



Q: What is the purpose of the Common Course Numbering (CCN) Project?

A: CCN is an effort to identify equivalent community and technical college courses and label them with the same Department/Division Abbreviation, Course Number, and Course Title. Common course numbering will NOT require faculty to change or standardize their course content to be equivalent with another colleges' or impact course delivery methods.

CCN is good for students.

Approximately 25 percent of all community and technical college students graduate from a two-year college with credits transferred in from another college. CCN will ease transfer between and among the two-year colleges because course equivalencies will be transparent through the common course labels.

Q: Who directed the community and technical colleges to implement common course numbering?

A: The Washington Community and Technical Colleges Presidents (WACTC) directed the Instruction and Student Services Commissions to conduct a feasibility study on how best to address concerns about course transfer among two-year colleges. A Feasibility Study Group was formed to recommend a solution. The year-long study included the research of course transfer solutions in other states.

Q: How was Common Course Numbering selected?

A: The Feasibility Study Group presented three options for common course numbering to the commissions and councils:

- A virtual course numbering crosswalk system
- Common course numbering
- Standardized curriculum

Of the three options, common course numbering received the greatest support, as it is more transparent for students and does not impact course content. Based on findings and recommendations from the Feasibility Study, WACTC voted in Spring 2004 to move forward on developing an implementation plan for common course numbering. With the plan completed, WACTC voted again on May 5, 2006 to implement the project.

Q: Who is implementing the Common Course Numbering Project?

A: The WACTC Education Committee directed the Instruction and Student Services Commissions to implement the project. The CCN Steering Committee was formed with wide representation from faculty, commissions, and councils. Each college also has a common course numbering contact for the project.

Q: Are the four-year institutions included in the Common Course Numbering Project?

A: The CCN project is an effort of the community and technical colleges to get our "own house in order" for students who transfer within the two-year colleges, while continuing to work with baccalaureate institutions on breaking down two- to four-year transfer barriers. A staff member

from the Council of Presidents (COP), which represents all public four-year colleges and universities in the state, serves on the CCN Steering Committee with the role of keeping the four-year institutions informed on the progress of the project.

Q: How are faculty involved?

A: From its inception, faculty members served on the CCN Steering Committee and its sub-committees. Faculty members can initiate a review for a new common course or a review of an existing common course that may not be “common” because of curricular changes at various colleges.

Faculty members with a discipline determine whether a course is common or unique. If common, faculty members work together to determine common course title and number.

Q: What are the criteria for identifying common courses?

A: Questions considered in determining if a course is common include:

- Is the course description in the official college catalog similar enough to be accepted as equivalent at a receiving college for transfer purposes? If yes, it *is common*.
- Would a student be required to take another course with similar content to meet degree requirements? If yes, it is *not common*.

Q: Can a common course title be expanded and customized?

A: Yes. After the common course title, colleges may put a colon (:) then append a customized title, up to 48 characters total.

Q: How will students, advisors and receiving institutions know if a course is from the old or new numbering system?

A: Students, advisors and receiving institutions will need to take note of the quarter in which the course was taken as well as the course title. The CCN Steering Committee is working with the CIS to make an appropriate line with notation on students’ transcripts at the quarter the conversion occurred (either before summer 2007 or before summer 2008).

Q: What is the faculty workload related to CCN?

A: Faculty will need to:

- Change course labels on their syllabi and other class documents if a course has been designated as common.
- Stay current and provide feedback on the CCN project through communications with their vice president of instruction, FACTC representative or college CCN contact.
- Participate, if needed, in course equivalency review workshops.