1. Welcome
   a. Volunteer for minutes?
   b. Mike Stefanowicz, Miah La Pierre-Dreger
   c. Congratulations and Happy Retirements to Emily Canto (MxCC) and Marguerite Yawin (TxCC)!
   d. Welcome, Eva Jones from MxCC!

2. Approve Minutes from 4-27-22

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, Eva Jones
   - 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. Jennifer Nally – Blackboard course shell and repository development

6. Student Lingo – overview and feedback; Maria share experience

7. Academic and Career Plan Exemplars
   a. Any feedback on edited Exemplars for Academic & Career Plan assignment?
   b. Any feedback on draft of Rubric for Academic & Career Plan?

8. Repository
   a. Discuss plan to collect and review resources for repository and exemplars - Ongoing review by “Outcome Interest/Expertise” groups starting in Fall 2022

9. Guidance on CCS 101 Assignments document
   a. Review and feedback

10. CCS 101 Syllabus Template draft
    a. Review and feedback on syllabus template developed with Christine H. – ok to share?
b. **Curriculum & Assessment subcommittee** present other sample course outlines?

c. Call for additional course outline samples

**11. CCS 101 Instructor Job Description - Quality of Instruction subcommittee**

a. Review and feedback – approve for use

b. Hiring process for current full-time faculty and staff?

**12. Additional Subcommittees report out any updates**

a. PD

b. Policy Implementation

c. Data

**13. Accomplishments of AY 2021-2022**

- Established CCS 101 Advisory Council, which was formed in Fall 2021 and regularly meeting throughout the AY 2021-2022 with voting members who are either current faculty coordinators or instructors of existing First Year/College Success representing all 12 campuses (meeting agendas and minutes on www.ct.edu/ccs101)

- Embedded Diversity outcome to meet diversity requirement (required by policy)

- Embedded General Education requirement/Continued Learning/Information Literacy outcome (required by policy)

- Course Proposal approved by APRC on 2/4/22 (approved course proposal on www.ct.edu/ccs101)

- Developed Rubric for reviewing and developing potential exemplars

- PD events with Christine Harrington for Spring 2022:
  - 2/25 – Developing Rubric for Exemplars
  - 3/25 – Using Rubric for Exemplars
  - 4/22 – Developing Master Course Syllabus

- Created Student Exemption Guidance

- Created Guidance for Contextualized Sections of CCS 101

- Created CCS 101 Course Syllabus Template

- Reviewed and approved preliminary exemplar options for Career & Academic Plan assignment

- Developed CCS 101 Instructor job descriptions (full and part-time)

- Created professional development plan for Fall 2022-Spring 2023 for instructors of CCS 101

- Compiled updated data on projected estimated sections of CCS 101 needed for each campus for fall and spring semester (beginning in Fall 2023)

**14. Thank you to all members of council for AY 2021-2022 – it’s been a ride!**

**15. Potential Fall meeting dates:**

a. Tuesdays 2:30-4:30 best time according to teaching schedules

b. Potential biweekly dates:

- 9/6
- 9/20
- 10/4
- 10/18
- 11/1
- 11/15
- 11/29
- 12/13