



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)
April 27, 2023, 9:30 am - 4:00 pm PT

Revised version (posted August 2023), per suggested edits from the CCN Task Force.

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

A Co-Chair of the Common Course Numbering (CCN) Task Force (hereafter "CCN Task Force") called the meeting to order, welcomed the members and asked the members to introduce themselves. Attendance was taken via introductions. 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 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; and
- Public website is up to date and has an email address for sending comments/questions.

As noted above the public website 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 High-Level Outcomes and What is Common

The CCN Task Force discussed the current drafts of high-level outcomes and the elements that will be common in its definition of student-facing common course numbering.

Note: At the request of the CCN Task Force members, changes made during Meeting 4 are easily identifiable by using bold (for new text) and strikethrough (for deleted text) formatting.

High-level outcomes:

Based on the CCN Task Force’s feedback during this meeting, the current draft of recommended high-level outcomes is:

- For students that attend multiple California Community Colleges (CCC), lower division ~~GE~~ **general education** and major preparation requirements will be easily identified **within the California Community Colleges** as [equivalent or comparable]¹ in order to eliminate students unnecessarily re-taking a course when taking courses across multiple colleges.
- **The CCN Task Force intends for articulation to** be improved for transfer into four-year public and independent universities as well. Current law would benefit those students that transfer or move around within the CCC system, but participation by the California State University, University of California, and Association of Independent California

¹ A Sub Group is offer draft ideas for definitions of these terms.

College and University systems is needed for CCN to benefit students transferring to and from those institutions.

- This process and statewide collaboration will:
 - Bring increased transparency **and real efforts to address** ~~to~~ the structural, systemic and intersegmental barriers that students face regarding transfer and credit mobility;
 - **Make progress on the following Vision for Success² goals: reduce unit accumulation, improve transfer rates, and increase credential completion across CCCs** by ensuring that students **1)** understand ~~before registering for a course~~ how a course may or may not transfer and articulate **within CCC and** to UC, CSU, **and** independent **institutions**, and **2)** take ~~Ensure students feel more confident that they have taken~~ the courses they need to meet their transfer **educational** goals regardless of the college where the courses were taken; ~~and are better prepared for transfer;~~³
 - Demand attention to and resources for needed improvements in a number of related areas, such as upgrading and aligning technology systems and developing processes that facilitate timely sharing of information among CCCs, and among CCCs and other segments of postsecondary education; and
- In concert with other important student success efforts underway across the state, such as guided pathways implementation, disaggregated student outcomes data will demonstrate that equity gaps are closing and transfer student outcomes are improving.

Definition of what is common:

The CCN Task Force reviewed data from a survey to which it responded (see [slide deck](#) for survey results) and agreed—based on survey data and CCN Task Force discussion—to the following as the minimum set of elements to be included in Course Outlines of Record:

- “Course number” is a common element and it will be “identical”;
- “Course title” is a common element and it will be “identical”;
- “Unit amount” is common. A Sub Group will offer draft ideas for whether it is identical, comparable, equivalent, a minimum standard, etc.;

² California Community Colleges Chancellor's Office. (2021). Update to the Vision for Success. Retrieved April 18, 2023, from <https://www.cccco.edu/-/media/CCCCO-Website/Reports/vision-for-success-update-2021-a11y.pdf>

³ Note: Combined two bullets.

- “Prerequisites” is common. A Sub Group will offer draft ideas for whether it is identical, comparable, equivalent, a minimum standard, etc.;
- “Course Description” is common. A Sub Group will offer draft ideas for whether it is identical, comparable, equivalent, a minimum standard, etc.;⁴
- “Content” is common. A Sub Group will offer draft ideas for whether it is identical, comparable, equivalent, a minimum standard, etc.;⁵
- “Student Learning Outcomes/Objectives” is common. A Sub-Group will offer draft ideas for whether it is identical, comparable, equivalent, a minimum standard, etc.;
- “Satisfaction of General Education area for applicability to lower division preparation for transfer” is common, and is *intended* to be identical/equivalent, calling for system-level articulation across the California Community Colleges; and
- “Satisfaction of major/department articulation for applicability to lower division preparation” is common, and is *intended* to be identical/equivalent, calling for system-to-system articulation at the course-to-course level across the California Community Colleges and California State University and University of California systems.

The CCN Task Force also agreed that modality should not be a common element.

A Sub Group will begin working together to offer ideas for definitions for key terms such as equivalent, comparable, etc. (See item 3.3 below.)

3.2. Discussion of Assist.org and C-ID Data

The CCN Task Force heard an analysis of Assist.org and C-ID data and discussed how the data can support the work of the CCN Task Force. Key take-aways included:

- A larger analysis of this sort will be very helpful in informing the CCN Task Force about where course-to-course articulation agreements already exist, and the most strategic way to identify which disciplines and/or course groupings will be the right starting point.
- The compilation and cleaning of the data was very time-consuming. Right now much of the data are in PDFs. A vendor who can work with large datasets to clean and analyze the data will be needed. The CCN Task Force agreed a vendor is needed and called upon the CCCCCO to take next steps.

⁴ “Course description” is a new addition to the list of what is common, following the April 27, 2023 meeting.

⁵ “Content” is a new addition to the list of what is common, following the April 27, 2023 meeting.

- The CCN Task Force sees enormous potential for a student-facing common course numbering system for the California Community Colleges to deliver additional benefits in areas such as articulation and by improving existing resources such as the Course Identification Numbering System (C-ID), Assist.org, and the Chancellor’s Office Curriculum Inventory (COCI). The Task Force can support statewide improvements by calling for changes to systems and processes that will be touched by CCN.

3.3. Discussion and Activity to Build Out Parameters for the Work Streams

The CCN Task Force worked during the meeting to identify parameters (e.g., who will lead, milestones and activities) for two work streams (Aligning Elements of a Course to the CCN Definition and Schema and CCN System Governance and Oversight) to inform the Implementation Plan. During the meeting, the CCN Task Force also agreed that the previously identified work stream entitled “Intersegmental Articulation and Coordination” should become a part of the work stream entitled “Aligning Elements of a Course to the CCN Definition and Schema.” Thus the Task Force is now planning to have four work streams:

- Aligning Elements of a Course to the CCN Definition and Schema;
- CCN System Governance and Oversight;
- Technology System Requirements for Supporting CCN; and
- Communications with Multiple Stakeholders.

To advance the work, Sub Groups will draft ideas for the CCN Task Force to consider, to include guidance on principles for engagement, who will lead the work, which stakeholders will be engaged, and what milestones and activities each Implementation Working Group will complete. The Task Force’s final recommendations will be documented in Work Stream Templates and will be key components of the overall Implementation Plan. See [Appendix A](#) for a sample Work Stream Template.

Sova suggested that three Sub Groups begin meeting following this meeting, and asked Task Force members to volunteer to serve. The Sub Group names and members are:

- Aligning Elements of a Course to the CCN Definition and Schema
 - Members: Cheryl Aschenbach, Chase Fischerhall, John Freitas, Marci Sanchez, Tyler Vaughan-Gomez, Tiffany Tran
- CCN System Governance and Oversight
 - Members: Aisha Lowe, Meredith Marasco, Ginni May, Isabel O’Connor

- Technology System Requirements for Supporting CCN
 - Members: Rupinder Bhatia, Jeremy Brown, Victor DeVore, Rachel Stamm

A fourth Sub Group focused on the work stream “Communications with Multiple Stakeholders” may start at a later date, depending on need and workflow.

3.4. Hearing from RP Group: Preliminary Findings of 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. Please see the slide deck for their slides. The RP Group will present additional findings at the June 22, 2023 meeting.

3.5. Additional Feedback on the Meeting 3 Summary, Discussion of Future Agenda Items and Next Steps

The Meeting Summary from the February 23, 2023 meeting served as a foundational document for this meeting, and key areas of the Meeting Summary were revisited through the meeting discussions. Sova asked the CCN Task Force if anyone had additional revision requests for the Meeting Summary, and did not receive any requests for changes.

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

- Time in a future meeting to share what CCN Task Force members are hearing from the field;
- Communications planning needs around how to engage stakeholders, including senior leadership from the other public and independent segments;
- For a future meeting focused on implementation (not the next meeting):
 - Discussing with technology vendors what the student-facing common course numbering system will mean for them and what will be needed from them;
 - Hearing a presentation on the CCC’s existing landscape for Curriculum Management Systems (CMS) and Student Information Systems (SIS).

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. No public comments were made.

5. Adjournment

Appendix A: Sample Work Stream Template

Common Course Numbering (CCN) Task Force Implementation Planning: Work Streams Template and Guidance

What Is the Implementation Plan?

The goal is for the CCN Task Force to create an Implementation Plan that **orchestrates the work** across the state.

- The CCN Task Force does not have to make all the decisions.
- The CCN Task Force does need to decide who needs to decide what by when.
- These templates will be used to “call on” a far larger group of colleagues across the state to do the next level of work.

Timing and Use of the Implementation Plan

- The Implementation Plan will orchestrate work that will be completed by a far larger group of colleagues across the state.
- Technically, the CCN Task Force’s work concludes December 31, 2023.
- Thus, the majority of the work in the Implementation Plan will take place after December 31, 2023, but there are things that the CCN Task Force might want/need completed ahead of December 31, 2023.
- This template is designed to capture work needed in the immediate short-term, as well as longer-term.

Work Streams in the Implementation Plan

The CCN Task Force identified four work streams for the implementation plan. Each work stream will have a corresponding set of parameters, identified by the CCN Task Force members. The four work streams are:

- Aligning Elements of a Course to the CCN Definition and Schema;
- CCN System Governance and Oversight;
- Technology System Requirements for Supporting CCN; and
- Communications with Multiple Stakeholders.

Work stream:

Last updated:

Prepared by *(please list engaged CCN Task Force members):*

Decisions that Must be Made by the CCN Task Force Before December 31, 2023

Please identify the decisions that the **CCN Task Force itself** must make for this work stream.

Principles for Engagement

Please identify 3-5 “principles” to which the CCN Task Force expects those advancing this work stream to adhere.

To support your development process, we are providing this draft (please revise as you see fit):
The CCN Task Force expects those engaged in advancing this work stream to:

- Align to the CCN Task Force’s definition of student-facing common course numbering;
- Design solutions that respect college autonomy; and
- Recognize the value of the high-level outcomes as articulated by the CCN Task Force and commit to implementing student-facing common course numbering to better support students.

Participation and Leadership

Participation

Please list here which key stakeholders should participate for the success of the work stream. Depending on the work stream, this might include a description of types of roles, existing organizations/associations, or particular statewide experts. If relevant, please also identify the number/distribution of representatives.

Leadership

Please list here who should lead advancing this work stream. Depending on the work stream, this might include a description of types of roles, existing organizations/associations, or particular statewide experts.

Activities, Milestones and Estimated Resources: After December 31, 2023

Please identify the activities and milestones that must be completed for this work stream. Please identify resources needed (e.g., supplemental staff time, tech development, consultant, etc.). Cost estimates are not necessary at this time.

Potential Sub-Streams within the Work Stream

If additional sub-streams of work emerge during the development of activities and milestones, capture those here. For example, in past meetings the CCN Task Force discussed potential sub-streams for two of the work streams:

- *Work stream: Aligning Elements of a Course to the CCN Definition and Schema*
 - *Potential sub-stream: Designing the Taxonomy and Rules/Policies for CCN (e.g., identifying prefixes)*
- *Work stream: CCN System Governance and Oversight*
 - *Potential sub-stream: Continuous Improvement, Evaluation and Reporting*

Existing Resources / Assets to Leverage

Please identify existing resources / assets that should be leveraged and/or incorporated to strengthen this workstream. Examples of existing resources / assets might include research projects already underway, organizations already focused on the subject matter, tools already in use by a group of colleges, etc.

Communications with Multiple Stakeholders

Please describe any communications needs identified here. Note: Communications will become its own work stream.