for degree or certificate and textbooks. Updated DE addendum.	Fall 2025
AUTO G120 – Electrical/Electronic Systems: Introductory (5 units) Revisions: remove advisory, required for degree or certificate. Updated DE addendum.	Fall 2025
AUTO G121 – Electrical/Electronic Systems: Advanced (5 units) Revisions: SAM and required for degree or certificate. Updated DE addendum.	Fall 2025
AUTO G130 – Engine Performance: Basic Theory/Diagnosis (4.5 units) Revisions: add advisories, required for degree or certificate, and methods of evaluation. Updated DE addendum.	Fall 2025
AUTO G141 – Automotive Chassis: Steering & Suspension (4.5 units) Revision: lecture hours, lab hours, contact hours, study noncontact hours, total student learning hours, and course assignments. Updated DE addendum.	Fall 2025
AUTO G150 – Manual Drive Trains & Axles (4 units) Revisions: lecture hours, lab hours, contact hours, study noncontact hours, total student learning hours, submit for C-ID AUTO 130X, required for degree or certificate, course objectives, methods of evaluation, and textbooks. Updated DE addendum.	Fall 2025
AUTO G151 – Automatic Transmissions and Transaxles (4 units) Revisions: lecture hours, lab hours, study noncontact hours, total student learning hours, SLOs, course objectives, and textbooks. Updated DE addendum.	Fall 2025
AUTO G160 – Heating and Air Conditioning (4 units) Revisions: lecture hours, lab hours, study noncontact hours, total student learning hours, submit for C-ID AUTO 170X, required for degree or certificate, and SLOs. Updated DE addendum.	Fall 2025
ELL G050N – Reading and Writing for Small Business (36 hours) New noncredit course. Includes new DE addendum. (09-03-24; 09-17-24).	Fall 2025

ELL G051N – Listening and Speaking for Small Business (36 hours) Fall 2025
New noncredit course. Includes new DE addendum. (09-03-24; 09-17-24).

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. (09-03-24; 09-17-24).

Retire effective Fall 2025

- COLL G100 – Becoming a Successful Student
- ATHL G235 – Basketball Team Women
- ATHL G236 – Basketball Team Men
- PE G108 – Adapted Aquatics
- PE G176 – Total Fitness for women
- PE G101 – Jogging for Fitness
- PE G114 – Surfing
- PE G158 – Tennis
- PE G195 – Volleyball
- KIN G110 – Mental Skills for Performance
- MUS G209 – Symphonic Band, Advanced
- ETHS G121 – History of American Women
- ETHS G140 – California History

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

REPORTS & UPDATES (maximum of 5 minutes per report)

1. Articulation report – Nicole Diamond None
2. Chairs report – Jennifer Bailly Thank you to all who attended the Districtwide Curriculum Workshop on September 27th.
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)

None

NEW DISCUSSION ITEMS (* =voting item)

1. 2024-25 CCI goals
 - Goal 1: Units and hours alignment
 - Goal 2: Common course numbering (AB111) and Cal-GETC (AB928)
 - Goal 3: Outdated courses – accreditation
2. Lions, Tigers, and Alignment (Amy Thach) ORPIE is able to create many reports since GWC moved from TracDat to Nuventive. This year the focus is to ensure SLOs align with PLOs and iSLOs; identify gaps in curriculum. Amy is reaching out to all departments for this project that needs to be completed by the end of Fall 2024.
3. CCN and TMCs All of the ADTs and CCN need to be updated by the end of the Fall 2024 semester. Departments that are in phase 1 of the CCN are impacting the ADTs so please submit the course revision reflecting CCN. The Chancellor’s Office released new TMCs (CSU GE and IGETC removed; Cal-GETC included), GWC needs to complete these. Faculty have been emailed with three options to select from in order to help faculty with the new TMCs. Faculty will have the opportunity to review their curriculum with all three options.

- Option 1: Departments submit the program revision and attach all supporting documents in Curricunet (TMC, narrative, etc.).
- Option 2: The Articulation Officer and Curriculum Specialist will complete the TMC, narrative, and supporting documents. These documents will be provided to the department faculty to review and enter into Curricunet.
- Option 3: The Articulation Officer and Curriculum Specialist will send discipline faculty the completed TMC for approval. All program revisions will be entered into Curricunet on the department's behalf.

Associate degrees and certificate of achievements that are impacted by CCN are responsible for generating the program revision. The deadline for all is October 21st in order to be on the October 22nd technical review agenda. Damien Jordan may have a program sequence plan for Chairs & Deans Department committee. Charissa and Nicole will be completing TMCs for departments who select option 2 and 3. The goal is to consider these for consent being that the changes are minimal. Revisions will be evaluated for placement on the agenda. If programs are only changing back end documents then nothing forward facing is changing (catalog description and PLOs) then move straight to level 7 curriculum in the workflow, major revisions may need two readings.

PROGRAM PROPOSALS (maximum of 10 minutes total)

None

CURRICULUM – SECOND READINGS (Voting items)

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

THEA G182 – Advanced Make-up (3 units) Fall 2025

New course. (09-03-24) Mike moved to approve, Cristian seconded; motion approve. New course approved.

BUS G011N – Small Business Essentials (36 hours) Fall 2025 New noncredit course. **Includes new DE addendum.** (1st reading 09-17-24). Cristian moved to approve, Jodie seconded; motion approve. New course and new DE addendum approved.

BUS G012N – Launching a Small Business (18 hours) Fall 2025 New noncredit course. **Includes new DE addendum.** (1st reading 09-17-24). Jeanette moved to approve, Veronica seconded; motion approve. New course and new DE addendum approved.

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. (1st reading 09-17-24). Michelle moved to approve, Ruth seconded; motion approve. New course and DE addendum approved.

POLS C1000 – American Government and Politics (3 units) Fall 2025 Revisions: **formerly PSCI G180.** **Includes updated DE addendum.** (1st reading 09-17-24). Ruth moved to approve, Leilani seconded; motion approve. New course and DE addendum approved.

ANTH G100 – Introduction to Cultural Anthropology (3 units) Fall 2025

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. (1st reading 09-17-24). John moved to approve, Jeanette seconded; motion approve. Course revisions and updated DE addendum approved.

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. (1 st reading 09-17-24). Return to faculty to make edits to the catalog description and may be considered for consent on the next CCI agenda.	
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. (1 st reading 09-17-24). Returned to faculty to update CCN in the program and attach the narrative. Considered to consent on the next CCI agenda. All curriculum that are impacted by CCN that were approved prior with an effective term of 2025 will go back to level 1 in the workflow and go straight to consent.	
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. (1 st reading 09-17-24). Returned to faculty and have a second 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. (1 st reading 09-17-24). Jeanette moved to approve, Cristian seconded; motion approve. Course revisions approved.	

CURRICULUM – FIRST READINGS

PHIL G125 – Critical Reasoning and Writing (3 units)	Fall 2025
Revisions: catalog description, all prerequisite, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks. Includes updated DE addendum.	
SIGN G180 – American Sign Language 1 (4 units)	Fall 2025
Revisions: catalog course, assigned disciplines, SAM, required for degree or certificate, SLOs, course objectives, lecture content, methods of instruction, methods of evaluation, and textbooks. Includes updated DE addendum. To 2 nd reading.	
SWHS G110 – Introduction to Social Work and Human Services (3 units)	Fall 2025
Revisions: catalog description, resubmit C-ID SWHS 110, submit Cal-GETC 4, SLOs, course objectives, lecture content, course assignments, methods of evaluation. Includes updated DE addendum. To 2 nd reading.	
SWHS G120 – Seminar in Social Work and Human Services (1 unit)	Fall 2025
Revisions: resubmit C-ID SWHS 120A, course objectives, lecture content, course assignments, methods of evaluation, and textbooks. Includes updated DE addendum. To 2 nd reading.	
SWHS G121 – Fieldwork in Social Work and Human Services (2 units)	Fall 2025
Revisions: resubmit for C-ID SWHS 120B, course objectives, lecture content, course assignments, and textbooks. Includes updated DE addendum. To 2 nd reading.	
AUTO G101 – Introduction To Automotive Technology (3 units)	Fall 2025

Revisions: lecture hours, lab hours, study noncontact hours, total student learning hours, submit C-ID AUTO 110X, lecture content, lab content, methods of instruction, methods of evaluation, and textbooks. **Includes updated DE addendum. To 2nd reading.**

BUS G100 – Introduction to Business (3 units) Fall 2025
Revisions: catalog description, assigned disciplines, required for degree or certificate, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks. **Includes updated DE addendum. To 2nd reading.**

MUS G127 – Wind Band Skills 1 (1 unit) Fall 2025
Revisions: catalog description, grading policy, open entry open exit, required for degree or certificate, SLOs, course objectives, lecture content, and methods of instruction. **To 2nd reading.**

MUS G128 – Wind Band Skills 2 (1 unit) Fall 2025
Revisions: catalog description, open entry open exit, required for degree or certificate, SLOs, course objectives, lecture content, and methods of instruction. **To 2nd reading.**

MUS G129 – Wind Band Skills 3 (1 unit) Fall 2025
Revisions: catalog description, grading policy, open entry open exit, SLOs, course objectives, lab content, and methods of instruction. **To 2nd reading.**

MUS G130 – Wind Band Skills 4 (1 unit) Fall 2025
Revisions: catalog description, open entry open exit, required for degree or certificate, SLOs, course objectives, lecture content, lab content, and methods of instruction. **To 2nd reading.**

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.