

## **Cuesta 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 November 6, 2015, the Cuesta 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 Cuesta College COR.

The task of assigning courses to disciplines is important because it indicates what preparation is needed to teach the course. Accordingly, 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. MQ Discipline Designations should not be used primarily to broaden the pool of those who may be considered qualified to teach a course. Likewise, designations should not be used 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.

### **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 both disciplines or who is participating in the cross-listing of a course.

### **Special Note Regarding Cross-listing**

Cross-listing follows a different process. Cross-listing cannot be considered by the Curriculum Committee without written approval and submissions (worksheet or Major Modifications) from both departments.

### **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 reasons documented by the MQDD Sub-committee or other 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. Contact the Curriculum Chair to request a **Minimum Qualifications Discipline Designation (MQDD) Form** pre-populated with the active courses in the department;
  - C. 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](#);
  - D. Review and consider the discipline designations of comparable courses at other institutions\*;
  - E. 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);
  - F. Review other courses offered at Cuesta College to determine if another department at the college primarily uses the same discipline(s) as proposed (or may likely use the same discipline(s) if the other department has not yet

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\* 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 CurricUNET search engine and is not to be confused with the CCCCO 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>

- undergone the discipline designation process). If so, the proposer shall ask the division chair who represents his or her department to contact and initiate an informal consultation with the division chair representing the other department
- i. If the two division chairs reach a mutual agreement to support the proposed discipline designation, then the proposer will proceed to step 1G.
  - ii. If the two division chairs cannot reach a mutual agreement regarding the proposed discipline designation, then the proposer will move on to step 1G but will make a note to the Curriculum Chair that a Consultation Group may need to be created in step 4;
- G. Identify the appropriate discipline(s) for each course on the MQDD Form in consultation with the following: another faculty member from the proposing department (if applicable), the division Curriculum Committee rep, the Division Chair, and the Dean;
  - H. Obtain the appropriate signatures on the MQDD Form from those personnel listed above in Step 1G; and
  - I. Submit the completed MQDD Form via campus mail or in person to the Curriculum Committee Chair or the Curriculum Resource Specialist.
2. After the submission of completed MQDD Form(s), the Curriculum Chair will complete the following actions:
    - A. Post all proposed MQDD Form(s) on the Curriculum Committee SharePoint site;
    - B. Email the SharePoint link to the Curriculum Committee group (which includes Curriculum Committee reps, Deans, the Senate President, and the Vice President of Academic Affairs) and to the appropriate division chairs;
    - C. Request that the Office of the Vice President of Academic Affairs provide a list of the minimum qualifications associated with each discipline requested and attach this list to each submitted MQDD Form.
    - D. Coordinate with the Office of the Vice President of Academic Affairs 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 division chairs 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 6.)
  3. The two division chairs will have seven work days from the date of the Curriculum Chair email to respond to a request for consultation by choosing one of the two button options via an electronic link submission:
    - A. *No consultation requested*: If no consultation is requested by either division chair within the seven work-day period, the process skips to step 6.
    - B. *Consultation requested*: If either division chair requests consultation, this action promotes the formation of a Consultation Group, and the process continues to step 4 below.

4. If consultation is requested by one or more division chairs, the Curriculum Chair will coordinate the formation of a Consultation Group. There will be a separate Consultation Group formed for each separate MQ discipline to be discussed, but there may be one Consultation Group for multiple courses with the same proposed MQ discipline within a single department.
  - A. The Curriculum Chair will convene a meeting of the Consultation Group within two weeks of the division chair responses with the following members:
    - i. The Curriculum Chair or designee (chair of the Consultation Group);
    - ii. The VPAA or designee (ex-officio non-voting member);
    - iii. The proposer (a faculty member who meets the MQ for at least one of the designated disciplines);
    - iv. A faculty member from the non-proposing department (who meets the MQ for at least one of the designated disciplines);
    - v. The MQDD Sub-committee Chair or designee (minute taker and timekeeper); and
    - vi. The division chairs representing the two departments, who may but are not required to attend the consultation meeting, but may only vote if in attendance.
  - B. The Curriculum Chair will facilitate the meeting of the Consultation Group;
  - C. The Curriculum Chair or the Academic Affairs office will provide the Consultation Group with sample CORs from similar courses from other colleges that list MQDDs on their CORs;
  - D. The Curriculum Chair and the MQDD Sub-committee Chair will meet before the Consultation Group meeting to determine the agenda and the amount of time allotted for each discussion item;
  - E. The Curriculum Chair will provide the agenda to the Consultation Group members at least one day prior to the meeting;
  - F. The MQDD sub-committee Chair will take minutes at the meeting and will provide a report to the MQDD Sub-committee and the Curriculum Committee;
  - G. The MQDD sub-committee Chair will keep time during the meeting according to the agenda; The Curriculum Chair will explain to the group that the proposed and comparable CORs should be the primary evidence used and considered during the deliberations of the group;
  - H. Each member of the Consultation Group 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 Chair will attempt to achieve consensus among the members of the Consultation Group and/or provide evidence that may help resolve the differences of opinion;
    - i. If the Consultation Group reaches consensus on the discipline designations, the Curriculum Chair will move the proposed MQDD Form forward to Step 5 and report this consensus decision to the MQDD Sub-committee and the Curriculum Committee for their consideration;

- ii. If the Consultation Group does not reach consensus, then each of the voting members of the Consultation Group will propose the MQDD(s) that each recommends for the course(s) in question, and the Curriculum Chair will move the proposed MQDD Form to Step 5 and report the Consultation Group recommendations to the MQDD Sub-committee and the Curriculum Committee for their consideration.
5. The MQDD Sub-committee shall be convened within two weeks to review the proposed MQDD Form(s) AND the results or recommendations of the Consultation Group and to complete the following actions:
- A. The MQDD Sub-committee will review the COR(s) and the Discipline List as published annually by the Chancellor's Office in the handbook entitled *Minimum Qualifications for Faculty and Administrators* to determine whether the proposer has selected the appropriate discipline designation(s) for the course;
  - B. The MQDD Sub-committee will then 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 designation(s) 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 discipline designation(s);
    - 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.
  - C. The MQDD Sub-committee will attempt to reach consensus as to whether or not the proposed or modified discipline designations on the MQDD Form should be assigned to the course;
  - D. The MQDD Sub-committee will report their final recommendation(s) to the Curriculum Chair, including whether or not the proposed or modified MQDD Form has been approved by the MQDD Sub-committee; and
  - E. The MQDD Sub-committee will forward the proposed or modified MQDD Form to the Curriculum Chair, and this process will skip to step 7.
6. **Fast Track Step:** This step will be followed if the process has been Fast Tracked from either step 2 or 3. The MQDD Sub-committee shall be convened to review the proposed MQDD Form(s) and to 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.
  - C. The MQDD Sub-committee will report their final recommendation(s) to the Curriculum Chair, including whether or not the proposed or modified MQDD Form has been approved by the MQDD Sub-committee.
  - D. The MQDD Sub-committee will forward the proposed or modified MQDD Form to the Curriculum Chair, and this process will continue with step 7.
7. The Curriculum Committee will discuss and vote on the recommendations of the MQDD Sub-committee with consideration of the feedback provided by the members of the Consultation Group or request additional information for the next meeting.
  8. 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.
  9. Once approved by the Board, MQ discipline designations will be recorded on the CORs in CurricUNET by the Curriculum Resources Specialist within 1 week 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, any 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 Cuesta 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.
- **MQDD Sub-committee:** The Minimum Qualifications Discipline Designation Sub-committee of the Curriculum Committee consists of 4-8 faculty members (ideally with faculty representation from each cluster), at least half of whom are members of the Curriculum Committee. The sub-committee will review proposed MQDD Forms and make recommendations accordingly to the Curriculum Committee. The sub-committee's primary job will be to ensure that correct discipline designations are assigned so that Cuesta College upholds Title 5: Conduct of Course §55002(a)4. **"Each section of the course is to be taught by a qualified instructor in accordance with a**

**set of objectives and with other specifications defined in the course outline of record.”**

- Course Outline of Record (COR): Official course listing at Cuesta College approved by the Curriculum Committee.



## Appendix B: MQDD Process Flowchart

