CCS 101 Advisory Council
Wednesday, 12/8/2021, 2:00 – 4:00p.m. on Webex
Meeting Agenda – DRAFT

1. Welcome & Approve Minutes from 11/19/2021 (5 min)

2. 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
   - 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

3. Any Ex officio items? (10 min)
   a. Forrest Helvie (PD)
   b. Kerry Beckford (DEI)
   c. Caitlin Boger Hawkins (IR)

4. Final review of revised course description and outcomes (15 min breakout; 15 min discussion) – each group report out with any feedback/edits

5. Final review of revised Course Topics Outline (20 min breakout; 20 min discussion) – each group report out with any feedback/edits

6. Final review of other course template items (20 min)
   a. Prerequisite: eligibility for intensive-level English class or higher (specific course number TBD)
   b. Terms Offered: Fall, Winter, Spring, Summer (TBD by campus)
   c. Recommended Enrollment: 20-25 (TBD by campus)
   d. Delivery Mode: On ground, hybrid, online (synchronous/LRON recommended as online course modality)
   e. Recommended Texts/Materials: TBD by campus (will develop system-wide repository of texts and materials)
   f. Facilities/Other resources: TBD by campus

7. Next steps:
   a. Send to APRC and get on schedule for early February to present course proposal
   b. Jill meeting with Academic Deans early Spring 2022:
      i. Discipline Coordinator role needs to be determined by May 2022 for AR’s; begin discussion on sections, staffing, and piloting CCS 101 before Fall 2023
8. Spring 2022 meetings – format and schedule (5 min)
   a. Format: monthly meetings as council; subcommittees report out - 1st meeting in late Jan/Feb to discuss subcommittee charges
   b. Focus areas: vetting exemplar assignments, master course syllabus, exemption policy, plan PL events, instructor repository, instructor job descriptions, instructor required training, updated data on projected sections, etc.