



Academic Senate
for California Community Colleges

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Disciplines and Minimum Qualifications

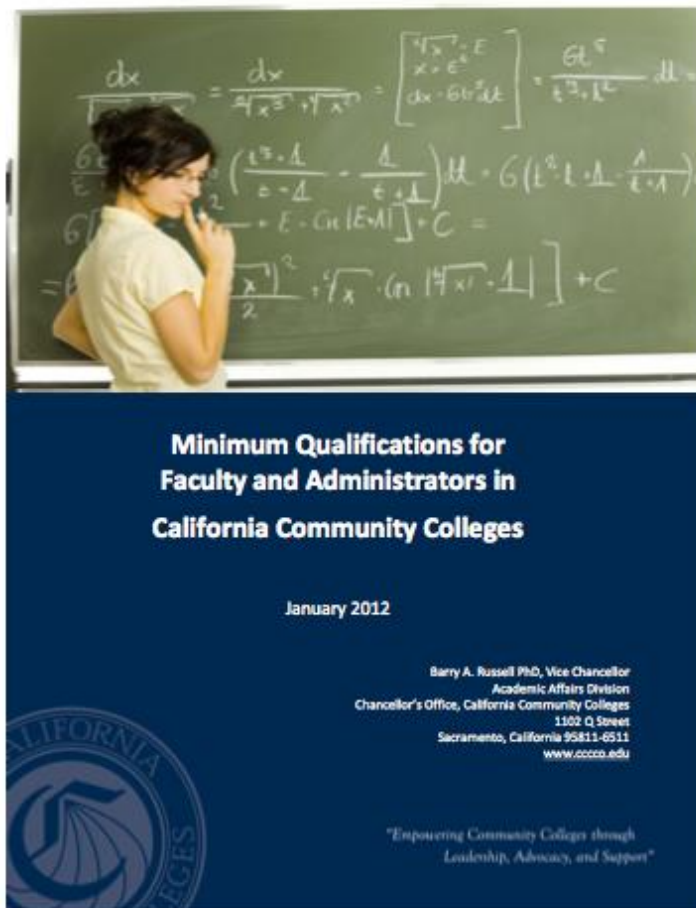
Academic Senate for California Community Colleges

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Overview

- Disciplines Lists
- Disciplines Lists process
- Minimum Qualifications
- Equivalency
- Eminence
- Assigning courses to a discipline

Disciplines List: What is it?



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Disciplines List: What is it?

- Designed to replace the system of credentials
- The disciplines lists for instructors, counselors, and librarians are incorporated by reference into BOG regulations
- The lists are prepared and reviewed primarily by the Academic Senate



The Disciplines Lists

In the document “Minimum Qualifications for Faculty and Administrators in California Community Colleges”, disciplines are organized into groups

1. Disciplines requiring a master’s degree
2. Disciplines in which a master’s degree is not generally expected or available but which requires a specific bachelor’s or associate degree
3. Disciplines in which a master’s degree is not generally expected or available



Additional Disciplines

- Disciplines for non-credit instruction (T5 § 53412)
- Others are identified by a specific Title 5 section
 - Administrators
 - Learning Center Coordinators (if claiming apportionment)
 - Health Services Professionals
 - Apprenticeship Instructors
 - DSP&S Counselors
 - Work Experience Coordinators
 - Faculty Interns
 - EOPS



Updating the Disciplines Lists

- Preparation and Maintenance assigned to the Academic Senate (Ed Code § 87357)
 - Reviewed and revised every two years
 - Revisions proposed by local senates
 - Revisions proposed by faculty through recognized discipline or professional organization
 - Votes on discipline proposals occur at Plenary Sessions (Spring---odd years)
 - Academic Senate makes recommendations to BOG



Updating the Disciplines Lists

- Proposed changes should have a basis of one of the following:
 - Changes within the profession or discipline
 - Clarification or elimination of confusion and ambiguity
 - Inclusion of new degrees
 - Continual use of the equivalency process to hire under a specific discipline
 - Assurance of the maximum degree of flexibility for the discipline while maintaining integrity
 - Other reason, as fully detailed and justified in the proposal



Updating the Disciplines Lists

- Proposed changes should not be based on:
 - A district is having trouble finding qualified candidates within a discipline area and expanding the minimum qualifications would remedy that problem.
 - A district is having trouble finding enough load for certain faculty members, and expanding the disciplines that person's degree qualifies him or her to teach will enable the district to fill their loads.
 - A district would like to hire faculty specifically to teach precollegiate basic skills courses in mathematics or English and suggests that basic skills be recognized as a sub-discipline to facilitate that effort.
 - A new discipline is proposed on the basis of there being a TOP code for it.



Updating the Disciplines Lists

Previously proposed changes not adopted at plenary may be resubmitted under the following conditions:

- A new justification and rationale are provided *and*
- A resolution is passed at an Area meeting to include the proposed change in the review and approval process, *or*
- Through the regular resolution process, where the mover must seek approval at the session to include the proposed change in the review and approval process



What are Minimum Qualifications?

- The state, through the Board of Governors, establishes “minimum qualifications” for teaching any credit or noncredit course, or working as a counselor or librarian.
- In establishing and maintaining these MQs for faculty, the BOG shall “consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate.” (Ed Code 87357)



Minimum Qualifications

- Degrees and credits generally must be from accredited institutions (T5 § 53406).
- An occupational license or certificate is required in certain instances (T5 § 53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (T5 § 53430)



Minimum Qualifications

- Specifically listed in the document “Minimum Qualifications for Faculty and Administrators in California Community Colleges”



Local Minimum Qualifications

- A district may establish additional qualifications which are more rigorous than the state-established MQs.
- However, local MQs cannot be less rigorous than the state-established MQs.



Equivalencies

A district may hire a person who “possesses qualifications that are at least equivalent to the [state] minimum qualifications.” “The process, as well as criteria and standards...shall be developed and agreed upon jointly by ...the [local] governing board and the [local] academic senate.” (Title 5, § 53430)



MQs Vs Equivalencies

- MQs are established at the state level, but may be increased locally
- Equivalencies are established locally and represent alternative means of meeting or exceeding MQs.



Considerations

- Meeting General Education requirements
- Meeting subject area knowledge
- Teaching experience is NOT the same as Subject Area Knowledge
- Same courses but the degree title varies
- How does work experience equate to subject area knowledge?



Who Determines Equivalency?

- Districts establish local processes in determining equivalency- Academic Senate and Board of Trustees
- Discipline faculty determine criteria
- Human resources helps applicants realize that the burden of proof belongs to the applicant
- Board of Trustees relies primarily on the recommendations of the faculty
- The local Board of Trustees must make note of the criteria when employing the individual (Ed Code § 87359)



Single-Course Equivalency?

- Ed Code and Title 5 refer to qualifications in terms of Disciplines not courses or subject areas within a Discipline
(Ed Code § 87357; Title 5 § 53410 and § 53430)
- Legal Opinion L 03-28, Chancellor's Office Legal Division
- Faculty are hired to teach a discipline, not a course



What is “eminence”?

- Eminence is not specified in current law
- Not prohibited
- Academic Senate Position

“eminence may no longer be used as the sole criterion to qualify faculty when evaluating minimum qualifications during the faculty hiring process” (Resolution 10.01 S09)



Placement of Courses in Disciplines

- Local senates maintain responsibility for placing courses in disciplines [T5 § 53200(c)(1)]
- All courses (credit & non-credit) for which campus receives apportionment must be placed within a discipline
- Not required for community service courses



What is Cross-Listing of Courses?

- Cross-listing - the assignment of two or more disciplines to a course and a faculty member with the minimum qualifications for **any** of the disciplines assigned to the course can teach the class
- Why do it?
 - Course fits more than one discipline
 - Individual with MQs in **either** discipline would be qualified to teach the course



What are Interdisciplinary Courses?

- This designation satisfies the need to require more specialized minimum qualifications than that of a single discipline or cross-listing of courses
- Qualified faculty have a master's degree in one of the disciplines listed and upper division or graduate level course work in at least one of the other listed disciplines
- When to consider this designation?
 - Course clearly does not fall within a single discipline
 - It combines two or more disciplines to such a degree that some preparation in each constituent discipline is required



Principles on Placement of Courses in Disciplines

- The guiding principle is course content, not personnel issues or FTE
- Courses should be placed in a discipline on the body of knowledge necessary to teach the course
- Regardless of the local situation, discipline faculty need to be involved in assignment of courses to disciplines.
- Remember: Not all programs or department titles are disciplines



Resources

- Equivalence to the Minimum Qualifications. ASCCC 2006
- Qualifications for Faculty Service in the California Community Colleges: minimum qualifications, placement of courses within disciplines, and faculty service areas. ASCCC 2004
- Minimum Qualifications for Faculty and Administrators in California Community Colleges CCCCCO 2012
- Discipline List Review Process ASCCC 2004

