

CCS 101 Advisory Council

Friday, 11/19/2021, 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 & Lou Lombard (NVCC), Maria Buchta (NCC), Brian Clinton & Kevin Davis (QVCC), Rhonda Spaziani (TRCC), Lisa Braverman (CCC), Rebecca Samberg (HCC), Jill Rushbrook (CSCC)

Voting Members Absent: Laura McCarthy (NCCC), Marguerite Yawin (TxCC)

Ex Officio Members Present: Forrest Helvie (CSCC), Caitlin Boger-Hawkins (NCCC), Kerry Beckford (TxCC, CSCU)

Guest Attendees: Diane Clokey- Director of the Catalog (CSCU)

1. Minutes from 11/5/2021 were approved with a recommended name amendment. All approved, one abstention. Michaela Mullarkey motioned to approve and Samantha Gonzalez seconded.
2. Campus updates related to first year/college success and transitioning to CCS 101 (10 min)
 - ACC- no updates
 - CCC- no updates
 - GCC- no updates
 - HCC- no updates
 - MCC- FYE was removed from books. CCS 101 now official course name.
 - MxCC- no updates
 - NVCC- no updates
 - NCC- Encountered some challenges by having faculty placed by administration to teach the course. Discipline leads need to have the final decision on who teaches the course—not just a say—but the ultimate decision.
 - NCCC- no updates
 - QVCC- Kevin Davis will be teaching next semester
 - TRCC- no updates
 - TxCC- not in attendance
3. PL event on 11/12/21 recap – Forrest Helvie and Jill shared how successful the event and sessions were. Around 75 plus people attended with outstanding feedback. The spring semester professional development will focus on providing supports for operationalizing the new course on campuses (see attached data).
4. Diane Clokey, Director of Catalog – renumbering CCS 101 discussion is currently underway. The new numbering will be four letters and four numbers. They are in the process of building Banner for the one college. Four digits provides greater numbering capabilities. They are working with each discipline group to come up with a designation that works. It is requested that the CCS 101 Council select a designation by March 2022. CCS 101 is in Board Policy and may need to be amended with the course numbering change. They have contracted with Modern Campus and the products they are using are Acalog and Curriculog. Eight of the twelve colleges use Acalog right now. Will revisit course numbering next semester.
 - a. Previously submitted ideas:
 - i. CSCE 1000 (College Success & Career Exploration)
 - ii. CCSE 1000 (College & Career Success and Exploration)
 - iii. CCSP 1001 (College & Career Success and Planning)
 - iv. CCSS 1001 (College & Career Success Strategies) or (College & Career Success Skills)
5. The Diversity Outcome proposal was sent to the Council for review. Jill received no edits since the last meeting. Jill put the group into 10-minute breakout sessions to brainstorm. Jill will send the revised edition post meeting,

with the recommended edits included, to Fran and Kerry for review in DOWG, and Mike Stefanowicz and Mike Rooke will be copied.

- a. Overall, meeting the first outcome was identified as the most important part of the proposal. It was agreed to table the language regarding meeting outcome 3 in the future.
 - b. Kerry Beckford met with President Cheng. He recommended that the Diversity Outcomes Working Group (DOWG) will work with the CSCU Equity Council as the DOWG and the Equity Council work toward similar goals.
 - i. President Cheng wants to make sure that CCS 101 is not the only class expected to meet diversity requirement. He is in agreement that the number of outcomes for this one course should be reduced and this course can serve as an introduction to the topic of diversity.
 - ii. As the one college is built, CCS 101 Diversity outcomes will be rolled out under Office of Diversity, Equity, and Inclusion for Ct State. It is necessary to Incorporate the diversity outcome into CCS 101 course description and outcomes. The group was put into 15 breakout sessions to brainstorm.
 - c. A student's self-awareness was highlighted as an important part of the course's mission in the course description.
 - d. It was agreed that creating a fifth outcome was necessary to speak to the diversity outcome.
 - e. Further review of the course description and topics will occur before and during next meeting to finalize embedding the diversity outcome into the course.
6. Discussion on course template items – After a brief discussion, the topic was tabled for next meeting.
- a. Prerequisite: Eligibility for intensive-level English class or higher (specific course number TBD). Discussion about if “intensive level” is understood and we need to clarify this language. Students who place into college transition would need to complete course or test into intensive before taking CCS 101.
 - b. Terms offered: Winter added; HCC currently offers this course in a winter session.
 - c. Course modality: asynchronous vs. synchronous was noted
 - d. Textbook: listed that a textbook would be required but that was eliminated
 - e. Class size/cap (not listed – but can include recommendation): Tabled
7. Future Meeting & Wrap Up (5 min)
- Wednesday, December 8th 2:00-4:00pm
 - i. Final review of course proposal/template including course description, outcomes, topics outline
 - ii. Scheduling meetings for Spring 2022

Meeting adjourned at 4:28 pm.

Action Item for next meeting:

1. Review topics outline and make any final revisions.
2. Final review of course template to be submitted to APRC