

ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday November 14, 2017 – 1:00-2:00

Fall Meetings on 2nd and 4th Tuesdays from 1-1:50 pm

Sept. 12 – Library Room 202

~~Sept. 26 – Library Room 154~~

Oct. 4 – Teaching and Learning Center, West Library Basement

Oct. 10 – Library Room 202

Oct. 24 – Library Room 202

Nov. 14

Nov. 28 – DE Room / Library 166

Dec. 12 (tentative) – Library Room 202

Members:

Kristie Daniel-DiGregorio (AS); Darcie Descalzo (NS); Christina Gold (Chair, BSS); Vanessa Haynes (CEC); Chris Jeffries (ECCFT); Gary Medina (LLR); Karl Striepe (BSS); Lori Suekawa (CSS); Deans Rep: Linda Ternes (Math)

Agenda

1. ECC Minimum Qualifications List
2. ECC Equivalency Policy

EPC Packet

1. ECC Minimum Qualifications List
2. El Camino Policy: Equivalence to the Minimum Qualifications
3. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (CCLC Template)
4. Equivalency – Title 5 and ACCJC Standard
5. Academic Senate for California Community Colleges, “Minimum Qualifications FAQs”
6. Academic Senate for California Community Colleges, Equivalency Recommendations
7. Approval of Equivalence to Minimum Qualifications – ECC Human Resources Form

El Camino College Local Minimum Qualifications

Board Approved: May 19, 2014

Revised: November 16, 2015

Draft Edits: November 13, 2017

CONTENTS

- I. Disciplines Requiring a Master’s
- II. Disciplines Requiring a Specific Bachelor’s or Associate’s Degree and Professional Experience
- III. Disciplines Requiring Any Bachelor’s or Associate’s Degree and Professional Experience
 - A. Category 1
 - B. Category 2

Master’s Disciplines List Disciplines Requiring a Master’s

Comment [MG1]: Task Force recommends using the title from the CCCCO list for consistency.

Non-US/Foreign Degrees: Any degree not earned in the United States must be evaluated by a foreign evaluation service approved by El Camino Community College District.

Comment [CG2]: This blanket statement was added as a reminder that all non-US/foreign degrees must go through equivalency.

Discipline	Minimum Qualifications
Accounting	Master’s in accountancy or business administration with accounting concentration OR Bachelor’s in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master’s in business, business administration, business education, taxation, or finance OR the equivalent. [Note: A bachelor’s degree <u>in accountancy or business administration with</u>

Comment [CG3]: 1. Formatting has been updated to reflect the CCCCO’s minimum qualifications list. It is easier to read and differentiate between the choices.
 2. Most degrees have been spelled out, instead of using acronyms.
 3. Minor typos have been corrected, such as spelling errors and inconsistent punctuation and capitalization.

	<u>accounting concentration</u> , with a <u>CPA license</u> is an alternative <u>minimum</u> qualification for this discipline, pursuant to Title 5 Section 53410.1.]
Adapted Computer Technology: Disabled Students Programs and Services	Master's or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND fifteen semester units of upper division or graduate study in adapted computer technology [Note: This is a paraphrased version of Title 5 §53414(d)(1) and (2). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Agriculture	Master's in agriculture, agriculture science, education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture, or other agriculture science) OR the equivalent.
Anthropology	Master's in anthropology or archeology OR the equivalent. <u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Anthropology.]</u>
Art	Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
Art History	Master's in art history, history of art and architecture, or visual culture/visual studies OR Bachelor's in art history AND Master's in history OR Master's in art with a recorded emphasis or concentration in art history OR the equivalent.
Astronomy	Master's in astronomy or astrophysics

Comment [CG4]: The underlined above is in the state min qual but not our local one. Need to check whether this statement should be in our's. It is a more specific, higher expectation than what we have. We are not meeting the min qual if we have broadened this.

Comment [CG5]: To clarify, we might suggest "with a current California CPA license in good standing."

Comment [CG6]: The task force would like to note when a local min qual exceeds a state one.

	<p>OR</p> <p>Bachelor's in either of the above AND Master's in physics, math, geophysics, engineering</p> <p>OR</p> <p>the equivalent.</p>
Biological Sciences	<p>Master's in any biological science</p> <p>OR</p> <p>Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science</p> <p>OR</p> <p>the equivalent.</p>
Business	<p>Master's in business, business management, business administration, accountancy, finance, marketing, or business education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. <u>Juris Doctor or Bachelor of Laws</u> degree</p> <p>OR</p> <p>Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. <u>Juris Doctor or Bachelor of Laws</u> degree</p> <p>OR</p> <p>the equivalent.</p>
Business Education	<p>Master's in business, business administration, or business education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in vocational education</p> <p>OR</p> <p>the equivalent.</p>
Chemistry	<p>Master's in chemistry</p> <p>OR</p> <p>Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, <u>or</u> chemical physics</p> <p>OR</p> <p>the equivalent.</p> <p><u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Chemistry.]</u></p>

Comment [CG7]: The task force would like to spell out all degrees and certificates.

Chicano Studies	Master's in Chicano Studies or Ethnic Studies OR the equivalent
Child Development/ Early Childhood Education	Master's in child development, early childhood education, human development, family and consumer studies with a specialization in child development/early childhood <u>education</u> OR Bachelor's in any of the above AND Master's in educational psychology with a specialization in child development, social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, , family life studies, or family and consumer studies OR the equivalent. <u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Child Development/Early Childhood Education.]</u>
Classics	Master's in classics OR Bachelor's in classics AND Master's in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature, or classical archaeology OR the equivalent.
Communications Studies (Speech Communication)	Master's in speech, communication studies, speech communication, or organizational communication OR the equivalent.
Counseling: Disabled Students Programs and Services <u>Community College Counselor of Students with Disabilities</u>	Possession of a Master's degree, or equivalent foreign degree, in rehabilitation counseling, OR Possession of a Master's degree, or equivalent foreign degree, in special education, and twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; OR a Master's degree in counseling, guidance <u>counseling</u> , student personnel, <u>clinical or counseling psychology</u> , <u>education counseling</u> , <u>social work</u> , <u>career development</u> , <u>marriage and family therapy</u> , <u>marriage</u> , <u>family</u> ,

Comment [CG8]: Confirmed with Janet Young that this is a typo and "education" should be here.

Comment [CG9]: Discipline contacts: Kate Beley and Christine Pajo. They are in agreement with the update.

	<p>and child counseling, or social welfare or a Bachelor's degree in marriage and family therapy or in marriage, family, and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either twelve <u>fifteen</u> or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation or individuals related to people with disabilities, <u>or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities</u>, or two years of full-time experience, or the equivalent, in one or more of the following: (A) counseling or guidance for students with disabilities; or (B) counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively <u>are</u> for persons with disabilities, or the equivalent.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(a). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Computer Information Systems	<p>Master's in computer science, computer information systems or business administration with an emphasis in computer information systems <u>and two years appropriate work experience</u></p> <p>OR</p> <p>Bachelor's in any of the above AND 5 years of appropriate work experience</p> <p>OR</p> <p>the equivalent.</p> <p><u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Computer Information Systems.]</u></p>
Computer Science	<p>Master's in computer science or computer engineering</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in information science, computer information systems, information systems, mathematics, or engineering</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Computer Science.]</p>
Counseling	<p>Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy, or marriage, family and child counseling</p>

Comment [CG10]: Two years appropriate work experience was in the state min qual but not in our's. We are out of compliance if we don't include it. As per Dean and department faculty, they want to leave the requirement for a Master's. They are aware that the two years work experience has been added.

	<p>OR</p> <p>the equivalent.</p> <p><u>[Note: A bachelor's degree in the discipline and a license as a Marriage and Family Therapist is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1]</u></p>
Counseling: Extended Opportunity Programs and Services (EOPS)	<p>Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent;</p> <p>AND EOPS counselors hired after October 24, 1987, shall:</p> <p>(1) Have completed a minimum of nine semesters units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages</p> <p>OR</p> <p>(2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages</p> <p>AND In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.</p> <p>[Note: This is a paraphrased version of Title 5 §56264. If there is any conflict between the paraphrased language and the title 5 language, the Title 5 language shall prevail.]</p>
Dance	<p>Master's in dance, physical education with a dance emphasis, or theater with dance emphasis</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music</p> <p>OR</p> <p>the equivalent.</p>
Deaf and Hearing Impaired: Disabled Students Programs and Services	<p>Master's or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND fifteen semester units of upper division or graduate study in deaf and hearing impaired.</p> <p>[Note: This is a paraphrased version of Title 5 §53414(d)(1) (2)(C). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Developmental	<p>*Master's or equivalent foreign degree, in the category of disability,</p>

Comment [CG11]: Some minimum qualifications are dictated in Title 5. We had notations for most of those, but some, like this one, where missing and have been added in.

Disabilities: Disabled Students Programs and Services	<p>special education, education, psychology, educational psychology, or rehabilitation counseling; AND fifteen semester units of upper division or graduate study in developmental disabilities.</p> <p>*This is a paraphrased version of title 5 §53414(d)(1)(2)(B). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.</p>
Dietetics	See Nutritional Sciences/Dietetics.
Drama/Theater Arts	<p>Master's or Master of Fine Arts in drama/theater arts/performance</p> <p>OR</p> <p>the equivalent.</p> <p><u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Drama/Theater Arts.]</u></p>
Earth Science	<p>Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology</p> <p>OR</p> <p>Bachelor's in geology AND Master's in geography, physics, or geochemistry</p> <p>OR</p> <p>the equivalent.</p>
Ecology	<p>Master's in ecology or environmental studies</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Economics	<p>Master's in economics</p> <p>OR</p> <p>Bachelor's in economics AND Master's in finance</p> <p>OR</p> <p>the equivalent.</p> <p><u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Economics.]</u></p>
Education	<p>Master's in education</p> <p>OR</p> <p>the equivalent.</p>

Comment [CG12]: Discipline faculty contact: Julie Land – In light of the new minimum, Learning Disabilities Specialist, discipline faculty would like to remove this discipline and only use Learning Disabilities Specialist in order to avoid confusion.

Engineering	<p>Master's in any field of engineering OR Bachelor's in any of the above AND Master's in mathematics, physics, computer science, chemistry, or geology</p> <p>OR</p> <p>the equivalent.</p> <p>[<u>Note: A bachelor's degree in any field of engineering and 12 graduate units in engineering with a professional engineer's license is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1. This exceeds the minimum qualification by requiring the 12 graduate units.</u>]</p>
Engineering Technology	<p>Master's in any field of engineering technology or engineering</p> <p>OR</p> <p>Bachelor's degree in either of the above AND Master's degree in physics, mathematics, computer science, biological science, or chemistry</p> <p>OR</p> <p>Bachelor's degree in industrial technology, engineering technology or engineering AND a professional engineer's license</p> <p>OR</p> <p>the equivalent.</p>
English	<p>Master's in English, literature, comparative literature, or composition</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in linguistics, TESL <u>Teaching English as a Second Language</u>, speech, education with a specialization in reading, creative writing, or journalism</p> <p>OR</p> <p>the equivalent.</p>
<u>English as a Second Language (ESL)</u>	<p>Master's in <u>Teaching English as a Second Language (TESL)</u>, <u>Teaching English to Speakers of Other Languages (TESOL)</u>, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis</p> <p>OR</p> <p>Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language</p> <p>OR</p>

Comment [CG13]: This statement is included in the state min qual and should be in our's. As per Linda T, engineering faculty would like to exceed the min qual and add the statement, "and 12 graduate units."

	the equivalent.
Ethnic Studies	<p>Master's in the ethnic studies field</p> <p>OR</p> <p>Master's in American Studies/Ethnicity, Latino Studies, La Raza Studies, Central American Studies, Latin American Studies, Cross Cultural Studies, Race and Ethnic Relations, Asian-American Studies, or African-American Studies</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Family and Consumer Studies/ Home Economics	<p>Master's in family and consumer studies, life management/home economics, or home economics education</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition, or dietetics and food administration</p> <p>OR</p> <p>the equivalent.</p>
Film Studies	<p>Master's degree in film, drama/theater arts, or mass communication</p> <p>OR</p> <p>Bachelor's degree in any of the above AND Master's degree in media studies, English, or communication</p> <p>OR</p> <p>the equivalent.</p>
Foreign Languages	<p>Master's in the language being taught</p> <p>OR</p> <p>Bachelor's in the language being taught AND Master's in another foreign language</p> <p>OR</p> <p>the equivalent.</p>
Geography	<p>Master's in geography</p> <p>OR</p> <p>Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography</p>

	<p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Gerontology	<p>Master's in gerontology</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Health	<p>Master's in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health</p> <p>OR</p> <p>Bachelor's in any of the above</p> <p>AND</p> <p>Master's in any biological science</p> <p>OR</p> <p>the equivalent.</p>
Health Services Director/ Health Services Coordinator/College Nurse	<p>Master's in nursing and a California Public Health Nurse certificate;</p> <p>OR</p> <p>Bachelor's in nursing, a California Public Health Nurse certificate, and a master's in health education, sociology, psychology, counseling, health care administration, public health, or community health.</p> <p>Note: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.</p> <p>[Note: This is a paraphrased version of Title 5 §53411. If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
History	<p>Master's in history</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for History.]</p>

Humanities	<p>Master's in humanities</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See <u>Interdisciplinary Studies</u>.</p>
Instructional Design/ Technology	<p>Master's in instructional design/technology or educational technology</p> <p>OR</p> <p>the equivalent.</p>
Interdisciplinary Studies	<p>Master's in the interdisciplinary area</p> <p>OR</p> <p>Master's in one of the disciplines included in the interdisciplinary area, provided that the local faculty determine that the instructor's coursework was broad enough to provide an ample basis for offering such a course.</p> <p><u>Master's in one of the disciplines included in the interdisciplinary area and 12 units of upper division or graduate course work in at least one other constituent discipline.</u></p> <p><u>NOTE: The Interdisciplinary Studies discipline is provided to allow for those cases where it is locally determined that a course must be taught by someone with qualifications that exceed the single discipline. The constituent disciplines can include any disciplines found in the Master's List.</u></p> <p><u>Interdisciplinary studies areas include, but are not limited to:</u></p> <p><u>Academic Strategies</u></p> <p><u>Master's degree in educational development, education, English, reading, mathematics, educational psychology or closely related field, with extensive coursework in reading, study skills or learning theory</u></p> <p>OR</p> <p><u>the equivalent.</u></p> <p><u>Human Development</u></p> <p><u>Master's degree in education, psychology, counseling psychology, educational psychology, or counseling</u></p> <p>OR</p> <p><u>the equivalent.</u></p>

Comment [CG14]: "See Interdisciplinary Studies" is not included in the statewide minimum qualification.

Comment [CG15]: The task force recommends using the language from the state min quals to describe Interdisciplinary Studies with the additional specification of 12 units for upper division or graduate work.

Comment [CG16]: In order to codify the min quals for interdisciplinary studies areas, we are recording them here. These min quals should be used consistently like the other min quals, and changes should go through consultation like other min quals.

Comment [CG17]: Academic Strategies was previously listed in our local list as a discipline but it is not a discipline on the state list. It belongs here under Interdisciplinary Studies instead.

Comment [CG18]: Consultation with Elise Geraghty, Debra Breckheimer, Barb Perez, Chelvi Subramaniam and Lavonne Plum. At ECC, Academic Strategies classes were transferred to English and this min qual is no longer needed. Compton still teaches AS 60 so we will keep the min qual on the list. When Compton adopts its own min qual lit, ECC may choose to delete it. No interest was expressed in clarifying the term "extensive coursework."

Comment [CG19]: This is the min qual used for the last to searches in 2014 and 2017, with the addition of "psychology." HDEV faculty approved adding this to the interdisciplinary list.

Journalism	<p>Master's in journalism or communication with a specialization in journalism</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in English, history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography</p> <p>OR</p> <p>the equivalent.</p>
Kinesiology	<p>Master's in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercises or adaptive physical education</p> <p>OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration or physical therapy</p> <p>OR</p> <p>the equivalent.</p>
Law	<p>JD or LLB or <u>Juris Doctor or Bachelor of Laws</u> degree plus admission to the California Bar and 2 years experience practicing law</p> <p>OR</p> <p>meet qualification in the discipline of the application</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Law.]</p>
Learning Assistance Instructors	<p>Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator <u>instructor</u> is employed;</p> <p>OR</p> <p>Master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.</p> <p>[Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.]</p> <p>[Note: This is a paraphrased version of Title 5 §53415. If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>
Learning Disabilities: Disabled Students	<p>Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or</p>

Comment [CG20]: Typo. The state min qual is for instructors and coordinators but we only have it for instructors.

Programs and Services	rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in learning disabilities. [Note: This is a paraphrased version of Title 5 §53414(d)(1)(2). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
<u>Learning Disabilities: Specialist</u>	<u>Master's degree in learning disabilities, special education, education, psychology, speech language pathology, communication disorders, educational or school psychology, counseling, or rehabilitation counseling AND 15 semester units of upper division or graduate study in the area of learning disabilities, to include, but not limited to, adult cognitive and achievement assessment or the equivalent.</u>
Library Science	Master's in library science, library and information science, OR the equivalent.
Linguistics	Master's in linguistics or applied linguistics OR Bachelor's in linguistics AND Master's in <u>Teaching English to Speakers of Other Languages (TESOL)</u> , anthropology, psychology, sociology, English, or any foreign language OR the equivalent.
Management	Master's in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.
Marketing	Master's in business administration, business management, business education, marketing, advertising, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent.
Mass Communication	Master's in radio, television, film, mass communication, or journalism OR

Comment [CG21]: Faculty contact: Julia Land. This is a new discipline from the 2016 state list. Discipline faculty are unanimously agreed that we will add it and use the language directly from the state min qual.

	<p>Bachelor's in any of the above AND Master's in drama/theater arts, communication, communication studies, business, telecommunications, or English</p> <p>OR</p> <p>the equivalent.</p>
Mathematics	<p>Master's in mathematics or applied mathematics</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in statistics, physics, or mathematics education</p> <p>OR</p> <p>the equivalent.</p>
Music	<p>Master's in music</p> <p>OR</p> <p>the equivalent.</p> <p><u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Music.]</u></p>
Nursing	<p>Master's in nursing</p> <p>OR Bachelor's in nursing AND Master's in health education or health science</p> <p>OR</p> <p>the equivalent.</p> <p>OR</p> <p>The minimum qualifications as set by the Board of Registered Nursing, whichever is higher.</p>
Nutritional Science/ Dietetics	<p>Master's in nutrition, dietetics, or dietetics and food administration</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in chemistry, public health, or family and consumer studies/home economics</p> <p>OR</p> <p>the equivalent.</p> <p>[Note: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative minimum qualification for this discipline, pursuant to Title 5 Section 53410.1.]</p>
Peace Studies	<p>Master's in peace studies, peace and conflict studies, peace and justice studies</p>

	OR the equivalent.
Philosophy	Master's in philosophy OR the equivalent. <u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Philosophy.]</u>
Photography	Master's in photography, fine arts, or art OR Bachelor's in any of the above AND Master's in art history or humanities OR the equivalent.
Physical Disabilities: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of the disability, special education, education, psychology, educational psychology, or rehabilitation counseling: AND Fifteen semester units of upper division or graduate study in physical disabilities. *This is a paraphrased version of Title 5 §53414(d). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.
Physical Education	Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent.
Physical Education (Adapted): Disabled Students Program and Services	*Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education, OR Bachelor's in any of the above AND Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent; AND fifteen semester units of upper division or graduate

	<p>study in adapted physical education.</p> <p>*This is a paraphrased version of Title 5 §53414(b). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.</p>
Physical Sciences	See Interdisciplinary Studies.
Physics	<p>Master's in physics</p> <p>OR</p> <p>Bachelor's in physics AND Master's in astronomy, astrophysics or engineering</p> <p>OR</p> <p>the equivalent.</p>
Political Science	<p>Master's in political science, government, or international relations</p> <p>OR</p> <p>Bachelor's in any of the above AND Master's in economics, history, public administration, sociology, or social science with an emphasis in political science, any ethnic studies, JD or <u>Juris Doctor</u></p> <p>OR</p> <p>the equivalent.</p>
Psychology	<p>Master's in psychology</p> <p>OR</p> <p>the equivalent.</p> <p><u>[Note: This ECC minimum qualification exceeds the statewide minimum qualification for Psychology.]</u></p>
Reading	<p>Master's in education with a specialization in reading or teaching reading</p> <p>OR</p> <p>Bachelor's in any academic discipline AND twelve semester units of course work in teaching reading AND Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL <u>Teaching English as a Second Language</u>, or psychology</p> <p>OR</p> <p>the equivalent.</p>
Recreation Administration	<p>Master's in recreation administration or physical education</p> <p>OR</p> <p>Bachelor's in either of the above AND Master's in dance, gerontology, or</p>

	public administration OR the equivalent.
Religious Studies	Master's in religious studies, theology, or philosophy OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
Social Science	Master's in social science OR the equivalent OR See Interdisciplinary Studies.
Sociology	Master's degree in sociology OR Bachelor's degree in sociology AND Master's degree in anthropology, any ethnic studies, social work, or psychology OR the equivalent.
Speech Communication	See Communication Studies.
Speech Language Pathology	Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders and sciences, communication sciences and disorders, or education with a concentration in speech pathology; OR the equivalent.
Speech and Language Disabilities (Pathology): Disabled Students Programs and Services	Master's, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; AND Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California. [Note: This is a paraphrased version of Title 5 §53414(c). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]
Theater Arts	See Drama/Theater Arts.

Women's Studies	<p>Master's in women's studies</p> <p>OR</p> <p>the equivalent</p> <p>OR</p> <p>See Interdisciplinary Studies.</p>
Work Experience Instructors or Coordinators	<p>The minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.</p> <p>[Note: This is a paraphrased version of Title 5 §53416. If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</p>

Non-Master's Disciplines List

Disciplines Requiring a Specific Bachelor's or Associate's Degree and Professional Experience

Comment [MG22]: Task Force recommends using this title language from the CCCCO list.

Category 1 – List of disciplines in which a master's degree is not generally available but which requires a specific bachelor's or associate degree.

Discipline	Local Minimum Qualifications
Biotechnology	Bachelor's degree in the biological sciences, chemistry, biochemistry, or engineering AND two years of full-time related professional experience.
Citizenship: Noncredit Instruction	For a noncredit course in citizenship a bachelor's degree in any discipline, AND six semester units in American history and institutions. <u>[Note: This is a paraphrased version of Title 5 §53412 (d). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u>
Computer Information Systems	Please see the Disciplines Requiring a Masters
English as a Second Language (ESL): Noncredit Instruction	For a noncredit course in English as a Second Language (ESL) any of the following: Bachelor's degree in Teaching English as a Second Language (TESL), or Teaching English to Speakers of Other Languages (TESOL) OR Bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in TESL, which may be completed concurrently during the first year of employment as a noncredit instructor OR Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in TESL, which may be completed concurrently during the first two years of employment as a noncredit instructor; OR Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL. <u>[Note: This is a paraphrased version of Title 5 §53412 (e). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u>

Comment [CG23]: Because it includes a Master's requirement, the task force recommends moving CIS to the Master's list and notating it here, where it appears on the CCCCO list.

Health and Safety: Noncredit Instruction	<p>For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition;</p> <p>OR an associate degree in any of those subjects AND four years of professional experience related to the subject of the course taught.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (f). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Home Economics: Noncredit Instruction	<p>For a noncredit course in home economics a bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles;</p> <p>OR an associated degree in any of those subjects AND four years of professional experience related to the subject of the course taught.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (g). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Interdisciplinary- Basic Skills: Noncredit Instruction	<p>For an interdisciplinary, noncredit basic skills course a bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (a). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Mathematics- Basic Skills: Noncredit Instruction	<p>For a noncredit basic skills course in mathematics a bachelor's degree in mathematics.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (b). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Older Adults: Noncredit Instruction	<p>For a noncredit course intended for older adults, either pattern (1) or pattern (2) following:</p> <p>(1) A bachelor's degree with a major related to the subject of the course taught, and either: (A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor; or (B) One year of professional experience working with older adults;</p> <p>OR</p> <p>(2) An associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of</p>

	<p>employment as a noncredit instructor.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (h). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Ornamental Horticulture	<p>Bachelor's in ornamental horticulture, plant science or botany AND 2 years experience in ornamental horticulture</p> <p>OR</p> <p>the equivalent.</p>
Parent Education: Noncredit Instruction	<p>For a noncredit course in parent education, a bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; AND two years of professional experience in early childhood programs or parenting education.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (i). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Pharmacy Technology	<p>Any bachelor's degree AND two years of professional experience</p> <p>OR</p> <p>Any associate degree AND six years of professional experience,</p> <p>OR</p> <p>Any associate degree AND an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience.</p>
Public Safety	<p><u>Any bachelor's degree AND two years professional experience</u></p> <p><u>OR</u></p> <p><u>Any associate degree AND six years of professional experience.</u></p>
Reading – Basic Skills: Noncredit Instruction	<p>For a noncredit basic skills course in reading and/or writing either: Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism;</p> <p>OR</p> <p>Bachelor's degree in any discipline AND twelve semester units of coursework in teaching reading.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (c). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
Real Estate	<p>Bachelor's in business or finance, California Bureau of Real Estate Broker license or California Bureau of Real Estate Appraisers Certified Appraisal</p>

Comment [CG24]: In the state min qual list, ornamental horticulture is in a different list, "Disciplines requiring any degree and professional experience." Task Force recommends keeping it here and noting it in the other list.

Comment [CG25]: This is a new discipline on the CCCCCO 2017 list. As per Dean, okay to add to our list. Waiting to hear back from Ray Lewis.

Comment [CG26]: In the state min qual list, Real Estate is in a different list, "Disciplines requiring any degree and professional experience. Task force recommends keeping it here and referencing it in the other list. Consultation with Virginia Rapp and Nic McGrue (law faculty who teaches a Real Estate class). They want to continue to exceed the min qual and to add "in good standing" for the licenses.

	<p>license <u>in good standing</u> AND 2 years experience as a broker or appraiser</p> <p>OR</p> <p>Associate's in business, real estate, finance or real estate appraisal, California Bureau of Real Estate Broker license or California Bureau of Real Estate Appraisers Certified Appraisal license <u>in good standing</u> and 6 years experience as a broker or appraiser.</p>
<p>Specialized Instruction (Disabled Student Programs and Services): Noncredit Instruction</p>	<p>The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following:</p> <p>(1) The minimum qualifications for providing credit instruction for students with disabilities as specified in this section.</p> <p>OR</p> <p>(2) A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities.</p> <p>OR</p> <p>(3) An associate degree with one of the majors specified in subparagraph 2 above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53414 (e)(3). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
<p>Specialized Instruction (Disabled Student Programs and Services) – Vocational: Noncredit Instruction</p>	<p>For noncredit vocational courses an associate degree or certificate of training; and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53414 (e)(4). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
<p>Vocational (short-term): Noncredit Instruction</p>	<p>For a short term noncredit vocational course, any one of the following:</p> <p>Bachelor's degree; and two years of occupational experience related to the subject of the course taught;</p> <p>OR</p> <p>Associate degree; and six years of occupational experience related to the subject of the course taught;</p> <p>OR</p>

	<p>Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter;</p> <p>OR</p> <p>For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (j). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>
<p>Writing- Basic Skills: Noncredit Instruction</p>	<p>For a noncredit basic skills course in reading and/or writing either:</p> <p>Bachelor’s degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism;</p> <p>OR</p> <p>Bachelor’s degree in any discipline and twelve semester units of coursework in teaching reading.</p> <p><u>[Note: This is a paraphrased version of Title 5 §53412 (c). If there is any conflict between the paraphrased language and the Title 5 language, the Title 5 language shall prevail.]</u></p>

~~Non-Master's Disciplines List~~

Disciplines Requiring Any Bachelor's or Associate's Degree and Professional Experience

Comment [MG27]: Title from CCCCO list.

Category 1 2 – Any bachelor's degree and five years professional experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years professional experience and any certificate or license required to do that work. The professional experience required must be directly related to the faculty member's teaching assignment.

Discipline:

Administration of Justice

Air Conditioning, Refrigeration, Heating

Architecture

Auto Body Technology

Automotive Technology

Cabinet Making

Carpentry

Construction Technology

Cosmetology

Drafting

Electricity

Electromechanical Technology

Electronics

Emergency Medical Technologies

Engineering Support

Environmental Technologies

Fire Technology

Industrial Technology

Machine Tool Technology

Manufacturing Technology

[Ornamental Horticulture: Please see the list of Disciplines Requiring a Specific Bachelor's or Associate's Degree and Professional Experience]

[Real Estate: Please see the list of Disciplines Requiring a Specific Bachelor's or Associate's Degree and Professional Experience]

Robotics

Telecommunication Technology

Welding

Non-Master's Disciplines List

Category 2 3

Any bachelor's degree and two years experience in the discipline and any certificate or license required to do that work OR any Associate's degree and six years experience and any certificate or license required to do that work. The professional experience required must be directly related to the faculty member's teaching assignment.

Comment [GC28]: This must be added to be in compliance with the state wide min quals for this list.

Discipline:

Addiction Paraprofessional Training

Aeronautics

Agricultural Business and Related Services

Agricultural Engineering

Agricultural Production

Animal Training and Management

Appliance Repair

Archaeological Technology

Athletic Training

Aviation

Banking and Finance

Barbering

Bicycle Repair

Bookbinding

Broadcasting Technology

Building Codes and Regulations

Building Maintenance

Business Machine Technology

Cardiovascular Technology

Ceramic Technology

Coaching

Commercial Art

Commercial Music

Computer Service Technology

Construction Management

Court Interpreting

Court Reporting

Culinary Arts/Food Technology

Dental Technology

Diagnostic Medical Technology

Diesel Mechanics

Dietetic Technician

Electromicroscopy

Electronic Technology

Electroplating

Equine Science

Estimating

Fabric Care	Mining and Metallurgy
Fashion and Related Technologies	Mortuary Science
Flight Attendant Training	Motorcycle Repair
Fluid Mechanics Technology	Multimedia
Folk Dance	Music Management
Forestry/Natural Resources	Music Merchandising
Furniture Making	Musical Instrument Repair
Graphic Arts	Nursing Science/Clinical Practice
Gunsmithing	Occupational Therapy Assisting
Health Care Ancillaries	Office Technologies
Health Information Technology	Photographic Technology/Commercial Photography
Heavy Duty Equipment Mechanics	Physical Therapy Assisting
Hotel and Motel Services	Piano Tuning and Repair
Industrial Design	Plastics
Industrial Maintenance	Plumbing
Industrial Relations	Printing Technology
Industrial Safety	Private Security
Insurance	Prosthetics and Orthotics
Interior Design	Psychiatric Technician
Janitorial Services	Public Relations
Jewelry	Radiation Therapy
Labor Relations	Radiological Technology
Legal Assisting	Registered Veterinary Technician
Library Technology	Rehabilitation Technician
Licensed Vocational Nursing	Respiratory Technician
Locksmithing	Respiratory Technologies
Marine Diving Technology	Restaurant Management
Martial Arts/Self Defense	Retailing
Masonry	Sanitation and Public Health Technology
Materials Testing Technology	Search and Rescue
Media Production	Sheet Metal
Medical Instrument Repair	Ship and Boat Building and Repair
Military Studies	

Shoe Rebuilding

Sign Language, American

Sign Language/English Interpreting

Small Business Development

Small Engine Mechanics

Stagecraft

Steamfitting

Surgical Technology

Transportation

Travel Services

Upholstering

Vision Care Technology

Watch and Clock Repair

EL CAMINO COLLEGE POLICY EQUIVALENCE TO THE MINIMUM QUALIFICATIONS

Background

In accordance with changes in the Education Code Section 87358 in AB 1725, the El Camino College District needs to provide for a policy to determine if the qualifications of the academic staff are at least equivalent to the minimum qualifications established for El Camino College. This policy should include reasonable procedures to ensure that the governing board relies primarily on the advice and judgment of the Academic Senate in this determination.

Criteria for Equivalency

The equivalency procedure shall be applied to determine the qualification for hire of candidates who state they possess education, training and/or experience which is at least equivalent to the minimum qualifications established by the District.

The following criteria will be used to determine a candidate's eligibility for equivalency:

A. Formal Education Equivalent to the Degree

1. Formal education equivalent to the Master's Degree:

Any Master's Degree with a minimum of ~~12~~ 18 semester graduate units in the discipline.

Bachelor's Degree and a combination of 30 semester graduate units with a minimum of ~~12~~ 18 semester graduate units in the discipline.

2. Formal education equivalent to the Bachelor's Degree:

At least 120 semester units, including general education and 40 units in the discipline of which 24 units are upper division or graduate.

3. Formal education equivalent to the Associate's Degree:

At least 60 approved units, including 18 semester units of general education, as defined in either the El Camino College Catalog or the following guide published by the American Council on Education: "The Guide to the Evaluation of Educational Experience in the Armed Services".

4. All Non-US/foreign degrees will be evaluated by a foreign evaluation service that is approved by El Camino Community College District.

5. All courses being used for equivalency that were taken through continuing education or extension must be applicable to the appropriate degree listed in the discipline minimum qualification.

B. Non-Formal Education Equivalencies to the Degree

1. At least five (5) years of work experience in the discipline equivalent to the degree, e.g., in computers, engineering, or journalism.

Comment [MG1]: The task force recommends that this be raised from 12 to 18 units to require more preparation in the discipline. 12 graduates units may only be 3 classes in some disciplines. EPC agrees.

Comment [GC2]: We routinely do this across campus, and it should be in the procedure. Check with HR to see if we have a list.

Comment [GC3]: The task force and EPC recommend that courses taken through continuing education or extension must be applicable to a degree.

Comment [GC4]: We can insert that we want the work experience to demonstrate knowledge and skills equal to the degree and that we want the GEs to have been taken in the equivalency form .

2. At least three (3) years academic experience and/or accomplishments in the discipline equivalent to the degree, e.g., teaching at the upper division or graduate level scholarly publications.
3. Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books.

Comment [GC5]: How should we treat eminence? Do we want a stipulation about meeting GEs?

C. Equivalencies to Work Experience

Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.

It is the candidates' responsibility at the time they submit their application to provide conclusive evidence that they possess qualifications that are at least equivalent to those required. The conclusive evidence must be as clear and reliable as college transcripts being submitted by other candidates.

Comment [GC6]: On the form, we should be more specific that the knowledge and skills should be equal to those required to receive the degree.

Examples of conclusive evidence are but not limited to:

1. A transcript showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution.
2. Publications that show a command of the major discipline in question, the general education of the candidate, or writing skill.
3. Other work products that show a command of the major discipline or occupation in question. This may include an interview of the applicant to determine qualifications in the discipline.
4. Verifiable resume, employer statement, other chronological listing or evidence of appropriate work experience.

Determination of Equivalency

Initial determination of equivalency to minimum qualifications for hire shall be decided during the screening process by the screening committee following the procedures established jointly between ~~personnel~~ Human Resources and the Academic Senate using the standards set forth in this policy.

If the screening committee is unable to agree or either the ~~Director of Personnel~~ the Vice President of Human Resources or his/her designee or the President of the Academic Senate do not concur that the candidate has equivalent qualifications, the decision shall be referred to the Equivalency Committee.

Equivalency Committee

The Council of the Academic Senate shall establish a standing ad hoc committee to make decisions on matters of equivalency to the minimum standards for hiring of instructors. The duties of the Equivalency Committee shall be to make final determination of equivalency in the event that the department screening committee is unable to come to agreement, to provide an appeals process for disagreements between screening committees and administration, to oversee the equivalency procedure as it is conducted across campus to insure that, as far as disciplines allow, the same standards are applied in each case uniformly, and finally to recommend to the Academic Senate whether or not it should support a candidate's application of equivalency to the governing board in the event of hire.

The Equivalency Committee shall consist of:

1. President of the Academic Senate
2. Vice-President of Educational Policy, or when not available, a member of the Council of the Academic Senate as appointed by the President.
3. Two faculty representatives of the discipline from the screening committee
4. Vice President of Academic Affairs or designee
5. Director of Personnel, or designee.

The President of the Academic Senate will chair the committee and will have the responsibility of submitting a letter in support of granting or denying equivalency to a candidate to the governing board as provided for in Section 87359 of the Ed Code.

Equivalency Procedures for Full-time Faculty Seeking, Additional Disciplines and/or Faculty Service Areas (FSA)

In the event that an existing faculty member wishes to assert equivalency in another discipline or faculty service area, the faculty member may do so by submitting a completed equivalency application together with the documentation supporting the request to Personnel.

On receipt of the application, the Director of Personnel will contact the President of the Academic Senate. Together as co-chairs of the Equivalency Committee, they will convene a committee of 3 faculty from the discipline (if not possible, then a related discipline) to review the material submitted by the applicant and decide whether or not the equivalency should be granted. If the faculty of the discipline (or related discipline) decide the equivalency should be granted, the appropriate forms will be completed and Board approval sought.

If the faculty of the discipline (or related discipline) cannot reach consensus or either of

the co-chairs of the Equivalency committee do not concur, the Equivalency Committee will be convened to determine whether or not equivalency should be granted. If it is determined that equivalency should be granted, the appropriate forms will be completed and Board approval sought. After the Board approves the equivalency, the faculty member will be notified.

If it is determined that equivalency should not be granted, the faculty member will be notified of the decision by the chairs of the Equivalency Committee. The letter should also notify the faculty member of his/her right to file a grievance in accordance with AFT contract Article VI Section 3(g).

Further

1. All deliberations of the departmental screening committee and/or the Equivalency Committee and all records involved in the proceedings shall be confidential.
2. Appeals of the decision of the Equivalency Committee by either the department or administration shall be made to a closed session of the Cabinet and the Executive Committee of the Academic Senate.
3. The determination that a candidate has the equivalent to the minimum qualifications by the screening committee of the Equivalency Committee shall not be considered as part of the interview/hiring process. Under no circumstances is the granting of equivalency to the minimum qualifications to be construed as a determination that a candidate will or will not be hired. Such a candidate shall be placed in a pool of qualified applicants, any number of whom may be interviewed for a given position.
4. If an applicant is selected on the basis of equivalency, justification shall be sent on the appropriate form to the Equivalency Committee, the Personnel Office, and the Office of the Vice President of Academic Affairs. This report shall include a complete description of the committee's reasons for determining that a candidate has the equivalent qualifications.
5. The granting of equivalency is on a case-by-case basis and does not set precedence for other hires however the Equivalency Committee will require consistency of application within a discipline.

Review and Revision

This equivalency policy and its procedures are subject to review and revision at the request of the Academic Senate or the Board of Trustees although its effectiveness should be reviewed at a minimum of every three years. Changes in this policy require the joint agreement of the Academic Senate and the Board. Until there is joint agreement, this policy will remain in effect.

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

References:

Education Code Sections 87001, 87003, and 87743.2;
Title 5 Sections 53400 et seq.;
ACCJC Accreditation Standard III.A.2-4

NOTE: *This procedure is **legally required**. Local practice may be inserted. The following is provided as an illustrative example only. The equivalency examples are provided in some detail, but in any event must be developed and jointly agreed upon by representatives of the District and the academic senate.*

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Equivalency Committee – An academic senate equivalency committee shall be established to fulfill the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications..." In order to ensure that the Governing Board relies primarily on the advice and judgment of the Academic Senate, the academic senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Governing Board.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Governing Board.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies – The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The **[designate authority]** will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the **[designate authority]** prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The **[designate authority]** shall send its decisions concerning equivalency and non-equivalency to the **[designate authority]** to the academic senate equivalency committee before candidates are notified of interviews. The equivalency committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The academic senate equivalency committee shall employ the following procedures in emergencies or special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to **[designate authority]**.
- **[Designate authority]** will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend

the job offer; if unacceptable, the selection committee may request a review by **[designate authority]**.

- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
 - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
 - Additional sections of a class added shortly before the beginning of a session or after the session begins.
 - An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

- **Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. Note; all semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.
- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.
- **Recency:** An individual employed to teach a vocational discipline shall demonstrate a competency in the current technology of that discipline.
- **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above Sections (#1 - #3), and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and **[insert position, such as Vice President for Academic Affairs]** agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the academic senate equivalency committee chair as deemed "equivalent" for that discipline.

Revised 4/15

**EQUIVALENCY
TITLE 5 AND ACCREDITATION**

Title 5 § 53430. Equivalencies.

(a) No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article or elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.

(b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.

(c) The process shall further require that the academic senate be provided with an opportunity to present its views to the governing board before the governing board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.

(d) Until a joint agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.

Note: Authority cited: Sections 66700, 70901 and 87359, Education Code. Reference: Section 87359, Education Code.

§ 53410. Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians.

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

(a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(c) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, but where a related bachelor's or associate degree is generally expected or available, possession of either:

(1) a bachelor's degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or

(2) an associate degree in the discipline directly related to the faculty member's teaching assignment or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.

(d) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, and where a related bachelor's or associate degree is not generally expected or available, possession of either:

(1) any bachelor's degree or equivalent foreign degree plus two years of professional experience directly related to the faculty member's teaching assignment; or

(2) any associate degree or equivalent foreign degree plus six years of professional experience directly related to the faculty member's teaching assignment.

Note: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003, and 87356, Education Code.

**Accrediting Commission for Community and Junior Colleges
2014 Accreditation Standards**

Standard III: Resources

A. Human Resources

2. Faculty qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly activities, and potential to contribute to the mission of the institution. Faculty job descriptions include development and review of curriculum as well as assessment of learning. (ER 14)
3. Administrators and other employees responsible for educational programs and services possess qualifications necessary to perform duties required to sustain institutional effectiveness and academic quality.
4. Required degrees held by faculty, administrators and other employees are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non- U.S. institutions are recognized only if equivalence has been established.

Academic Senate of California Community Colleges FAQs on Minimum Qualifications (MQs)

THIS INCLUDES ONLY THE FAQs RELATED TO EQUIVALENCY

The following list of Frequently Asked Questions (FAQs) has been compiled to assist individuals in better understanding and interpreting the rules and regulations governing the minimum qualifications (MQs) for faculty and administrators in the California Community College system. The FAQs were collaboratively developed with members of the Standards and Practices Committee of the State Academic Senate and staff from the Chancellor's Office of the California Community Colleges.

Q#4: What if someone has a single-subject discipline credential, has taught high school in that discipline for 14 years, and recently received a Master's in Educational Administration. Would he/she qualify to teach part-time in the discipline?

A: No. The single-subject and multiple-subject credentials are issued by the California Commission on Teacher Credentialing and are only valid within the K-12 public education system. To be eligible to teach (full- or part-time) that discipline at any of the California community colleges, a person needs to meet the requirements for the discipline as noted in the Disciplines List. The credential, high school teaching experience and the master's degree (not in a discipline subject) could be used as factors in determining equivalency to the requirements of a discipline listed in the Disciplines List. Equivalent qualifications are determined by faculty representing their academic senate at the local level and approved by the local governing board

Q#6: What happens when an academic degree held by an applicant for a faculty position is not listed in the Disciplines List?

A: One of two processes can occur---determination of an equivalency to an existing discipline, or proposal of a revision to the Disciplines list, either by proposing a new discipline or adding a degree to an existing discipline.

For any degree that is not currently covered in the Disciplines List, follow the guidelines for establishing an equivalency to a discipline as provided in Title 5, Section 53410, Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians, which reads as follows:

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- (a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- (b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

Title 5 states that, in addition to a master's degree in the specific discipline, a master's degree in a "reasonably related" discipline can satisfy the MQs requirement. Since the Disciplines List does not currently include the degree of the applicant, the district is able to determine the equivalent academic degree that may also fulfill the MQ to the discipline listed in the Disciplines List.

Revisions to the Disciplines List (addition of a new discipline or addition/deletion of an academic degree to an existing discipline) are based upon the recommendation of the

Academic Senate to the Board of Governors. Consult the guidelines as listed in the Disciplines List Process of the Academic Senate at:

<http://www.asccc.org/Archives/DisciplineList/DisciplinesList.htm>

Q7: What are good practices in determining an equivalency to the MQs for a discipline?

A: To maintain the academic integrity of the community colleges and their faculty, equivalency to those minimum qualifications for hire must be granted with careful consideration. The Academic Senate has the following recommendations (from Equivalence to the Minimum Qualifications, 2006):

- Equivalency must be at least equivalent to the minimum qualifications for a discipline.
- Equivalency must be determined primarily by discipline faculty.
- Equivalency processes for part-time faculty and “emergency hire” should be no different from equivalency for full-time faculty.
- Local senates must ensure that their district and college policies and processes do not allow for single-course equivalencies.
- Academic senates should assure consistency of the equivalency process.
- Equivalency decisions should be based on direct evidence of claims (e.g., transcripts, publications, and work products).
- Claims of equivalence must include how both general education and specialization are met.
- Human resources offices should NOT screen for equivalency.
- Local senates must never allow equivalency to be delegated to administration or classified staff.
- Equivalency policies at each district and college should be reviewed every few years.
- Criteria for the acceptance of eminence as a means to establish equivalency must be clearly defined in hiring policy.
- Once the local equivalency process has reached a recommendation regarding an individual applicant, Education Code §87359(a) requires that the governing board include action on the equivalency as part of its subsequent hiring action.

Q#8: Is an equivalency granted by one district transferable to another district?

A. No. Each district is allowed to establish its own equivalency minimum qualifications for each discipline taught in its jurisdiction. Section 53430 of Title 5 states that:

“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.”

Q#9: Does an equivalency granted by one college in a multi-college district apply to all the colleges in that district?

Yes. An equivalency established by one college in a multi-college district is applicable to all colleges in that district. In order to maintain consistency, colleges in multi-college districts are encouraged to work together on a common equivalency process.

Q#10: What are the parameters by which a district would use eminence when determining whether an applicant for a faculty position meets the MQs for the listed position?

A: The current MQs regulations and disciplines list are silent in defining or referencing the term "eminence." The State Academic Senate's Standards and Practices Committee is currently in the process of developing resources to assist local colleges in making an eminence determination. Access the current paper on minimum qualifications and equivalencies at

http://www.asccc.org/Publications/Papers/Equivalence_2006.html

Q#22: Can someone with a degree from a foreign country teach at a community college?

A: Possibly. Within the United States, no government agency monitors the establishment of foreign credential evaluation services. Prior to becoming employed as an instructor with any California community college, the college would need to have an evaluation conducted of the education and degree completed at the foreign college/university to inform the equivalency process. The community college would generally refer transcripts from the foreign college/university to an organization that evaluates foreign credentials.

ASCCC: Equivalence to the Minimum Qualifications

Fall: 2006

Topic: Professional Standards

Committee: Standards and Practices Committee

In 1988 the Community College Reform Act (AB 1725) began a phase out of credentials in favor of a process for establishing minimum qualifications and the determination of equivalencies that are at least equal to the state-adopted minimum qualifications for a particular discipline. The recommendations of this paper provides a proposed equivalency model as well as the results of an equivalency survey and a legal opinion stating that local districts are not authorized to establish a single course equivalency.

Recommendations:

AB1725 provides the intent language of equivalency and is explicit concerning faculty responsibility: Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. As a result, the faculty have an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process. Equivalency considered in this light will remind us that our guide must be the published minimum qualifications. Legal Opinion L 03-28 reiterates and supports adherence to minimum qualifications for a discipline. To maintain the academic integrity of the community colleges and their faculty, equivalency to those minimum qualifications for hire must be granted with careful consideration.

1. Equivalency must be determined primarily by discipline faculty.
2. Equivalency processes for part-time faculty and "emergency hire" should be no different from equivalency for full-time faculty.
3. Local senates must ensure that their district and college policies and processes do not allow for single-course equivalencies.
4. Academic senates should assure consistency of the equivalency process.
5. Equivalency decisions should be based on direct evidence of claims (e.g., transcripts, publications, and work products).
6. Claims of equivalence must include how both general education and specialization are met.
7. Human resources offices should NOT screen for equivalency.
8. Local senates must never allow equivalency to be delegated to administration or classified staff.
9. Equivalency policies should be reviewed every few years.
10. Criteria for the acceptance of eminence as a means to establish equivalency must be clearly defined in hiring policy.
11. Once the local equivalency process has reached a recommendation regarding an individual applicant, Education Code 87359(a) requires that the governing board include action on the equivalency as part of its subsequent hiring action.
12. Additional training materials may be obtained from the Academic Senate Office and/or at its website.



EL CAMINO COMMUNITY COLLEGE
Human Resources Office

Approval of Equivalence to Minimum Qualifications
For Faculty and Educational Administrator Positions

Applicant or Employee Name: _____

If a current District employee, what is the job title? _____

Currently employed in District academic service within which discipline? _____

This individual has applied for equivalence in which discipline? _____

Minimum Qualification for the discipline: _____

Equivalency for the discipline: _____

What supporting documents were submitted for consideration and reviewed along with the Application for Equivalence? Check all that apply:

___ Official Transcripts

___ Resume

___ Letters of Verification ___ Education ___ Employment ___ Specialized Training

___ Other: _____

___ Licenses or Certificates (specify): _____

___ Awards and/or Commendations (specify): _____

___ Other documents: _____

The Application for Equivalence and supporting documents were reviewed on (date): _____

Please check all that apply:

For educational equivalency to the Bachelor's degree, the following general education requirements must be met in these areas:

___ Physical and Biological Sciences

___ Behavioral and Social Sciences

___ English

Comment [GC1]: The min qual and equivalency have been added to the form. It is hard for faculty to find these things and it will streamline the process to have it on the form.

Comment [GC2]: Are there certain documents that we would like to request?

Comment [MG3]: The task force recommends that the form be more specific about the general education requirements that need to be met for equivalency to the Bachelor's degree.

_____ Mathematical Concepts and Computational Reasoning

Non-US/foreign degree has been evaluated by a foreign evaluation service approved by El Camino Community College District and was:

_____ Approved as equivalent

_____ Not Approved as equivalent

Comment [MG4]: The task force recommends that the form include the requirement to evaluate foreign degrees.

For educational equivalency to degree, courses taken through continuing education or extension must be applicable to a degree listed in the minimum qualification.

_____ Courses taken through continuing education or extension are applicable to degree.

_____ Insufficient evidence that courses taken through continuing education or extension are applicable to degree.

Comment [MG5]: The task force recommends that courses taken through continuing education or extension must be applicable to a degree.

Following our review, it was determined that this individual:

_____ meets the equivalency standards for, and can be assigned a Faculty Service Area in, the following discipline:

_____ does not meet the equivalency standard for the following discipline: _____

Comments; (attach additional sheets as needed): _____

Instructor of Approving Discipline Date Instructor of Approving Discipline Date

Comment [GC6]: Should we add the academic dean?

Vice President, Academic Affairs Date V.P. Educational Policy, Academic Senate Date

President, Academic Senate Date Human Resources Representative Date



Name: _____ Date: _____

Service Area/Discipline: _____

See attached documentation: _____

Notes of deliberation (attached additional sheets if necessary):

