

From: [Bimber, Kathleen R.](#)
Sent: Tuesday, October 21, 2008 11:10 AM
To: [Beaulieu, David E.](#); [Berger, Sheri L.](#); [Burke-Kelly, Kathleen](#); [Clerx, John A.](#); [Daar, Karen L.](#); [Kimble, Bobbi](#); [Larson-Singer, Linda](#); [Levick, Sharon L.](#); [Mckenzie, Lauren](#); [Pazirandeh, Said](#); [Reisch, Maria F](#); [Staine, Bernadette](#); [Thomas, Lloyd](#); [Wardinski, Steve L](#); [Wood, Deirdre](#)
Subject: [Process for Alignment of subject with MQ's](#)

[Hello Everyone](#)

[Attached is a very drafty version of how this process for adding or changing the District Minimum Qualification table, either to add new subjects or to add alternate titles to the MQ's. This is just a flow of activities, a concept of how this process will happen. Please send me your ideas for changes so we can include them early. We will bring a more comprehensive version after you send your ideas.](#)

[Kathleen](#)

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[Attachment to above email](#)

Alignment of Subjects with Minimum Qualifications Areas (Disciplines)

Basic Principles

- For the purposes of this policy, [the](#) term “discipline” means Minimum Qualification (MQ) Area
- The DAS recommends the appropriate discipline/MQ area for each subject taught at LACCD colleges.
- Disciplines/MQ areas must be selected [from](#) the “disciplines” listed in *Minimum Qualifications for Faculty and Administrators in California Community Colleges* developed by the State Academic Senate and published by the CCC System Office or from minimum qualifications found in Title 5, CCR.
- A Minimum Qualification (MQ) Area must be aligned to all the courses within a subject.
- A Minimum Qualification (MQ) Area cannot be assigned to a single course or subset of courses within a subject. However, more than one discipline/MQ area can be assigned to a subject.

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Procedures

A comprehensive review [of](#) the alignment of all subjects to Discipline/MQ Area will occur every 6 years.

The alignment of a subject or subjects with disciplines (minimum qualification area) will occur if a new subject is created OR if any of the following constituency groups or administrative units request to have the minimum qualification for a particular subject or subjects reviewed:

- District Academic Senate or one of its committees (Educational Policies/Equivalencies Committee, District Curriculum Committee)
- Districtwide Discipline Committee
- Human Resources
- Educational Support Services

Request for review of an existing or new subject will be:

Reviewed by the appropriate Districtwide Discipline Committees, which will make recommendations for any realignment of subjects with disciplines (minimum qualification area), or shall suggest the most appropriate discipline for a new subject.

If there is not a Districtwide Discipline Committee for the subject(s) in question or if the Districtwide Discipline fails to take action within _____, the request will be sent, to the Educational Policies/Equivalencies Committee, which shall review the request and make a recommendation. The Educational Policies/Equivalencies Committee recommendation will go through the same process as a recommendation from a Districtwide Discipline Committee

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The recommendations will be vetted for 20 working days and then forwarded, with any comments, to the Educational Policies/Equivalencies Committee for review and recommendation to the DAS Executive Committee.

The DAS Executive Committee will review the recommendations and make a final decision on whether to approve the recommended changes.

The District's master list of aligned subjects and disciplines (MQ areas) will be updated based on the DAS recommendations.