



California Community Colleges

# Common Course Numbering Month Webinar 2:

## COCI Submission and Technology Implementation

September 11, 2024

# Welcome & Housekeeping

## Tech Support

Technical support is available, please email [conferences@foundationccc.org](mailto:conferences@foundationccc.org) with any questions.

## Closed Captioning

Click the Closed Caption (CC) tab to read live captions



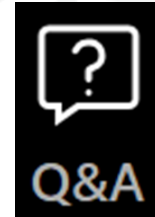
## Audio/Visual

You will be muted with your camera's off during the entire webinar. To ask a question please utilize the Q&A feature.

# Welcome & Housekeeping

## Q&A

Click the Q&A tab to enter questions for the presenters and read their responses. We will do our best to answer as many questions before the end of this session. Questions we are unable to answer will be addressed post-event in the coming weeks.



## Recording

This session will be recorded. We will be posting the recording and presentation slides in the coming weeks to the CCCO Common Course Numbering [Webpage](#).

# Presenters

- Chris Hill, CCN Technology Workgroup Facilitator
- Rachel Stamm, Curriculum and Articulation Systems Consultant CCC Tech Center
- Micaela Morgan and Lindsey Caputo, ASSIST
- Raul Arambula, Dean, CCCCCO Curriculum and Instruction
- Michelle Grimes-Hillman, CCCCCO Administrative Consultant
- John Stanskas, CCCCCO Vice Chancellor, Office of Equitable Student Learning, Experience and Impact

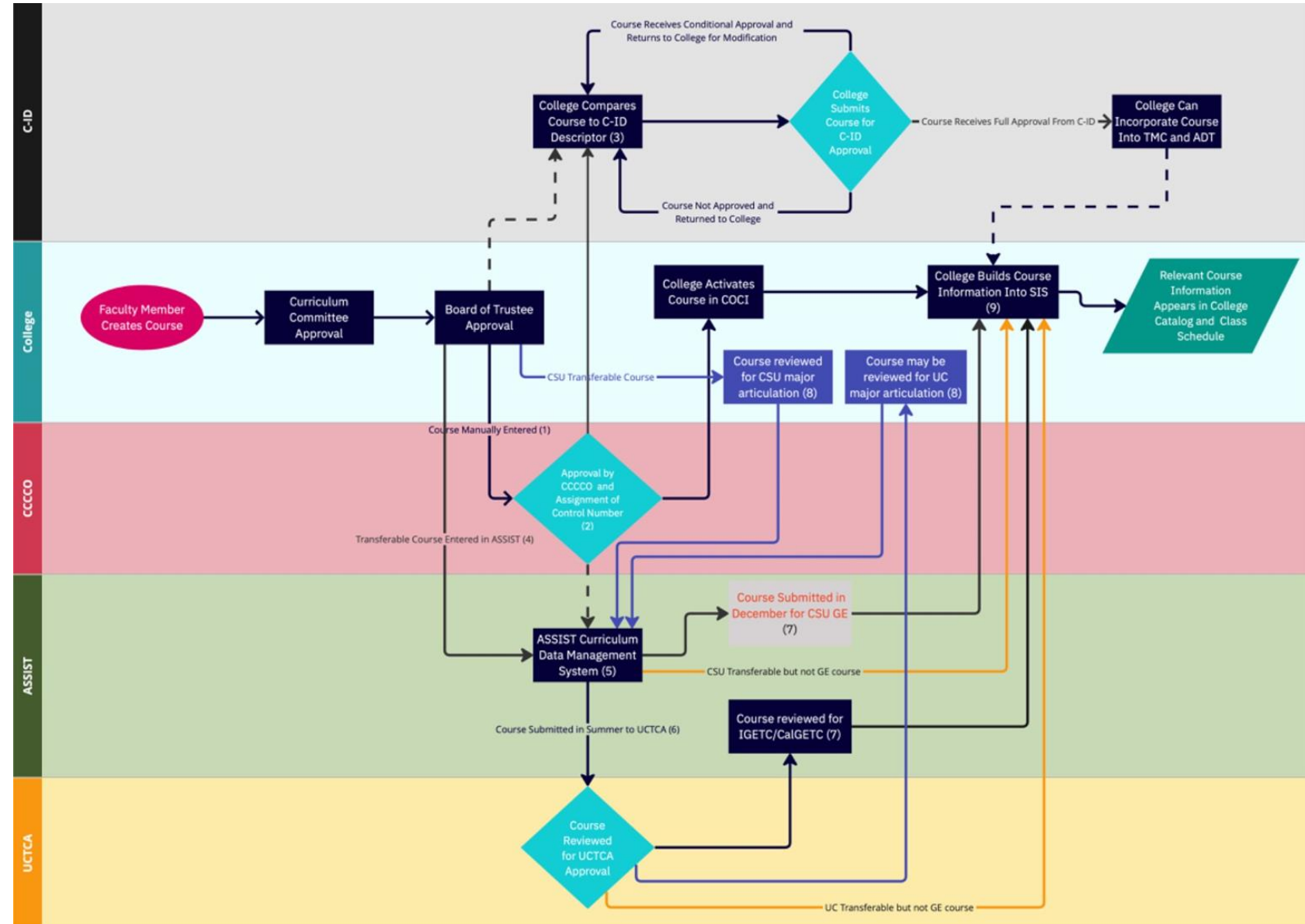
# Webinar Objectives

1. Review COCI submission steps
2. Review Technological needs and expectations for Phase I and into the future
3. Review Taxonomy parameters

# Education Code 66725

- Assembly Bill 1111 (Berman, 2021) established 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 (2027)\*, 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.”

# Curriculum Approval and Articulation Processes are Complicated



# CNN Implementation: Governance

## CCN Council Representation

- Chancellor's Office
- ASCCC
- Chief Instructional Officers
- Student Senate for CCC
- Chief Student Service Officers
- Chief Information Systems Officers
- Chief Executive Officers or Trustees
- California School Employees Association
- California State University
- University of California
- ASSIST
- Associate of Independent California Colleges & Universities

Facilitated by Sova  
Not subject to Bagley-Keene





# Technology and Processes (T&P) Workgroup Charge

- Guide and support the design and implementation of the technology and related processes and supports needed for CCN.
- Advise and monitor vendor work to ensure:
  - the scope of work is high-quality;
  - supports are delivered to all institutions;
  - changes do not negatively impact current student processes; and
  - contracts are supported.
- Collaborate with campus, district, and regional stakeholders to support efforts in CCN integration.

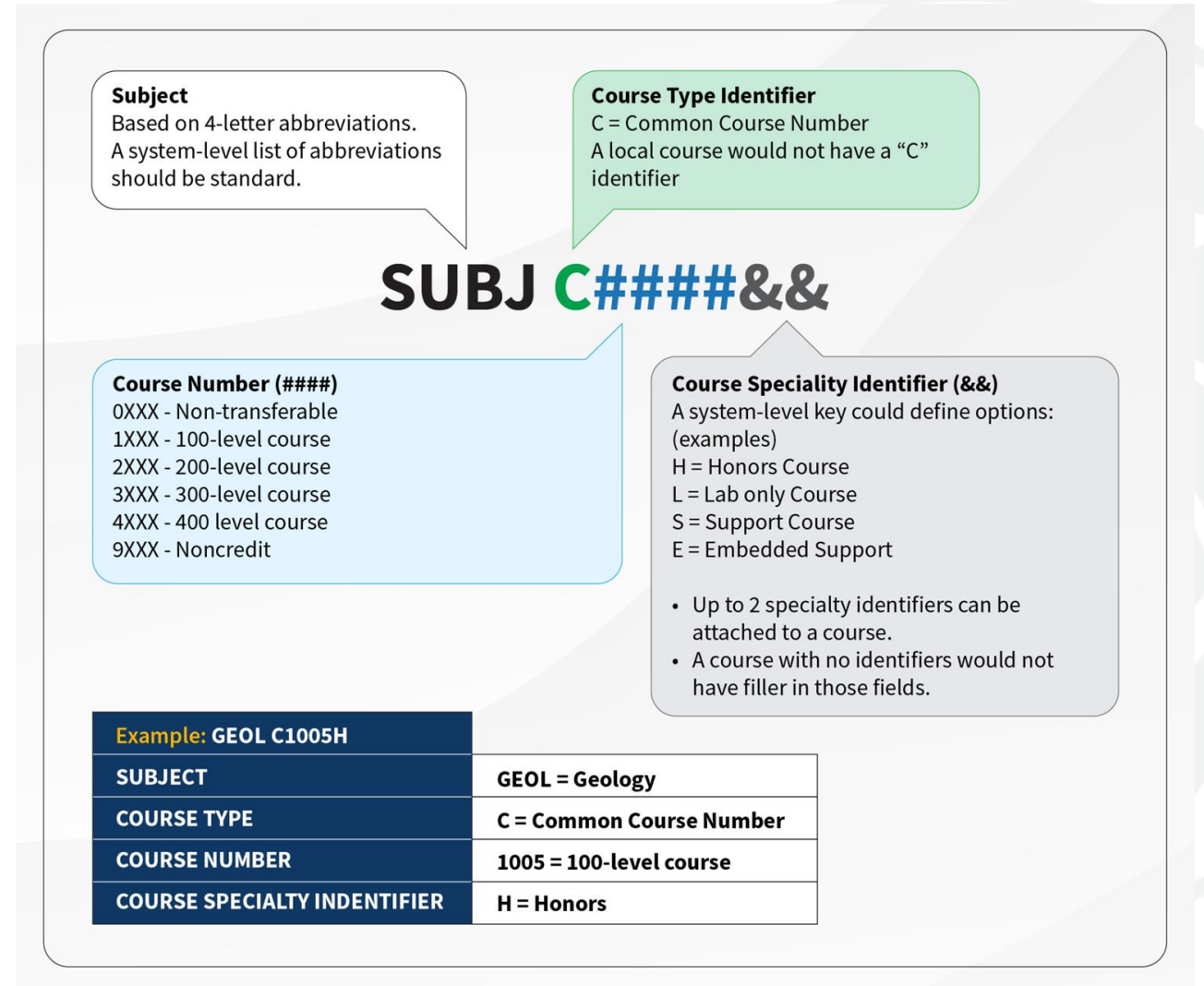
# T&P Workgroup Composition

The workgroup is composed of representatives from the following stakeholder groups and institutions:

- Chief Information Systems Officers Association (CISOA)
- California Community College Chancellor's Office (CCCCO)
- California School Employees Association (CSEA)
- Academic Senate for California Community Colleges (ASCCC)
- Chief Instructional Officers (CIO)
- Chief Student Services Officers (CSSO)
- Articulation System Stimulating Interinstitutional Student Transfer (ASSIST)
- California Community College Technology Center (CCCTC)
- California Virtual Campus (CVC)
- University of California | Office of the President (UCOP)
- California State University Office of the Chancellor (CSUCO)
- Association of Independent California Colleges and Universities (AICCU)
- Research and Planning Group (RP Group)
- CCC Admissions and Records Officers (CCCRAO)
- Student Senate for CCC (SSCCC)

# Common Course Numbering Taxonomy

- Provide consistency across 116 community colleges that exhibit significant variability in course numbering
- A four-letter subject helps to distinguish between disciplines with similar potential abbreviations (i.e. English and Engineering)
- The “C” designator in front of the number is designed to be a quick visual confirmation to students of transferability as a common course
- A four-digit number allows for new common course numbers to be established without duplicating numbering currently in use at the majority of CCCs)



# COCI Submissions

- End of November – begin entering the six CCN Phase I Courses into COCI
- Embedded in COCI
  - Course Description
  - Outcomes/Objectives
  - Content
  - Evaluations
  - Textbooks

# COCI Submissions Cont.

- Additional form (Optional) will be available for users to download and complete on the COCI dashboard.
- Additional Language for Areas
  - Course Description
  - Outcomes/Objectives
  - Content
  - Evaluations
  - Textbooks

# Changes to COCI Submission Process

## For Fall 2024

- The online entry form fields in COCI will be modified to align with the finalized common course numbered template.
- Two additional dropdown menus will allow users to select:
  - if a course is common course or not
  - if common course, then user can select from a list of common courses already in the system
- Once a common course is selected, the fields will be prepopulated with the identical elements of the common course.
- If a college revises optional content in addition to the identical content, an additional form will be available for users to download and complete on the COCI dashboard.

## For Fall 2025

- COCI fields will be added to accommodate optional CCN content as Phase II common courses come online
- Any optional content that was submitted via .csv in Fall 2024 will be migrated into the existing common courses.

# Edit Course ENGL B99NC Academic Reading And Writing Bootcamp

College BAKERSFIELD

CCN (CB00) CCC000625302

COCI Submission Number 521202103233639

Proposal ID 505097

ATTRIBUTES

SUMMARY

DETAIL

UNITS & HOURS

TRANSFER & ARTICULATION

CONTACT

Required fields marked with \*

Proposal Status

Working Copy

COCI Submission Number

521202103233639

Proposal ID

505097

Course Control Number (CB00)

CCC000625302

Last Updated by College

9/4/2024 3:50:40 PM

College \*

BAKERSFIELD

Title (CB02) \*

Academic Reading and Writing Bootcamp

TOP Code (CB03) \*

1501.00 English

**Note 1:** Both fields will be displayed for all courses; rendered "Not Applicable" when CB04 = Non-Credit and when CB00 is YYYYYYYYYY

**Note 2:** Course Type is assigned as **Traditional** automatically when CB00 is assigned

**Note 3:** Phase 1 release includes migration to assign all active credit courses as **Traditional**

**\*NEW FIELD\*** Course Type

Dropdown button

Traditional Course

Common Course

**\*NEW FIELD\*** Common Course Number

Dropdown button

ENGL C1000 Academic Reading and Writing  
POLS C1000 American Government and Politics  
ENGL C1001 Critical Thinking and Writing  
PSYC C1000 Introduction to Psychology  
COMM C1000 Introduction to Public Speaking  
STAT C1000 Introduction to Statistics

Credit Status (CB04) \*

C - Credit - Not Degree Applicable

Approval Letter

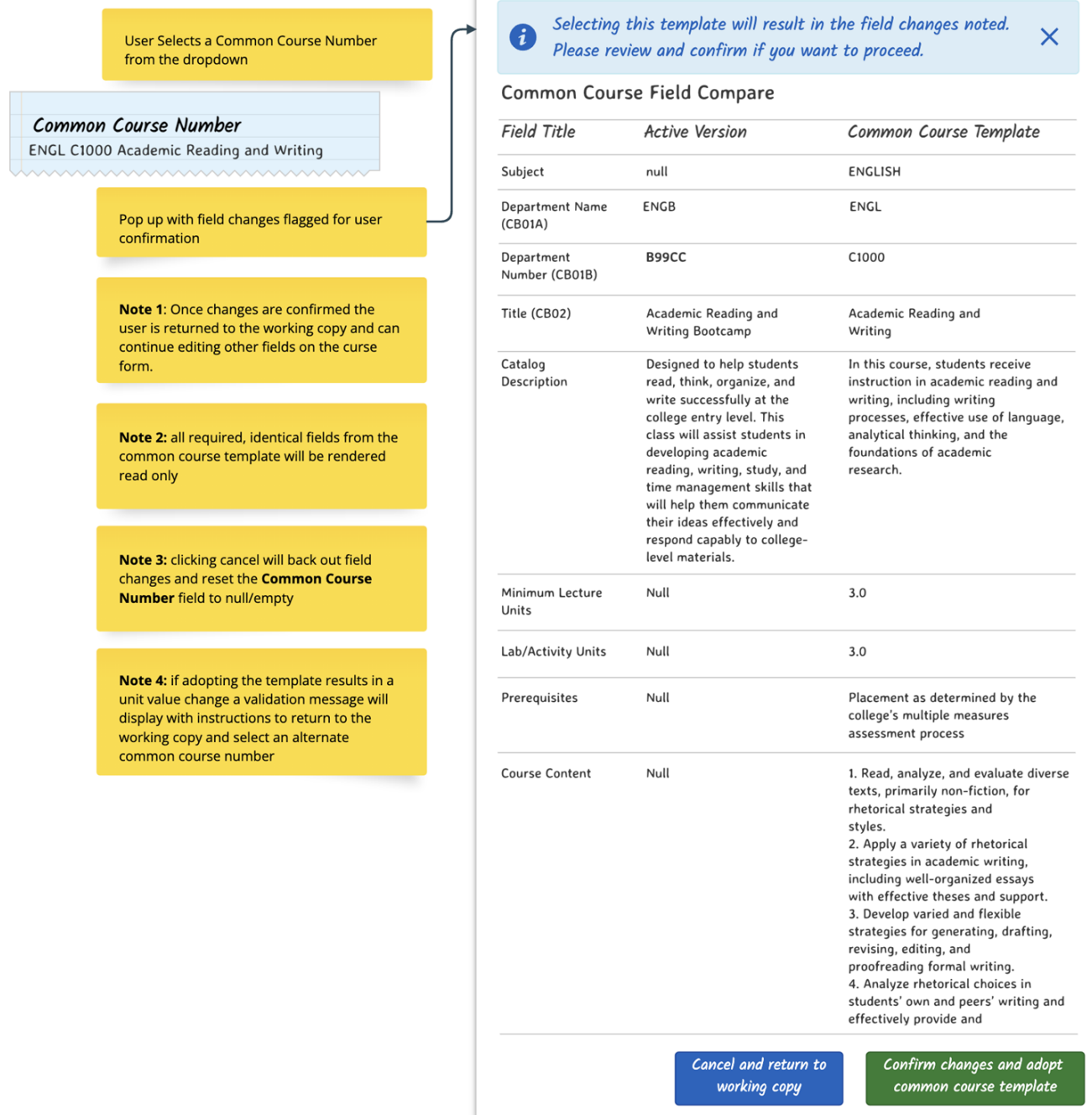
[2021-06-05 Approval Letter for Academic Reading and Writing Bootcamp.pdf](#)

Uploaded: 6/5/2021 11:00:11 AM

Generate New Approval Letter



# COCI Course Form Changes





# Support of Optional (part 2) Content

## Edit Course ENGL C1000 Academic Reading And Writing

College BAKERSFIELD CCN (CB00) CCC000625302 COCI Submission Number 521202103233639 Proposal ID 505097

Success! Course saved.

ATTRIBUTES SUMMARY DETAIL UNITS & HOURS TRANSFER & ARTICULATION CONTACT

Department Name (CB01A)  
ENGL

Department Number (CB01B)  
C1000

Catalog Description  
In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.

Course Outline of Record (COR)  
[ENGLB99NC.pdf](#)  
Uploaded: 1/10/2024 3:19:48 PM

**NEW FIELD - Common Course Numbering - Optional Supplemental**

Choose File No file chosen

COR Effective Start Date  
06/04/2021

COR Effective End Date (optional)

District Governing Board Approval Date  
06/03/2021

Advisory Committee Recommendation (optional)

CTE Advisory Council Approval Recommendation (optional)

Articulation Agreement Supporting Documentation (optional)

| B       | C   | D                      | E           | F                          | G  | H   | I  | J                             | K   |
|---------|-----|------------------------|-------------|----------------------------|--|---|--|-------------------------------|---|
| College | CCN | COCI Submission Number | Proposal ID | Course Description, Part 2 | Course Content. Part 2: Optional Expanded or Additional Topics | Course Objectives, Part 2: Optional objectives/outcomes | Course Objectives, Part 2: After this course, the student should be able to (Optional) | Methods of Evaluation, Part 2 | Representative Texts, Manuals, and/or OER that is equivalent, Other Support Materials, Part 2 |

# Updated CalGETC/CCN Certification Memo

- Mid-September
- Now includes the six CCN Phase I Courses



The thumbnail shows the top portion of the certification form. It includes the California Community Colleges logo, the title "CERTIFICATION FORM", and the due date "Due Date of this form June 1st, 2025". It also mentions "Assembly Bill 928 (Berman) CalGETC" and "Assembly Bill 1111 (Berman) Common Course Numbering". A section for the college name is present, followed by checkboxes for "updated the double count", "updated elective unit fields", "updated narrative", and "NO additional updates were made".



This block contains a detailed view of the certification form. It features the California Community Colleges logo, the title "CERTIFICATION FORM", and the due date "Due Date of this form June 1st, 2025". The form is titled "Assembly Bill 1111 (Berman) Common Course Numbering".

**Instructions**  
For each of the six CCN courses listed below:

- Indicate which courses and versions (Honors, Embedded) resulted in an update to an ADT
- List the specific ADTs that were updated

The form lists six courses, each with a table for tracking updates:

| COURSE   | HONORS                   | EMBEDDED                 |
|--|--------------------------|--------------------------|
| ENGL C1000 Academic Reading and Writing (formerly titled College Composition)                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| ENGL C1001 Critical Thinking and Writing (formerly titled Argumentative Writing and Critical Thinking)         | <input type="checkbox"/> | <input type="checkbox"/> |
| COMM C1000 Introduction to Public Speaking   | <input type="checkbox"/> | <input type="checkbox"/> |
| STAT* C1000 Introduction to Statistics   | <input type="checkbox"/> | <input type="checkbox"/> |
| POLS C1000 American Government and Politics (formerly titled Introduction to American Government and Politics) | <input type="checkbox"/> | <input type="checkbox"/> |
| PSYC C1000 Introduction to Psychology  | <input type="checkbox"/> | <input type="checkbox"/> |

# New Course Outline of Record Webpage

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/course-outline-of-records-submission>

- Common Course Numbering Templates (Local Level Use)
- Course Outline Record Technical Guidance Form (Local Level Use - required after July 31, 2025)

## Common Course Numbering Templates

These templates are to be used at the local college level (i.e., curriculum committees) in developing the course outline of record. The templates contain the required taxonomy and identical language for these specific areas: course description, course objectives/outcomes, course content, methods of evaluations and representative texts.

|                            |   |
|----------------------------|---|
| Standard Templates         | + |
| Embedded Support Templates | + |
| Honors Templates           | + |

## Course Outline Record Technical Guidance Form: Required for all Course Submissions as of July 31, 2025

The Curriculum Committee and the curriculum staff will use the [Course Outline of Record Technical Guidance Form](#) as a guide to submit their course outlines into the Chancellor's Office Curriculum Inventory (COCI). The form does not need to be submitted; it is intended as reference for local use.

The Course Outline Record Technical Guidance Form applies only to courses with a classification status of a credit course (CB11 = Y). This does not apply to basic skills (CB08 = B) or noncredit courses (CB21 = B-F, CB22 = Y, CB24).

Courses with an established Common Course Number (CCN) will have identical elements in the course outline established by the discipline faculty and the Academic Senate for California Community Colleges. When reviewing the form college curriculum committees should work with their articulation office for courses with a common number. College curriculum committees can consider whether adding additional local content to a course outline of record with a common course number will impact course-to-course and major preparation articulation.

# Other Proposed Changes to Related Technology Systems

The primary focus of these proposed changes is to reduce the administrative burden for curriculum specialists and articulation officers by eliminating the need for duplicate data input. To that end there are three proposed stages of work:

## Stages of Work

1. Commonly numbered courses modified and approved by the colleges will be input into COCI
  - a. identical item fields (Fall 2024)
  - b. optional item fields (Fall 2025)
2. Course information in COCI will be integrated with ASSIST to reduce duplicate entry
  - a. course matching via sync (Spring 2025)
  - b. API integration (TBD)
3. Expanded integration of course information (via sync or API) between system-level applications (TBD), including:
  - a. MIS
  - b. Program Pathways Mapper
  - c. C-ID

# What does this mean for colleges?

The following information and suggestions are provided for colleges as they work to implement technology solutions for common course numbering:

- The first six courses must be **student facing by Fall 2025**
- Vendors have been provided with the new taxonomy and timelines for implementation
- Colleges are encouraged to **work with their system user groups and/or vendors** to make changes necessary to implement CCN
- Where possible, **scaled changes by the vendors are desired** if multiple colleges need the same change (rather than have colleges submit individual requests)

# What does this mean for colleges? (cont'd)

The following information and suggestions are provided for colleges as they work to implement technology solutions for common course numbering:

- Colleges are encouraged to **work collaboratively** within their local structures to:
  - identify all tech systems that will be impacted by CCN
  - prioritize needed changes to systems
  - develop local timelines to implement those changes
- Downstream and ancillary systems will also need to be updated and may require more time - **deadline is Fall 2027 for all technology solutions** to be in place
- Colleges will need to provide training and ongoing support for staff, faculty and students on navigating updated systems
- Colleges will need to ensure data integrity associated with CCN

# Actions to Advance the Vision

## CCN Next Steps

- Advocate for sustainability funding to support technological changes
- Build and continue partnerships with the local 4-year partners
- Remove barriers for articulation
- Ensure roll-out is streamlined
- Make communication is student-facing, and simple

## Every Wednesday, Weekly Webinars and Guidance

- o September 4, Curriculum Processes | Recording
- o September 11, Taxonomy and technology
- o September 18, [Funding and reporting](#)
- o September 25, [Student-facing communications](#)

## Access resources

- o [Common Course Numbering Task Force Report](#) (December 2023)
- o [Memo: ESLEI 24-22 Common Course Numbering Update](#) (April 15, 2024)
- o [Common Course Numbering Project](#) – Chancellor's Office webpage

# Q&A







# California Community Colleges

## Thank you!

[www.cccco.edu](http://www.cccco.edu)