

**CCS 101 Advisory Council**  
**Wednesday, 1/26/2022, 2:30 – 4:30p.m. on Webex**  
**Meeting Agenda**

1. Welcome & Approve Minutes from 12/8/2021 (5 min)
2. Welcome Rose-Mary Rodrigues from GCC
3. Any campus updates related to first year/college success and transitioning to CCS 101? (10 min)
  - ACC, Michaela Mullarkey
  - CCC, Lisa Braverman
  - GCC, Bridget Mullally, Rose-Mary Rodrigues
  - HCC, Becky Samberg
  - MCC, Samantha Gonzalez
  - MxCC, Emily Canto
  - NVCC, Jaime Hammond, Lou Lombard
  - NCCC, Laura McCarthy
  - NCC, Maria Buchta
  - QVCC, Brian Clinton, Kevin Davis
  - TRCC, Rhonda Spaziani
  - TxCC, Marguerite Yawin, Alva Hanson
4. Any Ex officio items? (10 min)
  - a. Forrest Helvie (PD) – OER grant application due 2/18
  - b. Kerry Beckford (DEI)
  - c. Caitlin Boger Hawkins (IR)
5. Update on presenting to APRC – 2/4/22, 12-2pm
6. NEW CCS 101 webpage is live! [www.ct.edu/ccs101](http://www.ct.edu/ccs101)
7. Update on meetings with Academic Deans
  - a. Discipline Coordinator role
  - b. Staffing sections
  - c. Piloting CCS 101 prior to Fall 2023
8. PD events for Council members Spring 2022 – Operationalizing CCS 101 for instructors

Christine Harrington and Joe Cullen

- **2 hr session in February – Friday, 2/25 from 2-4pm**
  - 1st session: Develop Rubric for Vetting Exemplars and Process for Exemplar Submissions
- **2 hr session in March – Friday, 3/25 from 2-4pm**
  - 2<sup>nd</sup> session: Use Rubrics to Vet Submitted Exemplars
- **2 hr session in April – Friday, 4/22 from 2-4pm**
  - 3<sup>rd</sup> session: Develop Master Course Syllabus for CCS 101

9. Subcommittee Work for Spring 2022
- a. Priorities for Spring 2022 (see below)
  - b. Volunteer point person to organize subcommittee meetings – Beginning in Spring 2022, subcommittees will report monthly on progress of semester priorities at the monthly CCS 101 Advisory Council meetings. Subcommittee will need to schedule meetings in between the Councils monthly meeting dates.
- **Curriculum Development and Assessment** (create process for course review and continual curriculum development including an assessment process, tools, and rubrics) – **Joe Cullen will be point person for assessment**
    - **Jaime Hammond**
    - **Samantha Gonzalez**
    - **Marguerite Yawin**

**Spring 2022 priorities:**

    - Create plan for vetting “exemplar assignments”
    - Create Master Course Syllabus

**Future Goals:**

    - \*In collaboration with Quality of Instruction subcommittee, create Master Course Shell
    - Create ongoing assessment plan
  - **Policy Clarification & Implementation** (clarify student exemption policy, how to ensure students take within 9 credits, course delivery options for degree students to take within first 9 credits) – **Amy Feest will be point person for policy clarification**
    - **Kevin Davis**
    - **Laura McCarthy**
    - **Lou Lombard**
    - **Alva Hanson**

**Spring 2022 priorities:**

    - Clarify student exemption policy (incoming Fall 2023 vs. continuing)
    - Propose process to ensure students take within first 9 credits (sequencing, advising, etc.)

**Future Goals:**

    - Develop plan/menu for course delivery options for degree students to take within first 9 credits (summer bridge, first half course, modalities)

- **Professional Development/Learning** (evaluate PD needs and inform/assist in planning events) –

**Forrest Helvie will point person for PD**

- Maria Buchta
- Bridget Mullally
- Michaela Mullarkey

**Spring 2022 priorities:**

- Develop required training of new instructors and delivery method(s)
- Develop PD plan for Fall 2022 (system wide)

**Future Goals:**

- Develop outcomes based professional development
- Develop “delivery method” professional development and create “course delivery communities” to support faculty teaching CCS 101

- **Quality of Instruction** (research/develop a repository for CCS 101 instructors, review/create CCS 101 instructor job descriptions - both FT and PT, OER review/development, plan for instructor and student evaluation) - **Adrienne Dunham and Katie O’Connell will be point people for repository on BB and Master Course Shell / Christie Higney will be point person for job description/HR**

- Becky Samberg
- Rhonda Spaziani
- Emily Canto

**Spring 2022 priorities:**

- Create job descriptions for CCS 101 Instructor (both FT and PT)
- Start building a repository in Blackboard

**Future Goals:**

- \*In collaboration with Curriculum Development subcommittee, create Master Course Shell
- OER review and development
- Develop plan for evaluation (instructors and students)

- **Data/Student Success Measurement** (use data to help in planning roll-out of CCS 101 including estimated sections and scheduling needs, determine what data sets to review and outline process and timeline to determine course effectiveness) - **Caitlin Boger-Hawkins will be point person for IR**

- Lisa Braverman
- Brian Clinton
- Rose-Mary Rodrigues

**Spring 2022 priorities:**

- Collaborate with IR to revisit estimated sections needed for each campus
- Gather scheduling/enrollment data – what works best (modality, times, etc.)

**Future Goals:**

- Develop plan on measuring effectiveness of and student success in CCS 101