



# California Community Colleges

## MEETING SUMMARY

### AB 1111 COMMON COURSE NUMBERING TASK FORCE

Meeting held at: California Community Colleges (CCC)

Chancellor's Office

1102 Q Street, Sacramento, CA

Suite 3100 (3rd floor)

October 18, 2023, 9:30 am - 3:30 pm PDT

The agenda and materials for this meeting are available at this website:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project>

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#### 1. Standing Orders of Business

##### **1.1 - 1.2. Call to Order, Welcome, Introductions, Housekeeping, Review of the Arc of the Work, Meeting Objectives and Agenda, and Summary from Meeting 6**

A Co-Chair of the Common Course Numbering (CCN) Task Force (hereafter "CCN Task Force") called the meeting to order and welcomed the members. A representative from Sova (the facilitator of the CCN Task Force) reviewed housekeeping items. A Co-Chair provided a reminder of the arc of the work, and reviewed the meeting objectives and agenda.

Sova asked the CCN Task Force if anyone had revision requests for the Meeting 6 Summary. A request was made to change the word "enormous" to "extensive" on page three.

As noted above, the public website and meeting materials and Meeting Summaries can be accessed at:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project>

## 2. Public Comment

### **2.1. Public Comment on Agenda Items**

Sova opened the Public Comment period. No public comments were made.

## 3. Information and Reports

### **3.1. Discussion of the CCN Task Force Summary Report**

A Co-Chair of the CCN Task Force discussed the outline and structure of the Summary Report, and Sova reminded the Task Force of the timelines and process for finalizing the Summary Report.

Sova also discussed plans for maintaining momentum and kicking off the implementation phase of the work. The CCN Task Force has discussed many times that it wants to make sure the work to implement CCN continues without pause after the CCN Task Force concludes its work in 2023. The CCN Task Force has also discussed that implementation work should occur in working groups. As such, the California Community Colleges Chancellor's Office (CCCCO) will begin outreach to constituency groups to request input on membership for working groups, as it will take time to request input, form membership lists, invite representatives, and establish meeting times. The Task Force discussed ensuring that communications to potential members are clear on the roles of members of working groups, as well as any potential stipends.

The CCN Task Force then turned to walking through a public document entitled "AB 1111 Common Course Numbering Task Force Draft – Summary Report." Discussion points included:

- The CCN Task Force's Recommended Implementation Plan is not an edict. The CCN Council will work with the Recommended Implementation Plan to develop more detailed work plans and operational plans. Any implementation plan for an effort of this magnitude will have to be flexible enough to shift and correct course during implementation as lessons are learned and progress is made.
- The charge for the CCN Council should include identifying policy barriers to successful implementation.
- When developing CCN Descriptors, the content necessary to meet General Education requirements and major preparation curriculum requirements may differ and must both be reflected if a course based on the CCN Descriptors is to be approved for both.
- The CCN Task Force also discussed the current design of the CCN Descriptors, and which elements should be equivalent vs. identical.

- The CCN Task Force agreed that its decisions should seek to prioritize maintaining systemwide articulation and should honor academic freedom. The CCN Task Force agreed that it is not seeking to develop a common curriculum (for more details on academic freedom please see page 1 in the Academic Senate for California Community Colleges' 2020 position paper entitled "Protecting the Future of Academic Freedom During a Time of Significant Change."<sup>1</sup>).
- With respect to two elements in the CCN Descriptors—"Content" and "Student Learning Objectives"—the CCN Task Force discussed that there may need to be some elements that are "Identical" to maximize transferability, with the explicit caveat that defining the element as identical is not designed or intended to restrict faculty from teaching their courses in the way they believe is best. In addition, as noted earlier, the CCN Task Force's Recommended Implementation Plan is not an edict. As implementation progresses, issues, and tensions will have to be transparently addressed if/as they arise.

### **3.2. Development of the Implementation Timeline**

The CCN Task Force discussed the development of the implementation timeline for the work in 2024 and beyond, which led to a rich discussion about a new vision for transfer and articulation in the state of California and a corresponding need for a new level of intersegmental collaboration and coordination. Key discussion points included:

- The CCN Council and its Steering Committee will be focused on common course numbering, and on decisions that are within the control of the CCCs. As such, they will not make decisions about which courses articulate to four-year transfer partners (California State University (CSU) and University of California (UC) systems and members of the Association of Independent California Colleges and Universities (AICCU)), as that is not within the control of the CCCs.
- The CCN Council should include participants from the four-year transfer partners. Prior versions of the Summary Report included more detail about who should be on the CCN Council. That detail should be in the final Summary Report.
- The Summary Report needs to simultaneously clarify that it is calling for a new vision for transfer and articulation across the state of California. While the CCN Council does not have the authority to make decisions about how courses articulate to four-year transfer partners, the CCN Task Force is recommending a new level of intersegmental coordination and collaboration that will facilitate dramatically improved transfer and articulation.

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<sup>1</sup> Academic Senate for California Community Colleges. (2020). "Protecting the Future of Academic Freedom During a Time of Significant Change." [https://www.asccc.org/sites/default/files/Academic\\_Freedom\\_F20.pdf](https://www.asccc.org/sites/default/files/Academic_Freedom_F20.pdf)

- As such, a resourced infrastructure for intersegmental faculty collaboration to align curricular requirements and map transparent and effective transfer pathways, with incentives for faculty from all of the segments to engage in this hard work, will be necessary. This aligns with similar discussions and recommendations stemming from the AB928 Associate Degree for Transfer Intersegmental Implementation Committee.

### **3.3. Discussion of Data on Course Clustering and Enrollments**

The CCN Task Force heard a presentation from Rachel Zhou, Research Data Specialist and Allison Beer, Research Manager at the CCCCCO on data associated with clustering of courses and enrollments. The CCN Task Force agreed that the data showed information on course enrollments that can help to inform initial CCN implementation. For Phase I, which is a proof of concept, the CCN Task Force agreed to start with one course in each area of Cal-GETC (and when/if multiple courses are selected, representing each sub-area). Final course selection should include courses with high student enrollments and should include at least a subset of courses that:

- Are in a sequence, to ensure that the proof of concept contends with sequencing.
- Satisfy General Education and Major Preparation, to ensure that the proof of concept contends with implications for both.
- Are in Ethnic Studies, as many processes are currently being built for Ethnic Studies and so it provides a useful comparative lens.
- Includes Arts & Humanities courses.

The CCN Task Force discussed that changes to ASSIST.org will be required, and that deeper and more intentional engagement of ASSIST.org should be started now.

### **3.4. Continued Discussion of the CCN Task Force Summary Report**

The CCN Task Force built upon the discussion started earlier in the meeting and continued to walk through the document entitled “AB 1111 Common Course Numbering Task Force Draft – Summary Report.” The Task Force began by discussing the need for deep, operational support on communications. The Task Force agreed that communications to support CCN implementation will need to include:

- A web site that provides timely, consistent, accurate and accessible information on CCN implementation to a variety of audiences, including students, faculty, legislators, college leaders, etc.
- An effort to ensure that colleges receive clear and consistent information, shared with one voice. This would include guidance for colleges designed to ensure student-facing information (e.g., web sites) is accurate, easily navigable, and consistent.

- Guidance for faculty to ensure they understand the processes for creating CCN Descriptors, developing Course Outlines of Record, etc.
- Early and regular coordination with ASSIST.
- Regular updates to a variety of constituents (e.g., students, faculty, staff, legislators, trustees and others) about the progress and timelines for CCN implementation.
- Opportunities for public feedback.

Given the depth of work required, the Task Force agreed to change the current Communications Working Group into an operational function covered by the CCCCCO, with guidance from a CCN Communications Advisory Group. The CCN Communications Advisory Group should include representatives from the CCN Council and/or the other working groups with expertise to make sure the proposed CCCCCO operational function fully understands the CCN implementation effort.

The Task Force then returned to some points related to the report that had not been resolved throughout the day. Discussion points included:

- An overarching theme for the day was ensuring that the Summary Report is clear on a few things:
  - The Task Force is calling for a new vision for how transfer and articulation take place in the state of California, with a more robust and resourced infrastructure for building relationships and collaborating intersegmentally.
  - That the Task Force stresses the importance of the inclusion of representatives of the UC, CSU and AICCU as participants—not just individuals who have been engaged in a cursory manner—and included in this work right from the start.
  - To ensure the above are clear, Sova will review the next version of the report to ensure the right language is used. In addition, a new “Vision” section will be added to the front of the Recommended Implementation Plan.
- Another topic that was discussed more than once was how to better integrate ASSIST.org into this work. While several current Task Force members have strong roles with ASSIST.org, they are not representative of ASSIST.org as a whole. As such, ASSIST should be intentionally represented in the working groups and other efforts.
- The CCN Task Force reviewed Appendix A (CCN Descriptor Development and Implementation Process) of the public document. The Task Force agreed that this appendix is a valuable model for a work plan for the CCN Council and its working groups. The Task Force advocated for moving it out of this report and suggesting it as a work plan model for each implementation working group. The implementation timeline should call for each working group to have a work plan.

- Given the Task Force’s interest in asserting a new vision, the Task Force felt it would be important to approach the Chancellors of CCC and CSU and the Presidents of UC and AICCU to request either joint or individual letters of support. In addition, the Task Force felt it would be valuable to have a letter of support from the Intersegmental Committee of the Academic Senates.
- The CCN Task Force discussed whether the CCN Descriptor should include space for representative textbooks and assignments, as the C-ID Descriptors do now. There was general agreement to not include them in the CCN Descriptors, as the goal is to point to a new vision for transfer and articulation, and including representative textbooks and assignments ties back to old ways of conducting business. Of note, this is likely to require changes by the four-year transfer partners regarding how articulation decisions are made, as this has been important to some of the four-year partners.
- Stakeholders have had questions about the current approach to a taxonomy in the Recommended Implementation Plan. Stakeholders are also concerned about whether college systems will be able to handle two taxonomies at once in a phased roll out. It was agreed that far more work is needed focused on developing a taxonomy. At the same time, the Task Force would like to keep the current draft taxonomy in the Recommended Implementation Plan, as a potential model. The language will be strengthened to make sure readers understand that the taxonomy is a draft and more work and testing is needed.
- The Task Force agreed it would be valuable to conduct focus groups with students to understand how well a new taxonomy resonates with them.
- To support implementation, a Task Force member requested a flow chart showing roles and responsibilities aligned to each step of implementation. It was agreed this will be a valuable document for the CCN Council to consider to guide implementation.

### **3.5. Discussion of Next Steps**

The Co-Chairs and facilitators discussed updates for the next meeting and noted that a public-facing Meeting Summary (this document) will continue to be used to support the CCN Task Force in documenting progress and challenges. CCN Task Force members were reminded that this Task Force is Bagley-Keene compliant and the facilitators requested their assistance in making sure they adhere to those requirements.

#### 4. Public Forum

##### **4.1. Public Forum on Non-Agenda Items**

Sova opened the Public Forum period and public comments were made.

#### 5. Adjournment