CCS 101 Advisory Council  
Wednesday, 5-24-22, 2:30 – 4:30p.m. on Webex  
Meeting Minutes  

In Attendance: Jill Rushbrook (CSCC), Samantha Gonzalez (MCC), Eva Jones & Emily Canto MxCC, Jaime Hammond & Lou Lombard (NVCC), Maria Buchta (NCC), Rebecca Samberg (HCC), Lisa Braverman (CCC), Brian Clinton QVCC, Michaela Mullarkey & Amely Cross (ACC), Marguerite Yawin & Alva Hanson (TxCC), Rhonda Spaziani (TRCC)  
Voting Members Absent: Laura McCarthy & Jennifer White (NCCC), Rose-Mary Rodrigues (GCC), Kevin Davis (QVCC), Bridget Mullally (GCC), Julia Rosenblatt (CCC)  
Ex Officio Members in Attendance: Joe Cullen (Assessment)  
Ex Officio Members Absent: Kerry Beckford (DEI), Forrest Helvie (PD), Caitlin Boger Hawkins (IR)  
Special Guests: Jennifer Nally (TRCC), Michael Stefanowicz (CSCC)  

1. Welcome to all new members and thank you to all retiring and transitioning members.  
   a. Volunteer for minutes-Rhonda in attendance and will take minutes.  
   b. Mike Stefanowicz thanked the Council for the hard work accomplished this year. He shared the extensive history of this working group-- from Guided Pathways to this Advisory Council under Jill’s leadership. This is a solution focused group, which advocates for student success. Mike respects the difficulty of this work as it gets contentious and wrapped into the politics of the merger. The list of Council accomplishments is impressive: outcomes and rubrics developed, diversity and gen ed continued learning/information literacy identified, and exemplar assignments in creation. This is the first course developed system-wide with exemplar assignments and model assessment projects. Mike thanked the groups in advance for the work that’s going to happen in the next year. He works closely with the Provost, Mia LaPierre-Dreger.  
   c. Congratulations and Happy Retirements to Emily Canto (MxCC) and Marguerite Yawin (TxCC)!  
   d. Welcome, Eva Jones from MxCC- she will serve as coordinator as well as continuing as English faculty.  

2. Minutes from 4-27-22 -motion to approve made by Marguerite Yawin, Michaela Mullarkey seconded. Approved unanimously.  

3. Campus updates related to first year/college success and transitioning to CCS 101  
   • ACC, Michaela Mullarkey, Amely Cross-no updates  
   • CCC, Lisa Braverman, Julia Rosenblatt-no updates  
   • GCC, Bridget Mullahly, Rose-Mary Rodrigues-no updates  
   • HCC, Becky Samberg-no updates  
   • MxCC, Samantha Gonzalez-no updates  
   • NCCC, Laura McCarthy, Jen White--no updates  
   • NCC, Maria Buchta-no updates  
   • QVCC, Brian Clinton, Kevin Davis-no updates  
   • TRCC, Rhonda Spaziani-no updates  
   • TxCC, Marguerite Yawin, Alva Hanson-no updates  

4. Ex officio items  
   a. Forrest Helvie (PD) not in attendance  
   b. Kerry Beckford (DEI) not in attendance  
   c. Caitlin Boger Hawkins (IR) not in attendance
d. Joe Cullen (Assessment) - The rubric for the Career & Academic Plan Assignment was sent out with agenda and is in its 5th draft. It is hoped that it is user friendly and intuitive. Discussion is underway if it is voluntary or mandated to use in the course. It will require very little training and will give good data on the 3 learning outcomes its designed to assess. More discussion and review on this in the Fall.

5. Jennifer Nally – Blackboard course shell development for CCS 101. She will be creating the master course shell over the summer. She created the master course shell at TRCC and has a doctorate in online learning. Jennifer shared that conceptualization of the course is very clear, and the Council did a lot of the work already. Please make sure you send in more materials for the repository. Jill will share the link to submit.

6. Student Lingo – overview and feedback; Maria has used it at Norwalk—it can be embedded into course content. Innovative educators Go2Orientation has already been purchased by the system. They have another platform called Student Lingo. The majority of the workshops align with our outcomes so we will purchase 25 workshops. Access will be available for all faculty, staff, and students. They are ADA compliant, and it is regularly updated by national experts. There is a single sign on. You can provide a direct link to a specific workshop, or the workshops can be embedded right into Blackboard. Each workshop includes a myriad of content. A pilot year can be explored starting July 1 and it would be available for the whole next academic year. The Council voted yes to pilot.

7. Academic and Career Plan Exemplars - Jill sent edited exemplars for review. In the Fall there will be a group devoted to this area of interest to review these assignments. We must have an artifact at the end of the semester that can be assessed externally. There are smaller components of the assignment, and it was discussed as to how do we assess the smaller components as well as the capstone project:
   a. Students could copy and paste all of the semester’s materials into a portfolio at the end.
   b. New piece is the reflection they write at the end.
   c. They can submit a rolling document as well. Students have communicated that they liked the consolidation of learning.

Any feedback on edited Exemplars for Academic & Career Plan assignment? - none provided. Revisit in fall.

Any feedback on draft of Rubric for Academic & Career Plan? - none provided. Revisit in fall.

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. It will be developed for next academic year. We need repository submissions and this will be on ongoing project that should be led by the council.

9. Guidance on CCS 101 Assignments document- This is an attempt on articulating how we want to provide guidance to instructors for this course. Jill worked with Joe on this, and it is linked to outcomes and exemplars. Instructors will be able to go to the repository for examples.
   a. Review and feedback—
      i. Outcome no. 2 was lightly represented in the suggested assignments. The assignment(s) will be reviewed collaboratively.
      ii. A common read is often a great way to address diversity and resilience and strategies for success. An assignment could be a paper, discussions, etc. A common documentary also is a great choice. The Council will need to work on this with DEI.

10. CCS 101 Syllabus Template draft
    a. Review and feedback on syllabus template developed with Christine H. Jill incorporated feedback from the April meeting. The template is a guide for instructors Jill added a major piece to the diversity and
inclusion statement based on recommendations. It was suggested that a system accessibility person look at the bullets, pictures, and ADA piece. Voted yes to approve the template. The weekly outline is just a sample.

b. **Curriculum & Assessment subcommittee** Asked to present other sample course outlines - nothing to provide. Meeting this week.

c. Call for additional course outline samples - We need more than 1 sample outline. Asked council members to provide different sample outlines.

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

a. Review and feedback – approved for use. The unions must review it for 90 days. The timeline is tight as campuses are looking to start hiring. -The group stated that the minimum qualifications should be the same for both full time and part time instructors. We can make exceptions for pertinent applicants. The exact same language should be used for both PT and FT. Specific disciplines were not a required qualification since instructors from different disciplines may be very good candidates for teaching this course. The applicants must demonstrate how they qualify if they don’t have minimum qualifications. HR will review language as well. The council voted yes to advance the job descriptions to the next level.

b. Hiring process for current full and part-time faculty and staff was reviewed and it was voted yes to move it forward.

12. Additional Subcommittees report out any updates

a. PD-Jill is working on instructor training system wide.

b. Policy Implementation - no updates

c. Data - recent estimates were shared with academic deans. It has been expressed clearly that students having to take it in first 9 credits means far less sections in the spring. This will create staffing challenges with full-time instructors. The possibility of full-time instructors teaching more in the fall than spring to make load was discussed as a potential solution.

13. Accomplishments of AY 2021-2022

- Established CCS 101 Advisory Council, which was formed in Fall 2021 and regularly met throughout the AY 2021-2022. Voting members 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! It has been a very much working Council. We are the model on how this should be done. Jill thanked everyone again! We have a course we all
should be proud of. Jill and others will be working this summer to put instructor resources together. Please submit repository items and sample outlines—these are priority right now.

15. Potential Fall meeting dates:
   a. Tuesdays 2:30-4:30 best time according to teaching schedules
   b. Potential biweekly dates. They will be an hour and a half.
      • 9/6
      • 9/20
      • 10/4
      • 10/18
      • 11/1
      • 11/15
      • 11/29
      • 12/13

Here being no further business, the meeting adjourned at 4:10 pm.

Submitted by Jill Rushbrook and Rhonda Spaziani