

**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 - 1<sup>st</sup> 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.
  - c. Schedule: Will send doodle poll for Spring 2022 meetings – any preference? Wed afternoons? (Last Wed of the month?)