



Council for Curriculum & Instruction Minutes

February 3, 2026

3:00 p.m. – 3:48 p.m.

Meeting location Learning Resource Center 250

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?

Curriculum Representatives (strikethrough = absent; italicize = virtual)

Area / Position Title	Representative Name
Art	Vacant
Articulation Officer (non voting)	Nicole Diamond
Automotive Technology, Digital Arts, Drafting	Michael Russell
Biological Sciences	Michael Valinluck
Business, Accounting, Management, CS	Vacant
CCI Chair	Jennifer Bailly
Communication Studies	Tiffany Ruggeri-Dilello
Cosmetology	Jon Holland
Counseling & EOPS	Kristy Ho
Criminal Justice	Michael McCarthy
Curriculum Specialist (non voting)	Charissa McCord
English	Mujib Tahir

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

Guests: Terrie Becker, Dorsie Brooks, Christopher Cano, Sheila Hudson, Janae Johnson, Justin Moore, Catherine Ponsford

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the February 3, 2026 Agenda **Approved**
4. Public comment (maximum of three minutes per speaker)
5. Information and Announcements
 - a. Welcome Cat Ponsford – CCI representative for COSM pending Academic Senate approval on February 10, 2026.
 - b. 2026 Curriculum Institute on July 15-18, 2026 in Sacramento. Cutoff to submit a CAR to the IPD Office to attend the conference and qualify for advanced payment of the registration will be March 27. ASCCC will open registration in late February.

REPORTS & UPDATES (maximum of five minutes per report)

Articulation report (Nicole Diamond)

27 courses were submitted to Cal-GETC successfully, including the 10 CCN courses. The courses submitted are being reviewed and results should be in by May.

CCNs have to be submitted for UCTCA in June. New courses for 2027 and 2028 will be submitted for Cal-GETC effective Fall 2027.

Message from Chancellor's indicated the UC and CSU's do not agree to proposed CCN template, so courses are still being approved individually and one campus at a time.

For CCN courses in phase 2B, revisions are required to be approved through CCI and submitted by April 13th for tech review on April 14th, any courses impacted by phase 2B should refer to email.

CONSENT ITEMS

None

PROGRAM PROPOSALS (maximum of 10 minutes total)

None

DISCUSSION ITEMS

1. DEIA review policy for CORs (Draft attached)

All three colleges are collaborating to create a standardized outline for the review process for DEIA in the Course Outlines of Records that fit the requirements of Title 5. Jennifer brought multiple points to the committee's attention including adding Title 5 language and removing barriers such as evaluating pre-requisites, advisories, and ensuring courses fit within programs of study.

2. Lifelong Learning Catalog Description

a. Currently, "This noncredit course is designed to develop the skills of older adults who want to..." Committee mentions that the current descriptions for noncredit courses has not caused confusion or deterred any students from different demographics to register.

b. Catalog description and title

It is noted that it could be beneficial to add different self-development skills to the course description like "socialization skills" and "self-confidence skills." Overall, the committee agrees to leave the description as is and revisit at a later time.

3. CIM Course/Program Review in CCI

The committee discusses difficulty reviewing courses in CIM, noting concerns such as lack of clarity, long scrolling, and a need for clearer historical and revised versions of courses. It is suggested to export the course outlines for review, but there is still the issue of not all elements being listed. It is proposed that a PDF is created to help make the review process easier.

CURRICULUM – SECOND READINGS

MUS G003N – Piano for Lifelong Learners (18 hours)

Fall ~~2027~~ 2026

New course and DE. (12-02-25)

MUS G004N – Guitar for Lifelong Learners (18 hours)

Fall ~~2027~~ 2026

New course and DE. (12-02-25)

MUS G005N – Choral Singing for Lifelong Learners (54 hours)

Fall ~~2027~~ 2026

New course and DE. (12-02-25)

Jen is under the impression that noncredit curriculum that is state approved can be offered immediately prior to being published in the catalog. Charissa, Jennifer, and Jen will review regulations that may support this idea. CCI is considering changing the effective term for the music courses from Fall 2027 to 2026, if Title 5 support this idea.

CURRICULUM – FIRST READINGS

None

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.