

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

Meeting 6, August 31, 2023

# Call to Order, Welcome and Housekeeping



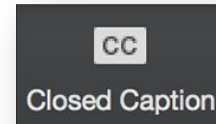
# Housekeeping

## Tech Support

- Tech Support is available, please message the staff members with Tech Support in their name in the participant list. Support is also available via email: [conferences@foundationccc.org](mailto:conferences@foundationccc.org)

## Closed Captioning

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



## Public Comment

- There will be opportunities for public comment both in person and through Zoom. Public comments are limited to two minutes each.
- If on Zoom: You will be muted during the main presentation, but will have microphone access during the public comment session.

# Housekeeping

## Wi-Fi Access

- Network: guest
- Password: Foundation 2023

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.

We have a lunch break planned for roughly 12:15 pm

# Reminder of the Arc of the Work, Review of the Agenda, Meeting Objectives and Summary from Meeting 5

# 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: Finalizing recommended implementation plan and CCN Task Force Summary Report

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

# Meeting Objectives

Respond to a draft of the CCN Task Force's Summary Report including considerations for an implementation plan for a student-facing common course numbering system

Discuss a timeline for the rest of the CCN Task Force's work in 2023

Develop a plan for communicating via a public deck about the work of the CCN Task Force

Provide input into future meeting agendas

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

# Agenda

- 9:30-9:45: Call to Order and Welcome, Housekeeping, Reminder of the Arc of the Work and Review of the Agenda, Meeting Objectives and Meeting 5 Summary
- 9:45-9:55: Public Comment on Agenda Items
- 9:55-10:15: Discussion of CCN Task Force Timeline to Arrive at December 2023
- 10:15-12:15: Review of the CCN Task Force Public Document



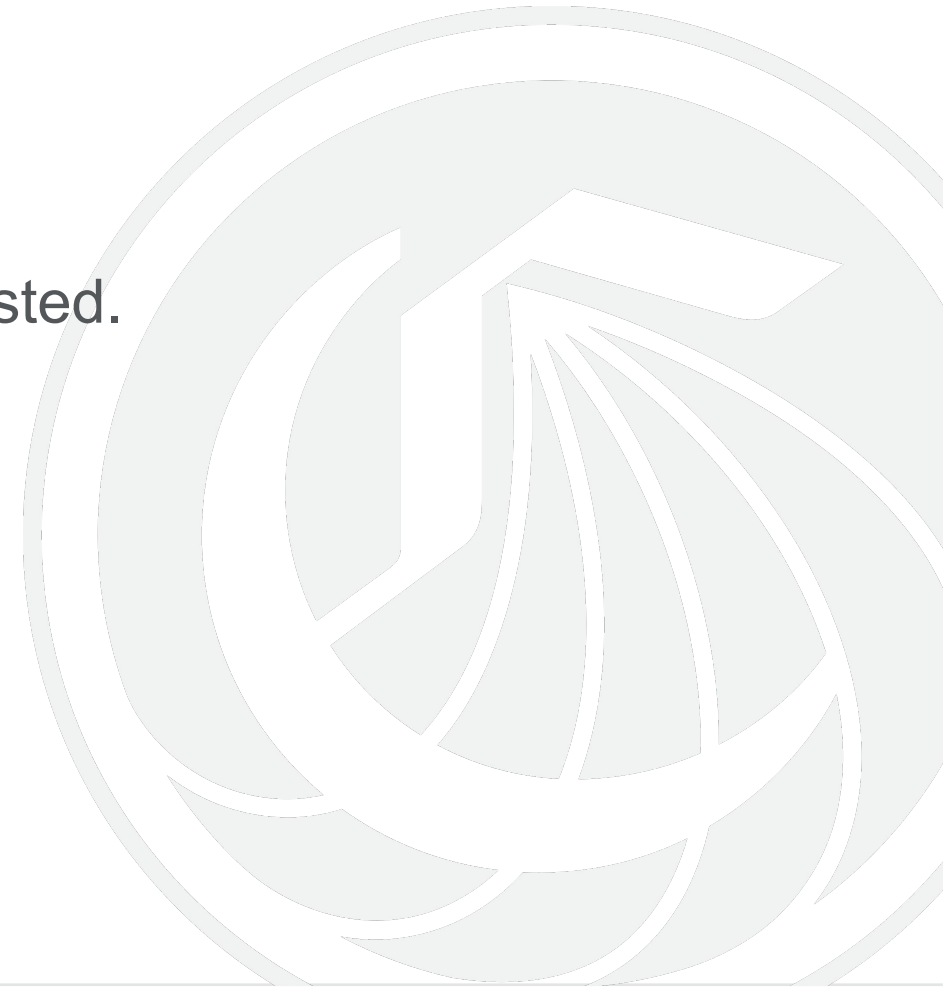
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Order of items is subject to change

# Agenda (cont.)

- 12:15-1:00: Photo and Lunch
- 1:00-1:15: Update on CCN Task Force Communications
- 1:15-3:10: Continued Discussion of CCN Task Force Public Document
- 3:10-3:20: Discussion of Next Steps
- 3:20-3:30: Public Forum on Non-Agenda Items
- 3:30: Adjournment

# Meeting 5 Summary

- Any questions or discussion?
- Note: Meeting 4 Summary was revised and re-posted.



# Public Comment

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

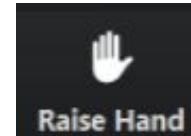
# Public Comment

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.

# Discussion of CCN Task Force Summary Report Outline and Timeline for Arriving at December 2023

# Outline for the “Summary Report”

- Summary Report for the CCN Task Force, which will include a number of elements:
  - Front matter: Table of Contents, Acknowledgments, Executive Summary, Letter from the Chancellor
  - History and charge of the CCN Task Force (e.g., background, legislation, charge of the Task Force)
  - Leadership and membership
  - Timeline and arc of the work (e.g., research and analysis used, meetings, etc.)
  - Implementation Plan (what the CCN Task Force has been primarily focused on):
    - Scope and definition of student-facing CCN
    - Expected outcomes
    - Milestones and activities to implement CCN, based on the work streams
  - Conclusion

# Plan for Completing Summary Report

- Draft 1 of Summary Report:
  - Publicly posted before August 31, 2023 meeting.
  - Emphasis at this time is the draft of the **Implementation Plan**. Draft included proposed outline of report as well as a draft of the Implementation Plan embedded in it.
  - August 31, 2023: CCN Task Force discusses draft outline and Implementation Plan.
    - Revisions made based on feedback during August meeting.

# Plan for Completing Summary Report

- Draft 2 of Summary Report:
  - Publicly posted before October 18, 2023 meeting.
  - October 18, 2023: CCN Task Force discusses draft 2 of Summary Report.
    - Revisions made based on feedback during October meeting.



# Plan for Completing Summary Report

- Draft 3 of Summary Report:
  - Publicly posted before December 7, 2023 meeting.
  - December 7, 2023: CCN Task Force discusses draft 3 of Summary Report.
    - Revisions made based on feedback during December meeting.
- By end of January 2024, the Summary Report will be finalized through a collaboration with CCCCO, the CCN Task Force Co Chairs Ginni May and Tram Vo-Kumamoto, and Sova.
  - The report will be accompanied by a slide deck.

# A Key Next Step: An Integrated Timeline

Following CCN Task Force discussion & feedback today, we will create something like this:

EXAMPLE	Governance & Oversight	Aligning Elements of a Course	Tech Systems Requirements
First X months	<ul style="list-style-type: none"> <li>–Convene CCN Council</li> <li>–Establish CCN Council working groups</li> <li>–etc. etc.</li> </ul>	<ul style="list-style-type: none"> <li>–Develop COR template based on CCN Descriptor Elements</li> <li>– Identify discipline groups for Phase I Descriptor development</li> <li>–Continue collaborative work with UC, CSU, &amp; AICCU</li> <li>–etc.etc.</li> </ul>	<ul style="list-style-type: none"> <li>–Launch data reconciliation plan</li> <li>–Complete a technical design of CCN repository and related solutions</li> <li>–Create a plan for implementation support at the institutional level</li> <li>–etc.etc.</li> </ul>
Second X months	–etc. etc.	–etc. etc.	–etc. etc.

# Implementation Timelines

- We know some are anxious about the timelines. CCCCO is working with the legislature to request an extension to support the most effective implementation.
- There will be a strong implementation plan and guidance given to key actors. All of that important work is underway.

# Implementation Timelines

- In the interim, there are a few things that colleges can consider to prepare:
  - Recognize the implementation is a district and college responsibility based on processes established and approved through statewide collaboration.
  - Prepare governing bodies who need to be involved.
  - Review and update internal processes such as:
    - Consider expedited, local approval processes for CCN.
    - If not already in place, consider curriculum approval at every local governing board meeting.
  - Create capacity for staff and faculty engagement.

# Discussion of CCN Task Force Public Document



# Session Approach: Three Small Groups

Group 1	Group 2	Group 3
Aisha Lowe Meredith Marasco Cheryl Aschenbach Marci Sanchez Rachel Stamm Robyn Brammer Tram Vo-Kumamoto	Ginni May Deborah Ikeda John Freitas Chase Fischerhall John Stanskas Victor DeVore Marilyn Flores	Isabel O'Connor Tiffany Tran Tyler Vaughan-Gomez Rupinder Bhatia Jeremy Brown Kristin Van Gaasbeck Robert Alexander

# Session Approach

- Talk for 15 minutes as a small group to prioritize **up to 3 questions** you want to ask and/or edits you want to request for the designated workstream
  - Document on easel pad
- If you have more than 3, please add your ideas to:
  - “Questions” Parking Lot – On sticky notes, post any additional questions you wish to ask, as time permits
  - “Edits” Parking Lot – On sticky notes, note any additional edits you recommend, referenced by line number. These will be considered in revision
- Return for large group discussion. Focused discussions will end promptly at times below in order to transition to another workstream:
  - 11:15, 12:15, 2:15 and 3:10

# Photo Op

## CCN Task Force Members





# Lunch Break (~45 minutes)

**CCN Task Force Members**, please follow signs to lunch.

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

# Discussion of CCN Task Force Communications



# CCN Task Force: Communications Slide Deck

- Deck was updated based on feedback at the last meeting;
- We still need organizational logos! Please send ASAP to [leslie.fischbeck@sova.org](mailto:leslie.fischbeck@sova.org);
- Any changes? Please tell us today;
- Next step: We will post the document on the CCN Task Force website, in PPT, that can be downloaded to support your constituent conversations:
  - <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project>

# 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.

# Continued Discussion of CCN Task Force Public Document

# Session Approach: Three Small Groups

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# Discussion of Future Agenda Items and Next Steps





# Future Agenda Items

- What do you still need to learn?
- Who else do you want to learn from?



# Next Steps

- Based on the meeting flow, Sova will design the right next steps that attend to both work needs and Bagley-Keene, and be in touch about how to move from these considerations into recommendations.
  - Which tasks were identified that need additional work?
  - How will we prioritize those tasks?
  - Who will complete the tasks?

# Next Steps

- Meeting 6 Summary will be a public document;
  - As a reminder, please engage your stakeholders and invite their feedback;
- Next meeting: October 18, 2023;
- Reminder re. Bagley-Keene; and
- Questions?
  - [lara.couturier@sova.org](mailto:lara.couturier@sova.org)

# Public Forum

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

# Adjournment

