

LASSEN COMMUNITY COLLEGE
VERIFICATION
OF FACULTY TO MEET
MINIMUM QUALIFICATIONS
IN DISCIPLINE OF
INSTRUCTION
RESOURCE HANDBOOK

AUGUST 2008

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TABLE OF CONTENTS

Section	Page
Introduction	1
Policy Section	
Lassen Community College Verification Policy	2
Disciplines Section	
Disciplines List A Minimum Qualifications for Disciplines requiring a Master's Credit Courses	6
Disciplines List B Minimum Qualifications for Disciplines in which the Master's Degree is not generally expected or available Credit Courses	11
Discipline List C Noncredit Course Disciplines	16
Community Service	17
Cross Reference Lists	
Discipline - Cross Reference List A for Credit Courses in Disciplines requiring a Master's degree	18
Discipline - Cross Reference List B for Credit Courses in Disciplines in which the Master's degree is not generally expected or available	22
Discipline - Cross Reference List C for Noncredit Courses	26
Community Service Courses	26
Verification	
Lassen Community College Verification Review Form	27
Lassen Community College Verification Review Form (Equivalency)	28
Equivalency Application Form	30
Course Assignment Recommendation Form	32
References	
Disciplines of Credit Courses Reference List	33
Disciplines of Noncredit Courses Reference List	34

Equivalency Appeal Process	35
Minimum Qualifications/Equivalency Committee Organization	36

**LASSEN COMMUNITY COLLEGE
VERIFICATION OF MINIMUM QUALIFICATIONS
RESOURCE HANDBOOK**

INTRODUCTION

The responsibility to determine if prospective instructors meet the minimum qualifications necessary to teach is the responsibility of individual community college districts. In order to be eligible to teach at a community college the prospective instructor must be determined to meet or exceed the minimum qualifications in a specific discipline as established by the Governing Board of the State of California. The process utilized to determine the qualifications of a potential instructor must be recommended by the local Academic Senate and adopted by the local Governing Board. This handbook was developed to facilitate the process of verifying that an instructor meets the minimum qualifications in order to teach in the Lassen Community College District and includes both policies and procedures.

POLICY ON VERIFICATION OF FACULTY TO MEET MINIMUM QUALIFICATIONS IN DISCIPLINE OF INSTRUCTION

August 2008

The Lassen Community College District establishes minimum qualification for academic faculty as any of the following:

For instructors of credit courses, counselors or librarians; the minimum qualifications are:

- 1) For academic disciplines, a master's degree or equivalent foreign degree in the discipline, or a bachelor's degree or equivalent foreign degree in the discipline and a master's degree or equivalent foreign degree in a reasonably related discipline. Refer to Lassen Community College Discipline's List A [Board of Governors Lists adopted September 12, 1996, revised November 9, 1999, revised November 2002, revised November 2005; Title V, Section 53407] [Title V, Section 53410]
- 2) For disciplines in which a master's is not generally expected (disciplines in specialized technical, trade, or industrial fields), any bachelor's degree or equivalent foreign degree and two years of professional experience, directly related to the faculty member's assignment, or any associate degree or equivalent foreign degree and six years of professional experience, directly related to the faculty member's assignment.* Refer to Lassen Community College Discipline's List B [Board of Governors Lists adopted September 12, 1996, revised November 9, 1999 revised November 2002, revised September 2005; Title V, Section 53407] [Title V, Section 53410]
- 3) Or for all disciplines, possession of a California Community College Instructors Credential valid for life **issued in the discipline of assignment. [Title V, Section 53403; Ed Code 87355]

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the appropriate discipline or as specified in Lassen Community College Discipline's List C [Title V, Section 53412].

In addition to other minimum qualifications specified here the minimum qualifications for faculty members teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval [Title V, Section 53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions (post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education). (Title V, Section 53406)

* As used here "professional experience" includes teaching experience. "Occupational experience" does not include teaching experience. "Year" means that period of time, which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis. (Title V, Section 53404; Ed Code 87359)

** Applicants with Limited Service Credentials issued in districts other than Lassen College Community District must meet minimum qualifications directly or through equivalency as determined utilizing the Lassen Community College Verification Process. (Lassen Community College does not grandfather Limited Service Credentials from other districts).

A student employed as a faculty intern shall be employed as a temporary faculty member [Ed Code, Section 87482.5] and shall meet the minimum qualifications listed below:

1) Faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education subject to Chapter 3 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent, in that graduate program [Title V, Section 53502].

2) Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies. A faculty intern shall be limited to two years of participation in the program [Title V, Section 53502].

3) Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The mentor shall have no other assigned duties during the time that the faculty intern is teaching or rendering service. The mentor is responsible for providing direct monitoring and systematic contact with the faculty intern [Title V, Section 53502].

PHILOSOPHY

It is the policy of Lassen Community College that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people who are expert in their subject matter areas, who are skilled in teaching and meeting the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the district community.

The governing board represented by the administration has the principal legal and public responsibility for ensuring an effective hiring process.

The faculty represented by the academic senate has a professional responsibility in the development and implementation of policies and procedures governing the hiring process, which is to ensure the quality of its faculty peers.

One part of the process to fulfill these responsibilities is a procedure to verify the qualifications of an applicant for a faculty position (full or part time). The applicant must meet the minimum qualification as stated on the approved disciplines lists. The verification procedure must include a process for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Lassen Community College Disciplines Lists, nonetheless does possess "qualifications that are at least equivalent" (Title V, Section 53430; Ed Code, Section 87359) to those specified.

THE VERIFICATION PROCESS

1) Verification that an applicant meets minimum qualifications (directly or through equivalency) will occur prior to consideration for employment. All Lassen Community College instructors must be appropriately certified [Title V, Section 51963].

2) Upon receipt of an application, the Personnel Office will forward the application and documentation to the Office of Instruction.

3) The Office of Instruction will create a personnel file. It shall be the responsibility of the applicant to provide the Office of Instruction with a complete application and all documentation (transcripts, credentials and verification of experience) necessary to evaluate their qualifications. The personnel file will be held by the Office of Instruction until all necessary information is received.

4) The Office of Instruction will forward the personnel files with complete applications and supporting documentation to the chair of the Minimum Qualifications/Equivalency Subcommittee of the Academic Senate.

5) The chair of the Minimum Qualifications/Equivalency Committee will complete the "Applicant Qualifications" section of the Lassen Community College Verification Review form.

a) If the applicant provides either: 1) documented evidence (transcripts, etc.) that they meet the minimum qualifications exactly as specified on the Discipline Lists (A, B, or C) or 2) documented evidence (copy of credential) that they possess a California Community College Instructors Credential valid for life in the discipline of assignment, the Lassen Community College Verification Review form will be signed and returned to the authorizing administrator for signature, who will return the file to the Personnel Office for applicant notification.

b) Upon the applicant's request for equivalency (see # 6 below) the authorizing administrator will meet with the Minimum qualifications/equivalency committee and subject area faculty to evaluate the application and documentation (transcripts, credentials and verification of experience) to determine if the applicant possess qualifications at least equivalent (see page 6) to the minimum qualifications appearing on the approved Disciplines Lists. The decision that an applicant possesses the equivalent of the minimum qualification as stated in the approved Disciplines Lists must be agreed upon by a majority of subject area faculty or the request is denied. In the event that Lassen Community College does not employ a full time faculty member in the discipline in question, the authorizing administrator will meet with the Minimum qualifications/equivalency committee and full time subject area faculty in a reasonably related discipline. The subject area faculty, Minimum qualifications/equivalency committee chair and authorizing administrator will complete and sign the "Evaluation of Qualifications" section of the Lassen Community College Verification Review form. The file will then be returned to the Personnel Office for applicant notification.

6) If an applicant does not possess the minimum qualifications as specified on the Lassen Community College Disciplines Lists, it is the applicants responsibility to apply for equivalency on the appropriate form and provide conclusive evidence to support their claim (see page 34 for the form and bottom of this page for appropriate evidence).

7) All applicant records shall be confidential.

8) The chair of the Minimum Qualifications/Equivalency Committee is responsible for returning the personnel files for part-time academic applicants to the Office of Instruction once the Lassen Community College Verification Review form is completed.

9) The Personnel Office will prepare a governing board agenda item each month for official approval of each applicant verified to meet minimum qualifications through equivalency. A copy of the list of applicants verified to meet minimum qualifications through equivalency will be sent to the Academic Senate for forwarding of their recommendation to the governing board.

10) Following governing board approval, the Office of Instruction will complete the Lassen Community College Verification Review form in the personnel file and enter the appropriate information (name, discipline, type of verification, date) into a part-time faculty data base.

11) The Office of Instruction will send written notification to each applicant informing them of the action on their application: (a) minimum qualifications not met or (b) minimum qualifications met in a specific discipline. A copy of the letter will be placed in the applicant's personnel file.

- 12) The applicant may make appeals of an equivalency decision to the full Academic Senate.
(See page 39 of this handbook)

CRITERIA FOR EQUIVALENCY

Applicants do possess the equivalent qualification, who have appropriate courses for a particular degree but do not possess the specific degree named on the Lassen Community College Disciplines Lists [Board of Governors Lists adopted September 12, 1996, revised November 8, 1999 revised November 2002, revised September 2005; Title V, Section 53407].

The applicant who claims equivalent qualifications will provide conclusive evidence that their qualifications are at least equivalent to what is required by the disciplines lists. The conclusive evidence must be as clear and reliable as the college transcripts being submitted by other applicants. Specifically, the one making the claim must provide conclusive evidence of the following:

- 1) Equivalency for a required degree (see page 4, #5 b):
The applicant must possess at least the equivalent in level of achievement, breadth and depth of understanding for each of the following separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":
 - a) The general education course work required for that degree
 - b) The major course work required for that degree
- 2) Equivalency for required experience (see page 4, #5 b):
The applicant must possess a thorough and broad skill and knowledge for each of the following as separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":
 - a) Mastery of the skills of the vocation.
 - b) Extensive and diverse knowledge of the vocation.

RECOMMENDED EQUIVALENCY GUIDELINES FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

The applicant must provide conclusive evidence of full time work experience that demonstrates mastery of the skills of the vocation, extensive diverse knowledge of the vocation and a broad basis for instruction at college level as determined by full time subject area faculty. Faculty may be required to complete course work appropriate to their discipline.

EQUIVALENCY GUIDELINES FOR SPECIFIC DISCIPLINES:

FIRE TECHNOLOGY:

Equivalency to an associate degree:

1. California State Fire Marshall Office requirements for becoming an instructor
 - a. Completion of Instructor 1A and Instructor 1B
 - b. Completion of Regional Instructor Orientation course
 - c. Completion of an Ethical Leadership in the classroom course
 - d. Certificate showing completion of the course to be taught
 - e. Letter signed by Fire Chief describing rank and experience
 - f. Letter on department letterhead and signed by a Fire Chief or College Administrator describing specific background as it relates to teaching experience (may be the same letter as above)
2. National Wildfire Coordinating group (NWGG) requirements for becoming an instructor
 - a. Completion of Instructor 1A and Instructor 1B
 - b. Mastery of skills presented in the course to be taught
 - c. Documentation of consideration as an expert in the field of instruction

LICENSED VOCATIONAL NURSING:

BVNPT Equivalency to a Bachelor's degree;

1. Associate degree with six years of experience and a course in teaching methodology
2. Teaching credential and two years of experience
3. One year previous experience teaching, two years experience as a LVN and a course in teaching methodology

CONCLUSIVE EVIDENCE TO SUPPORT EQUIVALENCY

- 1) Diploma showing degree and institution
- 2) Transcripts showing those appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution;
- 3) Publications that show a command of the major in question, and/or the general education of the applicant, and/or their writing skills;
- 4) Other work products that show a command of the major or occupation in question;
- 5) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.
- 6) Written statements by at least two experts in the discipline identifying recognition of superior knowledge in the subject area acknowledged outside the geographical region [Required for eminence only].

The verification policy is a living document and subject to periodic review. All revisions must be approved by both the Lassen Community College Academic Senate and the Lassen Community College District Governing Board.

Lassen Community College Discipline List A Credit Courses

September 2005

This Disciplines List (Title V, Section 53407 - List revised by the Board of Governors September 12, 1996) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

MINIMUM QUALIFICATIONS FOR DISCIPLINES REQUIRING THE MASTER'S

- Accounting: Master's in accountancy or business administration with accounting concentration **OR** Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis **AND** Master's in business, business administration, education, taxation, or finance **OR** the equivalent. (*Note: Bachelor's accountancy or business administration with accounting concentration **AND** Certified Public Accountant in the state of California*)(Title V; Section 53410.1)
- Agriculture: Master's in agriculture, agriculture sciences or education with a specialization in agriculture **OR** Bachelor's in any of the above **AND** Master's in agriculture business, natural resources, animal science, plant science, soil science, forestry, homology, agricultural engineering, environmental horticulture, agronomy, viticulture or enology **OR** the equivalent.
- Anthropology: Master's in anthropology or archaeology **OR** Bachelor's in either of the above **AND** Master's in sociology, biological sciences, forensic sciences, genetics or paleontology **OR** the equivalent.
- Art: Master's in fine arts, art, or art history **OR** Bachelor's in any of the above **AND** Master's in humanities **OR** the equivalent. (*Note: "Master's in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art; and also art education and art therapy. It does not refer to the "Master's of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photograph, creative writing, or other nonplastic arts.*)
- Astronomy: See Physics/Astronomy
- Biological Sciences: Master's in any biological science **OR** Bachelor's in any biological science **AND** Master's in biochemistry, biophysics, or marine science **OR** the equivalent.
- Business: Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR** Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LLB degree **OR** Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LLB degree **OR** the equivalent.
- Business Education: Master's in business, business administration, or business education **OR** Bachelor's in any of the above **AND** Master's in vocational education **OR** the equivalent.

Chemistry:	Master's in chemistry OR Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry OR the equivalent.
Child Development/ Early Childhood Education:	Master's in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education OR Bachelor's in any of the above AND Master's in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies OR the equivalent.
Communication Studies:	Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication OR Bachelor's in any of the above AND Master's in drama/theater arts, mass communication, or English OR the equivalent.
Computer Science:	Master's in computer science or computer engineering OR Bachelor's in either of the above AND Master's in mathematics, cybernetics, business administration, accounting, or engineering OR Bachelor's in engineering AND Master's in cybernetics, engineering, mathematics, or business administration OR Bachelor's in mathematics AND Master's in cybernetics, engineering, mathematics, or business administration OR Bachelor's degree in any of the above AND a Master's degree in information science, computer information systems, or information systems OR the equivalent. (<i>Note: Courses in the use of computer programs for application to a particular discipline may be classified, for minimum qualifications purposes, under the discipline of the application.</i>)
Computer Specialist (Adapted):	Master's in special education, education, psychology, educational psychology Technology or rehabilitation counseling AND fifteen units of upper division or graduate study in adapted computer technology OR the equivalent.
Counseling:	Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, OR the equivalent. (<i>Note: A license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.</i>) (Title V; Section 53410.1)
Dance:	Master's in dance, physical education with a dance emphasis, or theater with dance emphasis OR Bachelor's in any of the above AND Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music OR the equivalent.
Dietetics:	See Nutritional Science/Dietetics
Developmentally Disabled Specialist:	Master's in special education, education, psychology, education psychology or rehabilitation counseling AND fifteen semester units of upper division or graduate study in learning disabilities or developmental disabilities OR the equivalent. (Title V; Section 53414)

Disabled Student Programs and Services: Coordinator	Two years of full-time administrative experience in higher or secondary education, industry, government, public agencies, the military, or private welfare social organization AND meet the minimum qualifications for one of the following disabled student programs and services positions: Counselor, Disabled Student Programs and Services; Developmentally Disabled Specialist; Learning Disabilities Coordinator; or Adaptive Physical Education Specialist AND have two or more years full-time experience or the equivalent within the last four years in one or more of the following fields: (1) instruction and/or counseling in a higher education program for students with disabilities; or (2) administration of a program for students with disabilities in an institution of higher education; or (3) teaching, counseling, or administration in secondary education, working predominantly in programs for students with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organization, in which the responsibilities of the position were predominantly related to persons with disabilities OR the equivalent.
Disabled Student Programs and Services: Counselor	Master's in rehabilitation counseling OR Master's in special education and twenty-four units in upper division graduate level course work in counseling, guidance, student personnel, psychology, or social work OR a Master's in counseling guidance, student personnel, psychology, career development or social welfare; AND either twelve units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities or two years of full time experience in one or more of the following: (1) counseling or guidance for students with disabilities or (2) counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which he responsibilities of the position were predominantly for persons with disability OR the equivalent. (Title V; Section 53414)
Disabled Student Programs and Services: disabilities, developmental physical disabilities; or adaptive	Master's in any category of disability, special education, education, psychology educational psychology, or rehabilitation counseling, AND fifteen semester units of upper division or graduate study in the area of disability, to include but not limited to learning disabilities, developmental disabilities, deaf and hearing impaired; or adaptive computer technology OR the equivalent. (Title V; Section 53414)
Drama/Theater Arts:	Master's in drama/theater arts/performance OR Bachelor's in drama/theater arts/performance AND Master's in comparative literature, English, speech, literature, or humanities OR the equivalent.
Earth Science:	Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology OR Bachelor's in geology AND Master's in geography, physics, or geochemistry OR the equivalent.
Ecology:	Master's in ecology or environmental studies OR the equivalent.
Economics:	Master's in economics OR Bachelor's in economics AND Master's in business, business administration, business management, business education, finance, or political science OR the equivalent.
Education:	Master's in education OR the equivalent.

Engineering:	Master's in any field of engineering OR Bachelor's in any of the above AND Master's in mathematics, physics, computer science, chemistry, or geology OR the equivalent. (<i>Note: A Bachelor's in any field of engineering with a professional engineer's license is an alternative qualification for this discipline.</i>) (Title V; Section 53410.1)
Engineering Technology:	Master's in any field of engineering technology or engineering OR Bachelor's in either of the above AND Master's in physics, mathematics, computer science, biological science, or chemistry OR Bachelor's degree in industrial technology, engineering technology or engineering AND a professional engineer's license OR the equivalent.
English:	Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent.
ESL:	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis OR Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate AND Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language OR the equivalent.
Ethnic Studies:	Master's in the ethnic studies field OR the equivalent.
Family and home economics Consumer Studies/ development, early Home Economics:	Master's in family and consumer studies, life management/home economics, education OR Bachelor's in any of the above AND Master's in child education, human development, gerontology, fashion, clothing and textiles, housing/interior design, food/nutrition, or dietetics and food administration OR the equivalent.
Film Studies:	Master's in film, drama/theater arts, or mass communication OR Bachelor's in any of the above AND Master's in media studies, English, or communication OR the equivalent.
Foreign Languages:	Master's in the language being taught OR Bachelor's in the language being taught AND Master's in another language or linguistics OR the equivalent.
Geography:	Master's in geography OR Bachelor's in geography AND Master's in geology, history, meteorology, or oceanography OR the equivalent.
Gerontology:	Master's in gerontology OR the equivalent.
Health:	Master's in health science, health education, biology, nursing, physical education, dietetics, or nutrition OR Bachelor's in any of the above AND Master's in public health, or any biological science OR the equivalent.
Health Services Director/ Bachelor's in nursing, a Coordinator:	A valid, current California license as a registered nurse AND Master's in nursing and a Director: California Public Health Nurse's certificate OR California Public Health Nurse's certificate, and a Master's in health education, sociology, psychology, counseling, health care administration, public health, or community health (Title V; Section 53411)

History: Master's in history **OR** Bachelor's in History **AND** Master's in political science, humanities, geography, area studies, women studies, social science, or ethnic studies **OR** the equivalent.

Humanities: Master's in humanities **OR** the equivalent.

Instructional Design/Technology: Master's in instructional design/technology **OR** the equivalent.

Interdisciplinary Studies: Master's in the interdisciplinary area **OR** Master's in one of the disciplines included in the interdisciplinary area and upper division or graduate coursework in at least one other constituent discipline.

Interdisciplinary Studies – Physical Science: Master's in the physical science **OR** Master's in astronomy, chemistry, geography, geology or physics and upper division or graduate course work in at least one of the other disciplines.

Journalism: Master's in Journalism or communication with a specialization in journalism **OR** Bachelor's in either of the above **AND** Master's in English, history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography **OR** the equivalent.

Law: JD or LLB (*Note: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes, in the discipline of the application.*)

Learning Assistance or Master's in Skills: Minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the learning assistance or tutoring; **OR** education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory. (Title V; Section 53415)

Learning Disabilities Specialist: Master's in special education, education, psychology, educational psychology counseling **AND** fifteen semester units of upper division or graduate study in developmental disabilities, deaf and hearing impaired, physical disabilities or adapted computer technology **OR** the equivalent. (Title V; Section 53414)

Library Science: equivalent. Master's in library science, library and information science **OR** the equivalent.

Linguistics: Master's in linguistics or applied linguistics **OR** Bachelor's in linguistics **AND** Master's in TESOL, anthropology, psychology, sociology, English, or any foreign language **OR** the equivalent.

Management: Master's in business administration, business management, business education, marketing, public administration, or finance **OR** Bachelor's in any of the above **AND** Master's in economics, accountancy, taxation, or law **OR** the equivalent.

- Marketing: Master's in business administration, business management, business education, marketing, advertising, or finance **OR** Bachelor's in any of the above **AND** Master's in economics, accountancy, taxation, or law **OR** the equivalent.
- Mass Communication: Master's in radio, television, film, mass communication, or journalism **OR** Bachelor's in any of the above **AND** Master's in drama/theater arts, communication, speech communication, business, telecommunications, or English **OR** the equivalent.
- Mathematics: Master's in mathematics or applied mathematics **OR** Bachelor's in either of the above **AND** Master's in statistics, physics, or mathematics education **OR** the equivalent.
- Music: Master's in music **OR** Bachelor's in music **AND** Master's in humanities **OR** the equivalent.
- Nursing: Master's in nursing **OR** Bachelor's in nursing **AND** Master's in health education or health science **OR** the equivalent **OR** the minimum qualifications as set by the Board of Registered Nursing, whichever is higher.
- Nutritional Science/Dietetics: Master's in nutrition, dietetics, or dietetics and food administration **OR** Bachelor's in any of the above **AND** Master's in chemistry, public health, or family and consumer studies/home economics **OR** the equivalent. (*Note: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative qualification for this discipline.*) (Title V; Section 53410.1)
- Philosophy: Master's in philosophy **OR** Bachelor's in philosophy **AND** Master's in humanities or religious studies **OR** the equivalent.
- Photography: Master's in photography fine arts, or art **OR** Bachelor's in any of the above **AND** Master's in art history or humanities **OR** the equivalent.
- Physical Education: Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education **OR** Bachelor's in any of the above **AND** Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy **OR** the equivalent.
- Physical Education (Adaptive) Master's in physical education, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education **OR** Bachelor's in any of the above **AND** Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy **OR** the equivalent **PLUS** fifteen semester units of upper division or graduate study in adapted physical education.
- Physics/Astronomy: Master's in physics, astronomy, or astrophysics, **OR** Bachelor's in physics or astronomy **AND** Master's in engineering, mathematics, meteorology, or geophysics, **OR** the equivalent.
- Political Science: Master's in political science, government, public administration, or international relations **OR** Bachelor's in any of the above **AND** Master's in economics, history, social science, sociology, any ethnic studies, JD, or LLB **OR** the equivalent.
- Psychology: Master's in psychology **OR** Bachelor's in psychology **AND** Master's in counseling, sociology, statistics, neuroscience, or social work **OR** the equivalent.

- Reading: Master's in education with a specialization in reading or teaching reading **OR** Bachelor's in any academic discipline **AND** twelve semester units of course work in teaching reading **AND** Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology **OR** the equivalent.
- Recreation Administration: Master's in recreation administration or physical education **OR** Bachelor's in either of the above **AND** Master's in dance, gerontology, or public administration, **OR** the equivalent.
- Religious Studies: Master's in religious studies, theology, or philosophy **OR** Bachelor's in any of the above **AND** Master's in humanities **OR** the equivalent.
- Social Science: Master's in social science **OR** see Interdisciplinary Studies.
- Sociology: Master's in sociology **OR** Bachelor's in sociology **AND** Master's in anthropology, any ethnic studies, social work, or psychology **OR** the equivalent.
- Women's Studies: Master's in women's studies **OR** the equivalent **OR** see Interdisciplinary Studies.
- Work Experience: Minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed (Title V; Section 53416).

Lassen Community College Discipline List B Credit Courses

September 2005

This Disciplines List (Title V; Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen College).**

MINIMUM QUALIFICATIONS FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate

degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.

Discipline

Areas also included in discipline

Addiction paraprofessional training

Administration of Justice enforcement

Aeronautics

Agricultural business and processing, related services
Agricultural engineering mechanics
Agricultural production
beekeeping,

Air conditioning, Refrigeration, Heating

Animal training and management

Appliance repair

Archaeological technology

Architecture

Athletic training (*Note: This discipline listing applies only to instructors teaching apportionment generating courses in the subject of athletic training.*)

Auto body technology
Automotive technology

Aviation
traffic
Banking and finance
Barbering
Bicycle Repair
Bookbinding

Broadcasting technology
production,
Building codes and regulations:
codes,
Building maintenance
Business machine technology

Cabinet making
Cardiovascular technology

Carpentry

Ceramic technology

Police science, corrections, law

Airframe and power plant, aircraft mechanics, aeronautical engineering technician, avionics

Inspection, pest control, food meat cutting
Equipment and machinery, farm
Animal science, plant science, aquaculture

Solar energy technician

Exotic animal training

Vending machines

Antique and classic auto restoration

Flight, navigation, ground school, air control

Film making/video, media radio/TV
Inspecting of construction, building contractor training

Coaching	
Commercial art rendering Commercial music	Sign making, lettering, packaging,
Ceramic technology	
Computer information systems computer Computer service technology	Computer network installation, microcomputer technology, applications
Construction management Construction technology	
Cosmetology	
Court interpreting Court reporting	
Culinary arts/food technology	Food service, baking, meat cutting, bartending
Dental technology	Dental assisting, dental hygiene
Diagnostic medical technology	Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology
Diesel mechanics Dietetic Technician Drafting	CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)
Electricity Electromechanical technology Electronics Electronic technology avionics Electromicroscopy	Electrical power distribution Industrial mechanical technology Radio, television, computer repair,
Emergency medical technology Appropriate certification includes RN license with documentation of field experience OR EMT II with appropriate years of experience and forty hours of instruction in teaching methods	
Engineering support	Surveying, engineering aides
Environmental technology material abatement, environmentally conscious manufacturing, waste water pretreatment, integrated waste	Environmental hazardous material technology, hazardous

management, water treatment, sewage
treatment, air pollution control technology

Equine science
science,
Estimating
Fabric Care
Fashion & related technologies

Equine training, equitation, farrier
pack horse management

Fire technology

[LCC Academic Senate established the equivalency of an associate degree for Fire technology as:

- a. Instructor Requirements for the California State Fire Marshall Office
 - a. Completion of Instructor 1A and Instructor 1B
 - b. Completion of a Regional Instructor Orientation course
 - c. Completion of an Ethical Leadership in the classroom course
 - d. Certification of completion of the course to be taught
 - e. Letter on department letterhead and signed by a Fire Chief describing specific background as it relates to rank and experience
 - f. Letter on department letterhead and signed by a Fire Chief or College Administrator describing specific background as it relates to teaching experience (may be the same letter as above)
- b. Instructor Requirements for the National Wildfire Coordinating Group (NWGG)
 - a. Completion of Instructor 1A and Instructor 1B or M-410
 - b. Position Currency Requirements as described in the wildland fire qualification system guide (PMS 310-1)
 - c. Demonstrated mastery of the skills presented in the course to be instructed
 - d. Documentation that the individual is considered an expert by their peers in the field to be instructed]

Flight attendant training
Fluid mechanics technology

Folk Dance

Forestry/natural resources
water
management, parks
Furniture making
Graphic arts

Range management, soil, air and
resources; fish/wildlife
and recreation

Desktop publishing

Gunsmithing

Health care ancillaries
home care
health aide, ward
service technology,
educator, primary care
associate, massage therapy

Medical assisting, hospice worker,
aide, certified nurse aide,
clerk, central
childbirth

Two years of experience should be as a licensed nurse (RN or LVN) with one year in a long- term care facility and one year teaching nursing and a 24 hour Board of Registered Nursing approved DSD instructor course.

Health information technology
Heavy duty equipment mechanics
Hotel and Motel services

Medical record technology

Industrial design

Industrial maintenance
Industrial relations
Industrial safety
Industrial technology
Interior design
Insurance
Janitorial Services
Jewelry
Labor relations
Legal Assisting
Library technology

Foundry occupations

Paralegal

Licensed vocational nursing [Applicants must meet both]

California Community College Instructor Minimum Qualifications:

Any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.

Nursing State Board Requirements:

Instructor (Licensed Vocational Nursing):

Registered Nurse or Licensed Vocational Nurse holding a current license in the state of California, **PLUS** Bachelor's from an accredited school or a valid teaching credential or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocation or practical nursing, or psychiatric technician school within the last five years **PLUS** a minimum of two years of experience as a RN or LVN within the last five years.

Instructor (Intravenous Therapy/Blood withdrawal): a, b, c, or d

- a. Physician and surgeon licensed by the Medical Board of California or the Osteopathic Medical Board of California
- b. Nurse licensed by the Board of Registered Nursing who with in the last five (5) years, who has met the requirements for faculty of a Registered Nurse or Vocational Nurse program
- c. Nurse licensed by the Board of Registered Nursing who with in the last five (5) years, who has had a minimum of six months of experience starting and superimposing intravenous fluids in an "organized health care system"
- d. Nurse licensed by the Board of Registered Nursing who with in the last five (5) years, who has had experience teaching courses in intravenous therapy and/or blood withdrawal.

[Board of Nursing equivalency for Bachelor's degree: 1) LVN with associate degree and six years of experience and course in teaching methodology, 2) LVN with teaching credential and two years of experience teaching, 3) LVN with one year previous experience teaching, two years experience as an LVN and a course in teaching methodology].

Licensed vocational nursing

Director:

Current California active license as a Registered Nurse **PLUS** Bachelor's from an accredited school **PLUS** a minimum of three years experience as a RN, one year of which is teaching and/or clinical supervision in a state accredited school of registered, vocational or practical nursing or psychiatric technician school within the last five years **OR** a minimum of three years experience in nursing administration or nursing education within the last five years **PLUS** must have completed courses in administration, teaching methods, and curriculum development offered by an accredited school.

Locksmith
Machine tool technology
Manufacturing technology
Marine diving technology

Tool and dye making
Quality control, process control

Marine engine technology	
Martial Arts/Self-Defense	
Masonry	Concrete, cement work, bricklaying
Material testing technology	
Media Production	
Medical Instrument repair	
Mining and metallurgy	Oil field operations
Mortuary science	
Motorcycle Repair	
Multimedia	
Music Management	
Music Merchandising	
Musical Instrument repair	
Nursing science: clinical practice	
Occupational therapy assisting	
Office technology	Secretarial skills, office systems, word processing, computer office training
applications, automated	
Ornamental Horticulture	
maintenance,	
floristry, floral	Landscape horticulture, design, landscape architecture, design
Pharmacy technology	
Photographic technology/	
Commercial photography	
Physical therapy assisting	
Piano tuning and repair	
Plastics	
Plumbing	
Printing technology	Typography, composition, printing
Private security	Security management, safety/accident control, hazardous substance management, crime prevention
Psychiatric technician	
Public relations	
Radiological technology	
Real estate	
Registered Veterinary Technician	
Rehabilitation technician	
Respiratory technician	
Restaurant management	
Retailing	Purchasing, merchandising, sales
Robotics	Computer integrated manufacturing
Sanitation and public health technology	
Search and rescue	
Sheet metal	
Sign Language, American:	
Sign language/English Interpreting	
Small business development	Entrepreneurship
Small engine mechanics	
Stagecraft	

Steamfitting
Surgical technology

Telecommunication technology
Transportation
Travel services

Dispatching

Upholstering

Vision care technology
Watch and clock repair

Welding

Lassen Community College Discipline List C Noncredit Courses

September 2005

This Disciplines List is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Noncredit Courses (numbered 150-189 at Lassen Community College).**

The minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

Basic Skills - Interdisciplinary noncredit:

Bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate to the course.

Basic Skills - Mathematics noncredit:

Bachelor's in mathematics

Basic Skills - Reading and/or Writing noncredit:

Bachelor's in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism; **OR** a Bachelor's in any discipline **AND** twelve semester units of course work in teaching reading.

Citizenship - noncredit:

Bachelor's in any discipline **AND** six semester units in American history and institutions.

ESL -noncredit:

Bachelor's in teaching English as a second language, or in teaching English to speakers of other languages **OR** Bachelor's in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech and a certificate in teaching English as a second language which may be completed concurrently during the first year of employment as a noncredit instructor **OR** Bachelor's in any of the above and one year of experience teaching ESL in an accredited institution and a certificate in teaching English as a second language which may be completed concurrently during the first year of employment as a noncredit instructor **OR** Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

Health and Safety - noncredit

Bachelor's in health science, health education, biology, nursing, dietetics, or nutrition; **OR** an associate degree in any of those subjects, **AND** four years of professional experience related to the subject of the course taught.

Home economics - noncredit

Bachelor's in home economics, life management, family and consumer studies, dietetics, food management, interior design, or clothing and textiles; **OR** an associate degree in any of those subjects, **AND** four years of professional experience related to the subject of the course taught.

Older Adult - noncredit:

Bachelor's with a major related to the subject of the course taught **AND** thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. (This requirement may be completed concurrently during the first year of employment as a noncredit instructor) **OR** one year of professional experience working with older adults **OR** Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. (This requirement may be completed concurrently during the first year of employment as a noncredit instructor).

Parenting Education - noncredit:

Bachelor's in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two year of professional experience in early childhood programs or parenting education.

Short Term Vocational - noncredit:

Bachelor's and two years of occupational experience related to the subject of the course taught **OR** Associate degree and six years of occupational experience related to the subject of the course taught **OR** Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject area.

Specialized Instruction for Students with Disabilities - noncredit:

Minimum qualifications for providing credit specialized instruction for students with disabilities are a Bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities **OR** associate degree with one of the majors specified above **AND** four years of experience providing specialized instruction or services to persons in the disability category or categories being served **OR** for noncredit vocational courses, an associate degree or certificate of training; **AND** four years of occupational experience related to the subject of the course taught; **AND** two years of experience providing specialized instruction or services to persons in the disability category being served. (Title V; Section 53414)

Reference : Title 5; Section 53412

Community Services Classes (Not for credit Courses)

[Minimum qualifications for community service instructors have not been established by the State of California]

Individual must document excellent knowledge of subject matter through a combination of education and experience. Instructors must be approved by the dean prior to instruction

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS REFERENCE LIST A
[Title V, Section 53200 (c) (1)]

August 2008

DISCIPLINES GENERALLY REQUIRING A MASTER'S DEGREE

CREDIT COURSES

Accounting

Agr 1; Bus 1A, Bus 1B, Bus 1C, Bus 13; COT 59

Agriculture

Agr 31, Agr 48, AGR 49, Agr 60, Agr 61, Agr 122

Anthropology

Anth 1, Anth 2, Anth 3, Anth 8

Art

Art 1A, Art 1B, Art 2, Art 3, Art 4A-D, Art 6, Art 7, Art 8, Art 10A-D, Art 12, Art 18, Art 19A-D, Art 25, Art 30,
Art 43, Art 44, Art 46, Art 49, Art 51, Art 52, Art 150, Art 151; DS 158; Film 1

Biological Science

Anth 1; Bio 1, Bio 2, Bio 3, Bio 10, Bio 18, Bio 20, Bio 25, Bio 26, Bio 32; Hlth 2, Hlth 25;
HO 54;

Business

Agr 2; Art 52; Bus 1A, Bus 1B, Bus 1C, Bus 2, Bus 10, Bus 13, Bus 19, Bus 22, Bus 25, Bus 27,
Bus 49, Bus 98, 98.01, 98.02, 98.04; CG 125; COT 59; Econ 10, Econ 11;

Chemistry

Chem 1A, Chem 1B, Chem 8, Chem 45;

Child Development/Early Childhood Education

CD 11, CD 12, CD 14, CD 15, CD 16, CD 17, CD 18, CD 19, CD 20, CD 22, CD 23, CD 24, CD
25, CD 26,
CD 30, CD 31, CD 49, CD 50, CD 52, CD 53, CD 54, CD 55, CD 56, CD 57, CD 99B, CD 99C, CD 150,
CD 161; Psy 31; Soc 3

Communication Studies:

SPCH 1, SPCH 2

Computer Science

CA 49, CA 54, CA 150; CS 1

Computer Technology Specialist (Adapted)

DS 110, DS 111, DS 112

Counseling

CG 51, CG 112, CG 115, CG 125; Cars 2, Cars 100; HUS 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 26, HUS 27, HUS 28, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 48, HUS 49, HUS 61, HUS 62, HUS 64; IDS 116; PLSC 11; Psy 33, Psy 80; SPCH 2

Dance

PEAC 44A

Developmentally Disabled Specialist

DS 156, DS 157; Engl 102, Engl 103; Read 101

Disabled Students Program & Services: Credit Instructor

DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 117, DS 118, DS 119, DS 120, DS 121, DS 122, DS 141, DS 150, DS 151, DS 152, DS 153, DS 155, DS 156, DS 157, DS 158

Drama/Theater Arts

Earth Science

Geog 1, Geog 2; Geol 1, Geol 5;

Economics

Agr 2; Econ 10, Econ 11

Education

CD 15, CD 16; Art 46;

Engineering technology

English

Bus 27; CD 17; Cors 12; DS 110; Engl 1, Engl 2, Engl 9, Engl 10, Engl 12, Engl 50, Engl 60, Engl 102, Engl 103, Engl 150, Engl 190; IDS 110; Read 51, Read 101; SPCH 1, SPCH 2

English as a Second Language

ENGL 150

Ethnic Studies

ES 1

Film Studies

Film 1

Foreign Language

AJ 56; ES 1; Span 1, Span 2, Span 50

Geography

Geog 1, Geog 2, Geog 48

Health

CD 19; Hlth 2, Hlth 25; HO 120; Hus 30, HUS 48

History

Anth 2, Anth 8; Geog 1, Geog 2; Hist 14, Hist 15, Hist 16, Hist 17; Hum 1, Hum 2; IDS 115; PLSC 1, PLSC 11

Humanities

ES 1; Hum 1, Hum 2

Interdisciplinary Studies – Physical Science

PS 1

Journalism

Bus 27; Engl 60; Film 1; Jour 1A, Jour 2, Jour 3A, Jour 3B, Jour 3C, Jour 3D, Jour 4, Jour 5, Jour 12, Jour 48, Jour 49

Law

AJ 20, AJ 23, AJ 25; Bus 22, Bus 59

Learning Assistance Skills

TUTR 50, TUTR 150

Learning Disabilities Specialist

DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 117, DS 118, DS 119, DS 141, DS 150, DS 151, DS 153, DS 155, DS 156, DS 157, DS 158; Engl 102, Engl 103; IDS 110

Library Science

CG 51

Marketing

Art 52

Mass Communication

Film 1; Jour 4

Mathematics

Math 1A, Math 1B, Math 1C, Math 7, Math 8, Math 11A, Math 11B, Math 40, Math 51, Math 53, Math 60, Math 101, Math 102, Math 155, Math 156, Math 157, Math 158

Music

CD 18; Mus 1, Mus 6, Mus 7, Mus 10, Mus 11, Mus 12, Mus 14, Mus 15

Nursing

HO 40, HO 96.1; VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58

Nutritional Science/Dietetics

Hlth 25

Philosophy

Phil 1, Phil 2, Phil 10; Hum 1, Hum 2

Photography

Art 4A-D, Art 19A-D, Jour 5

Physical Education

PE 15, PE 20I, PE 21I, PE 22I, PE 23I, PE 24I, PE 25I, PE 26, PE 27, PE 31, PE 49, PE 62, PE 98, PE 125, PE 150; PEAC 2A, PEAC 2C, PEAC 5A, PEAC 5C, PEAC 6, PEAC 7, PEAC 9, PEAC 10, PEAC 12, PEAC 16, PEAC 20A, PEAC 21A, PEAC 22A, PEAC 23A, PEAC 25A, PEAC 25B, PEAC 32A, PEAC 32D, PEAC 34, PEAC 35A, PEAC 36, PEAC 37, PEAC 38, PEAC 40, PEAC 41A, PEAC 44, PEAC 44A, PEAC 53, PEAC 54, PEAC 60

Physical Education (Adaptive)

DS 120, DS 121, DS 122

Physics/Astronomy

Astr 1; Phy 2A, Phy 2B;

Political Science

Hist 16, Hist 17; PLSC 1, PLSC 11

Psychology

CD 31; CG 51; HO 125; Hus 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 26, HUS 27, HUS 28, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 48, HUS 48.01, HUS 48.02, HUS 49, HUS 61, HUS 62, HUS 64; PLSC 11; Psy 1, Psy 2, Psy 18, Psy 31, Psy 33, Psy 47, Psy 80, Psy 95; PLSC 11; Soc 3; SPCH 2

Reading

Read 51, Read 101

Religious Studies

Phil 10

Sociology

ES 1; Hus 10; Soc 1, Soc 2, Soc 3; SPCH 2

Work Experience

Agr 49; AJ 49; Art 49; AT 49; Bus 49; CA 49; CD 49, CT 49, Cors 49; FS 49; GSS 49; HO 49;
HUS 49;
Jour 49; PE 49; PGT 49; WE 1, WE 2; WT 49

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS REFERENCE LIST B
[Title V, Section 53200 (c) (1)]

August 2008

DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

CREDIT COURSES

Addiction Paraprofessional Training

HUS 22, HUS 23, HUS 25, HUS 26, HUS 27, HUS 32, HUS 37, HUS 48

Administration of Justice

AJ 10, AJ 12, AJ 13, AJ 14, AJ 20, AJ 21, AJ 23, AJ 24, AJ 25, AJ 35, AJ 37, AJ 38, AJ 48, AJ 48.54, AJ 49, AJ 52A, AJ 52B, AJ 52C, AJ 53, AJ 54, AJ 56, AJ 58, AJ 98; Cors 10A, Cors 10B, CORS 11, Cors 13, Cors 14, Cors 15, Cors 49, Cors 98, Cors 98.1, CORS 98.02;

Agricultural business

Agr 1, Agr 2

Agricultural engineering

Agr 40, Agr 41, Agr 116

Agricultural production

Agr 8, Agr 9, Agr 10, Agr 11, Agr 13, Agr 14, Agr 20, Agr 25, Agr 26, Agr 27, Agr 31, Agr 49, Agr 61, Agr 116

Animal Training & Management

Architecture

Automotive technology

AT 20, AT 21, AT 23, AT 24, AT 25, AT 26, AT 27, AT 28, AT 30, AT 32, AT 33, AT 36, AT 37, AT 38, AT 49;

Aviation

Aero 1A

Broadcasting Technology

Building maintenance

IT 72

Business machine technology

Bus 34A, Bus 34B; CA 55, CA 56, CA 57, CA 59; COT 50, COT 52, COT 59

Carpentry

CT 70, CT 72, CT 111, CT 112,

Ceramic technology

Art 36A-D, Art 150

Coaching

PEAC 2A, PEAC 2C, PEAC 5A, PEAC 5C, PEAC 6, PEAC 7, PEAC 9, PEAC 10, PEAC 20A, PEAC 21A, PEAC 22A, PEAC 23A, PEAC 25A, PEAC 25B, PEAC 32A, PEAC 32D, PEAC 34, PEAC 35A, PEAC 36, PEAC 37, PEAC 38, PEAC 40, PEAC 41A, PEAC 53, PEAC 54, PEAC 60;

Commercial Art

Art 35

Commercial Music

Mus 10, Mus 11, Mus 14, Mus 15

Computer information systems

Bus 98.02, Bus 98.04; CA 31, CA 32, CA 49, CA 54, CA 55, CA 56, CA 57, CA 59, CA 150; DS 110; IDS 110

Construction technology

CT 49, CT 70, CT 72, CT 111, CT 112;

Cosmetology

COS 60, COS 62, COS 64, COS 66, COS 68, COS 70, COS 72, COS 74, COS 76

Culinary arts/food technology

HE 110

Electricity

Emergency Medical Technology

EMT 60, EMT 61; FS 20, FS 21; HO 39, HO 120;

Equine science

Agr 14, Agr 21, Agr 21B, Agr 23, Agr 24, Agr 30, Agr 50, Agr 51, Agr 53, Agr 57, Agr 70, Agr 122;

Fire technology

FS 1, FS 3, FS 4, FS 5, FS 6, FS 20, FS 21, FS 48, FS 49, FS 52, FS 55, FS 57, FS 60, FS 61, FS 62, FS 63, FS 66, FS 67, FS 70, FS 72, FS 73, FS 74, FS 75, FS 76, FS 77, FS 78, FS 98, FS 98.01, FS 150

Folk dance

Forestry/Natural Resources

IDS 115,

Graphic arts

Art 51, Art 150; Jour 12

Gunsmithing

GSS 49, GSS 50, GSS 50.1, GSS 50.3, GSS 51, GSS 51.1, GSS 51.5, GSS 51.6, GSS 52, GSS 52.1, GSS 52.2, GSS 52.3, GSS 52.4, GSS 52.5, GSS 52.6, GSS 54.1, GSS 54.2, GSS 54.3, GSS 54.5, GSS 55.4, GSS 56.1, GSS 56.3, GSS 56.4, GSS 57.1, GSS 57.15, GSS 57.2, GSS 57.3, GSS 57.6, GSS 57.8, GSS 57.9, GSS 57.95, GSS 58.2, GSS 59.2, GSS 59.3, GSS 59.4, GSS 59.5, GSS 59.7, GSS 59.9, GSS 60, GSS 60.1, GSS 60.2, GSS 60.4, GSS 61.1, GSS 61.2, GSS 61.3, GSS 62.3, GSS 62.4, GSS 63.1, GSS 63.2, GSS 63.3, GSS 63.4, GSS 63.5, GSS 64.1, GSS 66.1, GSS 66.2, GSS 66.3, GSS 66.5, GSS 67.1, GSS 68.1, GSS 68.2, GSS 68.3, GSS 69.1, GSS 69.2, GSS 69.3, GSS 69.4, GSS 70, GSS 70.1, GSS 70.2, GSS 71, GSS 71.1, GSS 71.2, GSS 71.3, GSS 71.4, GSS 72, GSS 72.1, GSS 73.2, GSS 75.2, GSS 76, GSS 77, GSS 78, GSS 79, GSS 80, GSS 81, GSS 82, GSS 83, GSS 84, GSS 85, GSS 86, GSS 87, GSS 88, GSS 89, GSS 90, GSS 91, GSS 92, GSS 93, GSS 94, GSS 95, GSS 98, GSS 98.01, GSS 98.02, GSS 98.03, GSS 98.04, GSS 98.05, GSS 98.06, GSS 98.08, GSS 98.09, GSS 98.10, GSS 98.11, GSS 98.12, GSS 98.13, GSS 98.14, GSS 98.15, GSS 98.21, GSS 98.22, GSS 98.23, GSS 98.24, GSS 112, GSS 112B, GSS 114, GSS 116, GSS 117, GSS 119, GSS 120, GSS 120B, GSS 123, GSS 124, GSS 127, GSS 129, GSS 130, GSS 133, GSS 135, GSS 136, GSS 143, GSS 147, GSS 148, GSS 155, GSS 160; IT 32

Health care ancillaries

CD 50, HO 3, HO 39, HO 49, HO 80A, HO 120

Industrial technology

IT 72; PGT 22, PGT 49,

Jewelry

Art 43, Art 44, Art 150

Licensed vocational nursing

HO 3, HO 39, HO 46, HO 49, HO 52, HO 53, HO 54, HO 55, HO 80A, HO 120; VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58

Machine tool technology

GSS 112

Masonry

Nursing Science; Clinical Practice

VN 52, VN 54, VN 56

Office technology

Bus 18, Bus 19, Bus 34A, Bus 34B, Bus 70, Bus 71, Bus 72, Bus 73; COT 50, COT 52, COT 59;
DS 110; IDS 110

Ornamental Horticulture

Agr 27

Photographic Technology/Commercial Photography

Art 4A-D, Art 19A-D, Art 125, Art 150; Jour 5

Plumbing

Real estate

Bus 57, Bus 60

Sign language

Small business development

Bus 25

Welding

Art 45; GSS 124; WT 20, WT 21, WT 22, WT 23, WT 36, WT 37, WT 38, WT 39, WT 40, WT
41, WT 42, WT 43, WT 44, WT 45, WT 49;

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS REFERENCE LIST C
[Title V, Section 53200 (c) (1)]

August 2008

NONCREDIT COURSES (Lassen Community College numbers 150 - 189)

Basic Skills - Noncredit Interdisciplinary

BS 170, BS 171, BS 172; Cars 151, Cars 153; CG 155, CG 156, CG 158; Math 155,
TUTR 150

Basic Skills - Mathematics noncredit

Math 155, Math 156, Math 157, Math 158

Basic Skills - Reading and/or Writing noncredit - No courses assigned

Citizenship - Noncredit

ESL 155

English as a Second Language - Noncredit

Engl 150,

Health and Safety - Noncredit

GSS 160; HO 152

Home Economics - Noncredit

HE 150

Older Adult - Noncredit

Art 150, Art 151, CA 150; IDS 151; PE 150

Parenting Education - Noncredit

Short Term Vocational - noncredit

GSS 155

Specialized Instruction for Students with Disabilities - noncredit

DS 150, DS 151, DS 152, DS 153, DS 155, DS 156, DS 157, DS 158

Community Service Courses - No established Minimum Qualifications for Instructors

AGR 192, COSV 190, COSV 191, COSV 192, COSV 192.4, COSV 192.5, COSV 192.6, COSV 192.7,
COSV192.8, COSV 192.9, COSV 193, COSV 193.1, COSV 193.2, COSV 193.3, COSV 193.4, COSV
193.5, COSV 193.7, COSV 193.9, COSV 194, COSV 194.1, COSV 194.2, COSV 196, COSV 198;;ENGL
190; IDS 190; PE 191.1, PE 191.2, PE 191.3, PE 191.7

LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW

A. Applicant Identification: (To be completed by the Personnel Office)

Applicant's Name: _____

Location: _____

Discipline of Instruction requested: _____
(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

Classes requesting to teach (List by catalog number [Engl 1, Math 51, etc.]

Personnel file must contain : district application, equivalency application, transcripts, copy of valid credentials, verification of experience (provided by the applicant) prior to forwarding to Minimum Qualification/Equivalency Committee Chair

B. Applicant Qualifications: (To be completed by the Minimum Qualifications/Equivalency Committee Chair)

Applicant's Degrees: _____

Additional course work/units in subject area: _____

Applicant's Credentials: _____

Verified Experience: _____

C. Compare Applicant Qualifications in Section B to Minimum Qualification in Section A (if yes in #1 is checked; yes in #2 must also be checked)

1. Yes ___ No X Applicant has a California Community College Credential **valid** for life; if yes
credential issued in _____
(Disciplines listed on Credential)

2. Yes X No ___ Meets Minimum Qualifications in _____
(Discipline)

Minimum Qualifications/Equivalency Chairperson Signature

Date

(The signature of the Minimum Qualifications/Equivalency Committee Chairperson signifies that the applicant file has been reviewed and this form has been appropriately completed with the documentation of education and experience provided by the applicant)

Authorization Signature:

Authorizing Administrator

Date

LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW (EQUIVALENCY)

A. Applicant Identification: (To be completed by the Personnel Office)

Applicant's Name: _____

Location: _____

Discipline of Instruction requested: _____
(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

Classes requesting to teach (List by catalog number [Engl 1, Math 51, etc.]):

Personnel file must contain : district application, equivalency application, transcripts, copy of valid credentials, verification of experience (provided by the applicant) prior to forwarding to Minimum Qualification/Equivalency Committee Chair

B. Applicant Qualifications: (To be completed by the Minimum Qualification/Equivalency Committee Chair)

Applicant's Degrees (and major): _____

Additional course work/units in subject area: _____

Applicant's Credentials: _____

Verified Experience: _____

C. Compare Applicant Qualifications in Section B to Minimum Qualification in Section A (To be completed by subject area faculty)

Yes _____ No _____ Applicant possesses at least equivalent qualification to the minimum qualification in _____
(Discipline)

Justification for granting /denying equivalency (required): _____

Authorization Signature:

Subject Area Faculty # 1

Date

Authorization Signature:

_____ Date

Subject Area Faculty # 2

D. Verification Process Completed:

_____ Date

Minimum Qualifications/Equivalency Committee Chair

_____ Date

Authorizing Administrator

LASSEN COMMUNITY COLLEGE EQUIVALENCY APPLICATION

[Use this form only if minimum qualifications in the discipline are NOT met. See Lassen Community College Disciplines List.)

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. For the equivalent of required experience the applicant must possess thorough and broad skills and knowledge for mastery of the skills of the vocation and extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence of equivalency shall be:

- 1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution;
- 2) Publications that show a command of the major in question;
- 3) Other work products that show a command of the major or occupation in question. This could include a department administered test of the applicant relative to meeting the minimum qualifications of the discipline;
- 4) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.**

Attach supporting documentation to this application form.

APPLICANT NAME: _____

DISCIPLINE YOU WISH TO TEACH: _____

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): _____

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

CHECK AND COMPLETE ONLY THE APPROPRIATE CATEGORY BELOW:

EQUIVALENCY CATEGORY ONE:

_____ Possession of an equivalent degree under a different name.

Identify the Degree that you possess _____

Attach a copy of appropriate transcript.

EQUIVALENCY CATEGORY TWO:

_____ Possession of the number of units for a degree but no degree issued.

List the courses in the major that would count towards the degree (attach additional sheets if necessary):

If the degree in question is an Associate or Bachelor's degree, list courses in general education that would count towards the degree:

Attach a copy of appropriate transcripts (highlighting courses may substitute for lists above).

EQUIVALENCY CATEGORY THREE:

_____ Work experience equated to the major course work of a degree.

A. Major of Degree (Depth of Experience)

_____ I claim experience equal to the majors component of the degree.

Attach a written justification explaining the experience with appropriate documentation (See numbers 2, 3 & 4 under conclusive evidence above).

B. General Education for Degree (Breadth of Experience)

_____ I claim the general education requirement for the degree through coursework.

Attach appropriate transcripts.

**LASSEN COMMUNITY COLLEGE
MINIMUM QUALIFICATIONS FACULTY
COURSE ASSIGNMENT RECOMMENDATION**

A. Applicant Identification: (To be completed by the Personnel Office)

Applicant's Name: _____

Location: _____

Discipline: _____

(Taken from the Verification Review form)

Lassen Community College Courses listed within Discipline:
(Taken from Lassen Community College Cross Reference List)

B. Course Recommendations: (To be completed by subject area faculty or area administrator)

This individual's qualifications are especially suited to teaching the following Lassen Community College courses (subset of courses listed in Section A):

Comments: _____

Signatures :

(Subject Area Faculty / Area Administrator)

(Date)

(Subject Area Faculty / Area Administrator)

(Date)

C. Personnel Office:

Section A. If Section B is not filled in the applicant is considered well qualified to teach all courses listed in

**Lassen Community College Discipline List A
Credit Courses**

DISCIPLINES REQUIRING A MASTER'S FOR MINIMUM QUALIFICATIONS

Accounting	Agriculture	Anthropology
Art	Astronomy	Biological Sciences
Business	Business Education	Chemistry
Child Development/Early Childhood Education	Communication Studies	
Computer Science	Counseling	
Computer Technology Specialist (Adapted)	Dance	Dietetics
Counseling Disabled Student Programs & Services	Drama/Theater Arts	Earth Science
Developmentally Disabled Specialist	Ecology	Economics
Education	Engineering	English
ESL	Ethnic Studies	Foreign Languages
Family and Consumer Studies/Home Economics	Film Studies	Geography
Gerontology	Health Services Director	Health
Humanities	Instructional Design/Technology	History
Journalism	Interdisciplinary Studies	Law
Learning Assistance/Skills	Library Science	Linguistics
Learning Disabilities Specialist	Management	Marketing
Mass Communication	Mathematics	Music
Nursing	Nutritional Science/Dietetics	Philosophy
Photography	Physical Education (Adaptive)	Physical Education
Physics/Astronomy	Political Science	Psychology
Reading	Recreation Administration	Religious Studies
Social Science	Sociology	
Women's Studies	Work Experience	

**Lassen Community College Discipline List B
Credit Courses**

DISCIPLINES FOR WHICH THE MINIMUM QUALIFICATIONS OF A MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

Addiction paraprofessional training	Administration of Justice	Agricultural business
Agricultural engineering	Agricultural production	Architecture
Athletic training	Auto body technology	Automotive technology
Aviation	Banking and finance	Broadcasting technology
Building maintenance	Business machine technology	Carpentry
Ceramic technology	Coaching	Commercial art
Commercial music	Ceramic technology	Construction technology
Computer information systems	Computer service technology	Cosmetology
Culinary arts/food technology	Diagnostic medical technology	Electricity
Emergency medical technology	Engineering technology	Environmental technology
Equine science	Fire technology	Folk Dance
Forestry/natural resources	Graphic arts	Gunsmithing
Health care ancillaries	Health information technology	Industrial technology
Jewelry	Licensed vocational nursing	Machine tool technology
Masonry	Multimedia	
Nursing science: clinical practice	Office technology	
Photographic technology/commercial photography	Registered Veterinary Technician	Plumbing
Real estate	Telecommunication technology	Sign language
Small business development		Welding

Lassen Community College Discipline List C Noncredit Courses

Discipline

Basic Skills - Interdisciplinary noncredit
 Basic Skills - Mathematics noncredit
 Basic Skills - Reading and/or Writing noncredit
 Citizenship - noncredit
 ESL -noncredit
 Health and Safety - noncredit
 Home economics - noncredit
 Older Adult - noncredit
 Parenting Education - noncredit
 Short Term Vocational - noncredit
 Specialized Instruction for Students with Disabilities - noncredit

Procedure for Appeal of Equivalency Determination before the Academic Senate

1. A letter requesting review of the equivalency determination should be sent to the President of the Academic Senate with copies to the appropriate dean and Director of Human Resources. The letter should include a clarification of the reasons why the individual making the appeal feels that he/she has qualifications that are at least equivalent to the adopted minimum qualifications for the discipline in question.
2. The President of the Academic Senate shall review the application fill to insure that all necessary information is included:
 - a. District Application Form or Resume
 - b. Transcripts
 - c. Copies of Credentials (if applicable)
 - d. References
 - e. Other documentation (test scores, verification of employment, etc.)
 - f. Completed Review for Certification Form including: minimum qualifications for the discipline in question, justification for denial of certification and signatures of subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator.

The application file must be complete before an appeal can be considered.

3. The President of the Academic Senate shall contact the Director of Human Resources to request a copy of the application file for each of the senators.
4. Senators will be given one week to review the file (all application files are strictly confidential).
5. One week prior to senate action the individual making the appeal, subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator will be advised of the senate meeting time and location and invited to address the senate concerning the qualifications of the individuals.
6. Generally the Academic Senate shall uphold the determinations of the subject area faculty, only for compelling reasons shall the Academic Senate reverse an equivalency determination. In instances of additional information the Academic Senate shall return the file through the Director of Human Resource to subject area faculty for re-evaluation.
7. All decisions of the Academic Senate are final.

LASSEN COMMUNITY COLLEGE
MINIMUM QUALIFICATION/EQUIVALENCY COMMITTEE ORGANIZATION

A. STATEMENT OF PURPOSE

The Lassen Community College Minimum Qualifications/Equivalency Committee is a subcommittee of the Academic Senate. The Minimum Qualifications/Equivalency Committee is established in order to maintain consistency in the application of the certification process for minimum qualifications at Lassen Community College.

B. MEMBERSHIP AND VOTING

The committee shall be constituted in any way that is mutually agreeable to the college administration and the Academic Senate. Voting members shall include the following:

1. Members

- a. Four full-time faculty appointed by the Academic Senate
- b. One authorizing administrator (instructional or student services dean) included on a rotating basis appropriate to the applicant being reviewed.

2. Voting

- a. A quorum of three (3) voting members must be present for business to be conducted.
- b. All action items by the committee shall require a vote of the membership. Proxy voting is not allowed.

C. RESPONSIBILITIES

Specifically the duties and responsibilities of the Minimum Qualifications/Equivalency Committee are as follows:

1. Periodically reviews the certification processes for minimum qualifications and makes appropriate recommendations for revisions to policy and procedures to the Academic Senate.
2. Reviews all full-time and part-time faculty job descriptions for Minimum Qualifications/Equivalency statement accuracy.
3. Reviews all full-time and part-time applicants for Minimum Qualifications through Equivalency eligibility.
4. Assists subject area faculty in the equivalency review of applications for full-time and part-time faculty positions.
5. Assists the Offices of Instruction and Student Services in the preparation of lists of faculty applicants who have completed the equivalency process to be sent to the Academic Senate each month.

6. Reviews all newly hired faculty and educational administrators' personnel files for disciplines in which minimum qualifications are met in order to determine Faculty Service Areas.

7. Reviews all faculty requests for additional Faculty Service Areas for Minimum Qualifications/Equivalency eligibility.

MINIMUM QUALIFICATIONS/EQUIVALENCY COMMITTEE MEMBERSHIP RESPONSIBILITIES

1. Chair

a. The chair is elected by the members of the Minimum Qualification/Equivalency Committee at the first meeting of the committee in the fall semester.

b. The chair shall keep and distribute the minutes. [Minutes will include a listing of members present and members absent with a reference to reason or unexcused.] Minutes will be sent to each member, the President of the Academic Senate, the Superintendent/ President of the College and the Chair of the Accreditation Response Steering Committee.

2. Members

Members will inform the chair in advance if they are unable to attend a meeting.

D. TERM OF OFFICE

1. The authorizing administrator who would supervise the applicant being reviewed shall hold permanent membership.

2. Faculty members shall generally serve for a minimum period of two years. An attempt will be made to stagger terms so that at least one of the members is eligible for reappointment each year.

E. MEETINGS

Regular meetings will be held according to a schedule approved at the organizational meeting of the committee.