



# Equivalency to the First Minimum Qualification

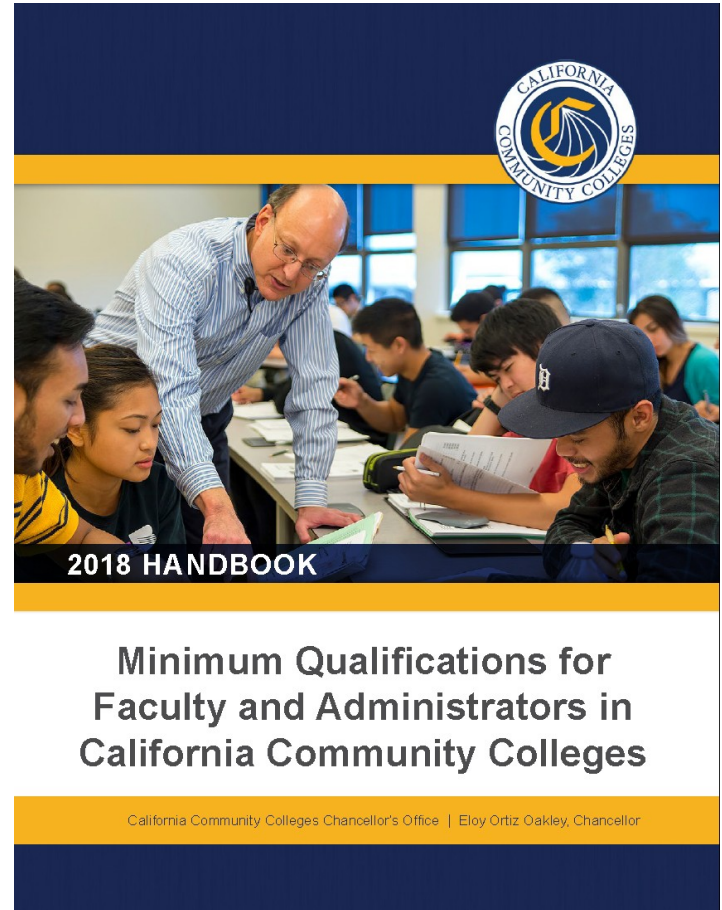
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Newport Beach  
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# Today, we will discuss

- Minimum Qualifications
- The Disciplines List
- Equivalency to Minimum Qualifications



# Minimum Qualifications and Accreditation

- **ACCJC Standard III.A.1:**

“The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are **qualified by appropriate education, training, and experience** to provide and support these programs and services.”

- **ACCJC Standard III.A.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.”

# Minimum Qualifications

## General Types of MQs

1. Master's degree
2. Bachelor's degree plus two years professional experience,
3. Associates' degree plus six years professional experience,
4. Any Degree and professional experience

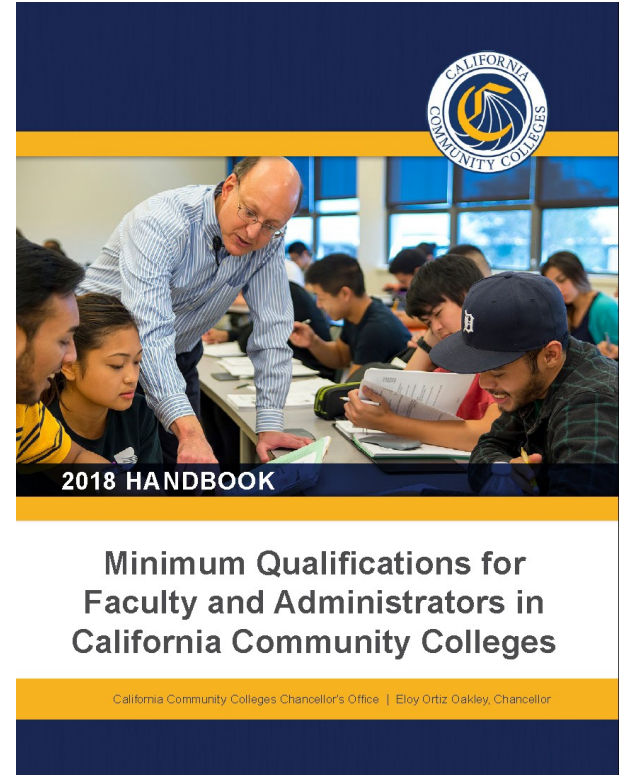


## Discipline-Specific MQ Examples

- Humanities - Master's in Humanities
- Biotechnology - Bachelor's in biological sciences, chemistry, biochemistry or engineering, *and* two years of professional experience

# Disciplines List

- **Handbook**—where to find the discipline-specific MQs
- Defines the specific fields of study and/or professional experience to **required to teach within a discipline**



# What is a Discipline?

- 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.
  - Instructional faculty must meet the MQs of the disciplines to which courses are assigned.
  - Not the same as local departments or subject areas.
  - Disciplines List specifies the minimum qualifications for each discipline.
- **A discipline is not your local course designator, a TOP code, or a FSA!**

# Who determines equivalency?

- 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 (Title 5 §53430).



# Considerations for Equivalency Committees

- What is equivalent to a bachelor's degree or associate's degree?
- What is equivalent to a master's degree?
- To what extent can experience be used to establish equivalency?
- What are equivalent alternative degree titles to those in the Disciplines List?





# ASCCC Basic Principles for Granting Equivalency

- The applicant must provide evidence he or she has attained the breadth of coursework or experience equal to the **general education component** of an earned associate's or bachelor's degree.
- The applicant must provide evidence he or she has attained the skills and knowledge provided by **specialized coursework** required for the degree listed in the Disciplines List.
- For non-master's disciplines, evidence that the requisite **professional experience** is equivalent to the **required full-time experience** required for the discipline.
- Eminence should not be used as the **sole criteria** for granting equivalence (ASCCC Resolution 10.01 SP09).

# Criteria for Equivalency

- Procedures established by agreement between local senates and boards of trustees for each district.
  - In multi-college districts, the criteria for equivalency must be the same at all colleges in the district.
- A district **may** hire a person who “possesses qualifications that are at least equivalent to the [state] minimum qualifications.”
- They cannot be less rigorous than the state-established MQs.
- A district may establish additional qualifications which are more rigorous than the state-established MQs.



# Considerations for Equivalency Committees

- Create to ensure that the equivalency process is consistent and fair.
- Either a subcommittee of the academic senate or a separate committee whose membership is determined by the academic senate.
- Faculty in the discipline play a critical role in informing the decision.
- Must include faculty from outside the discipline.



# Consideration of Equivalency Committees

- The breadth or general education requirements equivalent to an earned degree may be **more readily addressed** when faculty from other disciplines are involved.
- Committee decisions are **easily communicated** and the logic and credibility of a specific decision is more easily **understood** by administrators, external partners or agencies, and future senate leader when more faculty voices are involved.
- Decision-making is **more consistent** when committee representatives are constant rather than dependent on the discipline and their decisions are made **without bias**.



# RSCCD Process (Adopted 2012)

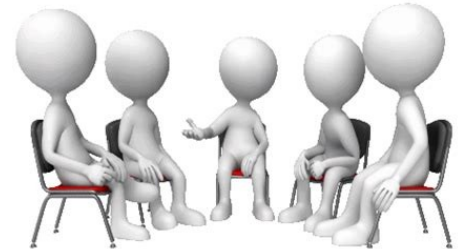
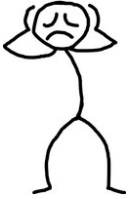
- Equivalency Form 1: General equivalency criteria determined for a *discipline*
- Equivalency Form 2: Documents how a particular *applicant* meets the requirements of an equivalency
- Approval and signatures: Dept chair, three other discipline faculty, Academic Senate Representative (Senator), Dean, Academic Senate President, College President or Designee
- “Work experience, publications, mastery of skill, etc. cannot substitute for equivalent academic preparation unless conclusive evidence is provided that delineates the components of the Master’s Degree or any other required degree and that demonstrates how the work experience, publications, or mastery of skill satisfy each requirement of that degree.”

# Example Scenario

- Hypothetical Furniture Design discipline requires an AA degree in any field plus six years of work experience
- Applicant has 15 years of experience in furniture design and ten units of college coursework but no AA degree
- Faculty in Furniture Design department support equivalency based on demonstrated expertise in furniture design
- Division Senator asks about General Education requirements and learns that applicant has industry certification
- Who answers the question: Does the particular combination of previous coursework and this industry certification satisfy the general education areas (Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality) and other requirements?

# Who determines equivalency to GE?

- Current process: this usually falls to the Academic Senate President
- Proposed Equivalency Committee: representative faculty for the GE areas and CTE faculty representatives advise on this determination



# Proposed Equivalency Committee:

## Membership:

- Academic Senate President or designee
- One faculty representative from each General Education area and other requirement:
  - English
  - Math
  - Natural Sciences
  - Social and Behavioral Sciences
  - Humanities
  - Language and Rationality
  - Ethnic Studies
- Three representatives from CTE Disciplines



# Proposed Equivalency Committee Description

- Advise the AS Pres on Equivalency
- Focus on non-masters disciplines (CTE)
- Verify proper process and documentation
- Non-discipline specific work would occur after discipline faculty make determinations about discipline-specific qualification
- Assists departments with using CTE Min Qual Toolkit
- May make recommendations to AS about updating district equivalency process

# Chancellor's Office Memo- Dec 2020

“It is recommended that an equivalency committee be established to ensure that the equivalency process is utilized consistently and fairly across all disciplines. It is important that the **equivalency committee consist of faculty within and outside the discipline to properly assess and determine if the applicant has the breadth of general education requirements** equivalent to an earned degree...”

# Resources

- Chancellor's Office Memorandum EO 20-01 Local Use of a Functioning Equivalency Process (attached memo from CCCCCO)
- CTE Minimum Qualifications Toolkit (attached, page 30 and following)
- SAC/RSCCD Equivalency Process and Forms (esp. Notes on bottom of page)
- Equivalency to First Minimum Qualification (esp. slide 24 first bullet point)
- Equivalence to the Minimum Qualifications 2020 (esp. page 10 "Equivalency to the Associate's Degree")
- Minimum Qualifications for Faculty and Administrators in the California Community Colleges , CCCCCO (2020)
  
- Additional Disciplines List resources, including an archive of past Disciplines Lists are found at <http://asccc.org/disciplines-list> .

# **Suggested Motion:**

Move to approve the creation of an Equivancy Committee as proposed.