



Council for Curriculum & Instruction Minutes

September 16, 2025

3:01 p.m. – 4:59 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 **Approved**
 - a. September 16, 2025 Agenda
 - b. September 2, 2025 Minutes
 - c. May 6, 2025 Minutes
4. Public comment (maximum of three minutes per speaker)
5. Information and Announcements
 - a. Curriculum Inventory Management (CIM) Training – 3:00 – 4:30 p.m. September 22, 2025 via zoom and LRC 251 computer lab
 - b. Districtwide Curriculum Workshop – 8:30 a.m. – 12:00 p.m. September 26, 2025, at District

REPORTS & UPDATES (maximum of five minutes per report)

1. Articulation report (Nicole Diamond) **Nicole was absent. A brief update was read by Jennifer from Nicole's report. A preliminary Cal-GETC December submission list is posted in CCI Teams – today's meeting folder. Faculty should verify that UC TCA items needing Cal-GETC resubmission are included. Common Course Numbering Phase 3 templates are being vetted with UC reviewers before colleges make changes. Some sciences listed under Phase 2 will release with Phase 3. Priorities for fall are Phase 2A templates in English, History, Art History, and Economics. Spring will cover the remaining batch, along with UC or Cal-GETC denials slated for the December resubmission and noncredit CTE programs needing approval for next fall.**

CONSENT ITEMS

PROGRAM PROPOSALS (maximum of 10 minutes total)

DISCUSSION ITEMS

1. Hands on CIM training (bring own laptop) Charissa McCord led a live walkthrough training session on Courseleaf CIM so faculty members could log in, navigate courses editing. The group captured questions and issues in a shared spreadsheet shared in Teams folder.

CURRICULUM – FIRST READINGS

Small Business Management Basics, Certificate of Completion (126 hours)

Fall 2026

New noncredit certificate.

Catalog description will be tightened (remove “knowledge” and expand the description). 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.