

Common Course Number System Subcommittee Charge

I. Purpose/charge

The Common Course Numbering System (CCNS) Subcommittee is charged with the development and implementation of a CCNS. The framework for the CCNS shall include a course number, title, description and core common outcomes as identified for the course by the Faculty Subcommittee.

The Subcommittee will make recommendations to the Transfer Council to address any identified recommendation or needs. The Subcommittee is encouraged to reach out to various resources and stakeholders during the development and implementation of the CCNS. The Subcommittee will be convened and supported by HECC staff.

II. Background/Context

[Under Senate Bill 233 \(2021\)](#) the CCNS must include:

- establishment of an auditing process
- Assurance of the incorporation by all public postsecondary institutions which leads to the successful implementation of the CCNS.

III. Authorities/responsibilities

On behalf of the Transfer Council, the CCNS Subcommittee oversees the development and Implementation of the CCNS. The group shall consider a system that creates a framework for course numbers, titles, and prefixes whenever possible. This recommendation for the framework content shall be recommended to the Transfer Council prior to the start of implementation.

IV. Guiding Principles

The Subcommittee shall use the following principles to guide its development and implementation of a Statewide CCNS:

- The full participation of institutional and other key stakeholders in the review process is vital to achieving sound, equitable, student-focused policy.
- Recommendations are informed by clearly defined and currently available research and data
- The CCNS applies to all institutions with an emphasis on underrepresented populations.
- The CCNS focuses on improving the needs of underserved populations.

IV. Governance and Policies

Under SB233:

- Must have equal representation from universities and community colleges
 - The Transfer Council voted for each subcommittee to have 8 representatives from a university and 8 from a community college.
 - *A majority of the members of a subcommittee...constitutes a quorum for the transaction of business of the subcommittee.*
 - *Official action by a subcommittee on recommendations to be made to the Council on a subject that will be submitted by the Council to the commission under section 8 (1)(d)(A) to (D) of this 2021 Act requires the approval of three-fifths of the members of the subcommittee.*
 - If members vote on an issue that is not a recommendation to the Council, a simple majority can be employed
 - *Two or more members of a subcommittee who disagree with recommendations that are submitted to the council on a subject that will be submitted by the Council to the commission under section 8 (1)(d)(A) to (D) of this 2021 Act may jointly submit a minority report to the Council that contains alternate recommendations. A minority report created under this paragraph shall be submitted to the Council along with the majority recommendations.*
- Terms of service
 - Members of the Common Course Numbering System Subcommittee serve for two years

V. Timeline

Winter/Spring 2022: CCN Subcommittees meet to make recommendations on number, prefix, and name where possible.

July 2022: Committees finalize first year courses, submit to Transfer Council for approval

October 2022: HECC Meeting-HECC staff presentation to Commission on CCN progress

November 2022: HECC Meeting and Approval

December 1, 2022: Early Catalog deadline

Academic Year 2023: Courses designated for 2023-2024 are now available for student enrollment

VI. Maintenance

- The Subcommittee shall identify a schedule and factors of consideration for a review cycle.
- The subcommittee shall identify stakeholder groups to remain actively engaged in future CCNS work.