CHARTER
COMMON COURSE NUMBERING COUNCIL
AND ITS STEERING COMMITTEE
March 7, 2024

INTRODUCTION

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 requirements of AB 1111, the California Community Colleges Chancellor's Office (CCCCO) established a Common Course Numbering (CCN) Task Force in the fall of 2022. Over the course of eight public meetings taking place from September 2022 - December 2023, the CCN Task Force developed a Recommended Implementation Plan (All CCN Task Force materials are public and can be accessed at: https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project).

Through its work, the CCN Task Force recommended a governance structure that included a CCN Council and a CCN Council Steering Committee (hereafter "Steering Committee").

CHARGES OF THE CCN COUNCIL AND ITS STEERING COMMITTEE

The CCN Council's charge is:

> The CCN Council, operating as a CCCCO participatory governance group inclusive of intersegmental leadership from four-year transfer partners, sets strategic direction and goals, guides the work of the various implementation workgroups, and identifies policy barriers to strong implementation of CCN. The assumption is that the CCN Council will work to advance an effective CCN implementation and design a sustainability structure to evaluate and continuously improve CCN processes.

To support the work of the CCN Council, four members of the Council will also serve as a Steering Committee. The Steering Committee comprises four representatives, one each appointed by the following: CCCCO, Academic Senate for the California Community Colleges (ASCCC), CCC Chief Instructional Officers and CCC Chief Student Services Officers.

The CCN Council's Steering Committee's charge is:

> The Steering Committee, in coordination with the CCCCO CCN operations team (including staff and contractors), informs the CCN Council's agenda and facilitates its work to ensure progressive movement through CCN implementation. The Steering Committee is responsible for effective leadership and coordination of the CCN Council through a process of soliciting agenda items from the full CCN Council and workgroup leads, drafting agendas, identifying content experts and research needed, and sending agendas out in advance of CCN Council meetings for review by other members.

Members appointed by constituent groups and intersegmental partners will collaborate with the CCCCO and the facilitator, [Sova](#), on accomplishing the charge of the CCN Council and its Steering Committee.

RECOMMENDATIONS AND DECISION-MAKING AUTHORITY

Input, feedback, and recommendations provided by the CCN Council and its Steering Committee will inform the CCN implementation, for which the CCCCO is ultimately responsible. The CCCCO is held accountable for legislative implementation and compliance. Ed Code requires the Board of Governors to "provide general supervision" over community college districts "in consultation with" community college districts and their institutional representatives, to allow community college organizations and interested individuals and

parties an opportunity to review and comment on proposed policy before it is adopted by the Board (Ed. Code, § 70901, subds. (b), (e)).

The California Community College system is guided by a process of participatory governance, and the CCN Council and its Steering Committee will operate as CCCCO participatory governance groups.

The CCN Council and its Steering Committee will make every effort to reach a consensus in its input, feedback, and recommendations. If consensus cannot be reached, then final input, feedback, and recommendations shall be made by polling the membership.[1] All diverse opinions will be documented to ensure all points of view and minority opinions are considered during reflection or evaluation processes and to inform future CCN work where relevant.

The CCN Council and its Steering Committee will operate according to modified Robert's Rules of Order when necessary.

GUIDING PRINCIPLES AND EXPECTATIONS FOR ENGAGEMENT

The CCN Council will operate according to a set of guiding principles recommended by the CCN Task Force, which elevate a new vision for transfer and articulation in California and convey a sense of urgency to better support students:
- Embrace the CCN Task Force's vision of a robust CCN system implemented in concert with a new vision for dramatically improved transfer and articulation across the state of California, supported by a resourced infrastructure for intersegmental faculty collaboration.
- Ensure early, strong and consistent participation by faculty from the CCCs, UC and CSU and member institutions of the AICCU (and other critical transfer partners) to achieve a new vision for transfer and articulation in California.
- Align to the CCN Task Force's definition of a student-facing CCN system, recognize the value of the high-level outcomes as articulated by the CCN Task Force, and embrace the CCN Task Force's recommendations (e.g., CCN Descriptor Elements).
- Design solutions that balance faculty, college, and system autonomies with student needs.
- Commit to a strong implementation of student-facing CCN to better support students.

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[1] Polling strategies will be developed as needed; the goal is to investigate and document the opinions or experiences of people (or a group of people).

- Apply principles and guidelines of Universal Design throughout this work.
- Embrace moving to a single data management system across the CCCs, that houses all CCN Descriptors, verification processes, etc., as an aspirational goal, which aligns with the CCC Chancellor's Vision 2030 for the creation of a centralized data system that better serves both staff and students.

Participatory Governance Guiding Principles

As CCCCO participatory governance groups, the CCN Council and its Steering Committee will also uphold the 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; and
- Transparency: Providing accurate, effective, and inclusive communication processes.

Expectations for Engagement

To ensure smooth and effective functioning, members of both the CCN Council and its Steering Committee are expected to:

- Participate in all meetings during their appointment (virtual meeting options will be made available). Each constituent group will annually evaluate appointments and/or reappointments. Proxies or replacements to act as an official member of the CCN Council or its Steering Committee will not be allowed;
- Review materials (e.g., emails and pre-reading) ahead of meetings and respond as requested and in a timely manner;
- Actively engage in discussions during meetings;
- Participate in workgroups as needed;
- Adhere to all state and federal laws; and
- Honor the Participatory Governance Guiding Principles (see above).

MEMBERSHIP

Membership of the CCN Council and its Steering Committee were informed by the CCN Task Force's Recommended Implementation Plan. A student-facing common course numbering system will have far-reaching implications for the CCCs. CCN Council and Steering Committee

members have knowledge and experience related to implicated areas and a role to play in supporting and advancing the CCN implementation.

Membership composition of the CCN Council includes representatives from the following constituent groups:
- California Community Colleges Chancellor's Office
- Academic Senate for CCC
- CCC Chief Instructional Officers
- Student Senate for CCC
- CCC Chief Student Services Officers
- CCC Chief Technology Officers
- CCC Chief Executive Officers or Trustees
- California State University
- University of California
- Association of Independent California Colleges & Universities

As noted above, the Steering Committee comprises four representatives, one each appointed by the following: CCCCO, Academic Senate for CCC, CCC Chief Instructional Officers and CCC Chief Student Services Officers.

SUPPORT FOR THE CCN COUNCIL AND ITS STEERING COMMITTEE
The CCN Council and its Steering Committee will be supported by CCCCO staff and contractors. Examples of support include:
- Facilitated collaboration to develop strategic direction;
- Development and maintenance of an ongoing operations/work plan designed to describe the necessary level of effort required, assign roles and responsibilities, and monitor progress to ensure the CCN Council meets its deadlines;
- Design of CCN Council and Steering Committee meetings, to include facilitation, drafting agendas, scheduling, identifying needed resources/experts, and note-taking;
- Production of slide decks, facilitation plans and agendas for meetings;
- Collaboration with the CCCCO communications team to develop and execute a strategic communications plan;
- Management of vendors needed to implement statewide CCN successfully; and
- Collaboration with the Foundation for California Community Colleges to provide meeting logistics support.