

Faculty Qualifications, Equivalencies, and Assigning Courses to Disciplines

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The Disciplines List



Minimum Qualifications for Faculty and Administrators in California Community Colleges

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"Empowering Community Colleges through
Leadership, Advocacy, and Support"

Organization of Disciplines List

- Disciplines requiring a Master's Degree
- Disciplines where a Master's degree is not normally expected but a Bachelor's or Associate degree is expected
- Disciplines in which a Master's, Bachelor's or Associate Degree is not generally expected or available in that specific discipline
- Disciplines for non-credit instruction
- Other – to include Administrators, Learning Center Coordinators, Health Services Professionals, Apprenticeship Instructors, DSP&S Counselors, Work Experience Coordinators, Faculty Interns, EOPS

Modifying the Disciplines List

- Reviewed and revised every two years
- Revisions can be proposed by:
 - Local senates
 - Faculty through discipline or professional organizations
- Consults with statewide organizations
-
- Vote at spring plenary in odd years
- ASCCC makes recommendations to BOG
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Reasons for Updates

- 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 disciple while maintaining integrity



Bad Reasons for Updates

Proposed changes should not be based on:

- A district is having trouble finding qualified candidates
- A district is having trouble finding enough load for faculty members
- A district would like to hire faculty specifically to teach pre-collegiate basic skills courses
- A new discipline is proposed on the basis of there being a TOP code for it.



Changes That Were Not Adopted

- Changes not adopted at plenary may be resubmitted
- Requires a new justification and rationale AND
 - A resolution is passed at an Area meeting, or
 - A resolution brought forward at a plenary session

Timeline for Revision

- March 2014 – Distribution of Process to the field
- April 23, 2014 – Email with revised process sent to the field
- September 30, 2014 – All proposals for revision must be submitted
- October 2014 – Proposals discussed at Area meetings
- 2014 Fall Plenary Session – Hearing on process and received proposals
- 2015 Spring Plenary Session – Vote on proposed revisions



Required Evidence

- A Seconder from outside your district
- Support from an associated professional organization
- Evidence of degrees within the proposed revision of the discipline or new discipline.
- Evidence of statewide need showing the change is necessary and not a response to a unique need of one college, district, or region.
- Explained the impact of proposal across the state using a list the pro and con arguments and including refutation of the con arguments
- Provided other evidence such as significant changes to the field that requires a change



Submission

- Proposals are reviewed by ASCCC staff to ensure that all the information is complete (revision, contact information, appropriate signatures and rationale)
- Senate Office ensures that the proposal has not previously been considered and rejected at a plenary session or, if it has, it is supported by a new rationale.
- S&P Chair to reviews and ensures the proposal meets the initial requirements and verifies the proposal is not being submitted to deal with a district-specific problem
- **Contact person (or a designee) must attend all hearings where the proposal is presented. These hearings are typically held at the ASCCC plenary sessions. The contact person is responsible for investigating and documenting the need for changes to the Discipline List.**
- More information can be found in the Discipline List handbook on our website at <http://asccc.org/disciplines-list>.

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)

Local MQs

- 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.

Equivalency

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. Equivalency

- 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.

Criteria for Equivalency

- Procedures established by agreement between local senates and boards of trustees for each district
 - In multi college districts, the criteria for equivalency must be the same at all colleges in the district.
- Discipline faculty determine criteria
- Burden of proof belongs to the applicant

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

Assigning Courses to Disciplines

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

Possible Considerations

- Assignment based on course content, not personnel issues or FTE
- Placement should be based on knowledge required to teach the course
- Discipline faculty need to be involved
- Not all programs or department titles are disciplines
- Tops codes are **NOT** disciplines



Multiple Disciplines

- Placing a course into more than one discipline (OR)
- Cross listing courses (called cross coding)
- Using “interdisciplinary studies” (AND)
 - One Master’s and grad units in another
 - Two Masters' degrees

To What Discipline Would You Assign...

- Animation
- Death
- History of American Film
- Economic History of the U.S.
- Photoshop



Multi College Districts

- While some multi college districts have common courses, others do not
- Similar courses should be placed in the **same** discipline at each college, even if they are called different things.

Questions?

- Thank you for joining us
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