Assembly Bill 1111/928 Steering Committee Taskforce

Meeting Minutes: Thursday, March 13, 2025

Attendees:

- Presented by: Vickie Mellos
- Ben Mudgett
- Tina Recalde
- Nick Mata
- Lacey Craft
- Mary Ellen Brooks
- Dan Balaszek
- PJ Demaris
- Pollyanna Shafer
- John Escobedo
- Diane Studinka
- Joseph Allen
- Jenny Fererro
- Karl Seiler
- Leanne Maunu
- Cheryl D. Kearse
- Tina Barlolong
- Dr. Gabriel Sanchez
- April Cunningham
- Kim Velazquez
- Mandi Horn
- Julie Lanthier-Bandy
- Mathew Estes

Agenda:

1. **Opening:**

   - **Public Comments and Announcements:**

     - The meeting began with an inquiry about any public comments or announcements. No public comments were made at this point

2. **Information:**

   - **CCN Updates (Curriculum Co-chair):**

     - Colleges can only make course changes that align with existing CCN templates. New course numbers will be possible in the future.

     - There are going to be a significant number of courses in this new prefix. One of the purposes of this Taskforce is to have a conversation about how it impacts the student experience.

- Some Phase II templates are now available; faculty engagement is encouraged through pre-convening surveys and nominations for workgroups.

  1. Phase II Group A will be effective Fall 2026. Groups B & C template will come later and be effective Fall of 2027.

     - To find the Templates for Phase I (1) and Phase II (2), please go to 'Course Outline of Records Submission on the CCCCO.edu site: https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/course-outline-of-records-submission

- Faculty to submit Phase III CCN surveys by April 15 and nominate faculty representatives by April 11. A nomination does not necessarily mean you be the faculty representative. These representatives work in Faculty Work Groups and review the surveys submitted in order to create the templates.

- Colleges should only change courses that are the same as the CCN template. If the course is significantly different, the college can keep its local course.

- There are links in the [PowerPoint presentation](#) to the [Chancellor's office Common Course Numbering Project website](#) and the templates so you can access updates. If they have webinars, it will be posted there under resources.

- **Funding Updates (Dean of Instruction & Assistant Superintendent/Vice President of Student Services):**

  - Overview of funding allocated for CCN:

    1. All colleges receive $913,043 each. All funds must be spent within two years (Spring 2027) with a focus on sustainable practices post-funding. We want to consider how we can spend the money in a way that helps us to sustain this work. For example, if Phase 4 has 100 classes in it.

       - Discussions around using funding for AB1111 for various roles including short-term hourly positions to

manage articulation and curriculum tasks efficiently. Faculty proposed having a faculty Common Course Numbering lead on 2-year term to help lead work and develop training for faculty moving forward which will need to be negotiated.

2. AB 928 $565,217 funds were allocated in late 2023 and most of it has been committed. Some of the preliminary budget ideas to implement AB 928 are support to do student educational planning, major change, outreach effective dating for the Student educational plan, short term hourly support and a Business Systems Analyst – in recruitment right now.

   - Using money for marketing to students and employees was discussed.

   - Discussion around Professional Development for teaching the campus and the high school counselors.

   - Approximately $106,000 uncommitted. Discussed tech support required and issues with PeopleSoft. Initial funding report due June 2025, but also received a 1-year carryover on grant, so all must be spent by June 2026.

3. **Discussion:**

   - **GE/District Requirements (GE Subcommittee Co-chairs):**

     - Discussion around moving toward Cal-GETC and the associate degree general education has changed. Asked the Curriculum committee that the departments that have references to I-GETC or CSU GE and our local associates degree, to please update your websites, marketing materials, etc. Everything is going to be outdated very quickly.

     - The GE Subcommittee is a product of the AB 1111/928 Taskforce, and our role is to make recommendations to the Curriculum Committee knowing that general education is the purview of Faculty Senate.

     - We voted to bring to the Curriculum Committee that we recognize the Palomar College Faculty Senate's resolution to support lifelong

learning and the Academic Senate of California Community College resolutions to support lifelong learning.

- Proposal for a new GE area on lifelong learning and self-development, informed by Faculty Senate resolutions and CSU guiding notes.

- The PowerPoint slide deck shows an example of what the Self-Development requirement looks like. For example: three 1-unit courses.

- The proposal suggests removing district requirements and integrating thematic areas such as American History, Lifelong Learning, and Global Awareness.

- There are several proposals pending Cal-GETC review. It's a 2-year process.

- **Communications Plan (Curriculum Co-chair & Assistant Superintendent/Vice President of Student Services):**

  - Detailed strategies for updating the college catalog and including new sections for CCN, Cal-GETC, and GE requirements.

  - ~~Planned outreach~~ through various communication channels including social media, web updates, and direct engagements with college councils.

4. **Suggestions:**

- Enhancements to the class search tool to reflect CCN changes and updates in GE and AS degree requirements.

- Ideas for improving student communication, such as adding links to MyPalomar, "Holds and Notifications" boxes, and using "Message of the Day" notices.

- Consideration of creating a video to explain CCN changes, ensuring accessibility and clarity for all stakeholders.

  - A student video with students in the video discussing the changes.

  - A faculty/employee video rather than doing the 'Roadshow' due to the limited time before changes are here.

- Is it possible to change the wording in High Point where you do the class search to say something similar to "Please be aware that common course numbering has changed – see curriculum website (or link)"
- Add a link to the holds in a notification box in the students 'My Palomar' account.

Additional Notes:

Key Points:

- Emphasis on creating sustainable curriculum management processes and engaging faculty in ongoing training and development.
- Alignment with state initiatives (AB 1111/AB 928) to enhance student pathways and ensure efficient implementation of new educational standards.
- Encouragement for faculty and staff to actively contribute ideas and feedback to refine training materials and curriculum updates.
- Enrollment is live first week of May, but they have access to view the schedule the first week of April.
- Last meeting of Taskforce will be April 29th and Vickie is considering making this more of a webinar to invite everyone to.

Action Items:

- Faculty to submit Phase III CCN surveys by April 15 and nominations by April 11.
  - Share Phase 3 CCN pre-convening surveys with faculty who teach those classes. It is their opportunity to provide input on what those templates look like.
- Disciplines nominate one to two faculty representatives. Send nominations to Vickie Mellos by April 11 and she will forward them to Beth.
- Task force to continue developing sustainable curriculum management practices.
- GE Subcommittee to review and finalize the proposed changes to the GE area.
- Send ideas around how to invest the CCN grant money for sustainable work to Jenny Ferrero.
- Jenny Ferrero is going to look into a 1-year carryover on the AB 1111 money.

- Joseph Allen will work with Richard Loucks on a table with functionality that's searchable in WordPress.

- Joseph will look into adding the hold under notifications and Gabe will help with messaging on that.

- PJ and Vickie reached out to ASG to tell them about the CCN changes.

- Julie Lanthier-Bandy suggested sending an "all employee" email regarding the changes to ensure it reaching everyone's inbox and having a better chance of reading it.

- Julie Lanthier-Bandy can help with scripting for produced videos but requested messaging from Taskforce or GE Committee quickly. Julie will reach out to PCTV to check their availability.