

AB 1111: Common Course Numbering (CCN) Task Force*

Meeting 3, February 23, 2023

Call to Order and Welcome

Introductions

For CCN Task Force members:

- Please share your name, title and organization;
- Please *briefly* share one thing people in the room would not know about you from your bio alone.

Note: CCN Task Force attendance will be captured via these introductions.

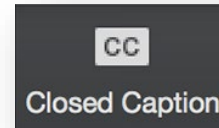
Housekeeping: Tech Support

Tech Support

- Tech Support is available, please contact FCCC staff members or email: conferences@foundationccc.org

Closed Captioning

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



Audio/Visual

- You will be muted during the main presentation, but will have microphone access during the public comment session.

Wi-Fi Access

- Network: guest
- Password: Foundation2022

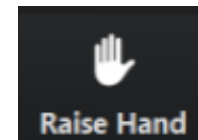
Housekeeping: Public Comment

There will be opportunities for public comment both in person and through Zoom. Public comments are limited to two minutes each.

In person: Please complete a comment card and give it to the FCCC representative. You will be called for comment during the section you indicate on the card.

Zoom:

- Attendees will be prompted to “raise hand” in Zoom, press “*9” if attending by telephone.
- Individuals will be called on verbally. We will enable Audio and start a 2-minute timer. If joining by telephone, please press “*6” to unmute.
- When the timer expires, we will disable your audio.



All formats: If utilizing an interpreter or other interpretation technology, we shall provide twice the allotted time, 4-minutes, to ensure that all speakers receive the same opportunity to address the CCN Task Force.

Housekeeping: Restrooms

To access the restrooms please exit the meeting room and proceed to the left. They are located in an alcove on the way back towards the elevators.

CCN Task Force Charge, Objectives and Guiding Principles

Reminder of the Arc of the Work Agenda and Meeting Objectives Review

Charge

The Assembly Bill No. 1111: Common Course Numbering Task Force (hereafter “CCN Task Force”) is charged with working collaboratively across the California Community Colleges and the system’s key stakeholders to inform the development of an implementation plan for fulfilling the requirements of AB 1111. AB 1111 calls for ensuring that “comparable courses across all community colleges have the same course number” through a student-facing common course numbering system.

Objectives

To meet the requirements of AB 1111, the CCN Task Force will consult with subject experts and engage in discussions to inform recommendations for the Board of Governors related to the following:

- A definition of a student-facing common course numbering system for all general education requirement courses and transfer pathway courses;
- An implementation plan to guide efforts to establish and adopt a common course numbering system that meets the requirements of AB 1111; and
- An overview of the process and timelines for how each community college campus incorporates common course numbers into its catalog using the adopted common course numbering system.

Participatory Governance Guiding Principles

- Student-focused: Orienting outcomes and associated activities toward improving student experiences and achievement.
- Representation: Welcoming constituent, practitioner and stakeholder voices to be represented and participate.
- Inclusivity: Enabling the necessary conditions for productive participation from differing perspectives.
- Constructive Discourse: Valuing honesty, fairness, and respect.
- Transparency: Providing accurate, effective, and inclusive communication processes.

Participatory Governance & the Consultative Process

- You are representatives of your constituency groups. It is your responsibility to disseminate information (e.g., Meeting Summaries), digest and share feedback.
- Please identify ways to proactively engage:
 - Make sure your association board/leadership are up to date;
 - Look at meeting agendas and prepare your constituency to share feedback;
 - Get on the agenda of your association meetings;
- Diverse opinions will be captured/documentated; and
- Public website is up to date and has an email address for sending comments/questions.

The Arc of the Work

Meeting 1: Launch the CCN Task Force, orient to items such as charge and Bagley-Keene, consider student outcomes data, begin developing a definition of student-facing CCN

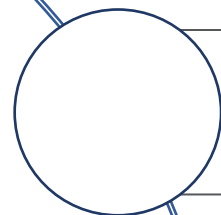
Meeting 2: Hear from students, further develop definition of student-facing CCN, begin workshopping elements of the implementation plan

Meetings 3-5: Continue workshopping elements of the implementation plan

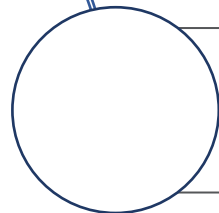
Meetings 6-7: Develop an overview of process and timelines for colleges incorporating CCN (e.g., designing collaboration, supporting and incentivizing progress, etc.)

Meeting 8: Finalize items, celebrate progress, look to the future

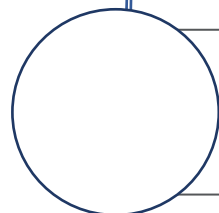
Meeting Objectives



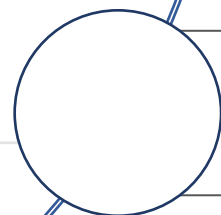
Hear directly from representatives of districts that have implemented CCN to better understand and center their experiences.



Unpack articulation with four-year transfer partners to further develop the CCN Task Force's definition of student-facing common course numbering.



Develop a shared understanding of research that RP Group is doing to support the CCN Task Force.



Return to and deepen the CCN Task Force's work from 9/29/22 and 11/29/22 meetings that has led to emerging draft definitions, high-level outcomes, and work streams.

*All times are approximate and subject to change
Order of items is subject to change

Agenda

- 10:00-10:15: Call to Order and Welcome, Introductions, Housekeeping, Centering in CCN Task Force Charge, Objectives and Guiding Principles, Arc of the Work, and Agenda and Meeting Objectives Review
- 10:15-10:25: Public Comment on Agenda Items
- 10:25-11:15: Learning from California Community Colleges' Experiences with Common Course Numbering

*All times are approximate and subject to change
Order of items is subject to change

Agenda (cont.)

11:15-12:15: Tackling a Design Consideration: Unpacking Four-Year
Articulation

**Note: We will be flexible given timing
of the BOG Meeting**

12:15-1:00: Lunch

1:00-1:45: Revisiting the Emerging Definition & Schema of Student-Facing
Common Course Numbering

1:45-2:00: Hearing from RP Group: Description of Common Course
Numbering Research

*All times are approximate and subject to change
Order of items is subject to change

Agenda (cont.)

- 2:00-3:10:
and Work Discussion and Activity: Revisiting High-level Outcomes
Streams for the Implementation Plan
- 3:10-3:20:
Steps Additional Feedback on Meeting 2 Summary and Next
- 3:20-3:30: Public Forum on Non-Agenda Items
- 3:30: Adjournment

Reminder: Feedback on Meeting 2 Summary and Sova's Approach




- As a reminder, our goal is that this is an iterative process. We will consistently seek to gather information from you, and then reflect it back to you for feedback and iteration.
- Today, we will dive back into many aspects of what you did in Meeting 2 (as captured in the Meeting 2 Summary): a definition and schema for CCN, high-level outcomes for CCN, and work streams with actions and decisions.
- At the end of the day, there is more time allotted for any further comments on aspects of Meeting 2 Summary not already covered.

Proposed Elements of the Implementation Plan




Reminder: Slides reviewed at 11/29/22 meeting.

Introductory statement and scope:

- 
- How does the CCN Task Force **define** a student-facing common course numbering system?
 - Set the parameters and guardrails (e.g., full alignment or 80% alignment to achieve equivalency?).

Goals, key objectives and milestones:

- 
- Goals: What are the high-level **outcomes** the CCN Task Force aims to achieve?
 - Key objectives: What are the steps or intermediate outcomes that will occur throughout the project in support of the project goals?
 - Milestones: What are some points of measurement along the way, usually significant or tangible in some way (e.g., number of courses aligned, number of colleges that have upgraded systems)?

Proposed Work Streams & Parameters within the Implementation Plan



Reminder: Slides reviewed at 11/29/22 meeting.

➔ **Detailed plan for work streams:** What are the major **work streams** that will have to be accomplished, and what are some of the parameters the CCN Task Force will define?

Parameters include:

- What are some expectations/principles for a working group to lead this (e.g., work with the CCN Task Force's definition of student-facing common course numbering, design solutions that respect college autonomy)?
- Who will be in the working group? Who will lead it?
- What are the assets they should leverage/build from?
- Milestones by work stream:
 - What does the CCN Task Force expect them to make progress on?
 - By when?
 - What is the right prioritization and sequencing?

Next meeting we will dive into these parameters: who is doing what, etc.

Reminder: Level of the Work



- Reminder of the level the CCN Task Force is working at:
 - What's the work? And what's the vehicle for getting the work done?
 - The goal is an implementation plan that orchestrates the work across the state.
 - The CCN Task Force does not have to make all the decisions.
 - The CCN Task Force will decide who needs to decide what...

Public Comment

Comments should pertain to items on the agenda.
Public comments are limited to 2 minutes each and 10 minutes total.

Learning from California Community Colleges' Experiences with Common Course Numbering

Panelists

- **Los Angeles District**

- Elizabeth Atondo, LACCD Academic Senate Curriculum Chair
- Dan Keller, LACCD Curriculum Dean
- Cathleen Rozadilla, ELAC Faculty Articulation Officer

- **Los Rios District**

- Phil A. Smith, Professor, ARC Mathematics Department and Lead Programmer, SOCRATES Curriculum Management System
- Rhonda Farley, ESL Professor, Department Chair, Cosumnes River College
- Renee Medina, Curriculum Chair at Sacramento City College
- Rose Giordano, Dean of Education and Health Professions, Sacramento City College

Questions for Panel

- What is “common” in your definition of CCN (e.g., course #, title, pre reqs, units, SLOs, CORs)?
 - What is not common, and why?
 - What does that lack of commonality mean for students?
- How do students interact with the Common Course Numbering system (e.g., where does it show up, how do they use it)?
- Benefits & challenges:
 - What do you see as the biggest benefits to having Common Course Numbering in place?
 - What do you see as the biggest challenges for implementing Common Course Numbering?
- If you were going to implement Common Course Numbering again, what would you do differently?
- What is your single biggest piece of advice for the CCN Task Force?

Tackling a Design Consideration: Unpacking Four-Year Articulation

Panelists

- Tiffany Tran, Counseling Faculty and Articulation Officer, Irvine Valley College
- Cheryl Aschenbach, Vice President, Academic Senate for California Community Colleges and English Professor, Lassen College

Setting Context for this Session

The CCN Task Force needs to develop its definition of a student-facing common course numbering system and identify a schema for what is and is not “common.” ***During previous meetings, members of this Task Force have talked about an interest in common system-level articulation.***

- AB 1111 does not require any action on the part of the California State University (CSU) or University of California (UC) Systems.
 - CSU and UC are engaged, but that does not mean that articulation is guaranteed.
- If the CCN Task Force believes common system-level articulation needs to be required as part of its definition of a student-facing common course numbering system, that will have a profound influence on next steps.
- This session is designed to “unpack articulation” so the CCN Task Force can develop a shared understanding of how it happens now, progress and constraints, and what this means for developing a definition and schema.
- Note: This is a complicated topic; please don’t hesitate to ask questions.

Lunch Break (~45 minutes)

CCN Task Force Members, please follow signs to lunch.

Members of the Public, please break for lunch on your own.

Revisiting the Emerging Definition & Schema of Student-Facing Common Course Numbering

Discussion: Context and Questions

The CCN Task Force needs to develop its definition of a student-facing common course numbering system and identify a schema for what is and is not “common.” *During previous meetings, members of this Task Force have talked about an interest in common system-level articulation.*

- Do you have any lingering clarifying questions?
- How does what you learned about articulation intersect with the CCN Task Force’s work on CCN? With CalGETC? With ADTs?
- If system-level articulation **is required** in this CCN Task Force’s definition and schema, what does that mean for students?
- If system-level articulation **is not required** in this CCN Task Force’s definition and schema, what does that mean for students?

Reminder: The CCN Task Force does not have to make all the decisions. The CCN Task Force will decide who needs to decide what...

Additional Discussion

- The Meeting 2 Summary has an emerging, draft definition of student-facing common course numbering. We will continue to build this out:
 - What are your reactions to the current draft definition?
 - What do the multi-college districts we have heard from have as “common” now?
 - What belongs in the Task Force’s definition?

Hearing from RP Group: Description of CCN Research

Discussion and Activities: Revisiting High-Level Outcomes and Work Streams for the Implementation Plan

Activity 1: Revisiting Draft High-Level Outcomes

Easel sheets around the room reflect the high-level outcomes drafted based on your input during the 11/29/22 meeting (also captured on page 5 in the Meeting 2 Summary).

Take **15 minutes** to walk around with color dots and stickies:

- **Blue** dots: Prioritize by indicating your “Top 3” outcomes;
- **Pink** dots: Indicate if you think we should remove this high-level outcome;
- What’s missing easel sheet: Add any new outcomes you think are missing;
- Sticky notes (any color–avoid **yellow** if possible): suggested re-wording/revisions for existing outcomes.

Then take **5 more minutes** to walk around and consider where your colleagues have added dots/written comments.

Parking lot: Please feel free to add other items on your mind to **yellow** sticky notes.

CCN Task Force Members Attending Virtually: Activity 1: Revisiting Draft High-Level Outcomes

Please read through the high-level outcomes on page 5 of the Meeting 2 Summary found on the CCN Task Force website:

<https://www.cccco.edu/-/media/CCCCO-Website/docs/meeting-minutes-summary/ccntfmeeting2summary20221129-a11y.pdf?la=en&hash=05255104450F1C8E494AD57FA31C35B1C50828E9>

Please write notes on the following:

- Prioritize by indicating your “Top 3” high-level outcomes;
- Indicate if you think we should remove any high-level outcomes;
- Add any new high-level outcomes you think are missing;
- Suggest re-wording/revisions for existing high-level outcomes.

During discussion, please come off of mute and engage with your colleagues.

Please email your notes to lara.couturier@sova.org.

Activity 1: Discussion

- What big themes are you seeing in the prioritization and comments?
- Do you wish to discuss anything you see from a colleague (e.g., an outcome flagged for deletion that you think is important)?
- What feels like it's still missing?
- Today's revisions will be reflected back to you in the public-facing Meeting 3 Summary.
 - Do you feel the CCN Task Force is getting close to a working set of high-level outcomes?

Work Streams Survey

A work stream is a domain of activity required in an implementation plan.

In the November 2022 meeting, we used a draft set of work streams to guide our activities, and then surveyed you to see what is missing. This is where we started:

- Designing the taxonomy and rules/policies for CCN (e.g., identifying prefixes);
- Curricular alignment;
- Technology systems upgrades;
- Student-facing communications requirements;
- Principles for allocation of AB 1111 resources; and
- Governance.

Feedback on Work Streams: Please add sticky notes to the easel sheet.

Work Streams Survey

Work Stream as Described in Survey	Keep this as a workstream? Number 'Yes' out of 13 Responses	Suggested Revision Based on Survey Feedback
Curricular alignment	12/13	Aligning Elements of a Course to the CCN Definition and Schema
Designing the taxonomy and rules/policies for CCN (e.g., identifying prefixes)	12/13	3 people said to revise but did not give clear guidance. Recommend make this a subgroup of above group
Technology systems upgrades	13/13	Technology System Requirements for Supporting CCN
Student-facing communications requirements	13/13	Broaden to “Communications with Multiple Stakeholders” (e.g., students, curric. chairs, AOs, CIOs, senate presidents, etc.)

Work Streams Survey

Work Stream as Described in Survey	Keep this as a workstream? Number 'Yes' out of 13 Responses	Suggested Revision Based on Survey Feedback
Principles for allocation of AB 1111 resources	10/13	Multiple comments that it is too early. Recommendation: hold on launching this work stream
Governance	12/13	Common Course Numbering System Governance and Oversight
What's missing?		<ul style="list-style-type: none"> –Continuous Improvement, Evaluation and Reporting –Intersegmental Articulation and Coordination

Activity 2: Revisiting Draft Work Streams

- Reminder of the level the CCN Task Force is working at:
 - What's the work? And what's the vehicle for getting the work done?
 - The goal is an implementation plan that orchestrates the work across the state.
 - The CCN Task Force does not have to make all the decisions.
 - The CCN Task Force will decide who needs to decide what...

Activity 2: Revisiting Draft Work Streams

- Please work in groups of ~4-5 for **25 minutes** to discuss the “work streams” for this effort. Take a moment to review Appendix B: First Iteration: Draft Actions and Decisions by Work Stream of the Meeting 2 Summary (pages 11-13).
- Using sticky notes, please write **additional** specific **decisions and actions** that have to be made within these work streams. Please color-code them with sequencing in mind:
 - **Green:** Phase I, now through July 2024*
 - **Blue:** Phase II, Fall 2024 - Summer 2025
 - **Orange:** Phase III, Fall 2025 - Summer 2026
- * These are rough timelines just to help us think about sequencing.
- The results of this activity will be organized and reflected back in the Meeting 3 Summary (a public document).

CCN Task Force Members Attending Virtually: Activity 2: Revisiting Work Streams

Please read through Appendix B: First Iteration: Draft Actions and Decisions by Work Stream of the Meeting 2 Summary (pages 11-13) found on the CCN Task Force website:

<https://www.cccco.edu/-/media/CCCCO-Website/docs/meeting-minutes-summary/ccntfmeeting2summary20221129-a11y.pdf?la=en&hash=05255104450F1C8E494AD57FA31C35B1C50828E9>

Please write notes on the following: additional specific decisions and actions that have to be made within these work streams according to the following sequencing:

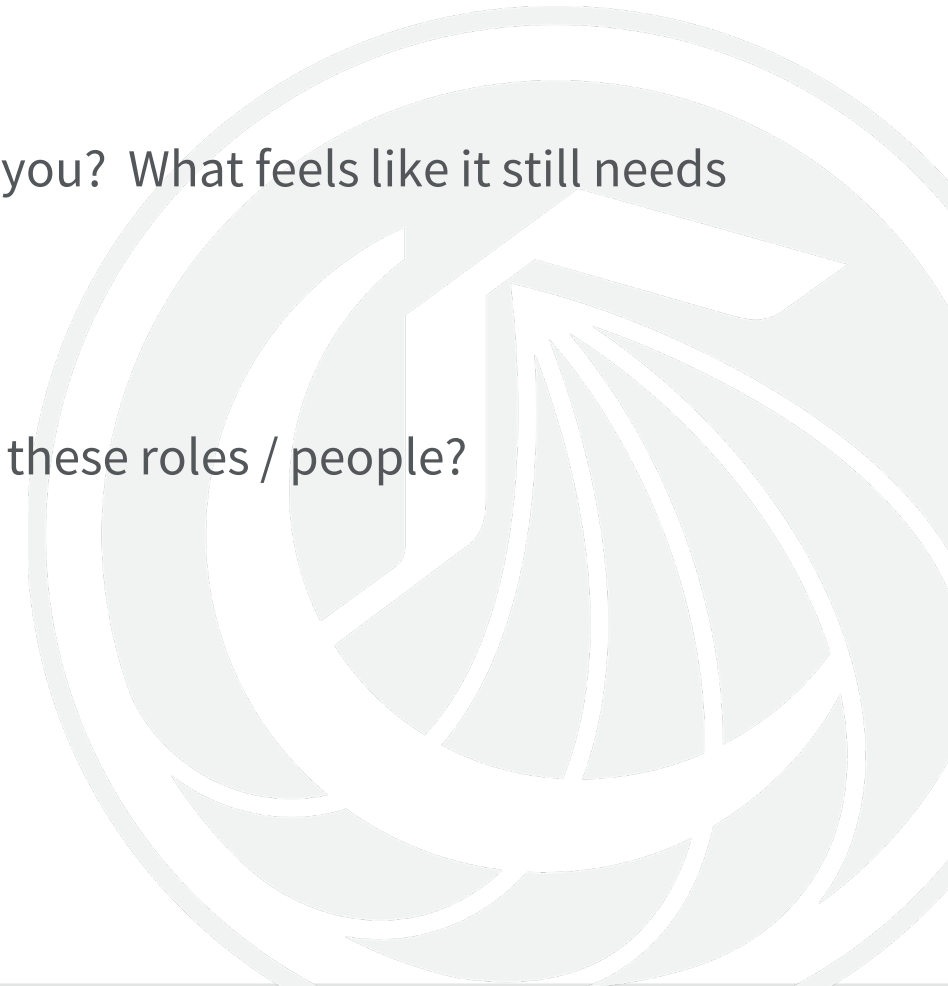
- Phase I, now through July 2024
- Phase II, Fall 2024 - Summer 2025
- Phase III, Fall 2025 - Summer 2026

During discussion, please come off of mute and engage with your colleagues.

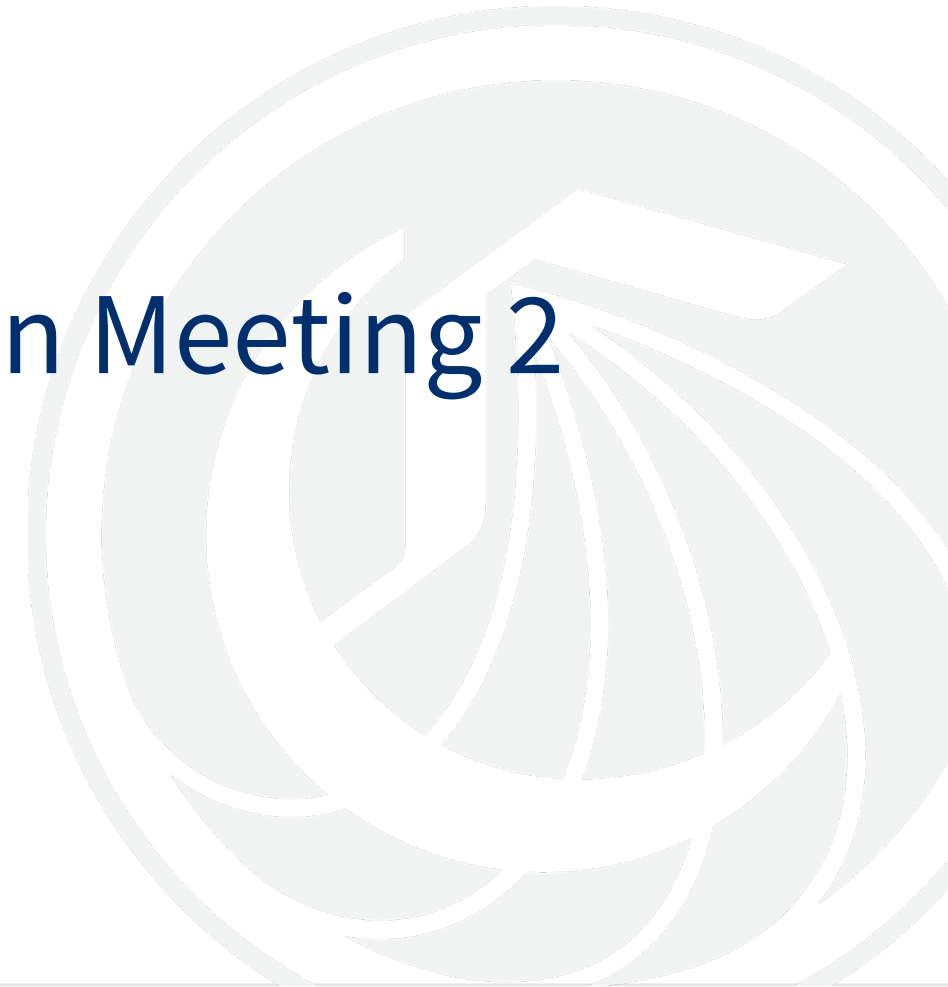
Please email your notes to lara.couturier@sova.org.

Discussion

- Are the “work streams” that we used today resonating with you? What feels like it still needs revision?
- What types of workgroups do we need?
 - What roles/positions are needed?
 - What statewide groups / associations already have these roles / people?
- What types of information do we need to collect?



Discussion of Feedback on Meeting 2 Summary



Participatory Governance & the Consultative Process

- You are representatives of your constituency groups. It is your responsibility to disseminate information (e.g., Meeting Summaries), digest and share feedback.
- Please identify ways to proactively engage:
 - Make sure your association board/leadership are up to date;
 - Look at meeting agendas and prepare your constituency to share feedback;
 - Get on the agenda of your association meetings;
- Diverse opinions will be captured/documentated; and
- Public website is up to date and has an email address for sending comments/questions.

Next Steps

- Meeting 3 Summary will be a public document. It's time to start engaging your stakeholders and invite their feedback;
- Next meeting: April 27, 2023;
- Reminder re. Bagley-Keene; and
- Questions?
 - lara.couturier@sova.org and alison.kadlec@sova.org

Public Forum

Public comments are limited to 2 minutes each and 10 minutes total.

Adjournment

