Common Course Numbering (CCN)
Faculty Guidance, Timelines, and Expectations

This document outlines the three phases of CCN and provides guidance and expectations for faculty completing CCN workflows. Please feel free to reach out to the curriculum chair to setup a meeting to discuss any questions you have during the process.

There are currently three phases of CCN implantation. Phases 1 and 2A have been completed, and Phase 3 is pending release of course templates, likely in Spring 2026. See page 7 for details on Phases 1, 2A, and 3.

Phase 2B: Spring 2026

Phase 2B Disciplines, Courses, and Faculty:
SUBMIT WORKFLOWS BY March 2, 2026:
(effective term Fall 2027)

Anthropology	Adam Garzoli
ANTHR 1	ANTH C1001
ANTHR 1L	ANTH C1001L
Astronomy	**Glen White**
ASTRO 40	ASTR C1001*
Biology	**Mike Torok**
BIOL 17	BIOL C1000
Child Development	**Adrienne Seegers**
CHILD 1	CDEV C1000
Communication Studies	**Tim Elizondo**
COMM3	COMM C1004
Sociology	**Kim Robinson**
SOCIO 1	SOCI C1000

*TBD

Faculty CCN Alignment Process and Expectations

You will find a DRAFT CCN version of your COR to edit in your eLumen Inbox.

 ➢ **Important Notes Before You Begin:**
   o Anything in the workflow labeled, "Required Common Course Numbering…" needs to remain as is! This is all copy and paste language directly from the CCN template.
   o During Phase 1 and 2A, we encountered errors in some of the templates including textbook and OER citations. At this time, the guidance from ASCCC and CCCCO is to keep the template language exactly as it was published, even if there are errors. Do not edit the "Required Common Course Numbering…" sections.

Here are the steps you can take to make this process go well:
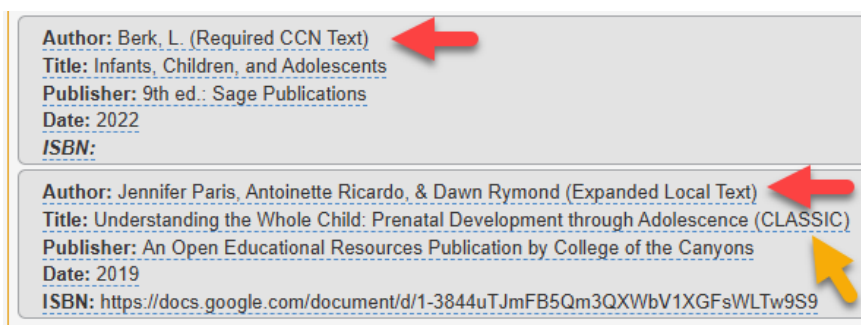
1. **Compare Required vs. Local Content:**
   Compare the CCN language with the existing course content.
   - Anything with "Required CCN Course…" label is copied directly from the CCN template. Do not edit "Required" sections.
   - Anything labeled "Expanded Local Course…" is from the existing COR.
   - Compare the template language under "Required CCN…" elements with the "Expanded Local Course" elements.
   - Decide which elements you want to keep in the "Expanded Local Course…" portions. Please edit for redundancy elements that are already included in the CCN template language.
   - Keep/edit/revise any "Expanded Local Course…" elements that you believe should stay in the course. The local course content is faculty purview and encouraged to include if necessary!
   - Link to CCN Templates (templates are also attached to each workflow on the Cover Step)

2. **Review/Update Textbooks:**
   CCN template textbooks have been added into the COR for you, **but the existing textbooks from the original COR were *not* included**. You can add these back (or add any other textbooks) below the "(Required CCN Text)" entries.
   - You can see texts on your current COR by visiting the eLumen Public View.
   - If adding a text, enter the label "Expanded Local Text" to the "Author" field of any textbook you add (see below).
   - If text is older than 5 years (no newer version available), , also include "(Classic)" in the "Title" field:

3. **Review Articulation, DE, and SLO:**
   Course(s) articulation information, distance education addendum, and SLOs need review:
   - **Articulation**: Check in with the Articulation Officer about your COR's articulation needs (e.g., C-ID, Cal-GETC, transfer status).
   - **DE**: Check in with the Distance Education Coordinator about distance education needs.
     - Also check out the Distance Education Addendum and Correspondence Education Addendum Annotated Guide for Faculty for quick and easy help.
   - **SLO**: Check in with the Outcomes & Evaluations Coordinator about student learning outcomes (SLO). ***Important:*** CCN templates refer to Course Objectives. These are the "Objectives" on your COR, ***not SLOs.***

4. **Connect with MJC counterpart(s) and Fellow Faculty (part time and full time):**
   Please check in with [MJC discipline colleagues](#) on specific methods or content.
   - Are there any significant changes you want to make? Will changes impact articulation or equivalency status?
   - Check in with other members in your discipline and/or Part-Time faculty.
   - Check with Phase 1 and 2A colleagues. Ask questions from those who have experienced this process personally.

5. **Learn/Refresh Curriculum Process for Course Modification Workflows:**
   - All course modifications must go through two different stages of committee review: Tech Review and Committee Review, which means there is continued work after you submit the workflow. Between each review stages, as Discipline Originator (DO), you will be asked to address committee questions, issues, and to make edits in the workflows.
   - Review the various resources about the Curriculum Process on the [Curriculum Committee webpage](#) and watch eLumen videos on the [eLumen Training Materials webpage](#) for questions about workflow modifications.
   - Check in with Phase 1 and 2A colleagues for what they experienced.

6. **Final Check!**
   When you are finished with the above steps, we recommend you check in with the Curriculum Analyst (Elissa Creighton) or the Curriculum Chair (Katryn Weston) for a review before you click submit (not required).

7. **Submitting the Workflow:**
   When you're ready to push the workflow into the review process, click "Submit" at the bottom of the workflow. This will move it into the first stage of Curriculum Review.
   - ***Important!*** *When the course is in a review stage, you will be notified about, and able to see review comments, but you will not be able to edit the workflow until it is out of review and back in your DO inbox (you will get a notification from a Curriculum Team member when your course is ready for your review).*

8. **What's Next?**
   After submitting a course modification workflow in eLumen:
   - Curriculum Committee members will review each course workflow in two review stages: Tech Review (TR) and Full Committee Review (CR).
   - After each review stage, as the Discipline Originator (DO), you will be expected to review and reply to Committee comments, and make any required fixes/edits.
   - Once all comments have been addressed and fixes made, the Curriculum Chair will place the course on an agenda for a vote, and will invite you to a meeting.
   - After Curriculum Committee approval, the modification will be placed on a YCCD BOT agenda for approval.
   - With BOT approval, the Curriculum Analyst will submit the course to the Chancellor's Office Curriculum Inventory (COCI) for State approval.
   - With BOT approval, the Articulation Officer will begin articulation work.
   - Upon COCI approval, the course will be added to the effective term catalog and will be made available for scheduling in the effective term in line with articulation approvals.

Examples of the CCN and local headers you will see in your COR:

Catalog/Course Description:

- Part 1 Required: Required Common Course Numbering Course Description:
- Part 2 Optional: Expanded Local Course Description:

Cover	Course...	Units...	Requis...	Specif...	Learni...	Curric...	Outlin...	DE...	Admin...

(23.0101) English Language a...   English

Catalog Course Description *

B I U x₂ x² Iₓ | := := | ∞ ∞ | ← → | ☐ ☷ Ω ☰ | Size ▾ | ⊣⊧ ⊧⊢ | ⤢

Required Common Course Numbering Course Description: In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. Expanded Local Course Description: Note: Students will compose a minimum of 5,000 words of formal writing across their major assignments at least 4,000 of which must be in revise final draft form. Formerly ENGL1A

Course Content:

- Part 1 Required: Required CCN Course Outline (Content):
- Part 2 Optional: Expanded Local Course Outline (Content): and
- Required CCN Course Outline (Laboratory Content):
- Expanded Local Course Outline (Laboratory Content):

Cover	Course...	Units...	Requis...	Specif...	Learni...	Curric...	Outline

Course Outline

Lecture Content

B I U x₂ x² Iₓ | := := | ∞ ∞ | ← → | ☐ ☷ Ω ☰ | Size ▾ | ⊣⊧ ⊧⊢ | ⤢

Required CCN Course Outline (Content)
Develop writing and reading skills for logical reasoning and argumentation using primarily non- fiction texts. Minimum 5,000 words combination of drafts, written peer response, and other forms of writing that inform students' inquiry-driven research and writing pro receive feedback from their instructor on at least one extended argument.

Expanded Local Course Outline (Content)
I. Language Usage in Written Argument
    A. Emotionally biased language
    B. Denotation and connotation

Course Objectives:

- Part 1 Required: Required CCN Course Objectives:
- Part 2 Optional: Expanded Local Course Objectives:

Methods of Evaluation (MOE)

- Part 1 Required: in the drop-down box, select "CCN Required MOE" and use bullet points to bullet out each MOE as listed on the template.
- Part 2 Optional: Click "Add Methods of Evaluation" and in the drop-down, select "CCN Expanded Local MOE". Use bullet points to bullet out Part 2 Expanded Local MOE.

Representatives Texts:

- Part 1 Required: (Required CCN Text)
- Part 2 Optional: (Expanded Local Text) This is where you can add textbooks you wish to keep from the existing COR
    - If "Expanded Local Texts" are older than 5 years (no newer version available), also include "(Classic)" in the "Title" field:

Author: Berk, L. (Required CCN Text)
Title: Infants, Children, and Adolescents
Publisher: 9th ed.: Sage Publications
Date: 2022
ISBN:

Author: Jennifer Paris, Antoinette Ricardo, & Dawn Rymond (Expanded Local Text)
Title: Understanding the Whole Child: Prenatal Development through Adolescence (CLASSIC)
Publisher: An Open Educational Resources Publication by College of the Canyons
Date: 2019
ISBN: https://docs.google.com/document/d/1-3844uTJmFB5Qm3QXWbV1XGFsWLTw9S9

Sometimes the template includes **statements** about textbooks. These will be included in the textbook sections as follows:

Representative Writing Handbooks and/or Other Support Materials:

- Gardner, Janet E. *Writing About Literature: A Portable Guide*. Boston: Bedford/St. Martins (also available with MLA insert), 6th, 2025.
- Harmon, William, and C. Hugh Holman. *A Handbook to Literature*. Prentice Hall.

Textbooks older than 7 years must be clearly labeled as classic or legacy.

Texts used by individual institutions and even individual sections will vary.

Author: (Required CCN Text)
Title: Textbooks older than 7 years must be clearly labeled as classic or legacy.
Publisher: N/A
Date: N/A
ISBN: N/A

Author: (Required CCN Text)
Title: Texts used by individual institutions and even individual sections will vary.
Publisher: N/A
Date: N/A
ISBN: N/A

OER texts:

The general rule for Expanded Local OERs:

- If the OER has a defined publication date, include it for articulation purposes.
- If the OER does not have a defined publication date, don't enter a publication date.
- Required CCNs will only include a publication date if one was included on the template.

Previous and Future CCN Phases:

Visit the [ASCCC Common Course Numbering (CCN) Development and Faculty Engagement](#) webpage for the most current published CCN phase information.

Phase 1: Fall 2024 - *COMPLETE*

Columbia College Curriculum Committee Deadline: Submit early October to have course workflows submitted, reviewed, and modified through ALL committee review phases and approved on agenda by October 31, 2024. *CCN Templates were not released until September, 2024.*

COURSES EFFECTIVE FALL 2025

Phase 1 Disciplines, Courses, and Faculty:

Communication Studies	Tim Elizondo
COMM 1	COMM C1000
Psychology	Tamara Oxford
PSYCH 1	PSYC C1000
Mathematics (Statistics)	Joe Manlove
MATH 2	STAT C1000
English	Rebecca Slate and Kim Pippa-Tonnesen
ENGL 1A	ENGL C1000
ENGL 1A:E	ENGL C1000E
ENGL 1C	ENGL C1001
Political Science	Shannon Van Zant
POLSC 10	POLS C1000

Phase 2A: Fall 2025 - *COMPLETE*

Columbia College Curriculum Committee Deadline: Submit Phase 2A CCN workflows by September 12, 2025 (may be submitted earlier). Note: *All workflows must be through the full review process, and on the Tues October 7, 2025 Curriculum Agenda at the latest.*

COURSES EFFECTIVE FALL 2026

Phase 2A Disciplines, Courses, and Faculty:

Art	Sarah Castle
ART 11	ARTH C1100
ART 12	ARTH C1200
Economics	Randy Barton
ECON 10	ECON C2001
ECON 11	ECON C2002
English	Rebecca Slate and Kim Pippa-Tonnesen
ENGL 1B	ENGL C1002
History	Shannon Van Zant
HIST 16	HIST C1002
HIST 17	HIST C1001
Mathematics	Joe Manlove
MATH 18A	MATH C2210
MATH 18B	MATH C2220

Phase 3: Spring 2026/Fall 2026 Disciplines, Faculty, and Timelines (TBA)

COURSES EFFECTIVE FALL 2027