

**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.

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**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.

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**Work stream:** CCN System Governance and Oversight

**Last updated:**

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

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**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. For example, will there be an advisory board or steering committee that oversees implementation over the coming years? If so, who should sit on it? Will that group evolve/transition at some point, to oversee ongoing maintenance?

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. That might serve as a useful reference.

**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

- Review, consider how to use, and consider whether to revise, C-ID policies and procedures
- Decisions re: oversight/operation of processes
- Identify faculty role in governance, honoring faculty role as curricular experts in their disciplines and faculty academic senates as the bodies making recommendations re curriculum
- Environmental scan of how curriculum interacts with collective bargaining agreements
- Articulate how this work aligns with AB 928
- Policies and procedures for CCC systemwide course reciprocity
- Survey colleges about local policies, procedures, and standards for establishing CSU transferability for their courses
- Regulation course repeatability and repetition? (repeat after number changes / 3 strikes in state instead of district

- Assist inventory on Assist/C-ID that are CID Approved/IGETC/CSU GE Approved/UCTCA
- Define guiding principles for all CCN-related efforts (beyond TF to all stakeholders during roll-out)
- Evaluate infrastructure needs and expected/necessary costs to implement
- Determine principles - who gets paid for what work?
- Decide on one time vs ongoing compensation for what elements/efforts
- Determine who will be reviewing/evaluating CCN
- Determine who will be making determinations re improvements
- What's working and where are improvements needed

### **Phase II, Fall 2024 - Summer 2025**

- Review local board policies to accommodate CCN implementation
- Develop a group of all 3 systems to define 1) the minimum threshold to facilitate potential articulation in future 2) include transfer director, AO, others
- Working on courses that are not C-ID approved or that don't have IGETC/CSUGE/UCTCA approvals - What do we do with these?
- Look into how to expand Assist.org to include common course numbering
- Development of a centralized governing body at the state level to coordinate curriculum alignment, monitor changes, and update courses etc.
- Policies / title 5 reqs to consider - repeatability restrictions/limitations, residency requirements
- Identify funding support of infrastructure to ensure that all colleges/districts have minimum structure for approval (rubric of min needs/roles) - i.e., should all districts have a district curriculum comm? Personnel needed?
- What's working and where are improvements needed

### **Phase III, Fall 2025 - Summer 2026**

- Consider how course/curricular changes may impact student financial aid availability and eligibility? →New federal guidelines for courses and if pay for them
- What's working and where are improvements needed

### **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.*