

CCS 101 Advisory Council
Wednesday, 3/30/2022, 2:30 – 4:30p.m. on Webex
Meeting Agenda

1. Welcome & Approve Minutes from 2/23/2022
2. Volunteer for minutes – Rhonda leaving early
3. Campus updates related to first year/college success and transitioning to CCS 101
 - 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. Ex officio items
 - a. Forrest Helvie (PD)
 - b. Kerry Beckford (DEI)
 - c. Caitlin Boger Hawkins (IR)
 - d. Joe Cullen (Assessment)
5. Timeline Talk
 - a. Discipline Coordinators should be confirmed in positions no later than early Fall 2022
 - b. Sections need to be planned/scheduled per campus in Fall 2022 and finalized by early Spring 2023
 - c. Recruiting, hiring, and staffing in Fall 2022 and Spring 2023
 - d. Information session training (for those interested) in Fall 2022 along with other outcome-based training – hopefully with Christine Harrington
 - e. Required training for new (hired) instructors no later than Spring 2023
6. Designated/Contextualized Section of CCS 101 Recommendation
 - a. Review and vote
7. Student Exemption Guidelines for CCS 101 – Time Sensitive
 - a. Review and vote
8. CCS 101 Common Assignments and Exemplar Options– Discussion
 - a. Purpose (see Joe Cullen’s presentation [The Case for Common Assessments 3.10.22.mp4](#)
 - i. Ensure assessing student learning by validly measuring all outcomes, consistently evaluate effectiveness of course, provide credible basis for comparing performance of different subgroups, provide instructors with assessments vetted by experts
 - b. Thoughts on starting with two (Academic & Career Plan and Cumulative Final Assignment)
 - c. Short term vs. long term plan

9. Repository Submissions Idea – call for submissions per outcome; Jill work on over summer and present to council in Fall
- April 1-8 Outcome #1 and relevant topics
 - April 8-15 Outcome #2 and relevant topics
 - April 15-22 Outcome #3 and relevant topics
 - April 22-29 Outcome #4 and relevant topics
 - April 29-May 6 Outcome #5 and relevant topics

10. Subcommittee Work for Spring 2022 – Report out (1 hr with any remaining time for subcommittee breakouts)

• **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 PD plan for Fall 2022 and Spring 2023
- Develop required training of new instructors and delivery method(s)

Future Goals:

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

• **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)

- **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

11. Reminders:

- a. **Friday, 4/22 from 2-4pm**, 3rd session: Develop Master Course Syllabus for CCS 101
- b. Submit potential exemplar assignment meeting outcomes 2 and 3 by April 8th!

12. Future Meetings

- Wednesday, April 27nd – 2:30-4:30pm Webex
- Wednesday, May 25th – 2:30-4:30pm Webex