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Faculty Minimum Qualifications and Equivalency

Cheryl Aschenbach, ASCCC Secretary
LaTonya Parker Ed. D., ASCCC Area D Representative
for Santa Rosa Junior College on February 11, 2022
1:30pm – 3:00pm

Overview

Disciplines List & Faculty Minimum Qualifications (MQs)

Equivalency and Equivalency Processes

CCC Ethnic Studies: Woodland College

Equivalency Resources

Q & A





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Disciplines List & Faculty Minimum Qualifications

What is a Discipline?

- Faculty must meet the MQs for the discipline of the faculty member's assignment.
- A “discipline” is defined as a grouping of courses that share common academic or vocational preparation, which are typically defined by a degree or degrees (MFA, MA, BA, AS, etc.), or specific professional preparation.
 - Discipline is from the perspective of faculty preparation.
 - *Not the same* as local departments or subject areas.
 - Disciplines List specifies the minimum qualifications for each discipline.
 - Instructional faculty must meet the MQs of the disciplines to which courses are assigned.



Discipline MQs and the Disciplines List

Considering a Disciplines List Revision? Please review the [Disciplines List Revision Handbook](#) for important information about the process.

- Revisions to Discipline List is done annually.
- Through local senate or through professional organization
- Must have two separate senate districts approve the proposal.
- Must provide evidence to support rationale for change.
- Minimum of two statewide hearings.
- Board of Governors considers the recommendations of the Senate and formally acts on them.





**Minimum Qualifications for
Faculty and Administrators in
California Community Colleges**

California Community Colleges Chancellor's Office | Daisy Gonzales, PhD, Acting Chancellor



- The [2021 Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) handbook contains the disciplines list recommendations submitted by the Academic Senate for California Community Colleges and approved by the Board of Governors.
- The handbook also contains a comprehensive review of regulations regarding the minimum qualifications and disciplines lists. New editions of the handbook amend previous editions and are effective immediately to be employed as appropriate in each community college district.

Ethnic Studies Graduation Requirement

Fall 2020

Resolution Number

09.03

<https://asccc.org/resolutions/ethnic-studies-graduation-requirement>

- Whereas, Ethnic studies is an interdisciplinary and comparative study of race and ethnicity with special focus on four historically defined racialized core groups—

Native Americans, African Americans, Asian Americans, and Latina/o Americans—offered through various disciplines including Ethnic Studies, Chicana and Chicano Studies, Latina and Latino Studies, African-American Studies, Black Studies, Asian-American Studies, Native-American Studies, Africana Studies, Mexican-American Studies, Indigenous Studies, Filipino Studies, La Raza Studies, and Central American Studies



Defining Ethnic Studies and its Four Core Disciplines

Spring 2021

Resolution Number

09.07

<https://asccc.org/resolutions/defining-ethnic-studies-and-its-four-core-disciplines>

- Resolved, That the Academic Senate for California Community Colleges recognize, for the purposes of graduation and general education requirements, that ethnic studies is defined as an interdisciplinary and comparative study of race, ethnicity, and culture in the United States, with specific emphasis on four historically defined racialized core groups—Native Americans, African Americans, Asian Americans and Pacific Islanders, and Latina and Latino Americans—and that ethnic studies is offered through ethnic studies departments and programs, with disciplines focusing on the four autonomous core groups—including Chicana/o Studies, Latina/o Studies, La Raza Studies, African American Studies, Black Studies, Africana Studies, Native American Studies, American Indian Studies, Asian American Studies, Pacific Islander Studies, Filipino American Studies, and Central American Studies —each having distinct epistemologies, theories, and methodologies that center a critical ethnic studies lens and present this definition through a position paper by the Spring 2023 Plenary Session; and
- Resolved, That the Academic Senate for California Community Colleges **advocate that the definition of ethnic studies be written into the Program and Course Approval Handbook** to support ASCCC Resolution 9.03 F20.



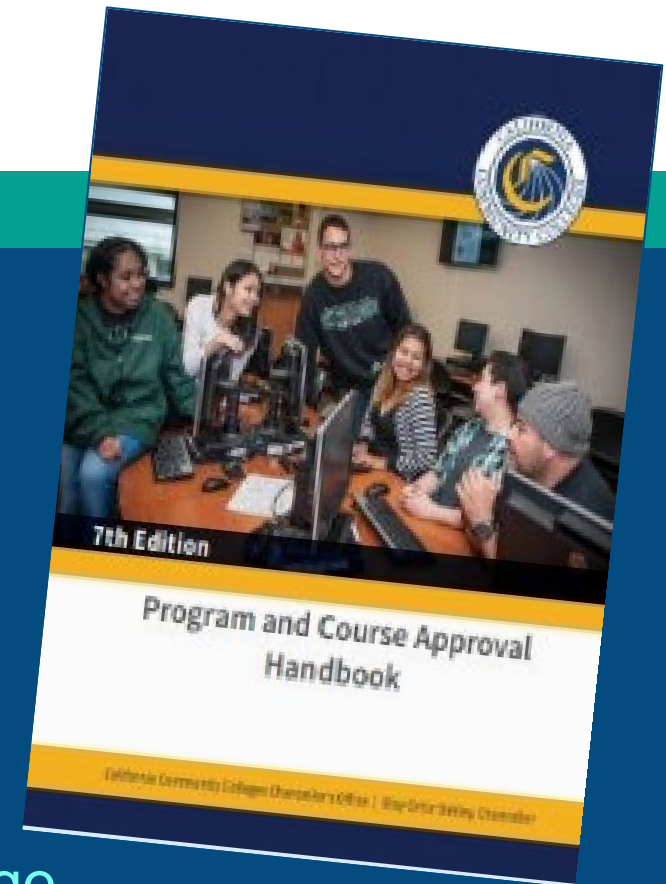


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[PCAHA Link](#)

Program and Course Approval Handbook (PCAHA)

- PCAHA 7th edition
 - Part I: Overview
 - Part II: Credit Curriculum
 - Part III: Non-Credit Curriculum [Division webpage](#)



Disciplines List – African American Studies

Spring 2015

Resolution Number

10.01

<https://asccc.org/resolutions/disciplines-list-%E2%80%93-african-american-studies>

- Whereas, Oral and written testimony given through the consultation process used for the review of minimum qualifications for faculty in the California Community Colleges, known as the “Disciplines List,” supported the following addition of the African-American Studies discipline:
- **Master’s degree in African-American/Black/Africana Studies OR bachelor’s degree in African-American/Black/Africana Studies AND master’s degree in Ethnic Studies OR the equivalent;** and
- Whereas, The Executive Committee of the Academic Senate for California Community Colleges has reviewed the proposal and deemed that it has followed the process outlined in the “Disciplines List Revision Handbook;”
- Resolved, That the Academic Senate for California Community Colleges recommend that the California Community Colleges Board of Governors adopt the proposed addition to the “Disciplines List” for African American Studies.



Disciplines List – Chicano Studies

Spring2013

Resolution Number

10.02

<https://www.asccc.org/resolutions/disciplines-list-%E2%80%93-chicano-studies>

- Whereas, Oral testimony given through the consultation process used for the review of minimum qualifications for faculty in the California community colleges, known as the “Disciplines List,” supported and opposed the following addition of the Chicano Studies discipline:
- **Master’s degree in Chicano Studies OR Ethnic Studies OR the equivalent.**
- Whereas, The Executive Committee of the Academic Senate for California Community Colleges, having evaluated this evidence, supports the addition of Chicano Studies;
- Resolved, That the Academic Senate for California Community Colleges recommend that the Board of Governors adopt the proposed addition to the Disciplines List for Chicano Studies.



Disciplines List Proposals

Three Proposals for New Discipline Establishment

- [Asian American Studies](#)
- [Native American/American Indian Studies](#)
- [Nanotechnology \(NANO\)](#)



ASCCC Spring Plenary Discipline Hearing

Friday, April 15, 2022

5:00pm – 6:00pm

Required investigation of the following and statement of findings:

- Contacted an associated professional organization to determine support of proposal
- Included evidence of degrees within the proposed revision of the discipline or new discipline.
- Provided a list of the titles of the degrees and programs to document the need for a new or revised discipline using the below criteria:
 - Minimum of three degrees
 - Regionally accredited institutions (all public institutions in California)
 - Disciplines in the Master's List requires evidence of the availability of master's degrees
 - Disciplines in the Non-master's List requires evidence of the availability of degree, certification, and/or professional experience, if necessary
- Provided statewide need documented by evidence to show a change is necessary and not merely a response to a unique need of one college, district or region. Demonstrated a balance of need across the state and included a discipline seconder from another district.
- Explained the impact of proposal across the state using a list the pro and con arguments and including refutation of the con arguments
- Provided other evidence such as significant changes to the field that requires a change to the Disciplines List.
- Provided a ½ page written rationale to be included in public documents.





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Equivalency Explained

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Equivalency

- The possibility of hiring faculty who do not possess the exact degrees listed (“OR the equivalent”)
- The process used to determine whether faculty preparation is at least equivalent to MQs

Equivalent to the minimum qualifications means equal or at least equal, not nearly equal



Equivalency Explained

- Equivalence policies usually recognize at least one of three ways, or some combination of all three, for determining equivalence:
 - Coursework
 - Work Experience
 - Eminence
- Use of one element or a combo of all three to determine equivalence may vary by type of degree required
- Eminence is not legally defined and should not be the sole criteria for equivalency



Equivalency Explained

- Applicant must provide evidence of attainment of breadth of coursework or experience equal to the general education component of an earned associate's or bachelor's degree
- Applicant must provide evidence of attainment of skills or knowledge provided by specialized, focused coursework required for the degree in the disciplines list
- For non-master's disciplines, evidence that the requisite professional experience is equivalent to required full-time experience for the discipline
- No provisional equivalency is allowed
 - By approving equivalency, applicants are determined to have preparation at least equivalent to the minimum qualifications at time of approval
 - Equivalency determinations cannot be revoked



SRJC Faculty Equivalency Application



**SANTA ROSA
JUNIOR COLLEGE**

FACULTY EQUIVALENCY APPLICATION

APPLICANT'S NAME:

POSITION/POOL (including discipline):

INSTRUCTIONS: The information requested below is required of all candidates who do not possess the stated minimum qualifications and are seeking consideration on the basis of equivalency. Candidates making application on the basis of equivalency shall submit this form as well as all other materials specified under "Application Procedures" on the job announcement. You may refer the reviewer of this application to specific documents included in your application packet for further details as long as you have completed the information as requested below and you state exactly where the information can be found in your packet (i.e. "see resume for further details" or "see application for further details", etc.). You may attach additional pages supporting your responses below.

THE PROCESS: Your completed application packet will be forwarded to the selection committee for the position/pool listed above for review. If the committee determines that your qualifications are deemed equivalent to the stated minimum qualifications, the Department Chair will make a recommendation to the Academic Senate Equivalency Committee for review. If approved by the Equivalency Committee, the final recommendation will be determined by the Superintendent/President on behalf of the Board of Trustees. Please note: the completion of this application does not guarantee recommendation to the Equivalency Committee for review or acceptance for equivalency.

[1] I am claiming equivalency because I do not possess the required: Education and/or Experience (please check one or both).

[2] **Academic preparation:** (If you are claiming equivalency because you do not possess the required Education, you must submit transcripts of any college-level coursework, regardless of whether you consider it relevant). Please be specific regarding the institution, course titles, unit value, and level of coursework (graduate, upper division, etc.). Transcripts and copies of course descriptions should also be attached. **If degree is anticipated, please indicate date of expected confirmation.**

DEGREE: <input style="width: 60%;" type="text"/>	TOTAL UNITS COMPLETED: <input style="width: 10%;" type="text"/>
DEGREE: <input style="width: 60%;" type="text"/>	TOTAL UNITS COMPLETED: <input style="width: 10%;" type="text"/>
RELEVANT COURSEWORK: <input style="width: 60%;" type="text"/>	
RELEVANT COURSEWORK: <input style="width: 60%;" type="text"/>	

[3] **Relevant professional/work experience:** (teaching and non-teaching) that should be considered to determine equivalency. Please attach a detailed description of the duties performed.

	Employer	Job Title	Dates of Employment (month/year)	
(a)	<input style="width: 60%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 15%;" type="text"/>	<input type="checkbox"/> F/T <input type="checkbox"/> P/T
(b)	<input style="width: 60%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 15%;" type="text"/>	<input type="checkbox"/> F/T <input type="checkbox"/> P/T

TOTAL YEARS OF RELATED EXPERIENCE (full and part-time combined):

[4] **Any other relevant accomplishments** that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance/exhibitions, honor/awards, etc.).

[5] **Specialized skills, knowledge and abilities** that should be considered to determine equivalency.

[6] **Relevant memberships and/or organizational activities** that should be considered to determine equivalency.

[7] Please write a **narrative synopsis** (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE FOREGOING STATEMENTS AND CONTENTS OF DOCUMENTS PROVIDED BY ME ARE COMPLETE, TRUE AND CORRECT, AND IF EMPLOYED, I UNDERSTAND THAT I MAY BE SUBJECT TO DISMISSAL IF THEY ARE FOUND TO BE UNTRUE OR INCORRECT. I ALSO UNDERSTAND THAT IT IS MY COMPLETE RESPONSIBILITY TO PROVIDE ALL INFORMATION NECESSARY TO BE CONSIDERED FOR EQUIVALENCY.

Signature _____ Date _____

This document and any attachments will become part of a Personnel File if hired by Santa Rosa Junior College.

SRJC Human Resources Department • 1501 Mendocino Avenue, Santa Rosa, CA 95401 • Phone: 707/527-4954 • Fax: 707/527-4967 • www.santarosa.edu/hr

Revised 7/09

- SRJC Equivalency Resources:
- Faculty Equivalency Procedures
- Equivalency Guide for Applicants
- Faculty Minimum Qualifications Self-Evaluation Checklist

26

Equivalency Processes

- Goal of equivalency process should be fair, transparent, and consistent determination of equivalency for applicants that possess qualifications at least equivalent to minimum qualifications
- Equivalency processes should be documented and recommendations justifiable so that a determination of equivalency is understandable, clear, and supported upon review
- Applicants granted equivalency and hired by a district retain qualified status for duration of employment by district
- Consider the potential of proactive as well as responsive equivalencies (over time, responsive equivalencies may become proactive templates)



Equivalency Committees

- Responsible for using process approved by academic senate to review candidates qualifications to determine if preparation is at least equivalent to the state minimum qualifications for a discipline (plus any additional required qualifications that may have been added locally)
- For determinations based on coursework, review transcripts of completed coursework against coursework required for a stated degree
- For determinations based on work experience, review documentation of experience (must be verified by employers, not just applicant).



- Consider how experience aligns with skills & knowledge necessary to



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CCC Ethnic Studies Programs- Woodland Community College

WCC Practice: CCC Ethnic Studies Summit



<https://wcc.yccd.edu/academics/social-sciences/ethnic-studies/>
Program Goals and Objectives:

- meet general education requirements for all students
- prepare students planning to transfer and earn a BA degree in Ethnic Studies (e.g., Chicano Studies, African American Studies, Native American Studies, or Asian American Studies) and professional fields, including social sciences, humanities, law, teaching, social work, and public administration
- provide the skills and knowledge needed for courses transfer to four-year colleges and universities,
- help students to succeed in the pursuit of excellence in their individual academic and career goals,
- develop the social awareness of students to stimulate their leadership and community service potential,
- provide students a solid academic understanding of their socio-economic, political, and historical realities,
- development of students' ability to think critically and express themselves in an organized, logical, and critical manner

Resources

- Sonoma County Junior College District Board Policy 4.3.2bP Equivalency of Faculty Qualifications
- Minimum Qualifications for Faculty and Administrators in California Community Colleges (MQ Handbook)
- [Career Technical Education Faculty Minimum Qualifications Toolkit](#)
- ASCCC Paper: [Equivalence to the Minimum Qualifications](#) (2020 update)
- ASCCC Rostrum Articles
 - [Building a Deeper Career Education Candidate Pool--Using Faculty Equivalency Processes More Effectively](#)
 - [Looking at Equivalency Differently: Rethinking Equivalency to General Education](#)
 - [Busting Equivalency Myths: An Equivalency Chair's Perspective](#)
 - [Equivalency to the Minimum Qualifications](#)



Resources: Examples of Equivalency

College of the Canyons

<https://www.canyons.edu/administration/humanresources/employment/minimum.php>

Rio Hondo College

<https://www.riohondo.edu/hr/academic-employee-minimum-qualifications-equivalencies/>

Mira Costa College

<https://www.miracosta.edu/hr/prospective-employees-faq.html> (See Question #8)





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Questions?
Thank you!