

## CCS 101 Advisory Council

Friday, 9/24/2021, 2:30 – 4:00p.m. on Webex

### Meeting Minutes – DRAFT

#### 1. Welcome & Introductions:

- a. Mike Stefanowicz welcomed everyone and thanked all for their involvement and work to bring CCS 101 to fruition
- b. Introductions
  - i. Brian Clinton (QVCC) – Assistant Professor/Coordinator of Medical Assisting; Kevin Davis (QVCC) – Guided Pathways Advisor
  - ii. Bridget Mullally (GCC) – Coordinator of First Year Studies, Instructor
  - iii. Emily Canto (MxCC) – Career Counselor; Instructor of FYE/Honors Program
  - iv. Jaime Hammond (NVCC) – Librarian, Co-chair Library Council, Instructor
  - v. Lisa Braverman (CCC) – Assistant Professor of Mathematics, Course Lead for IDS
  - vi. Marguerite Yawin (TxCC) – Professor of English, FYE Coordinator/Instructor
  - vii. Maria Buchta (NCC) – FYE Coordinator/Instructor
  - viii. Michaela Mullarkey (ACC) – Professor of English, FYE Coordinator/Instructor
  - ix. Becky Samberg (HCC) – FYE Coordinator, Instructor
  - x. Rhonda Spaziani (TRCC) – Instructor of FYE, Coordinator
  - xi. Samantha Gonzalez (MCC) – FYE Coordinator/Instructor, Associate Professor of Communication
  - xii. Laura McCarthy (NCCC) – Director of Tutoring, Coordinator of FY
  - xiii. Forrest Helvie (CSCC) – Interim Director of Professional Development
- c. Biggest challenge for CCS 101
  - i. Faculty buy-in, some courses shifting to 3 credits, full time staff only allowed to teach one section, lots of professional development needed with different outcomes, help others understand the value of the course, course cannot become dumping ground for everything; common read programs – can they help fulfill diversity outcomes?
- d. Biggest opportunity for CCS 101
  - i. Opportunity to gather and implement best practices, will lead to greater student success and retention, better coordination of professional development, sharing of instructional resources

#### 2. Where we are and what we know:

- Policy approved June 2020 (**see 1.18 CSCC College and Career Success 101**)
- Course Proposal – Currently in draft form and needs to be finalized by Dec 2021 (**see CCS 101 Course Info**)
- Need to choose which Gen Ed Core Competency CCS 101 will fulfill based on current draft outcomes (Continued Learning/Information Literacy?)
  - Gen Ed Core/Framework 30 SLO's to be finalized by Spring 2022 (**see Feedback on Spring 2021 Draft of Framework 30 SLO's**)
- Need to choose which two Diversity Outcomes CCS 101 can fulfill based on current draft
  - Diversity Outcomes to be finalized by mid-late Fall 2021 (**see DOWG Recommendations August 2021 with Appendix - page 4**)
  - Choose two with score of at least 2

- Some conversation began regarding difficulty and much PD needed to teach outcomes for Diversity requirement
- Other:
  - CCS 101 will fall under Social and Behavioral sciences areas – reporting to Associate Dean
  - There will be 12 Discipline Coordinators of CCS 101
    - Question was raised regarding discipline coordinators who may fall under different areas of study (ex: Humanities (English) and Social & Behavioral Sciences (CCS 101))
  - Catalog for CSCC due Oct 2022; build sections by Oct/Nov 2022 with schedule available by Feb 2023.

### 3. Where we are headed:

- Council Overview (**see *CCS 101 Advisory Council Draft***)
- Reviewed Membership – will request feedback on any other ideas about membership on council
- Reviewed Council Subcommittees
- Reviewed Fall 2021 goals
- Co-Chairs – looking for a co-chair to serve along with Jill

### 4. In the works:

- Gathering PD needs – working with Forrest Helvie; feedback so far is that a PD event in November or early December might work; Forrest will be compiling results and information.
- Every Learner Everywhere (ELE) – working with Success Center to get contract; if choose #1 or #2, will get access to all 4 through ATD:
  - Need 1 | Evidence-based Teaching & Student-centered Instruction (*TA Partner: AchievingTheDream*)
  - Need 2 | Equitable and Inclusive Learning at Scale (*TA Partner - AchievingTheDream*)
  - Need 3 | Courseware and Tools for Digital Learning (*TA Partner - Titan Partners & APLU*)
  - Need 4 | Course-level Data for Improvement of Instruction and Student Success (*TA Partner - Digital Promise*)
- Christine Harrington – Success Center partnership; thought partner and provide PL for AY 2021-2022 for CCS 101
- Getting a report with estimates on sections for Fall 2023 – working with JD Mathewson
- Creating webpage for instructor resources and general information about CCS 101 – working with Andrew Morris
- Met with Academic Deans on 9/14 - discussed council and work involved for members, the need to establish Discipline Coordinators, and request for Academic Deans to be involved with future planning and support for recruitment, hiring, and scheduling of CCS 101 at each campus; Will be scheduling meetings with Academic Deans and council members at each campus to review estimates, discuss plans for CCS 101 roll-out
- Course renumbering: CCS 101 = CCSS 1001?

5. Review CCS 101 Q&A (**see CCS 101 Q&A Draft**) – to be reviewed before next meeting
  - a. Background
  - b. Would this be helpful? If yes, how deliver?
  - c. Anything missing or need to be clarified?
6. Samantha Gonzalez – piloting CCS 101 at MCC
  - a. Samantha shared update during introductions
7. Next meeting and future meetings:
  - a. Wed afternoons or Friday afternoons? Jill will send Doodle poll
  - b. October meeting will begin work to gather feedback and make edits to the course proposal including any revision of course outcomes, finalize Gen Ed core competency (CL/IL?) and integrate outcomes, finalize Diversity outcomes (two with score of 2), and how to incorporate both in course description and outcome language.

### **Action Items**

- Co-chairs – who may be interested in serving as a co-chair
- Feedback on any additional membership on council
- One subcommittee you may be interested in
- Review course outcomes for any revisions – bring feedback to next meeting (*can reference edited version*)
- Review draft Gen Ed outcomes – formal vote on which core competency at next meeting
- Review draft outcomes for Diversity
  - Choose which two outcomes can fulfill with at least score of 2 – formal vote at next meeting
  - How to incorporate into course description and outcomes; bring feedback and any drafts to next meeting (*can reference edited version*)
- NOTE: Do not have to add word-for-word outcomes to the course, but course description should include language that addresses both Gen Ed and Diversity Outcomes - will be addressed in content and assessment of course.
- Feedback re: CCS 101 Q&A – bring any revisions/additions

### Materials shared:

- CCS 101 Policy
- CCS 101 Course Proposal Draft
- Gen Ed SLO's Draft: CL/IL
- Diversity Outcomes Draft
- CCS 101 Advisory Council Draft
- CCS 101 Q&A Draft
- CCS 101 Course Info with Jill's edits