

## **Chabot College Curriculum Process for Assignment of Minimum Qualifications Disciplines to Courses**

The Academic Senate for California Community Colleges (ASCCC) has taken the position that each Course Outline of Record (COR) should designate the discipline for the course. As stated in the ASCCC white paper ["Qualifications For Faculty Service In The California Community Colleges: Minimum Qualifications, Placement Of Courses Within Disciplines, And Faculty Service Areas,"](#) "For clarity and as a convenient reference, discipline designations should appear on course outlines of record" (pg. 10).

On February 4th, 2020 the Chabot College Curriculum Committee approved a proposal to include discipline designations on all CORs, which must be selected from the Disciplines List as published in the annual Chancellor's Office handbook entitled [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#). The following document provides the process for designating the applicable discipline or disciplines that qualify an instructor to teach a course, which will be listed on each Chabot College COR.

The task of assigning courses to disciplines is important because it indicates what preparation is needed to teach the course. MQ Discipline Designations should not be used primarily to broaden the pool of those who may be considered qualified to teach a course OR to restrict the pool of potential instructors as a means of protecting the assignments of any faculty member or group of faculty who have traditionally taught the course. ***Therefore, faculty should be very careful in designating disciplines according to the preparation needed by the person who will be determined qualified to teach the course.***

### **Options for Minimum Qualifications Discipline Designation**

1. Single discipline designation: By making this designation, the course will be taught by faculty qualified in only the discipline specified. The proposing department or division must contain a faculty proposer who meets the minimum qualifications for the discipline specified.
2. Multiple discipline designation: Multiple discipline designations may be proposed by separating two discipline designations with the term "or." Faculty members with the minimum qualifications to teach in either discipline listed will be able to teach this course. The proposing department or division must contain a faculty proposer who meets the minimum qualifications for at least one of the disciplines specified.
3. Interdisciplinary designation: Multiple discipline designations may be proposed by separating two discipline designations with the term "and." Only those faculty members with the minimum qualifications for both disciplines listed will be able to teach this course. The proposing department or division must contain a faculty proposer who meets the minimum qualifications for all of the disciplines specified. However, the proposer may also propose an interdisciplinary designation in conjunction with another faculty member who meets the minimum qualifications for either disciplines or who is participating in the cross-listing of a course.

## **Discipline Designation Process**

Before starting the process, please review Appendix A of this document for explanation of terms. Also, please note that the Curriculum Chair will track and document the actions taken at each step in the process and provide the documentation to the Curriculum Committee along with the MQDD Form for consideration. Finally, please note that the discipline designations of proposing departments will be supported by the Curriculum Committee unless there are extenuating circumstances that may prevent approval of the proposed disciplines. **For new courses**, this same process will be followed, except that the MQDD Form will not be used to designate proposed MQ disciplines. Instead, the MQ discipline(s) will be proposed directly in CuricUNET along with the rest of the new course proposal.

1. The proposer shall complete these actions in the following order:
  - a. Review the active, current CORs to determine the minimum qualifications necessary to teach each current course in the department;
  - b. Review the Disciplines List in the Chancellor's Office Minimum Qualifications for Faculty and Administrators handbook to identify the appropriate discipline designation(s) for each course;
  - c. Review and consider the discipline designations of comparable courses at other institutions;<sup>1</sup>
  - d. For courses where multiple disciplines have been or will be identified, determine whether a faculty member must have one or both discipline designations in order to teach the course (see definitions above for Multiple and Interdisciplinary Disciplines);
  - e. Identify the appropriate discipline(s) for each course on the MQDD Form in consultation with the following: another faculty member from the department (if applicable), the division Curriculum Committee rep, and the Dean;
  - f. Obtain the appropriate signatures on the MQDD Form from those personnel listed above in Step 1e; and
  - g. Submit the completed MQDD Form to the Curriculum Committee Chair or the Curriculum Specialist.

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<sup>1</sup> \* Publicly posted CORs from other community colleges will be made available. Search the department for the courses to review. Note that the term "discipline" means "department" on the CuricUNET search engine and is not to be confused with the CCCCCO MQ discipline designations. Also note that some colleges list "discipline" on the COR and mean "department." Contact the Curriculum Chair for help in determining how to locate MQ discipline designations on CORs: <http://ciac.csusb.edu/outlines.html>

2. After the submission of completed MQDD Form(s), the Curriculum Chair will complete the following actions:
  - a. Maintain both hard copy and electronic versions of approved MQDD Forms.
    - i. Hard Copies of signed MQDD forms will be stored in Academic Services
    - ii. Electronic Copy will be posted on the Chabot College Curriculum Website
  - b. Coordinate with the Office of the Vice President of Academic Services to identify courses in different departments and/or divisions that may share similar discipline designations.
    - i. If similar discipline designations are identified in courses taught in different departments and/or divisions, then the Curriculum Chair will email the faculty of these identified divisions to determine if further consultation is needed before proceeding. (See step 3.)
    - ii. If similar discipline designations are not identified in courses taught in different departments or divisions, then the Curriculum Chair will initiate a Fast Track of the process. (If so, please skip to step 4.)
3. If consultation is requested by one or more faculty, the Curriculum Chair will request that the involved faculty submit a short statement (300 words maximum) to the Curriculum Committee expressing their concerns over proposed discipline designations.
  - a. Each faculty member will be given the opportunity to present rationale and evidence from the Course Outline of Record and similar courses at other colleges to the rest of the group in support of his or her position regarding the proposed discipline designation; and
    - i. The Curriculum Committee will attempt to achieve consensus among the faculty members or provide evidence that may help resolve the differences of opinion;
    - ii. If the Curriculum Committee reaches consensus on the discipline designations, the Curriculum Chair will move the proposed MQDD Form forward to Step 4.
    - iii. If the faculty members do not reach consensus, then the Curriculum Chair will move the proposed MQDD Forms to Step 4 and request the Curriculum Committee to vote on the decision.
4. The Curriculum Committee shall review the proposed MQDD Form(s) and complete the following actions:
  - a. Review the COR and the Disciplines List in the [Chancellor's Office Minimum Qualifications for Faculty and Administrators Handbook](#) to determine whether the proposer has selected the appropriate discipline designation for the course;
  - b. Consider the following actions, determine which of them is necessary, if any, and proceed accordingly:
    - i. Request additional information or explanation about the proposed discipline designations from the proposer and/or suggest change(s) to the proposal;
    - ii. Request that the proposer provide examples of similar courses at other colleges that have the same multiple discipline designations;
    - iii. Propose a different or additional discipline designation based on knowledge of the Discipline List; and/or

- iv. Collaborate with the proposer on making changes or improvements to the MQDD Form(s) before reviewing or discussing the proposal further.
- 5. After Curriculum Committee approval, the Curriculum Chair will place MQ Discipline Designations on the agenda for the next Board of Trustees meeting on the calendar, following regular curriculum processes.
- 6. Once approved by the Board, MQ discipline designations will be recorded on the CORs in CurricUNET by the Curriculum Specialist and only faculty who meet the minimum qualifications for that discipline and who have been hired and loaded by the department where the course resides can be assigned to teach those courses.
  - a. If the MQ discipline for any course is changed upon the implementation of this process from one that was formerly used, a faculty member may only continue to teach courses that he or she has previously taught if the faculty member meets the minimum qualifications for the new discipline.
  - b. When hiring, the department may select which MQ discipline(s) from the Course Outlines of Record will be necessary for a specific pool. Not all (but at least one) MQ disciplines for a given course or courses need to be used in hiring, but the new faculty member may only be assigned to teach courses for which they meet the Minimum Qualifications.

## **Appendix A: Definitions and Acronyms**

**Proposer:** A faculty member of a department, ideally the lead department faculty member, who proposes the discipline designation to a course on behalf of his/her department.

**Discipline:** An item listed on the Discipline's List in the handbook entitled [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) as determined by the Academic Senate for California Community Colleges (ASCCC), and maintained by the California Community College Chancellor's Office (CCCCO).

**Minimum Qualifications (MQ):** The minimum educational requirements determining a faculty member's eligibility to teach a course in a certain discipline as published in the handbook entitled [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) and authorized by the Board of Governors.

**Disciplines List:** The California Community College Chancellor's Office publishes the Disciplines List in the handbook entitled [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#). The Disciplines List is divided into two parts to differentiate those disciplines for which a Master's (M) degree is required as a precondition for employment, from those for which it is not. Generally, disciplines have been included on the Master's List if universities typically offer sufficient upper-division and graduate instruction in applicable subjects to permit their awarding advanced degrees in that discipline. On the other hand, disciplines for which there is no or limited graduate training, as found in some career and technical education fields, have been included on the non-Master's (NM) List. In those cases where a Master's degree is not generally expected or available, the minimum standard has been a Bachelor's degree in any subject, plus two years of work experience directly related to the teaching assignment, or an Associate degree in any subject plus six years of work experience directly related to the teaching assignment. Cross-listing, also known as the Multiple Prefix Offering, or MPO, allows for courses with multiple prefixes to be offered at Chabot College if placed in multiple departments. This practice, referred to as Cross-listing or Multiple Prefix Offering (MPO), is separate from and not similar to assigning multiple discipline designations to one course.

**MQDD Forms:** This is the Curriculum Committee form used by proposers to initiate the assignment of Minimum Qualifications Discipline Designation(s) for each course within a department.