



Council for Curriculum and Instruction Minutes

October 15, 2024

3:00 pm – 4:59 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 |
| <i>John Kasabian</i> | <i>Automotive Technology, Digital Arts, and Drafting</i> |
| 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 |
| Tiffany Ruggeri | 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 |
| Nicole Diamond | 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 via zoom – Aleksandra Uchlik, Melissa Jauregui, Doreen Fioretto, Amy Thach, Sunshine McClain, Noah Levin, Danny Johnson, Gisela Verduzco, Heather Kelley, and Joanna Echeverria Martinez.

In person guests – not recorded.

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes
 - a. Agenda –October 15, 2024
 - b. Minutes – October 1, 2024
 - c. Minutes – September 17, 2024

Matt requested to remove the following from Consent – AUTO G046N, DANC G105, THEA G167, THEA G175, THEA G176, THEA G177, THEA G206. These courses are moved to New Discussion #2.

Nicole requested to remove COMM C1000 and PSYC C1000. These courses are moved to New Discussion #2
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. **None.**
5. Information items
 - a. October 21, 2024, tech deadline for Fall 2025 **All remaining curriculum effective Fall 2025 (TMCs, CCN, units and hours) need to be in the technical review queue by noon Monday, October 21st.** Gary requested all grammatical (and other similar suggestions) be entered into curricUNET for faculty to review and not communicate these types of changes in tech review due to the surplus of curriculum coming through. Units and hours changes are being forwarded through technical review with noted edits to be made, but not necessarily being reviewed in tech review.
 - b. Current process to retire curriculum via email – gwcurriculum@ccd.edu. Include the Dean and Department Chair

to the email.

6. Announcements

CONSENT ITEMS (Voting items)

Jeanette asked for clarification on what type of content should be reviewed or consider for consent. This will be later discussed in [New Discussion #2](#). **Consent items approved**, Jeanette abstained.

ACCT G101 – Financial Accounting (4 units) Fall 2025
Revisions: units and hours, SLOs, lab content, methods of instruction.
Includes updated DE addendum.

ACCT G102 – Managerial Accounting (4 units) Fall 2025
Revisions: units and hours, SLOs, course objectives, lab content, methods of instruction.
Includes updated DE addendum.

ACCT G220 – Forensic Accounting, Introduction (3 units) Fall 2025
Revisions: catalog description, course objectives, and textbooks.
Includes updated DE addendum.

AUTO G046N – Smog Level 2 Smog Check Inspector Training (45 hours) Fall 2025
Revisions: lab hours, catalog description, SLOs, course objectives, lecture and lab content, and textbooks. [Removed from Consent and added to New Discussion #2](#).

AUTO G170 – Hybrid and Electric Vehicles (3 units) Fall 2025
Rescind approval to retire.

BUS G101 – The Mindset of Business Success (3 units) Fall 2025
Revisions: SLOs, course objectives, lecture content, and textbooks. Includes **updated DE addendum.**

BUS G139 – Business Communication (3 units) Fall 2025
Revisions: SLOs, course objectives, methods of evaluation, and textbooks.
Includes updated DE addendum.

BUS G158 – Raising Money to Start or Grow a Business (1.5 units) Fall 2025
Revisions: SLOs, course objectives, lecture content, methods of evaluation, and textbooks.
Includes updated DE addendum.

COUN G205 – Navigating the Transfer Process (1 unit) Fall 2025
Revisions: grading policy, SLOs, methods of evaluation, and textbooks.
Includes updated DE addendum.

DANC G105 – Strength and Stretch (1 unit) Fall 2025
Revisions: hours, course assignments, methods of evaluation, and textbooks.
Includes updated DE addendum. [Removed from Consent and added to New Discussion #2](#).

DANC G106 – Strength and Stretch 2 – Intermediate (1 unit) Fall 2025
Revisions: hours, course assignments, and textbooks. **Includes updated DE addendum.**

DANC G108 – Pilates and Barre for Dancers (1 unit) Fall 2025

Revisions: hours, catalog description, course assignments, and textbooks.

DANC G250 – Studio Production and Performance (2 units) Fall 2025
Revisions: units, hours, catalog description, removal of prerequisites, removal of corequisites, SLOs, course objectives, lecture content, lab content, course assignments, methods of evaluation, and textbooks.

DANC G251 – Studio Production and Performance 2 (2 units) Fall 2025
Revisions: units, hours, catalog description, credit status, SLOs, course objectives, lecture and lab content, course assignments, methods of evaluation, and textbooks.

THEA G106 – Acting 1 (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G107 – Acting 2 (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G119 – Improvisation for Theater, Film, and Television (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G160 – Introduction to Stage Direction (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G166 – Stagecraft (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G167 – Stagecraft 2 – Intermediate (3 units) Fall 2025
Revisions: hours and textbooks. [Removed from Consent and added to New Discussion #2.](#)

THEA G168 – Stagecraft 3 – Advanced (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G169 – Stagecraft 4 – Advanced 2 (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G174 – Scenic Painting and Technical Production Techniques (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G175 – Stage Scenery (3 units) Fall 2025
Revisions: hours and textbooks. [Removed from Consent and added to New Discussion #2.](#)

THEA G176 – Stage Lighting (3 units) Fall 2025
Revisions: hours and textbooks. [Removed from Consent and added to New Discussion #2.](#)

THEA G177 – Makeup (3 units) Fall 2025
Revisions: hours and textbooks. [Removed from Consent and added to New Discussion #2.](#)

THEA G178 – Introduction to Stage Costume (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G179 – Theater Sound Technology (3 units) Fall 2025

Revisions: hours and textbooks.

THEA G185 – Stage Scenery 2 – Projection Design and Production (3 units) Fall 2025
Revisions: hours and textbooks.

THEA G206 – Acting 3 (3 units) Fall 2025
Revisions: hours and textbooks. [Removed from Consent and added to New Discussion #2.](#)

THEA G207 – Acting 4 (3 units) Fall 2025
Revisions: hours and textbooks.

HIST G121 –History of American Women (3 units) Fall 2025
Revision: remove assigned discipline.

HIST G140 – California History (3 units) Fall 2025
Revision: remove assigned discipline.

Mathematics, Associate in Science Degree for Transfer (20-23 units) Fall 2025
Revisions: catalog description, PLOs, remove MATH G282, MATH G235, and MATH G160, add MATH G287, STAT C1000, STAT C1000E, SOC G125, PSYC G140, and ECON G160, increase units from 20-21.

COMM C1000 – Introduction to Public Speaking (3 units) Fall 2025
Revisions: **formerly CMST G100. Includes DE addendum.**

PSYC C1000 – Introduction to Psychology (3 units) Fall 2025
Revisions: **formerly PSYC G100. Includes DE addendum.**

SIGN G200 – Deaf Culture (3 units) Fall 2025
Revisions: catalog description, SLOs, course objectives, lecture content, methods of instruction, course assignments, and textbooks. **Includes new DE addendum.**
[\(09/17/24; 10/01/24\)](#)

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. [\(09/17/24; 10/01/24\)](#)

Retire effective Fall 2025

ETHS G101 – Introduction to Ethnic Studies (3 units)

ETHS G121 – History of American Women (3 units)

ETHS G123 – Race and Ethnicity in American Art (3 units)

ETHS G140 – California History (3 units)

ETHS G255 – Intercultural Communication (3 units)

MATH G040 – Accelerated Elementary and Intermediate Algebra (5 units)

SOC G101 – Introduction to Ethnic Studies (3 units)

SOC G135 – Introduction to Native American Studies (3 units)

SOC G136 – Introduction to Black and African American Studies (3 units)

SOC G137 – Introduction to Asian American and Pacific Islander (3 units)

1. Articulation report – Nicole Diamond Only one textbook needs to be within seven years for Cal-GETC submissions. It can be good practice to continue indicating textbooks over seven years. Faculty need to type “Classic” after the textbook title. Deadline for Cal-GETC submission for Nicole is December 13, 2024. Originally, CCN courses did not need to be submitted except for Area 1C Oral Communication per State Chancellor’s Office. The universities did not agree and concluded if changes are substantial then it needs to be resubmitted for approval. It is advised to compare the new CCN CORs to the currently active ones (as they are GE approved) and ensure that the focus and scope still aligns. If the revisions are substantial and needing to be resubmitted for articulation, it will then need to be resubmitted for UCTCA.
2. Chairs report – Jennifer Bailly None.
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)

1. 2024-25 CCI goals – align to Strategic Plan Goal of student success; successful course completion and number of degrees and certificates awarded.
 - Goal 1. Units and hours compliance
 - Goal 2. AB 928 (Cal-GETC) and AB 1111 (common course numbering)
 - Goal 3. Revise courses outside of the review cycle

NEW DISCUSSION ITEMS (* = voting item)

1. Same day consent (Matthew Carlson) Items are being added to consent on the same day, not allowing the committee time to review the curriculum. Matt proposes if items are to be moved to consent then it be added to the next agenda’s consent. The curriculum items that are being referred to include two noncredit Business courses and the Pre-Physician Certificate of Achievement. These three items have had two readings, were returned to faculty to make, and were allowed to be consented upon return. These three items were incorrectly placed on the agenda as they should have been under consent and not under second readings.

Jennifer asked the committee if they want to review items multiple times until all requested revisions are made or continue with utilizing the consent agenda when appropriate and rely on faculty to make minimal edits and trust they are made. Jennifer is trusting the committee is doing their due diligence in reviewing curriculum at the best of their ability, Gary and Jennifer are also reviewing and analyzing curriculum as they come through in consideration to the large volume of curriculum that has to be approved by the end of the semester.

Mike agrees if curriculum has been looked at then placing it on consent is appropriate. Jeanette states there is more being asked of the committee than the previous years; how much time is needed outside of the CCI and tech review meetings. Can the committee be compensated?

The culture of the committee has moved away from substantive feedback, content related, and constructive criticism and towards nitpicking.

Jen asks the committee to find a systematic way in response to the influx of all the necessities from the State as there are opportunities of funding for CCN. There can be stipends for a group of people working with CCN.

AUTO G046N will be returned for faculty and be placed on consent on the next CCI agenda.

Moving forward the committee needs to review curriculum through a similar lens as the State Chancellor’s Office – substantive content.

PROGRAM PROPOSALS (maximum of 10 minutes total)

1. Engineering, Associate in Science Degree
2. Education emphasis
 - a. Mathematics, Certificate of Achievement
 - b. Science, Certificate of Achievement

CURRICULUM – SECOND READINGS *(Voting items)*

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

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. (10/01/24). Resubmit UCTCA and Cal-GETC 1B; Submit for C-ID PHIL 110 and maintain C-ID ENGL 105. Michelle moved to approve, Jeanette seconded; motion approved. Course revisions and DE addendum approved, Matt abstained.**

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. (10/01/2024). Veronica moved to approve, Cristian seconded; motion approved. Course revisions and DE addendum approved.**

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. (10/01/2024).**

Charissa to edit second sentence of the catalog description and select CCN courses ENGL under advisory.

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. (10/01/2024)**

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. (10/01/2024)**

Leilani moved to approve, Rachel seconded; motion approved. SWHS G110, SWHS G120, and SWHS G121 revisions and DE addendum approved as a block.

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. (10/01/2024). Returned to faculty to edit textbooks and will return to consent on the next agenda.**

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.**(10/01/2024). **Leilani moved to approve, Matt seconded; motion approved. Course revisions and DE addendum approved.**

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. (10/01/2024)

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. (10/01/2024)

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. (10/01/2024)

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. (10/01/2024)

Cristian moved to approve, Jeanette seconded; motion approved. MUS G127, MUS G128, MUS G129, and MUS G130 course revisions approved.

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. (09-17-24) **Leilani moved to approve, Cathy seconded; motion approved. Course revisions approved.**

CURRICULUM – FIRST READINGS

ACCT G250 – Analysis of Financial Statements (3 units) Fall 2025
New course. **Includes new DE addendum. To 2nd reading.**

Philosophy, Associate in Arts Degree for Transfer (18 units) Fall 2025
Revisions: catalog description, PLOs, add PHIL G125, PHIL G140, PHIL G150, and PSCI G150. **To 2nd reading.**

DANC G230 – Choreography 1 (2 units) Fall 2025
Revisions: **formerly Choreography**, hours, catalog description, SLOs, course objectives, methods of instruction, course assignments, methods of evaluation, and textbooks. **To 2nd reading.**

DANC G231 – Choreography 2 (2 units) Fall 2025
Revisions: **formerly Choreography 2 – Intermediate/Advanced**, hours, catalog description, SLOs, course objectives, lab content, methods of instruction, methods of evaluation,

and textbooks. [To 2nd reading.](#)

INTR G130 – Beginning Voice to Sign (3 units) Fall 2025
Revisions: catalog description, advisories, assigned disciplines, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks. **Includes new DE addendum.** [To 2nd reading.](#)

INTR G135 – Advanced Voice to Sign (3 units) Fall 2025
Revisions: catalog description, advisories, assigned disciplines, SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks. **Includes new DE addendum.** [To 2nd reading.](#)

THEA G180 – Basic Costume Sewing, Construction and Wardrobe Techniques (2 units) Fall 2025
Revisions: catalog description, SLOs, course objectives, methods of instruction, course assignments, methods of evaluation, and textbooks. [To 2nd reading.](#)

Theater, Associate in Arts Degree (18-23 units) Fall 2025
Revisions: catalog description, PLOs, remove HUM G132, THEA G111, THEA G112, add THEA G182, and THEA G177. [To 2nd reading.](#)

CJ G046 – Civilian Supervisory, Law Enforcement (4.5 units) Fall 2025
Revisions: units, hours, catalog description, decrease material fee, SLOs, course objectives, lecture content, lab content, methods of instruction, and textbooks. [To 2nd reading.](#)

STAT C1000 – Introduction to Statistics (~~3~~ 4 units) Fall 2025
Revisions: **formerly MATH G160.** **Includes new DE addendum.** [To 2nd reading.](#)

STAT C1000E – Introduction to Statistics (6 units) Fall 2025
Revisions: **formerly MATH G160S.** **Includes new DE addendum.** [To 2nd reading.](#)

Spanish, Associate in Arts Degree for Transfer (24-26 units) Fall 2025
Revisions: remove HIST G150, PSCI G103, and ETHS G103; add ETHS G134 and SPAN G161. [To 2nd reading.](#)

Spanish, Associate in Arts Degree Fall 2025
Revisions: catalog description, PLOs, add SPAN G161, ETHS G134, ART G127, HIST G140, and ETHS G150. [To 2nd reading.](#)

SPAN G200 – Mexican Culture and Civilization (3 units) Fall 2026
Revisions: catalog description, removal of prerequisites, **submit for UCTCA, Cal-GETC 3B, and submit for local GE Area 3,** SLOs, course objectives, lecture content, methods of instruction, course assignments, methods of evaluation, and textbooks.
Includes updated DE addendum. [To 2nd reading.](#) [Resubmit to C-ID.](#)

KIN G100 – Introduction to Kinesiology (3 units) Fall 2025
Revisions: catalog description, SLOs, course objectives, methods of instruction, and textbooks.
Includes updated DE addendum. [To 2nd reading.](#) [Resubmit to C-ID KIN 100.](#)

KIN G101 – First Aid/Cardio-Pulmonary Resuscitation (3 units) Fall 2025

Revisions: SLOs, course objectives, and textbooks. **Includes DE addendum.** [On hold and will return for a first reading as edits were not completed.](#)

PSYC G280 – Research Methods in Psychology (4 units) Fall 2025
Revisions: catalog description, prerequisites, advisories, SLOs, course objectives, lecture content, lab content, course assignments, methods of evaluation, and textbooks. **Includes updated DE addendum.** [To 2nd reading.](#)

BIOL G104 – Marine Life (3 units) Fall 2025
Revisions: catalog description, SLOs, course objectives, lecture content, methods of Instruction, course assignments, methods of evaluation, and textbooks. **Includes new DE addendum.** [To 2nd reading.](#)

BIOL G104L – Marine Life Laboratory (1 unit) Fall 2025
Revisions: catalog description, SLOs, course objectives, lecture content, methods of Instruction, course assignments, methods of evaluation, and textbooks. **Includes new DE addendum.** [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.