CCS 101 Advisory Council
Wednesday, 12/8/2021, 2:00 – 4:00p.m. on WebEx
Meeting Minutes – DRAFT

Voting Members Present: Michaela Mullarkey (ACC), Bridget Mullally (GCC), Samantha Gonzalez (MCC), Emily Canto (MxCC), Maria Buchta (NCC), Marguerite Yawin (TxCC), Rhonda Spaziani (TRCC), Lisa Braverman (CCC), Rebecca Samberg (HCC), Laura McCarthy (NCCC), Jill Rushbrook (CSCC)
Ex Officio Members Present: Caitlin Boger-Hawkins (NCCC)

Voting Members Absent: Jaime Hammond & Lou Lombard (NVCC), Brian Clinton & Kevin Davis (QVCC)
Ex Officio Members Absent: Forrest Helvie (CSCC), Kerry Beckford (TxCC, CSCC)

1. The minutes from 11/19/2021 were approved. Emily Canto made the motion to approve and seconded by Samantha Gonzalez.

2. There were no campus updates related to first year/college success and transitioning to CCS 101 noted.
   - ACC, Michaela Mullarkey
   - CCC, Lisa Braverman
   - GCC, Bridget Mullally
   - 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

3. Final review of revised course description and outcomes—Jill shared updated edits from last meeting. Jill changed the financial component wording as well (see attached). The Council members were put into 15-minute breakout sessions. Each group reported out with any feedback/edits (see updated attachment).

4. Final review of revised Course Topics Outline—Prior to the meeting, Jill reorganized topics to reflect the order of the outcomes and course description. They were narrowed and expanded as needed to echo changes in the outcomes and description. Council members were put back into working group sessions for 24 minutes. Each group reported out with feedback/edits. Jill incorporated the recommended changes into the course description (see attached).

5. Final review of other course template items
   a. Prerequisite: eligibility for intensive-level English class or higher (specific course number TBD) was determined to be okay for now.
   b. Terms Offered: Fall, Winter, Spring, Summer (TBD by campus) Offering the course during all sessions was supported at this time. Intensifying summer options were discussed to increase students’ ability to be successful in the fall.
   c. Recommended Enrollment: 20-22 was the recommended cap (TBD by campus).
   d. Delivery Mode: On ground, hybrid, online. Synchronous/LRON was suggested as a primary online course modality. The importance of providing asynchronous as an option was also reviewed, but not as the only online option. Student’s ability to navigate a fully online course was appraised. Each campus will determine how they deliver this course. It was suggested that the Council hold off making a
recommendation in this area and focus on training and professional development overall. Currently, the Council does not have the data to support any specific recommendation.

e. **Recommended Texts/Materials**: TBD by campus The Council will develop system-wide repository of texts and materials.

f. **Facilities/Other resources**: TBD by campus

Jill will present to APRC in February. We now have a course description, outcomes, and topics outline!

6. **Jill will be meeting with Academic Deans early Spring 2022**:

   a. The Discipline Coordinator role will need to be determined by May 2022 for AR purposes. That role will be very much involved in discussions on sections, staffing, and piloting CCS 101 before Fall 2023. This course could be piloted in Fall 2022 if it is brought in front of campus curriculum committees in Spring 2022. Mike Rooke is working on the job description of the Discipline Coordinator. The BOR needs to create a job description with course release guidelines identified.

   b. Jill has preliminary numbers for projected sections needed and will be meeting with the Academic Deans Council and individually with campus Academic Deans to review estimated sections per campus, discuss Discipline Coordinator role, plan for staffing sections, and talk about piloting CCS 101 in Fall 2022.

7. **Spring 2022 meetings** –the Council will be moving forward in addressing additional issues related to implementing CCS 101 by Fall 2023.

   a. Format: monthly meetings as Council; subcommittees will be working on each focus area and report out to the Council.

   b. 1st meeting in late Jan/early Feb to discuss subcommittee charges and then subcommittees will report out to Council on respective areas.

   c. The subcommittees are as follows: Curriculum Development and Assessment, Policy Clarification & Implementation, Professional Development/Learning, Quality of Instruction, Data/Student Success Measurement and will primarily be focusing on creating a process for vetting exemplar assignments, recommending an exemption policy, developing professional development opportunities, creating a job description for instructors, building an instructor resource repository, and obtaining updated data for planning of sections. Jill will also be working developing a CCS 101 web page and overall promotion of the course.

   d. Jill will send a Doodle Poll for Spring 2022 meetings. The last Wednesday of the month may work best for all.

8. **Adjournment** - the meeting was adjourned at 4:06 pm.

Submitted by Rhonda Spaziani and Jill Rushbrook.