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)
June 22, 2023, 10:00 am - 3:30 pm PT

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

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 4

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.

The CCN Task Force discussed the Meeting 4 Summary and requested the following changes (Meeting 4 Summary has been revised and re-posted):

- On Page 2, under "High-Level Outcomes," change "in order to eliminate [duplicate] courses when taken across multiple colleges" to "in order to eliminate students unnecessarily re-taking a course when taking courses across multiple colleges."
- Page 3, under "What is Common":
    - Change: "'Course number' is common and 'identical'" to "'Course number' is a common element, and it will be 'identical.'"
    - Change: "'Course title' is common and 'identical'" to "'Course title is a common element, and it will be 'identical.'"

The Co-Chairs reminded the CCN Task Force about the importance of stakeholder engagement

and the consultative process. Key points included:

- 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/documented.
- Public website is up to date and has an email address for sending comments/questions.

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 Task Force Sub Group Progress: Aligning Elements of a Course to the CCN Definition and Schema

Sova discussed that during the April 27, 2023 meeting, Sova asked for volunteers to participate in non-quorum Sub Groups that can develop ideas to inform recommendations that will be created by the CCN Task Force. Three Sub Groups began meeting. Their names and members are:

- Aligning Elements of a Course to the CCN Definition and Schema
    - Members: Cheryl Aschenbach, Chase Fischerhall, John Freitas, Bob Quinn, Marci Sanchez, Tiffany Tran, Tyler Vaughan-Gomez
- CCN System Governance and Oversight
    - Members: Aisha Lowe, Meredith Marasco, Ginni May, Isabel O'Connor
    - New member added as of June 22 meeting: Deborah Ikeda
- Technology System Requirements for Supporting CCN
    - Members: Rupinder Bhatia, Jeremy Brown, Victor DeVore, Rachel Stamm
    - New member added as of June 22 meeting: Robyn Stammer

The Sub Group *Aligning Elements of a Course to the CCN Definition and Schema* provided updates on their progress in developing ideas for the CCN Task Force. The Sub Group shared a hand-out which is publicly posted [here](#).

Key discussion points included:
- The definitional work underway is absolutely necessary (e.g., what elements will be common). Those definitions are the architecture needed to build the house for a successful implementation of CCN. This is hard work that is necessary to be able to proceed.
- In cases where common elements are defined as equivalent, but they can also be identical, the Task Force's definitions should reflect that with language such as: "Equivalent, can be identical."
- Current drafts of definitions do not include percentages, which can be hard to measure.
- The spirit of AB1111 is to make transfer easier for students. To meet that spirit, the CCN Task Force must strive for system-level articulation of commonly numbered courses within the California Community Colleges starting with general education courses, with the intention to collaborate closely with the University of California, California State University and Association of Independent California Colleges and Universities to advance system-to-system articulation as well.
- Given the CCN Task Force's focus on seeking the system-level articulations noted above, it will be critical to understand the progress made by the AB 928 Associate Degree for Transfer Intersegmental Implementation Committee, and align recommendations as appropriate/relevant.
- The CCN Task Force is considering the creation of a CCN Descriptor that lists common elements. That CCN Descriptor can become a standard against which any course could be assessed. Ideally, transfer partners can then rely on that CCN Descriptor to efficiently evaluate courses for articulation.
- The draft definition of "duplication," as discussed by the Sub Group during this meeting, was: "courses that are comparable or courses with similar or overlapping content that fulfill the same purpose." Task Force feedback included: the word "purpose" is confusing; the word "applicable" should be added; it's important to address how duplication impacts students, such as impacts on financial aid.

- The CCN Task Force discussed that it might be most strategic to wait on defining the following two common elements–as they will be very challenging to define–to ensure progress in other areas continues unabated:
  - "Satisfaction of General Education area for applicability to lower division preparation for transfer."
  - "Satisfaction of major/department articulation for applicability to lower division preparation."

The Sub Group also noted that members updated the Intersegmental Curriculum Workgroup (ICW) on the progress of the CCN Task Force and the ways that the Task Force is thinking about system to system articulation. ICW members were generally supportive and did not voice any concerns or objections.

The Sub Group also shared some initial thoughts on a potential taxonomy for CCN, including examples from other states that can be helpful. Please see the slide deck for details on the taxonomy. Key discussion points included:
- How many digits should the taxonomy be?
- Is there a strategic way to use something such as a special symbol to visually indicate whether a course is commonly numbered (e.g., some states use the ampersand (&))?
- At what stage in curriculum development is a number assigned?

3.2. Hearing from RP Group: Updated Findings from Research on Common Course Numbering in California

Representatives of the RP Group provided the CCN Task Force an update on preliminary findings from the research they are doing to support and inform the CCN Task Force, with an emphasis on what they have learned about multi-college districts with CCN's experiences with governance, articulation and defining what is common. The RP Group was asked to revisit their research on the "length of CCN process," as their findings seemed to combine curricular alignment with the development of common course numbering. Please see the slide deck for their slides.

3.3. Discussion of CCN Task Force Communications

The CCN Task Force walked through a slide deck drafted by Sova to support Task Force members in communicating about the progress of the Task Force. Task Force members are eager to be able to use this resource, and requested some changes. Examples of requested changes included:

- Clarify the timeline for the work of the CCN Task Force.
- Add some history about previous attempts to implement CCN and note that this time is different as the legislature has provided funding for CCN.
- Add a new section called "What can you do now to prepare?" that alerts various stakeholders to their roles and what, if anything, they could be working on right now.

The Task Force also spoke at length about the need to develop a clear timeline for a rolling implementation with student-centered milestones that helps to clarify for all how this work will roll out, and what that will mean for colleges and students.

CCN Task Force members were asked to share the logos of their appointing committees and all agreed they'd like to do so. Please send logos of appointing committees to leslie.fischbeck@sova.org.

3.4. Updates from Additional Task Force Sub Groups

The Sub Group *CCN System Governance and Oversight* provided updates on their progress in developing ideas for the CCN Task Force to consider. Key discussion points included:

- The CCCCO will be held responsible for CCN implementation by the legislature. As such, the CCCCO must have an active role in governance and oversight. Other critical roles identified by the Sub Group, for representation on a core steering committee, include faculty, instructional officers and student services officers.
- Governance structures will be needed for short-term (to build and launch) and long-term (to sustain and maintain).
- Governance roles will need to include the responsibility to advocate for funding for implementation of CCN.
- Implementing CCN is a momentous task and will require a dedicated operations staff who can project manage, ensure efficiencies in the system, etc. Committees made up of volunteers are not a strategic fit for a project of this size and scope.

- The CCN Task Force must consider where California's official articulation repository Assist.org fits into governance.
- California Community Colleges already have many existing structures, membership bodies, etc. To ensure sustainability of CCN, the plan should tap into existing structures and resources rather than start from scratch.
- The Sub Group shared a handout, which is publicly posted [here](#).

The Sub Group *Technology System Requirements for Supporting CCN* provided updates on their progress in developing ideas for the CCN Task Force to consider. Key discussion points included:

- Potential options for how to cluster and categorize courses for creation of Common Course Numbers, which can help the CCN Task Force to identify where it will start, and how it will sequence a rolling implementation of CCN.
- If the Task Force identifies a minimum set of elements to be included in Course Outlines of Record, and those elements need to be analyzed, what does access to that data look like?
- A systemwide, one-time, centralized data reconciliation effort would allow deep analysis of existing course commonalities and articulations, which can help prioritize what courses to commonly number first. The discussion included questions about how much time this will take, whether the colleges will be willing to support the reconciliation effort, and how this reconciliation effort could have immediate and long-term benefits for students, faculty and staff.

3.5. Discussion of Future Agenda Items and Next Steps

The CCN Task Force discussed additional agenda items and/or speakers. Discussion points included:

- Opportunities for engaging Assist.org.
- Spending more time exploring how to cluster and categorize courses for creation of Common Course Numbers.
- Develop a clear timeline and sequence for a rolling implementation of CCN.
- Discuss the opportunity and process for advocating for sustainable funding from the state.
- Develop recommendations for how various constituent groups across the state can prepare for the CCN implementation.

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 requested their assistance in making sure they adhere to those requirements.

The Co-Chairs reiterated that the CCN Task Force members have a critical role to play in stakeholder engagement and the consultative process, and encouraged members to proactively disseminate information and request and share feedback.

4. Public Forum

4.1. Public Forum on Non-Agenda Items
Sova opened the Public Forum period and several public comments were made.

5. Adjournment