



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)

August 31, 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>

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 5

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 5 Summary, and did not receive any requests for changes.

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 and one public comment was made.

3. Information and Reports

3.1. Discussion of CCN Task Force Timeline to Arrive at December 2023

Sova discussed and invited feedback on a proposed outline for the “Summary Report” for the CCN Task Force. The outline was developed based on the standard format for previous California Community Colleges Chancellor’s Office (CCCCO) Task Force reports. A few recommendations from CCN Task Force members included:

- Elaborate on the history of CCN, making clear that this attempt at CCN is different from past attempts.
- Ensure that sections on leadership and membership include which constituencies the Task Force members represent.

Sova also provided an overview of timing for completing the Summary Report, which includes multiple publicly posted drafts. Key next steps will include developing an integrated timeline that provides a high-level overview of activities needed to implement CCN, and drafting the various components of the outline.

The Task Force discussed that the CCCCCO intends to request a timeline extension from the legislature for a rolling implementation. The Co-Chairs then made some suggestions for how colleges can begin to prepare for the coming implementation, such as:

- 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.

3.2. Review of the CCN Task Force Public Document

The CCN Task Force discussed the Public Document entitled “CCN Task Force Draft Outline, Findings and Considerations for the Summary Report” (can be accessed at <https://www.cccco.edu/-/media/CCCCO-Website/docs/general/draftab1111summaryreportv81523docxa11y.pdf?la=en&hash=6A83256A0E438BA73D627997F51A32D7D322B0E4>).

The Task Force started with the section entitled “CCN System Governance and Oversight Work Stream.” Key discussion points included:

- The Task Force suggested streamlining the amount of information offered about governance and reconsidering how the various groups are named, to clarify their roles.
- The Implementation Plan should make clear that the proposed governance structure would be in place for roughly three years during implementation, and that a longer-term governance structure (for maintenance following implementation) may be needed.
- Currently the document refers to AAICU as a system; that language should be modified to recognize that AICCU is a membership organization of institutions.
- The CCN Task Force discussed that the proposed Work Groups will be critical, and the work will happen in the Work Groups. In the case of the proposed CCN Development Work Group, for example, disciplinary teams of faculty will work to align courses to the new CCN definition and schema. It was also suggested that the CCN Development Work Group must be intentional about including 4-year partners and key roles such as Articulation Officers. A regional structure in California might be useful for considering membership in these Work Groups (regional structure would need to be determined).
- The CCN Task Force discussed whether a technology representative should be added to the (currently named) Executive Committee. It was decided to keep the Executive Committee as small as possible, recognizing that there is a proposed “Technology & Processes Work Group” that will have a very influential role.
- What does it mean for CCN and C-ID to run in parallel? It’s important to note that C-ID is more than a numbering system; it represents a set of processes, workflows and agreements, many of which can be leveraged for CCN. The Implementation Plan needs to clarify that they will run in parallel at least until CCN is implemented. At that time, the ongoing role of C-ID will be determined.
- The CCN Task Force reiterated earlier discussions that the CCN implementation will be an extensive undertaking and will require dedicated staffing and resources (for all entities participating in CCN). Due to state law the CCCC cannot simply add staff members, so consulting capacity will likely be needed. The CCCC is considering capacity needs and options right now, and the CCN Task Force and the CCCC feel urgency to get the ongoing implementation work moving as soon as possible.

The Task Force then moved to discuss the section of the Public Document (“CCN Task Force Draft Outline, Findings and Considerations for the Summary Report”) entitled “Aligning Elements of a Course to the CCN Definition and Schema Work Stream.” Key discussion points included:

- The Task Force discussed at length the goal of the CCN system, and how much the intent is to maximize articulation both within the CCCs and with 4-year partners. There was

agreement that if a decision will undermine systemwide articulation, it must be reconsidered. Ultimately, the Task Force feels that the work of the CCN Development Work Group must get started so that the current design, as put forth by the CCN Task Force, can be pressure-tested. Where real challenges are faced, they can then be addressed purposefully. The CCN Task Force's vision is that the CCN Descriptors will function in a new way. The goal is to build something new that fixes gaps in old processes and systems; the goal is not to overlay the new system on old processes and "business as usual."

- The Task Force discussed and agreed on the need to ensure there is funding to support intersegmental faculty and other professionals in doing the hard work of aligning courses to the CCN definition and schema, updating systems and processes, etc. It will be helpful to align the recommendations of the CCN Task Force to the recommendations of the AB 928 Associate Degree for Transfer Intersegmental Implementation Committee, which is also considering recommendations related to new levels of intersegmental collaboration and coordination.
- The Task Force discussed whether colleges will be allowed to keep their local numbering systems. There was strong agreement that keeping local systems defeats the purpose of a statewide Common Course Numbering System.
- The Implementation Plan must stress the need to engage four-year faculty and other stakeholders early and consistently throughout the process.
- The Task Force discussed that there are national models that demonstrate that CCN can be achieved. It is critical that the system design simultaneously: honors faculty's ability to teach a course and their passion for teaching, and protects students by offering a clear indicator of what learning will take place in course, and what benefits that will provide.
- The Task Force discussed some recommendations for modifying the taxonomy. For example, consider not using the letter "L" as it might be confusing given that some might think that signifies a lab; remove references to department; and consider whether the taxonomy would benefit from adding a letter that allows for a local designation. The taxonomy should make immediately clear whether a course is commonly numbered.

3.3. Discussion of CCN Task Force Communications

Sova shared the updated communications slide deck, which was revised based on the Task Force's feedback during the June 22, 2023 meeting. The deck will be ADA remediated and publicly posted so that Task Force members can use it in communicating about the progress of the Task Force.

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.

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

3.4. Continued Discussion of the CCN Task Force Public Document

The Task Force then moved to discuss the section of the Public Document (“CCN Task Force Draft Outline, Findings and Considerations for the Summary Report”) entitled “Technology System Requirements for Supporting CCN.” Key discussion points included:

- The CCN Task Force discussed whether, if the CCN Task Force recommends that colleges use a new Application Programming Interface (API), colleges should be allowed to opt out. There was agreement that opting out defeats the purpose of a statewide Common Course Numbering System.
- The Task Force agreed that the Implementation Plan needs to make clear that the CCN system must show up where students need it. That means that the document needs to emphasize that the Task Force’s intent is that CCN will be presented consistently in each of the college's catalogs and schedules.
- The CCN Task Force agreed it will be critical for the colleges to have funding to support changes in technology required for a successful implementation. The legislature has already appropriated \$105 million, but given there are 116 community colleges, that might not be enough for the level of process change, curriculum review, technology adoption, etc. required.
- It was also noted that by streamlining technologies, upgrading systems and working with vendors as a system rather than individually, individual colleges are likely to reap cost savings over time. There is a precedent with the CCCs working together on systems such as Canvas.
- The Task Force discussed the need for the Implementation Plan to be clear that some first steps for the Technology & Processes Work Group would include: launching the data reconciliation process; assessing which systems are in use statewide; assessing the workload to be expected; and ensuring strong communications to 4-year partners about what is coming and what it might mean for their technology systems.

The Task Force then moved to discuss additional items in the public document. Changes were suggested related to the scope of the Implementation Plan, to make clear that the Task Force is not recommending that students not talk to counselors. Counselors are critical resources for students. At the same time, there are not enough counselors systemwide to speak with each and every student, which makes CCN so necessary.

The Task Force then discussed additional considerations related to “Aligning Elements of a Course to the CCN Definition and Schema Work Stream.” A hand-out (posted on the CCN web site at <https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project>) described a potential intersegmental development process for aligning courses. A key goal of the document is to ensure that intersegmental collaboration is prioritized at the same time as other processes related to CCN.

The Task Force agreed that the hand-out would function well as a suggested meeting outline for intersegmental faculty work groups. It was suggested that the Task Force decide on a set of high-enrollment courses (e.g., the Golden 4) and use the document to guide their workflows and begin to pressure-test the process. The Task Force feels significant urgency to start this work as soon as possible, to ensure that key stakeholders such as the legislature see how seriously this work is being taken and the progress underway.

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 one public comment was made.

5. Adjournment

