

**Chabot College**  
**Assigning Course to Disciplines**  
**Guidelines and Next Steps**



**Getting Started:**

1. Watch [ASCCC webinar](#) from Chabot Flex Day (Link TBD)
2. Review the [Assigning Course to Disciplines Powerpoint Presentation](#)

**Getting Prepared:**

3. Read and Review the [Assigning Courses to Disciplines Faculty Senate Approved Process](#)
4. Meet with faculty in your department to determine how the assigning courses to disciplines process will take place in your area
  - a. Departments with many faculty may want to designate 2-4 faculty colleagues to review courses and assign disciplines. It is recommended that all faculty in the department review and sign off on the discipline assignment decisions.
  - b. Departments with only 1 full time faculty member might want to invite adjunct faculty to review courses together or invite a cross disciplinary faculty member to review and discuss (particularly useful in areas where there are cross listed courses)

**Taking Action:**

5. Complete the Assigning Courses to Disciplines process using the worksheets below.
6. Reference the Chancellor's Office [Minimum Qualifications Handbook](#) to review the disciplines list and educational requirements
  - a. The disciplines list has been copied into each course in the worksheet
    - i. If you would like to assign more than 1 discipline to a course, choose and/or between the 2 disciplines
    - ii. If you would like to assign more than 2 disciplines, type in the alternative disciplines in the comments section of the worksheet
  - b. A link to the most recent version of the course outline in Curricunet is linked to each course with the WR icon

***Divisions Worksheets:***

- [Social Sciences](#)
- [Science and Mathematics](#)
- [Psychology Counseling](#)
- [Language Arts](#)
- [Health, Kinesiology, Athletics, Nursing, Dental Hygiene](#)
- [AMC](#)
- [Applied Tech and Business](#)
- [Academic Pathways and Student Success](#)

**Upon Completion**

7. Type in Faculty Signatures
8. Send to Area Dean for review and signature
9. Return to Curriculum Committee Chair
  - a. Discipline Assignments will be reviewed by the Curriculum Committee and entered into the Course Outline of Record in Curricunet
10. In the case of a conflict between areas, refer to the [Assigning Courses to Disciplines Faculty Senate Approved Process](#) and contact the Curriculum Chair

**Deadline to complete is December 2022**

## Useful Resources:

- CCC's with Discipline Assignments on their Course Outlines:
  - Cuesta: <http://www.curricunet.com/Cuesta/search/course/>
  - Las Positas: <http://www.curricunet.com/laspositas/search/course/>
- [Curricunet](#) (go to search>courses on the left side of the home page menu)
- [Equivalence to the Minimum Qualifications Paper \(ASCCC\)](#)
- [Untangling the Knots —Minimum Qualifications, Faculty Service Areas, Placing Courses within Disciplines and Other Fun Stuff](#) (ASCCC Article)
- [Title 5§ 53200 \(b\)](#)
- [Minimum Qualifications Handbook](#)

## For Support

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