1. Welcome & Approve Minutes 3/30/22

2. Welcome Julia Rosenblatt from CCC; Jen White from NCCC; Amely Cross from ACC

3. Campus updates related to first year/college success and transitioning to CCS 101
   - ACC, Michaela Mullarkey, Amely Cross
   - CCC, Lisa Braverman, Julia Rosenblatt
   - GCC, Bridget Mullally, Rose-Mary Rodrigues
   - HCC, Becky Samberg
   - MCC, Samantha Gonzalez
   - MxCC, Emily Canto
   - NVCC, Jaime Hammond, Lou Lombard
   - NCCC, Laura McCarthy, Jen White
   - 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. Manuel Gomez and Merilee Roussat co-chairs DOWG – update on Diversity Outcomes

6. Recommendation on Contextualized Sections of CCS 101
   a. Review final edits and vote
   b. Communication plan

7. Use of Common Assignments and Exemplars–
   a. Recommendation on use - Curriculum & Assessment subcommittee
   b. Update from volunteer group reviewing submissions for outcomes 2 and 3 – recommendation to use “final product” or “cumulative end of semester student assignment” to ensure meeting all outcomes; Need volunteers to collect and review exemplars for instructors
   c. Discuss ongoing plan to collect and review resources for repository
      i. Other Career & Academic Plan submissions
      ii. Learning activities and assignments that meet all other outcomes – Microsoft Forms

8. Course Syllabus Template for CCS 101 –
   a. Review edits
   b. Plan to collect additional examples
9. Subcommittee Work for Spring 2022 – Report out (1 hr with any remaining time for subcommittee breakouts)
   a. **Curriculum Development and Assessment** – present plan on use of assignments/exemplars
   b. **Professional Development/Learning** – present PD plan for Fall 2022 and Spring 2023
   c. **Quality of Instruction** – present drafts of job descriptions for CCS 101 instructor (FT and PT)
   d. **Data/Student Success Measurement** – present any updated data on estimates of sections per campus and survey findings
   e. **Policy Clarification & Implementation** – present any feedback on student exemption and guidance on how students can take within first nine credits

10. Future Meeting
    • Wednesday, May 25th – 2:30-4:30pm Webex