

March 1, 2017

To: Academic Senate

From: Abe Farkas and Wanda Burzycki, Curriculum Review Committee Co-Chairs

Re: **Disciplines List and Minimum Qualifications Issues**

Background: Several department chairs have expressed concern about conflicting information about the Minimum Qualifications for faculty recruitment and for teaching specific courses. We have identified that part of the problem is that the Disciplines field in the SIS Curriculum module reflects Faculty Service Areas (FSAs), not necessarily the Minimum Qualifications listed in the Chancellor's Office's Disciplines List. This discrepancy occurred some 10 years ago during the transition between the old Reflections system used for curriculum and the new Student Information System. Somehow FSAs ended up in the Disciplines field, and the actual list of disciplines in SIS does not correlate with the Disciplines List. But not many people, including chairs and HR staff, knew this.

Problem: This confusion has brought forward the question: Does SRJC have a single, reliable, transparent, and accessible source that states the Minimum Qualifications for teaching any course?

The answer right now seems to be "no." The Equivalency Committee relies on the Disciplines List, HR assumes that what discipline faculty and administration have determined in the past is accurate (not always true), and the Course Outline of Record not only does not reflect the Disciplines List, it is not, per Title 5, required to include this information. While all this is not really a curriculum issue, we as co-chairs have been invited to speak to the Academic Senate about the issue. In response, we are asking the Academic Senate, as part of its 10+1 responsibilities, provide direction in resolving the issues.

Next Steps: We do have a suggested approach. The Academic Senate would create a small subcommittee to develop a proposal to address the issue. The subcommittee might include:

- 1-2 Academic Senate members, at least one of whom serves on the Equivalency Committee
- The Curriculum Dean/Administrative Co-Chair of the Curriculum Review Committee
- The Faculty Co-Chair of the Curriculum Review Committee
- At least one Human Resources Department staff member

Objective would include:

1. Determine the essential information that faculty, particularly department chairs and HR staff, need to know so that Minimum Qualifications listed for faculty recruitments are accurate. This would include a link to the actual Disciplines List (and a plan for keeping it updated).
2. Determine the best way to make that information clear and accessible (probably a dedicated website accessible from HR and Academic Senate websites).
3. Decide whether the COR should be a vehicle for Discipline and Minimum Qualifications information. This would take Curriculum Office and IT programming time.
4. Suggest how the college would deal with faculty who may be teaching outside of their official discipline.
5. Work with the Equivalency Committee, department chairs, the Curriculum Office, faculty, HR, and other members of the SRJC community to make sure everyone understands how Minimum Qualifications as listed in the Disciplines List apply to courses and positions.

The subcommittee would report to the Academic Senate, and once a plan was approved, would work with the District on the logistics and communications needed to achieve the objectives.