



California Community Colleges

AB 1111 COMMON COURSE NUMBERING TASK FORCE CHARTER

JULY 2022

CHARGE

The Assembly Bill No. 1111 Postsecondary Education: Common Course Numbering Task Force (hereafter “AB 1111 Task Force”) is charged with working collaboratively across the California Community Colleges and its key stakeholders to develop an implementation plan for fulfilling the AB 1111 mandate to “ensure that comparable courses across all community colleges have the same course number” through a student-facing common course numbering system.

INTENDED OUTCOMES

Assembly Bill No. 1111 (AB 1111) established new Education Code 66725.5 and states the following:

- “(a) (1) To streamline transfer from two- to four-year postsecondary educational institutions and reduce excess credit accumulation, on or before July 1, 2024, both of the following shall occur:
 - (A) The California Community Colleges shall adopt a common course numbering system for all general education requirement courses and transfer pathway courses.
 - (B) Each community college campus shall incorporate common course numbers from the adopted common course numbering system in its catalog.
- (2) The common course numbering system shall be student facing...and ensure that comparable courses across all community colleges have the same course number.”

To meet the mandate of AB 1111, the Task Force will inform the development of:

- A definition of a student-facing common course numbering system for all general education requirement courses and transfer pathway courses;

- A framework for how each community college campus shall incorporate common course numbers from the adopted common course numbering system in its catalog; and
- An implementation plan to guide efforts to establish a common course numbering system that meets the requirements of AB 1111.

ESTABLISHMENT AND AUTHORITY

Item 6870-101-0001 of Section 2.00 of the Budget Act of 2021, as referenced in AB 1111, establishes “a workgroup that supports the development and implementation of a common course numbering system for the community college system.” The AB 1111 Task Force serves as this workgroup.

The California Community Colleges system is guided by a process of participatory governance, and the Board of Governors of the California Community Colleges sets policy and provides guidance for the 73 districts and 116 colleges that constitute the system. The California Community Colleges Chancellor’s Office (CCCCO) is held accountable for legislative implementation and compliance.

EXPECTATIONS FOR ENGAGEMENT

The Task Force will meet 8 times starting in fall of 2022. The Task Force will meet in person, and will operate in compliance with the Bagley-Keene Open Meeting Act. Members are expected to:

- Participate in all meetings and serve through December 2023. Proxies or replacements to act as a Task Force member will not be allowed;
- Review materials (e.g., emails and pre-reading) ahead of meetings and respond as requested;
- Actively engage in discussions during meetings;
- Participate in work groups as needed;
- Adhere to all state and federal laws, in particular the Bagley-Keene Open Meeting Act; and
- Honor community agreements.

Community agreements include:

- Work collaboratively in support of the intended outcomes and with a students-first orientation;
- Stay engaged, be curious;
- Speak your truth...and then listen for real;
- Honor the expertise & experience of all group members;
- Accept and expect non-closure;
- Lean into and reflect on discomfort; and
- Be kind and accountable.

LEADERSHIP

The AB 1111 Task Force will be co-chaired by one representative of the Academic Senate for California Community Colleges and one representative of the California Community College Chief Instructional Officers. The chairs will serve at the discretion of the California Community Colleges Chancellor's Office and collaborate with the CCCCO and the facilitator, [Sova](#), on accomplishing the charge of the Task Force.

DECISION MAKING AND RECOMMENDATIONS

The Task Force shall make every effort to reach consensus when determining recommendations. If consensus cannot be reached, then recommendations shall be made by vote of the voting membership. When voting, the Task Force will operate according to modified Robert's Rules of Order. To establish quorum for decision-making, 50 percent plus one of the voting members must be present.¹ Vacancies do not count towards the determination of the quorum.

MEMBERSHIP

Task Force membership is informed by the charge and intended outcomes. A student-facing common course numbering system will have far-reaching implications for the California Community Colleges, ranging from students to faculty, articulation officers, registrars, counselors and technology professionals. Task Force members have knowledge and experience related to implicated areas and a role to play in supporting and advancing the Task Force charge and intended outcomes. Membership composition includes:

- Multiple student voices, reflective of the diversity of the student population and inclusive of representation from the Student Senate for California Community Colleges;
- Multiple faculty voices, including from the Academic Senate and at least one faculty member who currently serves on a Faculty Discipline Review Group for C-ID;
- Registrars, including from a CCC that currently has common course numbering in place (e.g., San Diego Community College District);
- Representatives of a number of key roles with high transfer relevance, such as articulation officers, instructional officers, student services officers, admissions

¹ "Voting members" are the Task Force co-chairs and those listed on the Task Force membership roster.

officers, classified staff, research, and counselors, paying particular attention to ensuring representation from a CCC with high transfer volume;

- Representatives of those who will be held accountable for strong implementation and leadership, including Chief Executive Officers, trustees and the CCCCO;
- Representatives of roles in areas such as technology and back-office processes that will be affected by the implementation; and
- Finally, as the Landscape Scan Report notes, the California State University system and University of California must be included for this effort to be successful, and as such they should each have a representative on the Task Force.