



Council for Curriculum & Instruction Minutes

October 7, 2025

3:00 p.m. – 4:40 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

Guest: Dorsie Brooks, Chris Cano, Sheila Hudson, Robin Malvin, Justin Moore

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes **Approved**
 - a. October 7, 2025 Agenda
 - b. September 16, 2025 Minutes
4. Public comment (maximum of three minutes per speaker) Gary stated as proxy for Physical Sciences read a public comment for Matt – highly disappointed that there is no way for those that physically can't make the meeting to at least benefit from viewing it remotely. There is an intense whiff of secrecy that upsets me greatly. Jennifer reiterated CCI is held in person as a Brown Act committee, the zoom link was discussed at the first meeting and many curriculum committees are no longer following that practice anymore.
5. Information and Announcements
 - a. Faculty Excellence Award – Rachel Zacharia and Tiffany Lao **Congratulations!!**
 - b. Courseleaf comments and concerns entered in [spreadsheet](#) Entering issues/requests in the shared spreadsheet on Teams is highly needed to help with troubleshooting and improve the system.
 - c. Library resources state N/A. Request will be logged to remove the field in a future update.
 - d. gwwcurriculum@ccd.edu inactive Contact Charissa, the CCI Chair, or the VPI as appropriate.

REPORTS & UPDATES (maximum of five minutes per report)

Articulation report (Nicole Diamond)

CCN timelines Phase 2A/2B submissions—earlier effective dates are acceptable. 2B courses must be approved by December for a Fall 2026 effective date to Cal-GETC in December; UCTCA in June. Otherwise, effective term will be Fall 2027.

Program Mapper moving to 2.0 will support noncredit. Updated sequence template posted on the CCI webpage under Programs & Forms. Faculty authors must submit program sequencing by the second CCI reading. Sequences publish by curriculum year (aligned to catalog publication ~April/May).

CONSENT ITEMS **Approved**

COUN G200 – College Student Identity Development (3 units)

Fall 2025

Revision: textbooks.

PROGRAM PROPOSALS (maximum of 10 minutes total)

DISCUSSION ITEMS

1. Impacted programs due to CCN and new TMCs Eight widely enrolled CCN courses are moving. Multiple degrees/certificates will require updates. Several disciplines reported progress toward the next Tech Review to minimize downstream program edits. If changes are CCN-only within programs, state resubmission is not required.
2. ~~Repository for CCN templates (Matt Carlson)~~ Move to October 21 CCI meeting.
3. CIM roles and workflows Partial rollback enabled. From the CCI Chair stage, proposals can be rolled back directly to the Initiator (the second-stage Initiator stop) rather than restarting the entire workflow. After the Initiator makes revisions and resubmits, the item proceeds again through the intervening steps before returning to the agenda via the Curriculum Specialist. This mirrors the prior CurricUNET pattern of returning items to a single Initiator point to avoid excessive forwarding. The VPI step changed to FYI. The VPI is no longer a required approver and will not block workflow progression; the role receives FYI notifications only. Current order and proposed streamlining. The operative sequence is: Initiator → Department Chair → Curriculum Rep. → Dean → Technical Review → Initiator → CCI Chair → CCI. The committee discussed removing the curriculum representative approval step to reduce bottlenecks; Gary is opposed to removing the curriculum representative inhibiting the option to return proposals to department faculty for edits. Curriculum representatives are also in the technical review and CCI levels in the workflow.

At the Department Chair step, all full-time faculty in the submitting discipline should receive FYI notifications; related programs may also be notified when their awards are impacted (e.g., unit changes). Instances of missing FYIs (e.g., Counseling 200) were noted. In the absence of a department chair, the dean serves as department chair in accordance with the bargaining agreement. Members acknowledged high email volume. FYI roles do not display items on the Workflow dashboard; comments may be added via the FYI email link or by opening the proposal under a selectable role.

The Teams worksheet will be consolidated to a single tab with an Issue/Request indicator to avoid lost entries. The committee will trial these adjustments during the current term and revisit the configuration at the final CCI meeting of the semester. Technical Review may forward items that are not ready to initiators; initiators are expected to coordinate with their representatives prior to resubmission.

4. Inclusion, Diversity, Equity, Anti-racism, and Accessibility (IDEAA) Title 5 update on burden-free access to instructional materials effective July 3. Title 5 requires documented procedures to ensure CORs include approaches supporting DEIA and accessibility. Add language/process to the Curriculum Procedures Manual and the Tech Review checklist.

CURRICULUM – SECOND READINGS

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

Fall 2026

New noncredit certificate. (09-16-25)

Hold. Move to CIM before proceeding with second reading in CIM. Representative absent and no edits to date. Request made to transfer and resume review in CIM.

CURRICULUM – FIRST READINGS

ASTR C1001 – Introduction to Astronomy (3 units)

Fall 2026

Revision: formerly ASTR G100, course description, CPL, SLOs, course objectives, content, course assignments, and textbooks.

Will not include the prefix in the CCN field, number only. 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.