

**Common Course Numbering (CCN) Task Force
Implementation Planning: Work Streams Template and Guidance
April 2023**

Instructions

Please work together to complete this template. There will be one template per work stream. The information identified by the CCN Task Force in these templates will inform its overarching Implementation Plan.

Each template will be remediated for accessibility and publicly posted.

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 five work streams for the implementation plan. Each work stream will have a corresponding set of parameters, identified by the CCN Task Force members collaborating to complete this template. The five 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;
- Communications with Multiple Stakeholders; and
- Intersegmental Articulation and Coordination.

Work stream: Aligning Elements of a Course to the CCN Definition and Schema

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.

Note: Sova has prep-populated the “Activities, Milestones and Estimated Resources: After December 31, 2023” section (see page 3) with the draft already produced by the CCN Task Force, as a starting point, and added a few items below from that list. That might serve as a useful reference.

- Define comparable / agree on what is common (e.g., course number, title, units, Course Outline of Record, etc.)
- Evaluate current common alignments based on C-ID & Assist.org (modeled by Tiffany Tran and Rachel Stamm)
- Identify courses to start with (e.g., experiment with a discipline)

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.

Note: Sova has prep-populated this section with the draft already produced by the CCN Task Force, as a starting point.

Phase I, now through July 2024

- Define comparable / agree on what is common (e.g., course number, title, units, Course Outline of Record, etc.)
- Identify minimum elements beyond C-ID descriptors for CORs to be accepted by CSU, UCs
- Evaluate current common alignments based on C-ID & Assist.org (modeled by Tiffany Tran)
- Identify courses to start with (e.g., experiment with a discipline)

- Inventory C-ID general education requirement courses (CalGETC) and transfer pathway courses and identify items that need to be added to C-ID to accomplish total transferability to CSU and UC for both Gen Ed and Major Prep if they are major prep course
- Using the existing C-ID process, bring together faculty discipline convenings (via ZOOM as attendance will be better) to add the additional requirements necessary for the CI-D outlines to make the courses fully transferrable
- Develop structure for approval of courses (course writing)
- Address colleges on semester or quarter system
- Work with CSU and UC systems to accept and approve new courses for Gen Ed and Transfer Pathway approvals.
- Start dialogue / work with CSU and UC re articulation processes (GE, major prep) given CCN intentions
- Identify phases to clearly define movement towards major prep (e.g., start with C-ID, IGETC/ASSIST, etc.)
- Expand on transfer level major prep, non GE courses for alignment that are not C-ID (e.g. CDF / ELE, Fire technology)
- Identify standards and guidelines for course numbering and sequencing
- Evaluate course numbering for each college to determine 1) what is the most common structure? 2) How much impact it will be to change the numbering system

Phase II, Fall 2024 - Summer 2025

- Decide on review processes (including whether to or how to build on C-ID)
- Implement processes for GE approval (CalGETC) to be implemented by Fall 2025
- Continue work with major prep courses not included in Phase 1
- Identify processes for reviewing and revising course descriptors
- Implement process for reviewing and revising descriptors / courses

Phase III, Fall 2025 - Summer 2026

- XXX

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.

Timeline and Next Steps: Complete a Draft by June 22, 2023

The goal is for the CCN Task Force to review a solid draft of the Implementation Plan, informed by these completed templates, at the June 22, 2023 meeting.

Please identify who among you is able to keep the work moving between now and June 22. Please write names and responsibilities here and schedule meetings as needed.

Note: Small working groups are permitted under Bagley-Keene so long as the groups do not represent a quorum of CCN Task Force members.