

## CCS 101 Advisory Council

Wednesday, 1/26/2022, 2:30 – 4:30p.m. on Webex

### Meeting Minutes

**Voting Members Present:** Michaela Mullarkey (ACC), Bridget Mullally (GCC), Samantha Gonzalez (MCC), Emily Canto (MxCC), Jaime Hammond (NVCC), Maria Buchta (NCC), Brian Clinton/Kevin Davis (QVCC), Rhonda Spaziani (TRCC), Marguerite Yawin (TxCC), Lisa Braverman (CCC), Rebecca Samberg (HCC), Laura McCarthy (NCCC), Lou Lombard (NVCC) Rose-Mary Rodrigues, GCC, Jill Rushbrook (CSCC)

**Ex Officio Members Present:** Forrest Helvie (CSCC), Caitlin Boger-Hawkins (NCCC)

1. A motion to approve the minutes from 12/8/2021 was made by Marguerite Yawin and seconded by Rebecca Samberg. Unanimously approved.
2. A welcome was extended to new Council member, Rose-Mary Rodrigues from GCC
3. There were no 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 updates:
  - a. Forrest Helvie (PD)-there's an opportunity for OER grant monies that would go towards development of course materials, but it would need to be implemented in Fall 2022 courses. The development must be faculty driven. The intent is for us to bring together our best resources to share. We could pilot created resources and share with the larger group.
  - b. This grant may provide a stipend for faculty development or pay a production company to create videos to be put in a common repository. Please note that it has a short turn around date. Grant requests need to be in by February 18<sup>th</sup>. Forrest will forward the OER grant email that was shared. Faculty can work together to streamline the application process across campuses. The expected time frame is to roll out materials prior to Fall 2023. Housatonic has already developed a grant supported OER resource (assessments, assignments, additional readings, etc.). There is also a review grant option to review OER materials too. Even assessment items can be developed. There is the opportunity to be creative and think outside of the box.
  - c. Caitlin Boger Hawkins (IR) shared that there are no IR updates at this point, but Caitlin is always available to support initiatives.
5. Jill is on the schedule to present to APRC on Feb 4<sup>th</sup> from 12-2. If anyone would like to join, Jill will share the Teams invite once she receives it. You must communicate your interest to her. Jill will be presenting as only one presenter is allowed but all are welcome to support and witness the process.

6. NEW CCS 101 webpage is live! [www.ct.edu/ccs\\_101](http://www.ct.edu/ccs_101) Please take your time to go through it and review it.
7. Update on meetings with Academic Deans
  - a. Discipline Coordinator role--Jill met with all the Academic Deans over break at the 12 campuses and they talked about the discipline coordinator role. The BOR is still finalizing the job description. There will be a discipline coordinator at each campus. It may be a searched position. If there's a current coordinator it could be an internal process only.
  - b. Staffing sections—Jill and the Academic Deans discussed potential staffing needs and next steps.
  - c. Piloting CCS 101 prior to Fall 2023--will be dependent on each campus. Each campus would bring it to their curriculum committees this semester to pilot it in Fall 2022 or next semester to pilot it in Spring 2023.
8. PD events for Council members Spring 2022 – Operationalizing CCS 101 for instructors

Christine Harrington and Joe Cullen- 3 pd events. This is just for council members.

- **2 hr session in February – Friday, 2/25 from 2-4pm**
    - 1st session: Develop Rubric for Vetting Exemplars and Process for Exemplar Submissions . We would like to have some exemplars to vet.
  - **2 hr session in March – Friday, 3/25 from 2-4pm**
    - 2<sup>nd</sup> session: Use Rubrics to Vet Submitted Exemplars-We will also have the rubric and there will be a call out to vet submitted exemplars
  - **2 hr session in April – Friday, 4/22 from 2-4pm**
    - 3<sup>rd</sup> session: Develop Master Course Syllabus for CCS 101-want to have great resources established for this course.
9. Subcommittee Work for Spring 2022-we are now breaking into subcommittee work. Our subcommittees will meet and then report out to the Council. Volunteers to coordinate the subcommittees were identified.
    - a. Priorities for Spring 2022 (see below)
    - b. The volunteer point person will organize subcommittee meetings – beginning in Spring 2022, subcommittees will report monthly on progress of semester priorities at the monthly CCS 101 Advisory Council meetings. Subcommittees will be scheduling meetings in between the Council's monthly meeting dates.

The Subcommittees broke into their respective groups for 25 minutes.

- **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 rubric and 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) - **Diane Clokey will be point person for policy clarification Amy Fest -title?**
    - Kevin Davis
    - Laura McCarthy
    - Lou Lombard

### 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)

### Discussion:

Discourse ensued in reference to if we mandate CCS 101 in the first 9 credits, we won't have enough courses to sustain FT faculty in the spring.

The data group will need to revisit course numbers. JD Matheson looked at the numbers as well. Starting in the Fall 2023, students enrolled in 9 credits or more will need to enroll first semester, but less than 9 credits may take it in the spring. The numbers of sections needed will need to be revisited. We need to research the best course number structure as a council.

There was concern expressed about pushback if we don't hire in other academic areas where there are openings. With diminishing enrollments, more FT faculty may be able to teach sections.

- **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 required training of new instructors and delivery method(s)
- Develop PD plan for Fall 2022 (system wide)

### Future Goals:

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

**Discussion:** This committee will look into developing departmental handbooks. Having codified standard operating procedures for FYE would be beneficial. This work will be happening system wide for Fall 2022.

- **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 persons 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)

**Discussion:** There was a posting for a FYE Instructor but not a CCS 101 instructor at this time. If we want to pilot a job description, it needs to be specific to CCS 101.

- **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

**Discussion:** Late start data and modality success rates were discussed. Success rates comparators would lend direction to modality recommendations.

**Resources Shared in chat:**

Gateways' OER <https://openstax.org/details/books/college-success>

Grant information <https://cscu.libguides.com/findoer/blog/News-Connecticut-OER-Grant-Program-Now-Accepting-Applications>

The formal Council meeting adjourned at 3:50 pm. Some subcommittees resumed their group work for the remainder of the meeting.