



## Council for Curriculum and Instruction Minutes

September 5, 2023

3:05 pm – 4:33 pm

Meeting location: Language Arts 109

Zoom option for guests: <https://ccd-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
Dawn Brooks	Performing Arts (Theater Arts, Music, and Dance)
Jodie Butler	Psychology
Ruth Calcanas	Social & Behavioral Sciences (Economics, Political Science, and Sociology)
Matthew Carlson	Physical Sciences
Nicole Diamond	Counseling & EOPS
<del>Jon Holland</del>	Cosmetology
Leilani Johnson	Health Education, Kinesiology, and Athletics
Monica Jovanovich	CCI Co-Chair; Arts
John Kasabian	Automotive Technology, Digital Arts, and Drafting
Gary Kirby	CCI Co-Chair; Technical Review Lead; Mathematics & Engineering
Cathy Le	Library
Cristian Racataian	Business, Accounting, Marketing, Management, and Computer Science
Amy Thach	Nursing & Health Professions
Cristina Tiernes Cruz	World Languages & Sign Language
Michael Valinluck	Biological Sciences
Ayesha Zia	English

CCI Non-voting Members (strikethrough = absent; italicize = virtual)

Member	Area / Position
Christy Banales	Student Services Representative
Jerry Castillo	Articulation Officer
Charissa McCord	Curriculum Specialist
Kay Nguyen	Acting Vice President of Instruction

Representative Vacancies

Area / Position
Associated Students Representative (non-voting)
Communication Studies
Criminal Justice
Liberal Arts & Culture (Anthropology, Geography, Global Studies, and Philosophy)
Noncredit & English as a Second Language
Part-time Faculty

Invited Guests (italicized = virtual)

Dorsie Brooks, Dean Career and Business Education
<i>Melissa Jauregui, Program Support Specialist</i>
<i>Alice Martanegara, Dean Nursing</i>
Veronica Pizano, Instructor Spanish
<i>Derrick Watkins, Instructor Criminal Justice</i>

**PRELIMINARY MATTERS**

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes *Cristian motioned to approve, Amy seconded; motion approved; agenda and minutes approved.*
  - a. Agenda – September 5, 2023
  - b. Minutes – May 2, 2023
4. Public comment (*maximum of 3 minutes per speaker*) – Members of the public have the opportunity in any item 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
  - a. Technical review is now located in Language Arts 109 with zoom option every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday from 3:00 – 5:00 p.m.; volunteers please sign up!
6. Announcements
  - a. Senior Healthcare Technician completers
  - b. CCI committee photograph – October 3<sup>rd</sup> meeting; time TBD
  - c. CCI Vacancies
  - d. CCI email – gwccurriculum@gwc.cccd.edu

**CONSENT ITEMS (*Voting items*)**

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| 1. CHEM G130 – Preparation for General Chemistry (4 units)<br>Revisions: updated textbooks. <i>Matt asked to hold.</i> | Fall 2023 |
| 2. BIOL G183 – Botany (4 units)<br>Revisions: updated textbooks.   | Fall 2023 |

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| <ol style="list-style-type: none"> <li>3. Prerequisite / Corequisite courses with Elementary or Intermediate Algebra to maintain UCTCA approvals             <ol style="list-style-type: none"> <li>a. "Course taught at the level of intermediate algebra or appropriate math placement," statement to replace MATH G030 as a prerequisite or advisory. The following courses have been updated with the new statement: BIOL G180, BIOL G182, BIOL G183, BIOL G220, CHEM G110, CHEM G130, CHEM G180, CS G262, ECON G115, ECON G160, ECON G170, ECON G175, MATH G100, MATH G103, MATH G104, MATH G115, MATH G115S, MATH G120, MATH G160, MATH G160S, PSYC G140, SOC G125, ASTR G100L, CS G153, and CS G175.</li> <li>b. "Course taught at the level of Elementary Algebra or appropriate math placement," statement to replace MATH G010 as a prerequisite. ECON G105 has been updated with the new statement.</li> </ol> </li> <li>4. LVN – RN, Associate in Science Degree (53.5 – 56.5 units)<br/>Revisions: catalog description.</li> <li>5. LVN – 30 Unit Option, Certificate of Achievement (27.5 units)<br/>Revisions: catalog description.</li> <li>6. NURS G271 – Professional Nursing 2 (1 unit)<br/>Revisions: remove prerequisites.</li> </ol> | <p>Fall 2023</p> <p>Fall 2023</p> <p>Fall 2023</p> <p>Fall 2024</p> |
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Cathy motioned to approve; Jeanette seconded; motion approved; consent items approved.

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

1. Articulation report – Jerry Castillo Courses with recent major changes were submitted and reapproved. Courses with intermediate and elementary algebra prerequisites needed change in language. (See Consent Items 3a and 3b).
  - a. UCTCA
2. Chairs report – Monica Jovanovich and Gary Kirby
  - a. Curriculum and program review
3. Special reports

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

**NEW DISCUSSION ITEMS (\* = voting item)**

1. Committee introductions and new representatives; CCI buddies
2. Training (See CCI Training powerpoint slides on [CCI Sharepoint](#)).
3. Updated [CCI website](#) and [CCI Teams](#)
4. [Curriculum Procedures Handbook](#)
5. Effective terms for curriculum\*
  - a. New degrees and certificates
  - b. Existing degrees and certificates
  - c. New credit and noncredit course
  - d. Existing credit and noncredit course revision
6. New Program Proposal Form revised\*
7. Course Outline of Record checklist revised\*
8. New dynamic form for CCI Agenda submissions
9. Material fees covered by lottery funds – Kay Nguyen [The goal is to make education more affordable for students. The State is providing \\$200,000 more for academic pathway to be completed with zero costs textbooks. Annually, GWC collects approximately \\$143,000 for material fees connected to course outline of records. Kay is thinking to utilize lottery funding for the material fees. Examples include beakers, calculators, pencils, and paper. We receive approximately \\$600,000 to \\$1 million in restricted lottery funds. Lottery funds are spent on items students can keep and use directly in the classroom. Kay will provide a powerpoint slide to reference types of funds and the parameters. Courses that do not have material fees will also be provided materials purchased from material fees. Athletics may not be able to have material fees covered due to the parameters / requirements. Dual enrollment classes that require fees are covered by the Academic Pathway Grant.](#)
10. CCI consideration statement at the top of the CCI Agenda\* [The committee does not seem to think the statement needs to be updated at this time.](#)

**CURRICULUM – SECOND READINGS (Voting items)**

## CURRICULUM – FIRST READINGS

CJ G140 – Introduction to Criminal Justice (3 units)

Fall 2024

Revisions: catalog description, advisories, required for degree or certificate, SLOs, course objectives, lecture content, methods of instruction, methods of evaluation, and textbooks. Includes updated DE addendum. [To 2<sup>nd</sup> reading.](#)

CJ G141 – Concepts of Criminal Law (3 units)

Fall 2024

Revisions: catalog description, advisories, 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 2<sup>nd</sup> reading.](#)

[Art courses below will hold for the next agenda as curriculum representatives were not able to review the CORs prior to the meeting. The representatives roles have been updated and one of the roles was not included.](#)

ART G160 – Jewelry and Metalsmithing 1 (3 units)

Fall 2024

Revive from suspension, formerly Jewelry 1, submit for C-ID ARTS 281 or AAM, UCTCA, and CSU GE Area C, catalog description, material fee decrease, required for degree or certificate, SLOs, course objectives, lecture content, lab content, course assignments, methods of evaluation, and textbooks.

ART G161 – Jewelry and Metalsmithing 2 (3 units)

Fall 2024

Revive from suspension, formerly Jewelry 2, catalog description, submit for UCTCA, assigned disciplines, material fee decrease, required for degree or certificate, SLOs, course objectives, lab content, instructional techniques, course assignments, and textbooks.

ART G164 – Introduction to Crafts (3 units)

Fall 2024

New course. Submit for C-ID ARTS 280 or AAM, CSU GE Area C, UCTCA, local GE Area C.

[The committee was asked to complete the CCI 2023-2024 Representative Survey before leaving.](#)

## TABLED / ON HOLD ITEMS

SPAN G161 – Spanish for Health Care Professionals (3 units)

Fall 2024

Revisions: formerly SPAN G068 Spanish Health / Medical Personnel, catalog description, transfer status, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks. Includes updated DE addendum.

## ADJOURNMENT

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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.