

## **MUS COMMON COURSE NUMBERING – COMMON COURSE NUMBERING LIAISON RESPONSIBILITIES**

Each institution's Common Course Numbering (CCN) Liaison will

- Serve as the point of contact between all institution shareholders and the Commissioner's Office CCN Manager;
- Maintain knowledge of Board of Regent and campus policies related to common course numbering;
- Be able to explain the basic logic, principles, and procedures of common course numbering;
- Attend (via telephone) monthly CCN Liaison meetings and other CCN-related meetings as needed;
- Ensure that information concerning the CCN is given wide dissemination at his or her institution so that faculty and students are completely and accurately advised;
- Identify and respond to misinformation at the campus level. If additional information is needed, contact the Commissioner's Office directly;
- Submit new course requests and requests for the modification of existing course information, ensuring that
  - CCN prefix requests for courses are properly vetted,
  - all course forms contain complete and accurate information, including outcomes and a syllabus,
  - all course requests have the appropriate institution authorizations, and
  - no appeal request, such as a change in existing classification, is submitted to the CCN Manager unless it has been reviewed carefully for consistency with the basic logic and principles and in terms of the CCN precedents already established;
- Assume responsibility for selecting the appropriate faculty for common course numbering review for the institution;
- Verify that courses in the MUS CCN database accurately reflect course offerings at the institution by periodically performing reviews and accuracy checks;
- Verify the Registrar has published the current CCN course data in the institution's course catalog.