



Council for Curriculum & Instruction Minutes

December 3, 2024

3:03 p.m. – 5:03 p.m.

Meeting location Language Arts 109

Zoom option for non-participatory guests: Meeting ID 957-2837-2542

<https://cccd-edu.zoom.us/j/95728372542>

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 Name	Area / Position Title
Articulation Officer (<i>non voting</i>)	<i>Nicole Diamond</i>
Automotive Technology, Digital Arts, Drafting	<i>John Kasabian</i>
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 (<i>non voting</i>)	Charissa McCord
English	Mujib Tahir
History & Education	Jeanette Adame
Kinesiology, Health Education, and Athletics	Leilani Johnson

Liberal Arts & Culture (ANTH, GEOG, GLST, PHIL)	Michelle Palma
Library	Cathy Le
Mathematics & Engineering	Gary Kirby
English Language Learning & English as a Second Language	Sergio Sanchez
Nursing & Health Professions	Berlynn Ching
Part-time Faculty	Ashley Berry
Performing Arts	Dawn Brooks
Physical Sciences	Matthew Carlson
Psychology	Jodie Butler
Social Sciences (ECON, PSCI, SOC)	Ruth Cálcanas
Student Services Representative (<i>non voting</i>)	Christy Banales
Technical Lead	Gary Kirby
Vice President of Instruction (<i>non voting</i>)	Jennifer Kalfsbeek-Goetz
World Language (SIGN, INTR, SPAN, VIET)	Veronica Pizano

Representative Vacancies	
Area / Position Title	
Art	
Associated Students Representative (<i>non voting</i>)	

Guests: Margot Bowlby, Doreen Fioretto, Melissa Jauregui, Noah Levin, Jason Sheley, Amy Thach

PRELIMINARY MATTERS

1. Call to order
2. Welcome guests
3. Approval of the agenda and minutes **Approved**
 - a. December 3, 2024 Agenda
 - b. October 15, 2024 Minutes **Correction – Gary abstained the consent agenda.**
 - c. November 19, 2024 Minutes
4. Public comment (maximum of three minutes per speaker)
5. Information items
6. Announcements

Thank you to all faculty and committee members for all of the work. Twenty more CCNs coming in the spring. Approximately 200 courses were reviewed.

REPORTS & UPDATES (maximum of five minutes per report)

1. Articulation report (Nicole Diamond) **Provided by Kristy, approximately 44 courses to submit for Cal-GETC including the five CCN courses. Next submissions cycle is next December. Nicole has already started to update and submit proposals for GE to meet the December 13th deadline.**
2. CCI Chair report (Jennifer Bailly) **Jennifer expresses gratitude to the committee for the largest amount of curriculum approved.**
3. VPI report (Jennifer Kalfsbeek-Goetz) **Jen expresses gratitude to the committee and Charissa.**
4. Special report

CONSENT ITEMS

Consent items approved; Matt, Gary, and Jeanette abstained.

Moved from Curriculum – First Reading

CEHM G110 – Introduction to Chemistry (5 units)

Fall 2025

Revisions: hours and textbooks. **Includes updated DE addendum.**

Dance, Associate in Arts Degree (25 units)

Fall 2025

Revisions: catalog description, PLOs, courses, and units. (09-03-24; 11-19-24)

CHEM G130 – Preparation for General Chemistry (4 units)

Fall 2025

Revisions: hours, **resubmit to UCTCA**, textbooks. **Updated DE addendum.**

CHEM G180 – General Chemistry A (5 units)

Fall 2025

Revisions: hours, **resubmit to UCTCA**, and textbooks. **Updated DE addendum.**

CHEM G185 – General Chemistry B (5 units)

Fall 2025

Revisions: hours, **resubmit for UCTCA**, and textbooks. **Includes updated DE addendum.**

CHEM G220 – Organic Chemistry A (5 units)

Fall 2025

Revisions: hours, **resubmit for UCTCA**, and textbooks.

CHEM G225 – Organic Chemistry B (5 units)

Fall 2025

Revisions: hours, **resubmit for UCTCA**, and textbooks.

~~THEA G135 – Classical Play Performance 1 (1-2 units)~~

~~Fall 2025~~

~~Revisions: SLOs, course objectives, and format cleanup.~~

American Sign Language Interpreting, Certificate of Achievement (29 units)

Fall 2025

Revisions: catalog description and CCN.

Liberal Arts: Emphasis in Arts and Humanities, Associate in Arts Degree (18 units)

Fall 2025

Revisions: removal of courses.

Liberal Arts: Emphasis in Computer Science and Technology, Associate in Arts Degree (18 units)

Fall 2025

Revisions: removal of courses.

Liberal Arts: Emphasis in Science, Associate in Arts Degree (18 units)

Fall 2025

Revisions: none.

CJ G220 – Forensic Accounting, Introduction (3 units)

Fall 2025

Revisions: clone crosslist course ACCT G220 – CCI approved 10-15-24.

Music, Associate in Arts Degree (29-33 units)

Fall 2025

Revisions: add elective courses.

Pulled from Consent for Discussion - LVN 30 Unit Option, Certificate of Achievement, LVN to RN, Associate in Science Degree, and Registered Nurse, Associate in Science Degree

Retire effective Fall 2025

DM G110N – Digital Audio, Introduction

DM G113N – Pro Tools 101

PROGRAM PROPOSALS (maximum of 10 minutes total)

1. Mirroring Automotive credit to noncredit [Expecting to see new noncredit \(mirrored\) curriculum in the spring. Approximately 12 programs.](#)

CURRICULUM – SECOND READINGS

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

ENGL C1000 – Academic Reading and Writing (4 units) Fall 2025

Revisions: **formerly ENGL G100 Freshman Composition**, CCN template with additional content.

Includes updated DE addendum. (11-05-24).

ENGL C1000E – Academic Reading and Writing (6 units) Fall 2025

Revisions: **formerly ENGL G100S Freshman Composition with Support**, CCN template with additional content. **Includes updated DE addendum.** (11-05-24).

[Cristian moved to approve](#), [Jeanette seconded](#); **motion approved. Both ENGL CCN approved.**

Administration of Justice, Associate in Science Degree for Transfer (18-21 units) Fall 2025

Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

Anthropology, Associate in Arts Degree for Transfer (19-22 units) Fall 2025

Revisions: Cal-GETC TMC, catalog description, PLOs, courses, and units. (11-19-24) [Jeanette moved to approve](#), [Dawn seconded](#); **motion approved. Program revisions approved.**

Art History, Associate in Arts Degree for Transfer (18 units) Fall 2025

Revisions: Cal-GETC TMC, PLOs, and courses. (11-19-24) [Cristian moved to approve](#), [Jeanette seconded](#); **motion approved. Program revisions approved.**

Studio Arts, Associate in Arts Degree for Transfer (24 units) Fall 2025

Revisions: Cal-GETC TMC, PLOs, and courses. (11-19-24) [Cristian moved to approve](#), [Jeanette seconded](#); **motion approved. Program revisions approved.**

Biology, Associate in Science Degree for Transfer (32-35 units) Fall 2025

Cal-GETC TMC. (11-19-24)

Business Administration 2.0, Associate in Science Degree for Transfer (27-32 units) Fall 2025

Revisions: Cal-GETC TMC, catalog description, PLOs, courses, and units. (11-19-24) [Mike moved to approve](#), [Veronica seconded](#); **motion approved. Program revisions approved.**

Child and Adolescent Development, Associate in Arts for Transfer (18-22 units) Fall 2025

Revisions: Cal-GETC TMC, catalog description, PLOs, courses, and units. (11-19-24) [Ruth moved to](#)

approve, Rachel seconded; motion approved. Program revisions approved.

Communication Studies 2.0, Associate in Arts Degree for Transfer (18 units) Fall 2025
Revisions: Cal-GETC TMC and courses. (11-19-24)

Computer Science, Associate in Science Degree for Transfer (28-29 units) Fall 2025
Cal-GETC TMC. (11-19-24)

Economics, Associate in Arts Degree for Transfer (20-24 units) Fall 2025
Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

English, Associate in Arts Degree for Transfer (19-20 units) Fall 2025
Cal-GETC TMC. (11-19-24)

Geography, Associate in Arts Degree for Transfer (18-23 units) Fall 2025
Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

Geology, Associate in Science Degree for Transfer (26 units) Fall 2025
Revisions: Cal-GETC TMC and PLOs. (11-19-24) Sergio moved to approve, Ashley seconded; motion approved. Program revisions approved.

Global Studies, Associate in Arts Degree for Transfer (21-25 units) Fall 2025
Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

History, Associate in Arts Degree for Transfer (18 units) Fall 2025
Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

Kinesiology, Associate in Arts Degree for Transfer (20-25 units) Fall 2025
Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

Law, Public Policy, and Society, Associate in Arts Degree for Transfer (31-36) Fall 2025
Revisions: Cal-GETC TMC, courses, and units. (11-19-24) Matt moved to approve, Mike seconded; motion approved. Program revisions approved.

Music, Associate in Arts Degree for Transfer (21 units) Fall 2025
Revisions: Cal-GETC TMC and courses. (11-19-24)

Physics, Associate in Science Degree for Transfer (24 units) Fall 2025
Revisions: Cal-GETC TMC. (11-19-24)

Political Science, Associate in Arts Degree for Transfer (18-21 units) Fall 2025
Revisions: Cal-GETC TMC, catalog description, courses, and units. (11-19-24) Jeanette moved to approve, Ruth seconded; motion approved. Program revisions approved.

Psychology, Associate in Arts Degree for Transfer (19-22 units) Fall 2025
Revisions: courses and units. (11-19-24)

Public Health, Associate in Science Degree for Transfer (23-27 units) Fall 2025

Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

Social Work and Human Services (28-31 units) Fall 2025

Revisions: catalog description, courses, and units. (11-19-24) Ruth moved to approve, Dawn seconded; motion approved. Program revisions approved.

Sociology, Associate in Arts Degree for Transfer (18-21 units) Fall 2025

Revisions: Cal-GETC TMC, courses, and units. (11-19-24)

Theater Arts, Associate in Arts Degree for Transfer (21-26 units) Fall 2025

Revisions: Cal-GETC TMC, catalog description, PLOs, courses, and units. (11-19-24) Jeanette moved to approve, Tiffany seconded; motion approved. Program revisions approved.

~~LIFE G047N~~ LIFE G050N – Basic Lifeguard Fitness Qualifications (8 hours) Fall 2025

New noncredit course. (11-19-24)

~~LIFE G048N~~ LIFE G051N – Ocean Lifeguard Level I Certification (170 hours) Fall 2025

New noncredit course. (11-19-24)

Tiffany moved to approve, Leilani seconded; motion approved. New noncredit courses approved.

Ocean Lifeguard I, Certificate of Completion (178 hours) Fall 2025

New noncredit certificate. (11-19-24)

Tiffany moved to approve, Matt seconded; motion approved. New noncredit program approved.

Modern Policing, Associate in Science Degree (46-51 units) Fall 2025

New associate in science degree. (11-19-24)

Tiffany moved to approve, Rachel seconded; motion approved. New program approved.

PHIL G121 – Leadership and Ethics in Law Enforcement (3 units) Fall 2025

New credit course. Includes new DE addendum. (11-19-24) Tiffany moved to approve, Mike seconded; motion approved. New course and DE addendum.

Hybrid Electric Vehicle Maintenance Specialist, Certificate of Achievement (21 units) Fall 2025

New certificate of achievement. (11-19-24) Tiffany moved to approve, Jeanette seconded; motion approved. New certificate approved.

CS G102 – Computer Software Development, Introduction (3 units) Fall 2025

Revisions: resubmit UCTCA, units, hours, advisory, SLOs, course objectives, lecture content, methods of instruction, course assignments, and textbooks. Includes updated DE addendum. (11-19-24)

CS G179 – C++ Programming, Advanced (3 units) Fall 2025

Revisions: resubmit UCTCA, units, hours, advisories, SLOs, course objectives, content, methods of instruction, course assignments, methods of evaluation, and textbooks. Includes updated DE addendum. (11-19-24)

Veronica moved to approve, Ruth seconded; motion approved. Both CS courses approved with updated DE addendum.

Esthetician, Associate in Arts Degree (22 units) Fall 2025
Revisions: units from 21. (11-19-24)

Esthetician – Certificate of Achievement (22 units) Fall 2025
Revisions: units from 21. (11-19-24)

Tiffany moved to approve, Dawn seconded; motion approved. Esthetician programs approved.

MUS G111 – Basic Live Sound Reinforcement (3 units) Fall 2025
New course. Includes new DE addendum. (11-05-24; 11-19-24)

MUS G113 – Audio Recording 1 (3 units) Fall 2025
New course. Includes new DE addendum. (11-05-24; 11-19-24)

Tiffany moved approve, Jeanette seconded; motion approved. New courses approved with new DE addendum.

First group of ADTs effective Fall 2025; TMC changes only. Mike moved to approve, Rachel seconded; motion approved. First group of ADTs approved.

Biology, Associate in Science Degree for Transfer
Computer Science, Associate in Science Degree for Transfer
English, Associate in Arts Degree for Transfer
Physics, Associate in Science Degree for Transfer

Second group of ADTs effective Fall 2025; course and unit changes in addition to updated TMC. Jeanette moved to approve, Ruth seconded; motion approved. Second group of ADTs approved.

Administration of Justice, Associate in Science Degree for Transfer
Communication 2.0, Associate in Arts Degree for Transfer
Economics, Associate in Arts Degree for Transfer
Geography, Associate in Arts Degree for Transfer
Global Studies, Associate in Arts Degree for Transfer
History, Associate in Arts Degree for Transfer
Kinesiology, Associate in Arts Degree for Transfer
Music, Associate in Arts Degree for Transfer
Psychology, Associate in Arts Degree for Transfer

CURRICULUM – FIRST READING

WORK G100 – Work Experience Education (0.5 – 4 units) Fall 2026
Revisions: formerly COOP. To 2nd reading.

~~Music Technology, Associate in Arts (19-23 units) Fall 2026~~
~~New program.~~

Moved to Consent
CEHM G110 – Introduction to Chemistry (5 units) Fall 2025

Revisions: hours and textbooks. **Includes updated DE addendum.**

Moved from Consent – non Ethnic Studies courses are listed
LVN 30 Unit Option, Certificate of Achievement (31.5 units)

Fall 2025

Revisions: catalog description, prerequisites, and units. To 2nd reading

LVN to RN, Associate in Science Degree (54.5 units)

Fall 2025

Revisions: catalog description, courses, and units.

Registered Nurse, Associate in Science Degree (70 units)

Fall 2025

Revisions: catalog description, courses, and units.

There's a need for better coordination between nursing faculty, counseling, and the Board of Registered Nursing (BRN) to ensure the correct courses are approved. The incorrect course choices have led to a "broken degree" that prevents students from completing their program. The counseling department and nursing faculty will meet to clarify and fix the issues before the next reading. There was also a mention of ensuring prerequisites are listed correctly in the certificates, particularly for courses like Human Anatomy, which must be listed as a prerequisite for other nursing courses. The next steps involve fixing the cross-listings, correcting course selections, and ensuring all prerequisite courses are properly documented. The discussion also includes future steps to ensure that these issues are addressed before the second reading in the spring.

DISCUSSION ITEMS (maximum of 15 minutes total; five minutes per item)

Discussion item was not addressed due to time constraints and is anticipated to be reviewed in the next CCI meeting.

1. Consideration for curriculum review guidelines and ideas for streamlining curriculum (Jeanette Adame)

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?*

2. Standalone courses
3. Updates to new program proposal form review

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.