

CCS 101 Advisory Council

Wednesday, 2/23/2022, 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 (QVCC), Rhonda Spaziani (TRCC), Marguerite Yawin (TxCC), Lisa Braverman (CCC), Rebecca Samberg (HCC), Alva Hanson (TxCC), Rose-Mary Rodrigues, GCC, Jill Rushbrook (CSCC)

Voting Members Absent: Kevin Davis (QVCC), Laura McCarthy (NCCC), Lou Lombard (NVCC)

Ex Officio Members Present: Forrest Helvie (CSCC), Kerry Beckford (TxCC, CSCC)

Ex Officio Members Absent: Caitlin Boger-Hawkins (NCCC)

1. Minutes from 1/26/2022 were unanimously approved. Motion to approve was made by Jaime Hammond and seconded by Brian Clinton.
2. Jill encouraged members to share updates on CCS 101 Council's work on campuses when possible, to educate campus colleagues.

Campus Updates:

- ACC, Michaela Mullarkey-no updates
- CCC, Lisa Braverman-no updates
- GCC, Bridget Mullally, Rose-Mary Rodrigues-no updates
- HCC, Becky Samberg- they will be piloting a business specific section. Course materials and career focus will be on business, but course objectives and outcomes remain the same. They are putting it through a soft pilot. They will focus on a financial aspect and complete a common read.
- MCC, Samantha Gonzalez-no updates
- MxCC, Emily Canto- they are fast tracking the new course through their curriculum committee. They want the course on the books for Fall 2022.
- NVCC, Jaime Hammond-looking into running CCS 101 as a pilot for Spring 2023. It needs to be carefully introduced.
- NCCC, Laura McCarthy-no updates
- NCC, Maria Buchta-no updates
- QVCC, Brian Clinton– QVCC has approved a CCS 101 through curriculum. They will offer several sections in Fall 2022. Questions are being asked regarding discipline specific sections.
- TRCC, Rhonda Spaziani-no updates
- TxCC, Marguerite Yawin, Alva Hanson-they have had a business specific course for awhile and a health career one too.

It was noted that every campus should run predominantly general CCS 101 sections to meet the needs of all students.

Jill talked to all academic deans; when piloting, it would be best if students take the course and it fits into their degree program. CCS 101 will apply to the future aligned programs but be considerate of current degree requirements. Must substitute it for current FYE if piloting prior to Fall 2023.

3. Ex officio items
 - a. A vote to add Joe Cullen (Assessment) as ex officio member was held- Motion made by Brian Clinton, Lisa Braverman seconded. All approved.
 - b. Forrest Helvie (PD) -a shorter survey will be going out regarding course modality preferences of students. Scheduled so we can receive timely information to help inform future scheduling of CCS 101/FYE. This survey data can help with the refinement of Fall 2022 classes.
 - c. Kerry Beckford (DEI)-shared the upcoming event-Global Majority, Keynote Dr. Michael Eric Dyson, Friday, April 29 @the Hartford Marriot "Creating and Building Equity Minded Campuses." This is a wonderful event to attend if someone is currently teaching the course.

- d. Caitlin Boger Hawkins (IR)-Jill shared, on Caitlin's behalf, that the survey Forrest discussed will be distributed to students assessing when and how students would like their courses offered and in which modalities. It will be going out next month. It will not have a big impact on scheduling for Fall 2022 but will for future semesters.
4. APRC –On 2/4/22 APRC approved the course with minor edits. The Council reviewed updated proposal with changes recommended by APRC. The proposal is currently In Teams with minor edits (mostly verb tense and grammar changes). Main change was in prerequisite language “eligible to take intensive/developmental English courses”. It may need to be revisited once the English courses are aligned throughout the system. ESL was not yet addressed and that group is aligning ESL courses. The Council will need to keep revisiting the prerequisite for this course since ACME will be implemented by 2025 as well.
5. CCS 101 webpage: www.ct.edu/ccs101-Please share with your campuses and colleagues. Many questions are answered on the page. Our minutes, agenda, policy, and resources from first professional development day are available on the webpage.
6. CCS 101 course renumbering--CCS 1001 was voted on unanimously.
7. Cohort/Designated Section discussion –breakout groups went into discussion for 30 minutes.

Discussion: Some faculty are under belief that you can't cohort the class and it can't be discipline specific courses. A concern is that it is tricky to do it well so that it doesn't become a discipline intro course. It can be contextualized, but outcomes and objectives must remain the same. But if offering designated sections, it works best when it is by area of study or meta majors. We have 6 approved areas of study and sections of the course could be designed by those.

Breakout Session Feedback: Logistical challenges were discussed. The Council agreed that the designated section option is worth pursuing. It is important that campuses are aware that they can make the choice to offer discipline specific sections, but that it isn't mandated. It was recommended that the Council provide a concrete example of how specific the designated courses would be. It was cautioned that campuses must be careful of allowing designated programs that can't support enrollment in the course. These decisions will be very campus based. It was concluded that the majority of sections should be general and not designated sections. It was also discussed that the course could be taken in the first or second semester. The curriculum subcommittee will continue to discuss the particulars further.

8. Reminder: PD events for Council members Spring 2022 – Operationalizing CCS 101 for instructors
 - **2 hr session in February – Friday, 2/25 from 2-4pm Reminder. It's virtual.**
 - 1st session: Develop Rubric for Vetting Exemplars and Process for Exemplar Submissions – call out for one exemplar per campus to use. If snow day, still come.
 - **2 hr session in March – Friday, 3/25 from 2-4pm**
 - 2nd session: Use Rubrics to Vet Submitted Exemplars
 - **2 hr session in April – Friday, 4/22 from 2-4pm**
 - 3rd session: Develop Master Course Syllabus for CCS 101
9. Subcommittee Work for Spring 2022 – **Reports:**
 - **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 assessment Take point on cohort designation.**
 - **Jaime Hammond**
 - **Samantha Gonzalez**

- Marguerite Yawin

Update: They haven't met yet. Will be meeting 2/24. Syllabus is emphasized.

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) – **Amy Feest will be point person for policy clarification**
 - Kevin Davis
 - Laura McCarthy
 - Lou Lombard
 - Alva Hanson

Update: They met and discussed that the requirement of 9 credits should be relaxed between the first 2 semesters. They considered that it is recommended that everyone take it in their first semester but believe the enforcement mechanism is advising and not a mandate. There is tremendous value in this course for students and to have them take the class, however, the logistics will be tough to work through. They two semester extension could be recommended to different campuses to maximize seats. This could be revisited after the first year, when there is more data on course taking habits and performance of first year students.

The Council supported extending the 9-credit requirement to the first two semesters and a formal proposal will be presented for a vote at our next meeting.

Exemption:

- 1. For students who have an FYE course that does not meet CCS 101 3 credit course requirements, it is recommended that credit for prior learning be extended. Kevin is drafting a credit for prior learning proposal to include assignment and form.**
- 2. For student who want to waive the FYE requirement, Lou will work on a form and a process for this.**

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)

- **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

Update: The subcommittee recommended tiers to PD. It could begin with intro to learning outcomes and progress from there. There could be 1-2 more trainings for new faculty. The structure could follow an asynchronous or synchronous system level training then break off to campus coordinator trainings. That structure will provide a unifying message at the beginning and then hone trainings for campus-specific course needs. The first trainings could be very general so multiple people could join from several campuses. Keeping number of trainings controlled was recommended.

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

- **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 people for repository on BB and Master Course Shell / Christie Higney will be point person for job description/HR**
 - Becky Samberg
 - Rhonda Spaziani
 - Emily Canto

Update: The subcommittee worked on FT and PT job descriptions. Certain human development disciplines were considered favorable. The FT proposed requirements focused on master’s in human development field and 2 years’ experience teaching a college success course. The PT requirement was master’s and 1 year teaching experience. The committee also was aware of the importance of not excluding current instructors who may not meet new requirements. Current instructors could be grandfathered in. Master’s degree for both PT and FT instructors will be required. Preferred experience in teaching college success was recommended but broadening experience to expand instructor pool was encouraged.

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)
- **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**
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Update: They have all the data under Data subcommittee in Teams. It has to be revisited with Fall 2021 data. They're looking at when courses run well on each campus. Additionally, they will ask council members for feedback and anecdotal data to complement hard data.

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

10. Future Meetings

- Wednesday, March 30th – 2:30-4:30pm Webex
- Wednesday, April 27nd – 2:30-4:30pm Webex
- Wednesday, May 25th – 2:30-4:30pm Webex

Meeting adjourned at 4:23 pm.