

## Common Course Numbering (CCN) Maintenance Process and Timeline Summer 2008 and Beyond

**Background:** Subsequent to the summer 2008 implementation of the current list of commonly designated courses – see <http://apps.sbctc.ctc.edu/ccn/> - individuals in the CTC community may wish to have courses not yet commonly designated added to the CCN listing, delete items from the listing or modify the listing. Additions or changes may include:

- Revisiting the current CCN designation if problems are identified in the current approach
- Designating as common courses initially considered but, due to lack of time, issues about the courses a yet to be resolved
- Courses that meet one or more of the following criteria but have not yet been considered for CCN
  - Commonly structured in the discipline
  - Taken by many students each year across the state
  - Part of a statewide articulated Major Related Program (MRP) agreement
- Courses recently added to the curriculum that meet one or more of the above criteria

As of June 2008 the CCN Steering Committee has finished its work and future work will be addressed via the process and timeline described here.

**Annual CCN Course Consideration Cycle:** An annual review cycle similar to the ATC Academic Electives process is proposed for the ATC CCN course consideration:

- **Winter ATC meeting:** Proposed additions/changes to CCN list shared at ATC membership. Any member of the CTC community may request such changes/additions, asking their ATC member to make the submission to the Standing Committee (see below) by January 15 each year. The Standing Committee would make a recommendation to ATC regarding the scope of review (faculty teams, ATC discussion, etc). If faculty teams are needed, the Standing Committee will recommend ATC members or other campus leadership to facilitate the faculty discussion. That proposal would be refined as needed at the winter ATC meeting. Vice Presidents of Instruction have agreed to fund travel costs for faculty workgroup members similar to the support provided for the initial 2007 work. SBCTC will provide support for the meetings similar to the 2007 work.
- **Winter/Spring:** Review of the change/addition to the CCN course listing.
- **Fall ATC meeting:** Results of the review process presented to ATC. ATC takes action to recommend to IC the change/addition to the CCN list.
- **Fall Instruction Commission (IC) meeting:** Final approval of the change/addition to the CCN list effective the coming summer quarter.

The first cycle would begin Winter 2009 for use in schedules and catalogs Summer 2010.

**Standing Committee:** ATC will create a standing committee to manage this process. They will receive proposals, recommend the scope of review, and recommend leadership for the review groups

**Proposal Form:** Any CTC faculty or staff may ask their ATC representative to submit a proposal to the Standing Committee by January 15 of each year. SBCTC staff may also submit a proposal to the same Standing Committee.

Approved by CTC Instruction Commission May 15, 2008

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**Proposed Change/Addition to the CCN Course List**  
Submit this form to the ATC CCN Standing Committee by January 15<sup>th</sup>

Proposed by: \_\_\_\_\_

College: \_\_\_\_\_

Current course designation and catalog description at your college:

<u>College Name</u>	<u>College Course ID</u>	<u>College Course Title</u>	<u>Catalog Description</u>

Proposed CCN designation (list multiple courses if the lab and lecture can be combined or separated or if the course is commonly offered for 3/4 credits or 5/6 credits at colleges)

<u>Proposed Common Course ID</u>	<u>Proposed Common Course Title</u>

Which of the following CCN consideration criteria does this course meet (check all that apply):

- Commonly structured in the discipline
- Taken by many students each year across the state
- Part of a statewide articulated Major Related Program (MRP) agreement

Listing of potentially similar courses at other colleges (review on line catalogs and request assistance from SBCTC in identifying other courses):

<u>College Name</u>	<u>College Course ID</u>	<u>College Course Title</u>