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
   a. April 1-8  Outcome #1 and relevant topics
   b. April 8-15  Outcome #2 and relevant topics
   c. April 15-22  Outcome #3 and relevant topics
   d. April 22-29  Outcome #4 and relevant topics
   e. 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) - Adrianne 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 27th – 2:30-4:30pm Webex
   - Wednesday, May 25th – 2:30-4:30pm Webex