# M E M O R A N D U M

**TO:**       Transfer Council

**FROM:**   Chris Sweet and Julia Pomerenk, Co-Chairs
Systems & Operations Subcommittee

**DATE:**    December 9, 2022

**SUBJECT:**  Your Support for Implementation for Common Course Number Numbering (CCN)


Thank you, on behalf of the Systems and Operations Subcommittee!  As this calendar year and fall term ends, we appreciate the guidance that the Transfer Council has provided, thus far, to support the initial, successful implementation of the first set of Common Course Number (CCN) courses.  The work accomplished under the guidance of the Transfer Council these past several months has been remarkable.

We need your help moving forward to guide a gracious and generous implementation, as well. Our requests come from anticipating next steps for the implementation at our institutions and applying our Guiding Principles (formulated by the subcommittee during our earliest meetings and included at the end of this memo).

Establish a Simplified Administrative Process for HECC Review of New CCN Courses
Recognizing that the ten new CCN courses have been reviewed and endorsed by faculty subcommittees and that the courses comply with the CCN criteria, please put in place a simplified, streamlined review and approval of these new CCN courses by the HECC.  Without a simplified administrative process, each of the ten new CCN courses from each of the 17 community colleges would be treated as 170 individual, unrelated changes to be reviewed and approved.  Many of our institutions (four-year and two-year) are considering and establishing simplified institutional curricular change processes for the changes that flow from the new CCN courses. We urge that the state process be simplified, also.

Establish the Expectation that New CCN Courses Equate to Existing Courses
Please set the expectation among all our institutions that the new CCN course (for example, WR 121Z) will equate to the existing course (for example, WR 121).  A graceful and generous implementation requires a central authority to establish that uniform expectation for institutions and for the students we serve.

Establish a System to Document, Communicate, and Monitor CCN Course Information
With the implementation of the first CCN courses, please confirm that a system will be established to manage CCN course information, to include documenting, communicating, and monitoring CCN courses across all our higher education institutions.

<u>Establish an Early Consulting Role for the Systems and Operations Subcommittee</u>
Please utilize the Systems and Operations Subcommittee as an early consultant as CCN work continues.  Making use of the assembled experience and perspectives of the subcommittee can help provide useful information for all collaborating colleagues across this shared work.  The subcommittee understands that they have been helpful as the CCN process has developed over the past several months, and subcommittee members want to continue to contribute their expertise to improve the process moving forward.

For example, the members of the Systems and Operations Subcommittee request to be included in the review process, prior to next list of Common Course Number courses being approved by the Transfer Council.  In addition, the subcommittee would like the opportunity to connect with each faculty subcommittee, as needed, to provide input, particularly regarding implementation.


<u>Guiding Principles of the Systems and Operations Subcommittee (for reference)</u>
1. Do the most good for the most students.
2. Make the most meaningful changes, and create the fewest negative impacts.
3. Courses in the CCN (Common Course Numbering) framework are clearly identifiable.
4. Meet minimum requirements of the legislation.
5. The framework should be sustainable.