

## ACADEMIC SENATE EDUCATIONAL POLICIES COMMITTEE AGENDA

Tuesday, April 25, 2017 -- 1:00-1:50 SOCS 123

**Spring Meetings from 1-1:50 pm in SOCS 123:** Tues Feb.28; Tues Mar 14; Tues Mar 28; Tues April 25; Tues May 9; Tues May 23 (tentative)

### **Members:**

Darcie Descalzo (NS); Mark Fields (IT); Christina Gold (Chair, BSS); Vanessa Hayes (CEC); Chris Jeffries (ECCFT); Gary Medina (LLR); Karl Striepe (BSS); Lori Suekawa (CSS); Deans Rep: Linda Ternes (Math)

### **Visitors:**

Barb Perez (Interim VP of Human Resources) and Carolee Vakil-Jessop (Federation)

**Zoom Online Meeting Information:** Join online at <https://zoom.us/j/412506904> or by telephone: 1(408)638-0968 or 1(646)558-8656 - Meeting ID: 412 506 904

### **I) Minimum Qualifications**

Our committee is responsible for ensuring that we stay up-to-date with our state minimum qualifications. Barb Perez (VP of Human Resources) and Carolee Vakil-Jessop (Federation) will be attending to discuss updates and processes.

- a) Maintaining and Posting the Local Minimum Qualifications List
- b) Appendix G of the Contract – Faculty Service Areas and Minimum Qualifications
- c) AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

### **EPC Packet**

1. ECC Minimum Qualifications (last updated 2015)
2. Appendix G of the 2014-16 Faculty Contract
3. AP 7211 Faculty Service Areas, Minimum Qualifications and Equivalencies (CCLC template)
4. Minimum Qualifications - Ed Code, Title 5 & ACCJC Standards
5. Academic Senate for California Community Colleges – Minimum Qualifications FAQs

**El Camino College Local Minimum Qualifications  
Master's List**

Board Approved May 19, 2014

Revised November 16, 2015

***Discipline***

***Local Qualifications***

**Academic Strategy**

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; OR the equivalent.

**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 with a CPA license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

**Adapted Technology: Students Programs and Services**

**Computer Disabled 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

\*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.

<b>Art</b>	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.
<b>Art History</b>	Master's in art history, history of art and architecture, or visual culture/visual studies <b>OR</b> Bachelor's in art history and master's in history <b>OR</b> master's in art with a recorded emphasis or concentration in art history <b>OR</b> the equivalent
<b>Astronomy</b>	Master's in astronomy or astrophysics OR Bachelor's in either of the above AND Master's in physics, math, geophysics, engineering OR the equivalent.
<b>Biological Sciences</b>	Master's in any biological science OR Bachelor's in any biological science AND Master's in biochemistry, biophysics, or marine science OR the equivalent.
<b>Business</b>	Master's in business, business management, business administration, accountancy, finance, marketing, or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.
<b>Business Education</b>	Master's in business, business administration, or business education OR Bachelor's in any of the above AND Master's in vocational education OR the equivalent.
<b>Chemistry</b>	Master's in chemistry OR Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, chemical physics OR the equivalent.
<b>Chicano Studies</b>	Master's in Chicano Studies or ethnic studies <b>OR</b> the equivalent
<b>Child Development/ Early Childhood Education</b>	Master's in child development, early childhood education, human development, family and consumer studies with a specialization in child development/early childhood 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.

**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 Communications)** Master's in speech, communication studies, speech communication, or organizational communication OR the equivalent.

**Computer Science** Master's in computer science or computer engineering OR Bachelor's in either of the above AND Master's in information science, computer information systems, information systems, mathematics, or engineering OR the equivalent.

**Counseling** 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, OR the equivalent.

**Counseling: Disabled Students Programs and Services** \*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, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upperdivision or graduate level course work specifically in counseling or rehabilitation or individuals with disabilities, 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 for persons with disabilities.

\*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.

**Counseling: EOPS**

\*Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent; **AND** EOPS counselors hired after October 24, 1987, shall:

(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages **OR** (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 **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.

\*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.

**Dance**

Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, **OR** 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 **OR** the equivalent.

**Deaf and Hearing Impaired: 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 deaf and hearing impaired.

\*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.

**Developmental Disabilities: 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 developmental disabilities.

\*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.

**Dietetics**

See Nutritional Sciences/Dietetics.

**Drama/Theater Arts**

Master's or Master of Fine Arts in drama/theater arts/performance OR the equivalent.

**Earth Science**

Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology OR Bachelor's in geology **AND** Master's in geography, physics, or geochemistry OR the equivalent.

**Ecology**

Master's in ecology or environmental studies OR the equivalent OR See Interdisciplinary Studies.

**Economics**

Master's in economics OR Bachelor's in economics **AND** Master's in finance OR the equivalent.

**Education**

Master's in education OR the equivalent.

**Engineering**

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 OR the equivalent.

**Engineering Technology**

Master's in any field of engineering technology or engineering OR Bachelor's degree in either of the above **AND** Master's degree in physics, mathematics, computer science, biological science, or chemistry, OR Bachelor's degree in industrial technology, engineering technology or engineering **AND** a professional engineer's license OR the equivalent.

<b>English</b>	Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.
<b>ESL</b>	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR 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 OR the equivalent.
<b>Ethnic Studies</b>	Master's in the ethnic studies field <b>OR</b> 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 OR the equivalent OR See Interdisciplinary Studies.
<b>Family and Consumer Studies/ Home Economics</b>	Master's in family and consumer studies, life management/home economics, or home economics education OR 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 OR the equivalent.
<b>Film Studies</b>	Master's degree in film, drama/theater arts, or mass communication OR Bachelor's degree in any of the above AND Master's degree in media studies, English, or communication OR the equivalent.
<b>Foreign Languages</b>	Master's in the language being taught OR Bachelor's in the language being taught AND Master's in another foreign language OR the equivalent.
<b>Geography</b>	Master's in geography OR Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography OR the equivalent OR See Interdisciplinary Studies.

<b>Gerontology</b>	Master's in gerontology OR the equivalent OR See Interdisciplinary Studies.
<b>Health</b>	Master's in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health OR Bachelor's in any of the above AND Master's in any biological science OR the equivalent.
<b>Health Services Director/ Health Services Coordinator/College Nurse</b>	<p>*Master's in nursing and a California Public Health Nurse certificate; OR Bachelor's in nursing, a California Public Health 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>*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>
<b>History</b>	Master's in history OR the equivalent.
<b>Humanities</b>	Master's in humanities OR the equivalent OR See Interdisciplinary Studies.
<b>Instructional Design/ Technology</b>	Master's in instructional design/technology or educational technology OR the equivalent.
<b>Interdisciplinary Studies</b>	Master's in the interdisciplinary area OR 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.
<b>Journalism</b>	Master's in journalism or communication with a specialization in journalism OR 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 OR the equivalent.

**Kinesiology**

Master's in kinesiology, physical education, exercise science, education with an emphasis in physical education, physiology of exercises 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.

**Law**

JD or LLB plus admission to the California Bar and 2 years experience practicing law OR meet qualification in the discipline of the application OR the equivalent.

**Learning Assistance  
Instructors**

\*Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; **OR** a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

\*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.

**Learning Disabilities:  
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 learning disabilities.

\*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.

**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 TESOL,

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 Bachelor's in any of the above AND Master's in drama/theater arts, communication, communication studies, business, telecommunications, or English the equivalent.

**Mathematics**

Master's in mathematics or applied mathematics OR Bachelor's in either of the above AND Master's in statistics, physics, or mathematics education OR the equivalent.

**Music**

Master's in music OR the equivalent.

**Nursing**

Master's in nursing OR Bachelor's in nursing AND Master's in health education or health science OR the equivalent. **OR** The minimum qualifications as set by the Board of Registered Nursing, whichever is higher.

**Nutritional Science/  
Dietetics**

Master's in nutrition, dietetics, or dietetics and food administration OR Bachelor's in any of the above AND Master's in chemistry, public health, or family and consumer studies/home economics OR the equivalent (NOTE: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)

**Peace Studies**

Master's in peace studies, peace and conflict studies, peace and justice studies, **OR** the equivalent

**Philosophy**

Master's in philosophy OR the equivalent.

**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 study in adapted physical education.

\*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.

**Physical Science** See Interdisciplinary Studies.

**Physics** Master's in physics OR Bachelor's in physics AND Master's in astronomy, astrophysics or engineering OR the equivalent.

<b>Political Science</b>	Master's in political science, government, or international relations OR 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 the equivalent.
<b>Psychology</b>	Master's in psychology OR the equivalent.
<b>Reading</b>	Master's in education with a specialization in reading or teaching reading OR 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, or psychology OR the equivalent.
<b>Recreation Administration</b>	Master's in recreation administration or physical education OR Bachelor's in either of the above AND Master's in dance, gerontology, or public administration, OR the equivalent.
<b>Religious Studies</b>	Master's in religious studies, theology, or philosophy OR Bachelor's in any of the above AND Master's in humanities OR the equivalent.
<b>Social Science</b>	Master's in social science OR the equivalent OR See Interdisciplinary Studies.
<b>Sociology</b>	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.
<b>Speech Communication</b>	See Communication Studies.
<b>Speech Pathology</b>	<b>Language</b> 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; <b>OR</b> the equivalent.
<b>Speech and Disabilities</b>	<b>Language (Pathology):</b> *Master's, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; <b>AND</b> Licensure or eligibility for licensure as a speech

**Disabled Students Programs and Services** pathologist or audiologist by the Medical Board of California.

\*This is a paraphrased version of title 5 §53411(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** Master's in women's studies OR the equivalent OR See Interdisciplinary Studies.

**Work Instructors Coordinators** **Experience or** \*The minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

\*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.

### **Non-Master's Disciplines 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.**

<b>Discipline</b>	<b>Local Minimum Qualifications</b>
<b>Biotechnology</b>	Bachelor's degree in the biological sciences, chemistry, biochemistry, or engineering, and two years of full-time related professional experience.
<b>Citizenship: Noncredit Instruction</b>	For a noncredit course in citizenship a bachelor's degree in any discipline, and six semester units in American history and institutions.
<b>Computer Information Systems</b>	Master's in computer science, computer information systems or business administration with an emphasis in computer information systems OR Bachelor's in any of the above and 5 years of appropriate work experience OR the equivalent.

<b>English as a second language (ESL): Noncredit Instruction</b>	<p>For a noncredit course in English as a second language (ESL) any of the following:</p> <p>(1) A bachelor’s degree in teaching English as a second language, or teaching English to speakers of other languages;</p> <p><b>OR</b></p> <p>(2) A bachelor’s degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second language, which may be completed concurrently during the first year of employment as a noncredit instructor;</p> <p><b>OR</b></p> <p>(3) A bachelor’s degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor;</p> <p><b>OR</b></p> <p>(4) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.</p>
<b>Health and Safety: Noncredit Instruction</b>	<p>For a noncredit course in health and safety, a bachelor’s degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.</p>
<b>Home Economics: Noncredit Instruction</b>	<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; or an associated degree in any of those subjects, and four years of professional experience related to the subject of the course taught.</p>
<b>Interdisciplinary-Basic Skills: Noncredit Instruction</b>	<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>
<b>Mathematics- Basic Skills: Noncredit Instruction</b>	<p>For a noncredit basic skills course in mathematics a bachelor’s degree in mathematics.</p>

<b>Older Adults: Noncredit Instruction</b>	<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;</p> <p><b>OR</b></p> <p>(B) One year of professional experience working with older adults;</p> <p><b>OR</b></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 employment as a noncredit instructor.</p>
<b>Ornamental Horticulture</b>	<p>Bachelor's in ornamental horticulture, plant science or botany AND 2 years experience in ornamental horticulture OR the equivalent.</p>
<b>Parent Education: Noncredit Instruction</b>	<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>
<b>Pharmacy Technology</b>	<p>Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience, or any associate degree, and an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience.</p>

<b>Reading – Basic Skills: Noncredit Instruction</b>	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; <b>OR</b> Bachelor’s degree in any discipline and twelve semester units of coursework in teaching reading.
<b>Real Estate</b>	Bachelor's in business or finance, CA BRE Broker license or CA BREA Certified Appraisal license AND 2 years experience as a broker or appraiser OR Associate’s in business, real estate, finance or real estate appraisal, CA BRE Broker license or CA BREA Certified Appraisal license and 6 years experience as a broker or appraiser.
<b>Specialized Instruction (DSPS): Noncredit Instruction</b>	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: (1) The minimum qualifications for providing credit instruction for students with disabilities as specified in this section. <b>OR</b> (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. <b>OR</b> (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.
<b>Specialized Instruction (DSPS) – Vocational: Noncredit Instruction</b>	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.
<b>Vocational (short-term): Noncredit Instruction</b>	(i) For a short term noncredit vocational course, any one of the following:



(1) Bachelor's degree; and two years of occupational experience related to the subject of the course taught;  
**OR**  
(2) Associate degree; and six years of occupational experience related to the subject of the course taught;  
**OR** (3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter;  
**OR** (4) 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.

**Writing- Basic Skills:  
Noncredit Instruction**

For a noncredit basic skills course in reading and/or writing either: a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism;  
**OR**  
A bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.

**Category 2** - 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

Robotics

Telecommunication Technology

Welding

**Category 3** - 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.

**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  
Fashion and Related Technologies  
Flight Attendant Training  
Fluid Mechanics Technology  
Folk Dance  
Forestry/Natural Resources  
Furniture Making  
Graphic Arts  
Gunsmithing  
Health Care Ancillaries  
Health Information Technology  
Heavy Duty Equipment Mechanics  
Hotel and Motel Services  
Industrial Design  
Industrial Maintenance  
Industrial Relations  
Industrial Safety  
Insurance  
Interior Design

Janitorial Services	Printing Technology
Jewelry	Private Security
Labor Relations	Prosthetics and Orthotics
Legal Assisting	Psychiatric Technician
Library Technology	Public Relations
Licensed Vocational Nursing	Radiation Therapy
Locksmithing	Radiological Technology
Marine Diving Technology	Registered Veterinary Technician
Martial Arts/Self Defense	Rehabilitation Technician
Masonry	Respiratory Technician
Materials Testing Technology	Respiratory Technologies
Media Production	Restaurant Management
Medical Instrument Repair	Retailing
Military Studies	Sanitation and Public Health Technology
Mining and Metallurgy	Search and Rescue
Mortuary Science	Sheet Metal
Motorcycle Repair	Ship and Boat Building and Repair
Multimedia	Shoe Rebuilding
Music Management	Sign Language, American
Music Merchandising	Sign Language/English Interpreting
Musical Instrument Repair	Small Business Development
Nursing Science/Clinical Practice	Small Engine Mechanics
Occupational Therapy Assisting	Stagecraft
Office Technologies	Steamfitting
Photographic Technology/Commercial Photography	Surgical Technology
Physical Therapy Assisting	Transportation
Piano Tuning and Repair	Travel Services
Plastics	Upholstering
Plumbing	Vision Care Technology
	Watch and Clock Repair

## APPENDIX G

### List of Faculty Service Areas By Division

#### BEHAVIORAL & SOCIAL SCIENCES:

<u>Discipline</u>	<u>FSA</u>	<u>Competency</u>
Anthropology	Anthropology	Hold a valid teaching credential in that discipline, <b>OR</b>
Child Development	Child Development	Meet state minimum qualifications in the discipline, <b>OR</b>
Economics	Economics	Have been granted an equivalency in the discipline.
Ethnic Studies	Ethnic Studies	
Gerontology	Gerontology	
History	History	
Philosophy	Philosophy	
Political Science	Political Science	
Psychology	Psychology	
Religious Studies	Religious Studies	
Sociology	Sociology	
Social Sciences	Social Sciences	
Women's Studies	Women's Studies	

#### BUSINESS:

<u>Discipline</u>	<u>FSA</u>	<u>Competency</u>
Accounting	Accounting	Hold a valid teaching credential in that discipline, <b>OR</b>
Business	General Business	Meet state minimum

Management  
Marketing  
Business Education

qualifications in the  
discipline, **OR**

Have been granted an  
equivalency in the discipline.

Law

Law

Computer Information  
Systems

\*Computer Information  
Systems

\*In addition, must  
demonstrate skills by  
work experience,  
portfolio or  
performance.

Office Technologies

Office Technologies

Real Estate

Real Estate

Legal Assisting

Legal Assisting

### **COUNSELING:**

#### **Discipline**

#### **FSA**

#### **Competency**

Counseling

Counseling

### **HEALTH SCIENCES AND ATHLETICS:**

#### **Discipline**

#### **FSA**

#### **Competency**

Health

Health

Physical Education

Physical Education

Recreation  
Administration

Recreation

Coaching

Coaching

Athletic Training

Athletic Training

Nursing  
Nursing Science:

Nursing

Clinical Practice

Health Care Ancillaries	Medical technologies
Health Information Tech	
Radiologic technology	
Respiratory technician	
Respiratory technologies	

**FINE ARTS:**

<u>Discipline</u>	<u>FSA</u>	<u>Competency</u>
Art Studio Commercial Art	Studio Art History Commercial Art	Hold a valid teaching credential in that discipline, <b>OR</b>  Meet state minimum qualifications in the discipline, <b>OR</b>
Dance	Dance the discipline.	Have been granted an equivalency in
Folk Dance	Folk Dance	
Drama/Theater Arts Stagecraft	History Performance Technical	In addition, must demonstrate skills by work experience, portfolio or performance.
Music Commercial Music	Instrumental Vocal Theory History	
Graphic Arts	Graphic Arts	
Jewelry	Jewelry	
Photography Photographic Technology	Photography	
Speech	Speech	

## **HUMANITIES:**

<b><u>Discipline</u></b>	<b><u>FSA</u></b>	<b><u>Competency</u></b>
English	English	Hold a valid teaching credential in that discipline, <b>OR</b>
ESL	ESL	Meet state minimum qualifications in the discipline, <b>OR</b>
Foreign Languages	Spanish French German Japanese Italian Latin Russian	Have been granted an equivalency in the discipline.
Humanities	Humanities	
Journalism	Journalism	
Linguistics	Linguistics	
Mass Communication	Mass Communication	
Reading	Reading	
Public Relations	Public Relations	

## **INDUSTRY & TECHNOLOGY:**



<u>Discipline</u>	<u>FSA</u>	<u>Competency</u>
Administration of Justice Private Security	Administration of Justice discipline, <b>OR</b>	Hold a valid teaching credential in that
Air Conditioning Refrigeration, heating	Air Conditioning Refrigeration, heating	Meet state minimum qualifications in the discipline, <b>OR</b>
Architecture	Architecture	Have been granted an equivalency in the discipline.
Auto Body	Auto Body	
Auto Mechanics	Auto Mechanics	
Cabinet Making Carpentry	Carpentry	
Construction Mgmt. Construction Tech. Building Codes & Regs.	Construction	
Cosmetology	Cosmetology	
Computer Service Tech. Electricity Electro-Mechanical Tech. Electronics Robotics Telecommunications Tech.	Electronics	
Emergency Medical Technology	Emergency Med. Tech.	
Fire Tech.	Fire Technology	
Drafting Engineering Tech. Environmental Tech Industrial Tech.	Environmental Tech	

**INDUSTRY & TECHNOLOGY (Cont'd):**

<b><u>Discipline</u></b>	<b><u>FSA</u></b>	<b><u>Competency</u></b>
Machine Tool Tech. Manufacturing Tech.		
Welding	Welding	
Family and Consumer Studies/Home Ec. Fashion & related Technologies	Family & Consumer Studies	Have been granted an equivalency in the discipline
Culinary arts/food Technology		*For Biological Sciences, local qualifications will be used
Interior Design	Interior Design	
Ornamental Horticulture	Horticulture	

**LEARNING RESOURCES:**

<b><u>Discipline</u></b>	<b><u>FSA</u></b>	<b><u>Competency</u></b>
Special Education	Adaptive PE	Hold a valid teaching credential in that discipline, <b>OR</b>
	Counseling of students w/ disabilities	Meet state minimum qualifications in the discipline, <b>OR</b>
	Speech & Lang. disabilities	Have been granted an equivalency in the discipline.
Education	Education	
	Learning Skills*	*In addition must have course work in Developmental

Instructional design/ Technology	Instructional design Technology	Education.
Library Science Library Technology	Library	
Mass Communication	Mass Communication	
Broadcasting Tech. Media production	Broadcasting Tech.	
Sign language	Sign Language	

**MATHEMATICAL SCIENCES:**

<b><u>Discipline</u></b>	<b><u>FSA</u></b>	<b><u>Competency</u></b>
Computer Science	Computer Science	Have been granted an equivalency in the discipline.
Engineering	Engineering	
Mathematics	Mathematics	

**NATURAL SCIENCES:**

<b><u>Discipline</u></b>	<b><u>FSA</u></b>	<b><u>Competency</u></b>
Biological Sciences Biology	Anatomy & Physiology	Hold a valid teaching credential in that discipline, <b>OR</b>
Botany		
Ornamental Horticulture	Horticulture	Meet state minimum qualifications* in Microbiology the discipline, <b>OR</b>

Astronomy/Physics	Astronomy	Hold a valid teaching Credential in that discipline, OR
Chemistry	Chemistry	Meet state minimum qualifications In the discipline, OR
Geography Earth Sciences	Geography Earth Sciences	Have been granted an equivalency in the discipline.

# 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**

## MINIMUM QUALIFICATIONS – ED CODE AND TITLE 5

### EDUCATION CODE 87001.

(a) “Academic employee” refers to a person employed by a community college district in an academic position.

(b) “Academic position” includes every type of service, excluding paraprofessional service, for which minimum qualifications have been established by the board of governors pursuant to Section 87356.

(c) Wherever in this code or any other code, the term “certificated employee” or any similar term is used in reference to community college employees, it shall be deemed a reference to academic employees of the community colleges.

(d) Wherever in this code or any other code, the phrase “position requiring certification qualifications,” or any similar phrase is used in reference to positions in the community colleges, it shall be deemed a reference to academic positions in the community colleges. Nothing in this part shall be construed as repealing or negating any provisions in this code or any other code concerning employees of community college districts for purposes of retirement benefits under the State Teachers’ Retirement System by referring to those employees as academic employees.

*(Repealed and added by Stats. 1990, Ch. 1302, Sec. 2. Effective September 25, 1990.)*

### EDUCATION CODE - 87003.

(a) “Faculty” or “faculty member” means those employees of a community college district who are employed in academic positions that are not designated as supervisory or management for the purposes of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code and for which minimum qualifications for service have been established by the board of governors adopted pursuant to subparagraph (B) of paragraph (1) of subdivision (b) of Section 70901 or subdivision (a) of Section 87356. Faculty include, but are not limited to, instructors, librarians, counselors, community college health services professionals, handicapped student programs and services professionals, extended opportunity programs and services professionals, and individuals employed to perform a service that, before July 1, 1990, required nonsupervisory, nonmanagement community college certification qualifications.

(b) Any employees who are employed in faculty positions but who perform supervisory, management, or other duties related to college governance shall not, because of the performance of those incidental duties, be deemed supervisors or managers, as those terms are defined in Section 3540.1 of the Government Code. The incidental “supervisory” or “management” duties referred to in this subdivision include, but are not limited to, serving as a faculty member on hiring, selection, promotion, evaluation, budget development, or affirmative action committees, or making effective recommendations in connection with those activities.

*(Amended by Stats. 1991, Ch. 1038, Sec. 12. Effective October 14, 1991.)*

### EDUCATION CODE - 87743.2.

Not later than July 1, 1990, each community college district shall establish faculty service areas. The establishment of faculty service areas shall be within the scope of meeting and negotiating pursuant to Section 3543.2 of the Government Code. The exclusive representative shall consult with the academic senate in developing its proposals.

*(Added by Stats. 1988, Ch. 973, Sec. 53. Operative July 1, 1990, pursuant to Sec. 70(d) of Ch. 973.)*



**[Note: There are quite a few Title 5 references to minimum qualifications. Many of them provide explanations for establishing min quals in particular disciplines and for determining equivalency.]**

**Title 5 § 53403. Applicability of Amendments.**

Notwithstanding changes that may be made to the minimum qualifications established in this division, or to the implementing discipline lists adopted by the Board of Governors, the governing board of a community college district may continue to employ a person to teach in a discipline or render a service subject to minimum qualifications, if he or she, at the time of initial hire by the district, was qualified to teach in that discipline or render that service under the minimum qualifications or disciplines lists then in effect.

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

**Title 5 § 53407. Disciplines Lists.**

(a) The Board of Governors hereby adopts and incorporates by reference into this provision the lists published by the Chancellor's Office, entitled "Disciplines Requiring the Master's Degree," "Disciplines in which the Master's Degree is not Generally Expected or Available, but which require a Bachelor's Degree" and "Disciplines in which the Master's Degree is not Generally Available" as adopted by the Board at its May 2009 meeting, for the following purposes:

- (1) to establish a working definition of the term "discipline" as used in section 53410;
- (2) to define which disciplines are "reasonably related" to one another, for purposes of section 53410;
- (3) to define disciplines in which the master's degree is required, for purposes of section 53410;
- (4) to define disciplines in which the master's degree is not generally expected or available, but in which a bachelor's or associate degree in the discipline directly related to the faculty member's teaching assignment is expected or available, for purposes of section 53410;
- (5) to define disciplines in which the master's degree is not generally expected or available, and in which a bachelor's or associate degree in the discipline directly related to the faculty member's teaching assignment is not expected or available, for purposes of section 53410.

(b) Revisions after May 2009 to the lists referenced in subdivision (a) shall be considered incorporated by reference into this provision when they have been adopted by the Board.

Note: Authority cited: Sections 70901, 87356 and 87357, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

**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.

**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.

## FAQs on Minimum Qualifications (MQs)

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#1:** Who has the responsibility for establishing and maintaining the Disciplines List and enforcing the regulations relating to the MQs?

A. The Academic Senate for California Community Colleges, in conjunction with the Chancellor's Office, shares that responsibility. The Academic Senate is responsible for reviewing and revising the Disciplines List. A list of Academic Senate papers on minimum qualifications and the Disciplines List is included at the end of this document. An overview of the disciplines list process can be found at:

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

Staff from the Chancellor's Office of the California Community Colleges has the responsibility of ensuring that colleges comply with the regulations governing MQs. The regulations can be found by accessing the "Minimum Qualifications for Faculty and Administration in California Community Colleges" document posted at:

[http://www.cccco.edu/Portals/4/minimum\\_qualifications\\_jan2008.doc](http://www.cccco.edu/Portals/4/minimum_qualifications_jan2008.doc)

**Q#2:** Can a California Community College Credential be used to apply for a faculty position at a California Community College?

A: Yes. The issuance of Community College credentials was discontinued in 1990, but lifetime credentials issued before 1990 are "grandfathered" into the MQ process and accepted as meeting the MQs for faculty positions.

As a result of Assembly Bill 1725 (1988), MQs are now determined on academic preparation (for both master's and non-master's disciplines) and relevant work experience (for non-master's disciplines) when qualifying individuals for faculty positions---according to the Disciplines List and local equivalency processes.

**Q#3:** Can a Community College Teaching Certificate issued by a four-year institution (several CSU campuses offer such credentials) be used to apply for a faculty position at a California Community College?

No. The Community College Teaching Certificate, while commendable, has no bearing on meeting the MQs for faculty in the 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#5: Are the MQs for part-time faculty different than those for full-time faculty?

A. No. The MQs for all faculty members are the same, whether they are full-time or part-time. Note also that MQs are established for a discipline and not a single course. A part-time faculty member, when hired by the college, is hired to teach in the discipline under which a particular course has been assigned. Therefore, it is important that the college ensures the candidate is meeting the MQs in the discipline when hiring both full and part-time faculty.

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](http://www.asccc.org/Publications/Papers/Equivalence_2006.html)

Q#11: Isn’t the course designation under the TOP code the same as the disciplines in the Disciplines List?

No. Colleges need to be cautious that the course designation under the Taxonomy of Programs (TOP) is not confused with the Disciplines List developed in establishing MQs for faculty to meet when being hired for a position. TOP is a system of numerical codes used at the state level to collect and report information on programs and courses in different colleges throughout the state that have similar outcomes. It is used for purposes other than identifying disciplines for the purposes of hiring and assignment of faculty.

Q#12: How do I go about having a discipline included on the disciplines list?

A: The Disciplines List is updated every two years through a collaborative process involving the State Academic Senate and the Chancellor's Office of the California Community Colleges. An overview of the process can be found on the following web page:

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

Q#13: Are the MQs for distance education faculty different those for a traditional classroom instructor?

A. No. The MQs for all faculty members, regardless of the course delivery mode, are the same. MQs are established for a discipline and not the specific mode of delivery. A faculty member is hired to teach courses in a discipline, regardless of the technological modality by which the course content is delivered. Colleges may establish desirable qualifications for faculty to have in order to teach courses as distance education; however, the MQs remain unchanged based solely on the mode of delivery.

Q#14: Are the MQs for instructors of noncredit courses the same as for instructors of credit instruction.

Not necessarily. The MQs for instructors of noncredit courses are listed in section 53412 of Title 5. Many of the MQs for noncredit courses are the same as the MQs for credit instruction, but there are important exceptions that are noted in this section of Title 5.

Q#16: What is the difference between an FSA (Faculty Service Area) and the Disciplines List (MQs)?

A. The Disciplines List and Faculty Service Areas serve two completely distinct purposes--- one for hiring and one for layoffs. In order to be hired as a faculty, one must meet the minimum qualifications (MQs) for one of the disciplines listed in the Disciplines List. The MQs in the Disciplines List are established through the Education Code and Title 5 and apply to all faculty throughout the state. Faculty Service Areas are established by each district and serve as the basis for making decisions in the event of a layoff or reduction in force (RIF). Some districts construct their FSAs by designating each discipline listed in the Disciplines List as an FSA. Other districts combine several disciplines into an FSA. And other districts combine all disciplines into one single FSA. Upon hire, a faculty member is placed in the FSA that includes the discipline for their position. If your FSA includes more than one discipline, it does not mean that you are qualified for service in each of the disciplines listed in that FSA, but only for those in which you meet the MQs.

Q#17: Is it possible to teach at a community college as a faculty intern?

A. Yes. The governing board of any community college district may establish a faculty internship program. A full description of the requirements and MQs that apply in this type of a situation can be found in Sections 53500 through 53502 of Title 5, California Code of Regulations.

These sections of the regulation can be found by accessing the Minimum Qualifications for Faculty and Administration in the California Community Colleges document posted at:

[http://www.cccco.edu/Portals/4/minimum\\_qualifications\\_jan2008.doc](http://www.cccco.edu/Portals/4/minimum_qualifications_jan2008.doc)

Q#18: Does the Coaching discipline listed under the section "Disciplines in Which a Master's Degree is not Generally Expected or Available" permit an individual who is hired as a coach, and does not possess a master's degree, to teach physical education classes?

A: No. The discipline of coaching permits an individual to coach in a sport, but not to teach the activity classes in a sport. For example, an individual with the coaching MQ could coach the swim team, but would not have the MQs to teach swimming classes---those courses would most likely have been assigned to the discipline of Physical Education (which requires a master's degree) by the college curriculum committee.

Q#19: If someone earned a professional degree, such as J.D., M.D., L.L.B., D.V.M, D.O., or other recognized degree, what courses can that individual teach at the community college?

A: The MQ to teach in the Law discipline within the community colleges is the possession of a J.D. or L.L.B. So, an individual with a J.D. or L.L.B. could teach any course that has been assigned the discipline of Law by the curriculum committee. Additionally, the MQ guidelines note that courses in aspects of law for applications to a particular discipline may be classified, for minimum qualifications purposes, in the discipline of the application - i.e., Business Law.

A person with an M.D. or D.V.M or D.O. would not be recognized as meeting the MQs for the discipline of Biology simply through his or her professional degree coursework. The college equivalency committee would need to examine the person's pre-professional degree coursework to see if the total amount of coursework was equivalent to the MQs for the Biology discipline.

Q#20: Is it true that in order to teach a class listed under two disciplines that the instructor only has to be qualified in ONE of the disciplines to teach it, not both. For example, if HIST 177 and ECON 177 are cross-listed, then the instructor needs a master's in History OR Economics?

A: Yes. Some courses may be appropriately assigned to more than one discipline. For example, a course entitled "Economic History of the United States" may be appropriately placed in both the *economics* and *history* disciplines. Such a placement means that a faculty member with minimum qualifications in *either* discipline would be qualified to teach this course, provided that he or she also possesses any additional qualifications established by the governing board in conjunction with its academic senate.

Q#21: What is the Interdisciplinary Studies discipline? Does that mean that anyone can teach a course using that discipline?

A: No. Some courses may not clearly fall within a single discipline, but must combine the academic preparation from two or more disciplines to such a degree that they need to be taught by someone with some preparation in the constituent disciplines. These courses are designated as *interdisciplinary*. The entry for Interdisciplinary Studies is as follows:

Master's in the Interdisciplinary area **OR**

Master's in one of the disciplines included in the interdisciplinary area **and** upper division or graduate course work in at least one other constituent discipline[s].

Therefore the *interdisciplinary* designation requires more specialized minimum qualifications than courses cross-listed under two or more disciplines. Someone who has a master's degree in one of its component disciplines and upper division or graduate course work in at least one of the

other constituent disciplines is also eligible to teach this course (exactly how much coursework in a second discipline is not specified in the Disciplines List). Agreement on qualifications to teach any such course should be made by the college curriculum committee and based on the course outline of record.

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.

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You can access the full document specifying the California Community Colleges' Minimum Qualifications for Faculty and Administrators (commonly known as the **Disciplines List**) by going to the following URL:

[http://www.cccco.edu/Portals/4/minimum\\_qualifications\\_jan2008.doc](http://www.cccco.edu/Portals/4/minimum_qualifications_jan2008.doc)

**This FAQ will be reviewed on a regular basis by the Academic Senate and the Chancellor's Office.**

Academic Senate documents on Minimum Qualifications and the Disciplines List process:

Disciplines List Review Process. (adopted Fall 2004).

<http://www.asccc.org/Publications/Papers/DisciplinesListReview2004.html>

Equivalence to the Minimum Qualifications. (adopted Fall 2006).

[http://www.asccc.org/Publications/Papers/Equivalence\\_2006.html](http://www.asccc.org/Publications/Papers/Equivalence_2006.html)

Qualifications For Faculty Service In The California Community Colleges: Minimum Qualifications, Placement Of Courses Within Disciplines, And Faculty Service Areas. (adopted Spring 2004).

<http://www.asccc.org/Publications/Papers/QualificationsFacultyService.htm>