



Council for Curriculum & Instruction Minutes

September 2, 2025

3:00 p.m. – 4:29 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?

CCI Representatives (strikethrough = absent; italicize = virtual)

Representative Name	Area / Position Title
Art	Vacant
Articulation Officer (non voting)	Nicole Diamond
Automotive Technology, Digital Arts, Drafting	Michael Russell
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 (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: Dorsie Brooks, Chris Cano, Samantha Harris, Sheila Hudson, Alex Miranda, Justin Moore, Amy Thach, Gisela Verduzco, Julie Yan

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes
 - a. September 2, 2025 Agenda **Approved**
 - ~~b. May 6, 2025 Minutes~~
4. Public comment (maximum of three minutes per speaker)
5. Information and Announcements
 - a. Welcome new CCI representatives **Mike Russell was introduced as a new representative.**
 - b. Technical Review Coordinator **Nicole Diamond was confirmed to serve as Technical Review Coordinator**
 - c. Curriculum Inventory Management (CIM) Training – 11:15-12:30 September 5, 2025 via zoom **There will be multiple opportunities for training throughout the semester across all three campuses.**

REPORTS & UPDATES (maximum of five minutes per report)

1. Articulation report (Nicole Diamond) **UCTCA decisions were released at the end of July: UCTCA decisions released at the end of July resulted in 75 submissions with 72 approvals and 3 denials. The denials involved one counseling course requiring outline alignment, an English support course that did not clearly distinguish support hours from the parent course, and a philosophy course flagged for its applied component. These affect UC transferability only, while CSU credit remains available. Nicole noted a statewide trend that foreign language courses may no longer be approved for the Cal-GETC Humanities area. She also confirmed that all courses previously submitted to UCTCA must be resubmitted for Cal-GETC re-review this cycle. Nicole will bring a draft resubmission list to the next meeting.**

CONSENT ITEMS

PROGRAM PROPOSALS (maximum of 10 minutes total)

1. Emergency Medical Services, Associate in Arts Degree The committee discussed creating an EMS A.A. built on the Paramedic certificate core with local GE, OCC offers EMT but not Paramedic, so this would fill a regional gap and align with hiring that expects paramedic status. A subject-matter expert will draft the curriculum while titles/TOP codes and clear credit vs. mirrored noncredit options are finalized.
2. Paramedic, Certificate of Achievement The committee reviewed a roughly 33-unit Paramedic Certificate of Achievement to be mirrored in noncredit as a Certificate of Completion and advanced together. EMT experience is required for entry, and paramedic certification is often required for municipal fire hiring. Members referenced Mount San Antonio College's model for early titling while confirming GWC will finalize clear credit vs. noncredit titles. And a subject-matter expert will draft the curriculum.

DISCUSSION ITEMS

1. Curriculum training The committee completed the annual CCI training covering committee scope under the 10+1, Brown Act, and Robert's Rules, meeting cadence, and the CourseLeaf (CIM) transition.
2. 2024-25 CCI Committee Report and Goals The committee reviewed last year's accomplishments and adopted goals for 2025–26: managing the CourseLeaf transition, completing AB 1111 common course numbering milestones, and maintaining review-cycle compliance with emphasis on high-impact items.
3. Last outline revision report The committee reviewed the discipline-level list of courses due for revision and, because of the system transition, agreed to prioritize high-impact updates and potential retirements first.

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.