

**Northern United Charter School and College of the Redwoods
Dual Enrollment**

July 1, 2020 through June 30, 2022

College and Career Access Pathways Partnership Agreement

WHEREAS, Northern United Charter School maintains a dual enrollment program titled *College and Career Access Pathway* (CCAP) with Redwoods Community College District, which benefits Northern United Charter School students, Redwoods Community College District, and the public at-large.

This Agreement is made and entered into as of the date written below by and between Redwoods Community College District (“COLLEGE”) and Northern United Charter School (“DISTRICT”).

WHEREAS, this CCAP Partnership Agreement (“Agreement”) is in effect for the 2020-21 and 2021-22 academic year.

WHEREAS, the AB 288 CCAP Partnership Agreement shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. The COLLEGE shall not provide physical education course opportunities to high school pupils participating in AB 288 CCAP Partnership Agreement or any other course opportunities that do not assist in the attainment of at least one of these goals (Educ. Code §§ 76004(a) and 76004(d)).

WHEREAS, the COLLEGE may limit enrollment in a community college course solely to eligible high school students if the college course is offered at a high school campus, either in person or using an online platform, during the regular school day and the college course is offered pursuant to the AB 288 CCAP Partnership agreement (Educ. Code § 76004(o)).

WHEREAS, for the purposes of this Agreement, Dual Enrollment is defined as a DISTRICT high school employed instructor (“Instructor”), approved through the COLLEGE’S minimum qualifications process, teaching the college course on the high school campus, during the regular school day hours, to high school students in a closed campus setting.

WHEREAS, for the purpose of this Agreement, Concurrent Enrollment is defined as COLLEGE employed faculty (“Faculty”) teaching the college course, either before or after the DISTRICT school day hours as an open campus (Educ. Code § 76002(a)(3)), or during the DISTRICT school day as a closed campus. Instructor and Faculty shall collectively be referred to as “Course Instructor(s)”.

TERMS OF AGREEMENT

1. ADMISSIONS AND REGISTRATION

- 1.1. Student admissions and registration shall be governed by all the applicable policies and procedures established by the COLLEGE. (Educ. Code §§ 48800, 76000, 76001).
- 1.2. All Dual and Concurrent Enrollment courses shall meet COLLEGE rules and regulations regarding academic year enrollment periods, as well as, the approved pre-requisites and contact hours stated on the approved course outlines of record.
- 1.3. Upon registering the first time for a CCAP-approved course, students shall complete and submit a Concurrent Enrollment Form in the form provided as Appendix B attached to this Agreement. The DISTRICT shall secure parent/guardian and high school principal or designee signatures prior to enrollment in COLLEGE courses regardless of location of the course. (Educ. Code § 48800)
- 1.4. Student placement in courses will be subject to assessment and/or prerequisites as required by the COLLEGE.
- 1.5. Criteria to assess ability of pupils to benefit from courses under this Agreement are outlined in Appendix A.
- 1.6. A student with permission to enroll in Dual or Concurrent classes participating in this Agreement may enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (Educ. Code § 76004(p)):
 - a. The units constitute no more than four community college courses per term.
 - b. The units are part of an academic program that is part of a CCAP Partnership Agreement.
 - c. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

STUDENT FEES

- 1.7. High school pupils enrolled in course offered through this Agreement shall not be assessed or charged a fee prohibited by Education Code sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. (Educ. Code §§ 49010 *et seq.* and 76004(f)) (AG sec.9a, p. 5)
- 1.8. High school pupils enrolled in course offered through this Agreement and that are properly classified as having "special part-time student" status as described by Education Code section 76004(p), shall be exempt from the following community college fee requirements (Educ. Code § 76004(q)):
 - a. Student Representation Fee. (Educ. Code § 76060.5)
 - b. Nonresident Tuition Fee. (Educ. Code § 76140)
 - c. Transcript Fees. (Educ. Code § 76223)
 - d. Course Enrollment Fees (Educ. Code § 76300)
 - e. Apprenticeship Course Fees. (Educ. Code § 76350)
 - f. Child Development Center Fees. (Educ. Code § 79121)
 - g. Course Material Fees.

2. CCAP COURSES

- 2.1. Courses offered in the DISTRICT shall go through the approval process, which includes routing it through the DISTRICT Liaison before submitting the Course Approval Request Form to the COLLEGE. The Course Approval Request Form is attached as Appendix C to this Agreement.
- 2.2. The courses to be offered in the DISTRICT during the span of this Agreement as well as the scope, nature, time, and location of courses to be offered by the COLLEGE are listed in Appendix A.
- 2.3. The course location indicated in Appendix A will be a joint facility use location between the COLLEGE and the DISTRICT.
- 2.4. The DISTRICT shall request courses using the process established by the COLLEGE. The COLLEGE shall approve all course offerings.
- 2.5. Courses offered in the DISTRICT shall be of the same quality and rigor as those offered on the COLLEGE campus. (5 CCR 55002(a), 55232, and Educ. Code § 48801).

CCAP COURSES (continued)

- 2.6. Courses offered in the DISTRICT shall adhere to the official course outline of record and all courses shall be approved by the COLLEGE curriculum approval process and will be consistent with Title 5 course standards. Although the courses are operated on the DISTRICT facilities, the COLLEGE is responsible for determining what courses shall be taught at the DISTRICT, and the content of the courses being taught pursuant to this Agreement.
- 2.7. Courses offered at the DISTRICT shall be COLLEGE catalogued courses with the same department designations, course descriptions, numbers, titles, and credits. (5 CCR 55002(a), 55005, 58102, 58104)
- 2.8. The COLLEGE certifies that the courses listed in Appendix A of this Agreement do not reduce access to the same courses offered at the COLLEGE campus.
- 2.9. The COLLEGE certifies that the courses listed in Appendix A of this Agreement are not oversubscribed nor have a waiting list.
- 2.10. The COLLEGE certifies that the offering of the courses listed in Appendix A of this Agreement are consistent with the core mission of the COLLEGE pursuant to Education Code section 66010.4 and the pupils participating in this Agreement will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE.
- 2.11. The COLLEGE has procedures in place to ensure that Instructors teaching different sections of the same course teach in a manner consistent with the approved course outline of record for that course. Such procedures include, but are not limited to, site visits to the site of the CCAP section by one or more faculty liaison representatives of the COLLEGE, as well as, curriculum alignment meetings to ensure that courses offered at the DISTRICT are the same courses offered at the COLLEGE.
- 2.12. The DISTRICT and COLLEGE hereby certify that any remedial course taught as a part of this Agreement at Northern United Charter School shall be offered only to high school students who do not meet their grade level standard in Math, English, or both on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and shall involve a collaborative effort between DISTRICT Instructors and COLLEGE Faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

3. DUAL ENROLLMENT INSTRUCTORS

- 3.1. Instructors recommended by the DISTRICT to teach CCAP courses shall be initially assessed and annually reviewed through the COLLEGE established dual enrollment review process that includes, but is not limited to, participation at curriculum alignment discussions, evaluation of DISTRICT site visit(s), professional conduct, and meeting all COLLEGE census and grading requirements.
- 3.2. The DISTRICT will be the employer of record for all DISTRICT-paid Instructors participating in this Agreement and be solely responsible for all salaries, wages, and benefits.
- 3.3. The DISTRICT hereby certifies all high school employed Instructors recommended by the DISTRICT to teach the college course meet applicable federal and state teacher quality mandates and the DISTRICT assumes these reporting responsibilities. (EC 76004(m)(2))
- 3.4. The DISTRICT and COLLEGE hereby certify that this Agreement complies with local collective bargaining agreements of COLLEGE and DISTRICT and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching courses listed in Appendix A of this Agreement.
- 3.5. The COLLEGE certifies that all Instructors teaching courses listed in Appendix A of this Agreement have met Minimum Qualifications as prescribed in the document “2018 Minimum Qualifications for Faculty and Administrators in California Community Colleges” provided as Appendix D attached to this Agreement and were reviewed and approved by the COLLEGE’s Minimum Qualifications Committee.
- 3.6. COLLEGE hereby certifies that the Instructors listed in Appendix A have not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the COLLEGE campus.
- 3.7. During the term of this Agreement, during the time the Instructors are teaching courses, the COLLEGE shall have the primary right to control and direct instructional activities of instructors provided by the DISTRICT. (5 CCR 58058(b))
- 3.8. The Instructor is responsible for the supervision and evaluation of the students
- 3.9. The Instructor provided by the DISTRICT must complete an Instructional Service Agreement, attached hereto as Appendix E for the COLLEGE.

- 3.10. Prior to teaching, Instructors provided by the DISTRICT shall participate in discipline-specific curriculum alignment meeting(s) and orientation from the COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, procedures, record keeping, and instructional responsibilities. A portion of the stipend paid to the DISTRICT by the COLLEGE covers these responsibilities.
- 3.11. Instructors provided by the DISTRICT are encouraged to participate in activities sponsored by the COLLEGE in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, course outcomes, and/or research and development in the field. A portion of the stipend paid to the DISTRICT by the COLLEGE covers these responsibilities.
- 3.12. Any instructor provided by the DISTRICT who does not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 3.13. For courses held on the high school site, the COLLEGE is responsible for the educational program(s). The instructional activities, materials, and program(s) shall be evaluated by the COLLEGE to ensure curriculum rigor, course materials, grading standards and assessment. Every effort will be made by the COLLEGE to complete the first high school site visit by week 5. Additional site visit(s) may be identified after conclusion of the first visit.
- 3.14. The DISTRICT will ensure that its DISTRICT approved high school evaluation procedures are strictly adhered to for all DISTRICT Instructors teaching Dual Enrollment Courses.
- 3.15. Instructors shall teach the courses at a comparable level of rigor to all courses offered at the COLLEGE. Different sections of the same course shall be taught in a manner consistent with the approved outline of record for that course. The Courses shall be taught for the same number of hours as the same or similar courses taught at the COLLEGE.

4. CONCURRENT ENROLLMENT INSTRUCTORS

- 4.1. Concurrent enrollment Faculty teaching CCAP courses shall be employees of the COLLEGE, and the COLLEGE is responsible for all wages and benefits.
- 4.2. The COLLEGE hereby certifies that all Faculty teaching courses listed in Appendix A of this Agreement have met Minimum Qualifications as prescribed in the document "2018 Minimum Qualifications for Faculty and Administrators in California Community Colleges" and were reviewed and approved by the COLLEGE's Minimum Qualifications

Committee.

- 4.3. The DISTRICT hereby certifies that any Faculty listed in Appendix A have not displaced or resulted in the termination of any existing teacher teaching the same course at Northern United Charter School in the DISTRICT.
- 4.4. Under the terms of this Agreement, any Faculty teaching at a high school campus has been submitted to a live scan fingerprint analysis, which will be kept on file at the DISTRICT and COLLEGE, so the parties may certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011.
- 4.5. The DISTRICT and COLLEGE hereby certify that any remedial course taught by COLLEGE Faculty at Northern United Charter School shall be offered only to DISTRICT students who do not meet their grade level standard in Math, English, or both on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and shall involve a collaborative effort between DISTRICT Instructors and COLLEGE Faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

5. POINT OF CONTACT

- 5.1. The COLLEGE appoints the Vice President of Instruction and Student Development, Angelina Hill as direct point of contact to the DISTRICT.
- 5.2. The DISTRICT appoints Julie Smith as direct point of contact to the COLLEGE.

6. STUDENTS

- 6.1. The Superintendent/Principal's signature on the Concurrent Enrollment Form, attached hereto as Appendix B, indicates that the student has DISTRICT approval to enroll in a CCAP course. The criteria used to assess the ability of pupils to benefit from courses under this Agreement are outlined in Appendix A.
- 6.2. Students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a dual or concurrent enrollment course.
- 6.3. Grades earned by students enrolled in dual and concurrent enrollment courses will be posted on official COLLEGE transcripts; Students are eligible to request Pass/No Pass or Credit/No Credit if the course is eligible for this as noted in the college catalog, or audit COLLEGE course (if space is available).

- 6.4. Students enrolled in dual and concurrent enrollment courses will be directed to the official catalogue of the COLLEGE.
- 6.5. Students enrolled in dual and concurrent enrollment courses will be eligible for student support services, which shall be available to them at the COLLEGE itself.
- 6.6. A dropped class within the COLLEGE drop date will not appear on the high school transcript as a college course. The student may, however, remain in the class and complete work in order to receive high school credit.
- 6.7. Students who withdraw, or are withdrawn by a Course Instructor, from a dual and concurrent enrollment course will not receive any COLLEGE credit for work completed. The student or Course Instructor initiating the withdrawal must submit appropriate information/paperwork by all COLLEGE published deadlines. If withdrawn, a “W” will appear on the student’s permanent college transcript.
- 6.8. Students are only allowed three attempts in the COLLEGE course. Any grades including a “W” are an attempt and a student cannot repeat a course in which they have received a passing grade. (5 CCR 55000)

7. ASSESSMENT OF LEARNING AND CONDUCT

- 7.1. Students enrolled in dual and concurrent enrollment courses shall be held to equivalent standards of achievement as students on the COLLEGE campus.
- 7.2. Students enrolled in dual and concurrent enrollment courses shall be held to equivalent grading standards as those expected of students in campus COLLEGE sections.
- 7.3. Students enrolled in dual and concurrent enrollment courses shall be assessed using equivalent methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in on-campus COLLEGE sections.
- 7.4. Students enrolled in dual and concurrent enrollment courses shall be held to appropriate behavioral standards to learn college-level material.

8. EVALUATION

- 8.1. The COLLEGE and the DISTRICT may conduct end-of-term student evaluations of each dual and concurrent enrollment course offered in the DISTRICT in accordance with established guidelines.
- 8.2. The COLLEGE and the DISTRICT may survey and collect data on students and alumni of dual and concurrent enrollment courses.

- 8.3. The COLLEGE and the DISTRICT may annually conduct surveys of participating DISTRICT instructors, principals, and guidance counselors.
- 8.4. The COLLEGE and the DISTRICT shall share survey data for the purpose of informing practice, making adjustments, and improving the quality of dual and concurrent enrollment course delivery.

9. REPORTING TO THE CHANCELLOR'S OFFICE

- 9.1. The COLLEGE, in conjunction with the DISTRICT, shall report annually to the State Chancellor's Office all of the following information:
 - a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - d. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants.
 - e. The total number of FTES served online generated by CCAP partnership community college district participants.

10. RECORDS

- 10.1. Records of student attendance, grades, and achievement for all DISTRICT students who enroll in a dual/concurrent enrollment course shall be maintained by the DISTRICT and by the COLLEGE electronic records system through the Course Instructor (Educ. Code § 76220).
- 10.2. The DISTRICT and COLLEGE hereby certifies that all information sharing will be done in compliance with privacy laws. This includes protecting student records from unauthorized disclosure or transmission to unauthorized third parties. The COLLEGE is committed to the protection and confidentiality of student educational records by adhering closely to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) which is federal legislation established to regulate access and maintenance of student educational records. Federal and state laws relating to the privacy of student records may differ from

those regulations governing California high school students. COLLEGE and DISTRICT agree to hold all student education records generated pursuant to this Agreement in strict confidence, and further agree not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Educ. Code §§ 49064 and 49076.)

10.3 COLLEGE and DISTRICT shall use each student education record that he or she may receive pursuant to this Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be applicable. (34C.F.R. § 99.31, 34 C.F.R. § 99.34, and Educ. Code § 49076.)

10.4 COLLEGE and DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code section 49064 as applicable.

10.5 By signature of its authorized representative or agent on this Agreement, the COLLEGE and DISTRICT hereby acknowledge that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

11. REIMBURSEMENT

11.1. The DISTRICT shall invoice the COLLEGE at the end of each semester for the use of instructional space and instructional services rendered. Reimbursement will be at the rate of \$2000 per instructor with up to 20 students enrolled in a course plus \$100.00 for each additional student enrolled in the course on or before the census date. Reimbursement shall be calculated based on the number of courses taught by a Course Instructor, not the number of Sections of the same Course. Appendix F includes several examples of different reimbursement schedules.

11.2. The DISTRICT shall establish a discretionary fund per school site which in part will reinvest in the program through supporting student books and other related items.

11.3. The COLLEGE shall make payment to the DISTRICT within 30 days of receiving the invoice for instructional space and services rendered.

12. APPORTIONAMENT/ADA

12.1. The DISTRICT may report and receive payment for all average daily attendance (ADA) that complies with the current requirements for receiving ADA under applicable California law. (Educ. Code § 48802)

- 12.2.A DISTRICT shall not receive a state apportionment for an instructional activity for which the partnering COLLEGE has been or shall be paid an allowance or an apportionment. (Educ. Code § 76004(r))
- 12.3.The attendance of a high school pupil at a community college as a special part-time or fulltime student pursuant to this Agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to Education Code section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. (Educ. Code §76004(s))

13. FACILITIES

- 13.1 The DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. The DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 13.2 The DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all DISTRICT students. The parties understand that such equipment and materials are DISTRICT'S sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this Agreement. DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code section 49011.
- 13.3 The COLLEGE'S facilities may be used subject to mutual agreement by the parties as expressed in Appendix A to this Agreement.
- 13.4 Except as provided under Education Code section 76004 (o), the courses included in this Agreement shall be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course and program prerequisites.

14. FUNDING

- 14.1. For the purposes of allowances and apportionments from Section B of the State School Fund, a community COLLEGE district conducting a closed course on a high school campus pursuant to paragraph (1) of subdivision (p) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. (Educ. Code § 76004)
- 14.2. The COLLEGE hereby certifies it does not receive full compensation for the direct education costs of the courses from any public or private agency, individual, or group.

15. INDEMNIFICATION

15.1. The DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the DISTRICT, its officers and employees.

15.2. The COLLEGE agrees to and shall indemnify, save and hold harmless the DISTRICT and its officers, agents, and employees from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the performance or in connection with this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE, its officers and employees.

16. INSURANCE

16.1 Each party shall maintain insurance as described below.

- a. Workers' Compensation Insurance. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of California.
- b. General Liability Insurance. Commercial general liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence and Two Million Dollars (\$2,000,000) general aggregate. Said commercial general liability insurance policy shall either be endorsed with the following specific language or contain equivalent language in the policy:
 - i. DISTRICT or COLLEGE, its officers, agents, and employees, are named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
 - ii. The insurance provided herein is primary with respect to any insurance or self-insurance programs maintained by DISTRICT or COLLEGE.
- c. Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than One Million Dollars (\$1,000,000) combined single limit for each occurrence shall be maintained. Said insurance shall include coverage for owned, hired, and non-owned vehicles.
- d. Each party's employees shall drive insured vehicles for means of transporting themselves pursuant to this Agreement and shall carry proof of personal automobile insurance in their vehicle. Each employee shall maintain personal automobile insurance coverage in an amount of no less than \$100,000 per occurrence and \$300,000 aggregate. Each party shall ensure that it has received and maintains proof of such insurance from each employee under this Agreement.

The following documentation shall be submitted to the other party:

- a. Properly executed Certificates of Insurance clearly evidencing all coverage's limits, and endorsements required above. Said Certificates shall be submitted prior to the execution of this Agreement. The parties agree to maintain current Certificates of Insurance evidencing the above-required coverage, limits, and endorsements on file with the other party for the duration of this Agreement.
- b. Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
- c. After the Agreement has been signed, signed Certificates of Insurance and required endorsements shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.

17. NON-DISCRIMINATION

17.1. Neither the DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, gender identity, gender expression, nationality, physical or mental disability, sexual orientation, religion, or any other characteristic that is contained in the definition of hate crimes set forth in the California Penal Code.

18. TERM OF AGREEMENT

18.1. The term of this Agreement shall be July 1, 2020 – June 30, 2022.

19. TERMINATION OR CHANGES

19.1. Either party may terminate this Agreement at any time by providing 30 days' written notice to the other party. Written notice of termination or changes to this Agreement shall be addressed to the responsible person listed in Section 20 below.

18.2.2. Upon termination of this Agreement, the DISTRICT shall develop a COLLEGE approved teach-out plan that enables students to complete the dual/concurrent enrollment course in which they are enrolled.

20. NOTICES

Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S Mail, postage to be prepaid to the following addresses:

Northern United Charter School
Julie Smith
Northern United Charter School
2120 Campton Road, Suite H
Eureka, CA 95503

College of the Redwoods District
Keith Flamer
College of the Redwoods
7351 Tompkins Hill Road Eureka,
CA 95501

21. INTEGRATION

21.1. This Agreement sets forth the entire agreement between the parties relating to the subject matter of this Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATIONS AND AMENDMENT

22.1. No modifications or amendments of any of the terms or provisions of this Agreement shall be binding unless made in writing and signed by the parties.

23. GOVERNING LAWS

23.1. This Agreement shall be interpreted according to the laws of the State of California with venue in Humboldt County and no other place.

24. SEVERABILITY

24.1. This Agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

25. COUNTERPARTS

25.1. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

26. PRIOR AGREEMENT

26.1 This Agreement supersedes and replaces any and all previous agreements between the parties.

27. REPRESENTATION BY COUNSEL

27.1 Each Party understands and is aware that School and College Legal Services of California provides legal advice and services to both parties on this and other matters. Each Party has consented to the representation of the other Party in the formation and implementation of this Agreement by the same legal counsel.

Northern United Charter School

Superintendent: _____ Date: _____

College of the Redwoods District

President: _____ Date: _____

College of the Redwoods District Board Meetings:

a) Information Board Meeting Date: _____

b) Public Comment Board Meeting Date: _____

Northern United Charter School Board Meetings:

a) Information Board Meeting Date: _____

b) Public Comment Board Meeting Date: _____

The COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2020-2022

SCHOOL DISTRICT: Northern United Charters

HIGH SCHOOL: Northern United Charters

EDUCATIONAL PROGRAM: General Studies

TOTAL NUMBER OF STUDENTS TO BE SERVED: 60 students					TOTAL PROJECTED FTES: 8.0		
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
My Future, My Plan	GS 7	Spring 2021	12:50 PM-2:50 PM	Tuesday 2 Hours	Shin Tamura	NU Charters	Eureka Learning Center
My Future, My Plan	GS 7	Spring 2021	1:00 PM-3:00 PM	Thursday 2 Hours	Jamie Ellsmore	NU Charters	Arcata Learning Center
My Future, My Plan	GS 7	Spring 2022	12:50 PM-2:50 PM	Tuesday 2 Hours	Shin Tamura	NU Charters	Eureka Learning Center
My Future, My Plan	GS 7	Spring 2022	1:00 PM-3:00 PM	Thursday 2 Hours	Jamie Ellsmore	NU Charters	Arcata Learning Center

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Education Code 76004):

The College and District also determined after reviewing demographic and cumulative GPA information that offering these dual enrollment courses under a CCAP agreement would be offering dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education and assist in creating a seamless pathway between the high school and community college in career technical education. High school teachers and counselors teaching these pathway students advised students into the dual enrolled sections in their areas based on their academic readiness.

APPENDIX B



CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

INFORMATION FOR STUDENTS AND PARENTS

College of the Redwoods permits concurrent enrollment of current high school students who have not achieved a high school diploma or the equivalent. Concurrently enrolled high school students may be eligible to earn college credit that also applies toward their high school credit completion if the student agrees to release their final grades earned at College of the Redwoods to their high school Registrar, counselor or designee. **All grades earned by the student at College of the Redwoods are recorded on the student's permanent academic record at the College.**

Registration and Student Services Fees are waived, however *Materials Fees may apply*. Any and all fees charged to a student's account must be paid for at the time of registration.

COLLEGE OF THE REDWOODS IS NOT RESPONSIBLE FOR

Extraordinary supervision of concurrently enrolled high school students or the student's selection of coursework. Course content is intended for adults and is not altered for concurrently enrolled high school students. Concurrently enrolled students may be exposed to discussions, readings and visual materials of a mature nature.

CONCURRENTLY ENROLLED HIGH SCHOOL STUDENTS ARE RESPONSIBLE FOR

Complying with and adhering to the rules and regulations of the College and are subject to College of the Redwoods' Student Code of Conduct. For detailed information regarding CR's rules, regulations, and the Student Code of Conduct, please see CR's Administrative and Board Policies, *Chapter 5 – Student Services*.

College of the Redwoods Administrative and Board Policies:

<https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>

CONDITIONS OF ENROLLMENT

Students not meeting all of the conditions below may be considered for enrollment by petition to the Vice President of Student Services and Learning Support.

1. The student is at least 15 years of age or has completed the eighth grade.
2. The student obtained approval to enroll from their parent or legal guardian.
3. The student obtained recommendation to enroll from their principal or superintendent.
4. The student may not enroll in more than 11 units or in any 300-level (basic skills) courses.
5. The student is accepted for enrollment by the President of the College, or by the President's designee, on the basis that the student is able to benefit from instruction as determined by the College.

GETTING STARTED AT COLLEGE OF THE REDWOODS

1. **Complete the CR Application online through CCCApply:** <https://www.redwoods.edu/admissions/getstarted>
If this is your first application through CCCApply, you will need to first create your OpenCCC account or ID.
2. **Complete the reverse side (page 2) of this form and submit it to the Admissions and Records Office.** Students must obtain written approval from their parent(s) and recommendation from their principal or superintendent prior to registering for coursework. **An updated Concurrent Enrollment Form must be completed and submitted for each academic year that the student plans to attend College of the Redwoods.** Students who have not submitted the completed form are not permitted to register in coursework.
3. **Submit high school transcripts to the Admissions and Records Office.** College of the Redwoods will use high school transcripts to determine a student's placement into an appropriate level of math and English courses.
4. **Complete the attached California Promise Grant.** This is not required for concurrently enrolled high school students, however it is strongly recommended. Please note that, **concurrently enrolled students are not eligible for federal or state financial aid programs other than the California Promise Grant**, which is a fee-waiver program.

Full Name _____ CR ID# _____

Date of Birth _____ Phone / Email _____

Current High School _____ Grade Level _____

STUDENT:

All students at College of the Redwoods are granted privacy and confidentiality protections under the Family Education Rights and Privacy Act (FERPA). These rights extend to concurrently enrolled high school students. A student's information at College of the Redwoods will NEVER be released without their expressed, written consent.

Please select whether or not you grant College of the Redwoods authorization or permission to release your final grades and enrollment activity to your high school Registrar, counselor or designee and/or your parent(s) or legal guardian(s).

You must make a selection for each.

RELEASE OF AUTHORIZATION – HIGH SCHOOL:

If you authorize College of the Redwoods to release your final grades and enrollment activity to your high school Registrar, counselor or designee, you may be eligible to receive course credit toward your high school completion.

I authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my high School Registrar, counselor, or designee.

I **DO NOT** authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my high school Registrar, counselor, or designee.

RELEASE OF AUTHORIZATION – PARENT(S) OR LEGAL GUARDIAN(S):

I authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my parent(s) or legal guardian(s).

I **DO NOT** authorize College of the Redwoods to release my final grades and information regarding my enrollment activity to my parent(s) or legal guardian(s).

STUDENT'S AGREEMENT

By signing below, I acknowledge understanding and acceptance of the conditions of enrollment, as well as the information for students and parents, as explained on the reverse side (page 1) of this form. I understand that I may not enroll in more than 11 units per semester nor am I able to enroll in 300-level (basic skills) coursework. If I enroll in more than 11 units, the College will cancel my enrollment from the last-added course until I am registered in no more than 11 units. I understand that grade(s) earned at College of the Redwoods are recorded on my permanent academic record.

Student's Signature _____ **Date** _____

PARENT OR LEGAL GUARDIAN'S AGREEMENT

By signing below, I acknowledge understanding and acceptance of the conditions of enrollment, as well as the information for students and parents, as explained on the reverse side (page 1) of this form. I understand and accept that all College students have privacy protections under FERPA laws as described above; and, unless the student provides written consent, College of the Redwoods will NEVER release a student's information to a third-party individual including the student's parent regardless of the student's age.

Parent or Legal Guardian's Signature _____ **Date** _____

PRINCIPAL OR SUPERINTENDENT'S AGREEMENT

By signing below, I acknowledge understanding and acceptance that the recommendation of this student is in compliance with Education Code, Sections 48800, 48800.5, 48801 and 76001. This student demonstrates the ability to benefit from instruction at College of the Redwoods. I understand and accept that, for any particular grade level, a principal may not recommend for community college summer session attendance more than 5% of the total number of pupils who completed that grade immediately prior to the time of recommendation. *Early College High School students are exempt from this restriction, per amended Education Code 48800 as required by AB 967.*

Principal or Superintendent's Signature _____ **Date** _____

APPENDIX C



Dual Enrollment Course Requests 2020/2021

Deadline to submit to College of the Redwoods is **February 28, 2020** for the the **entire 2020-2021 academic year**

Please return signed form to Megan Schroeder (megan-schroeder@redwoods.edu) for routing through College of the Redwoods.

Section I: High School Information

High School:

District:

Contact Person:

Email:

Phone Number:

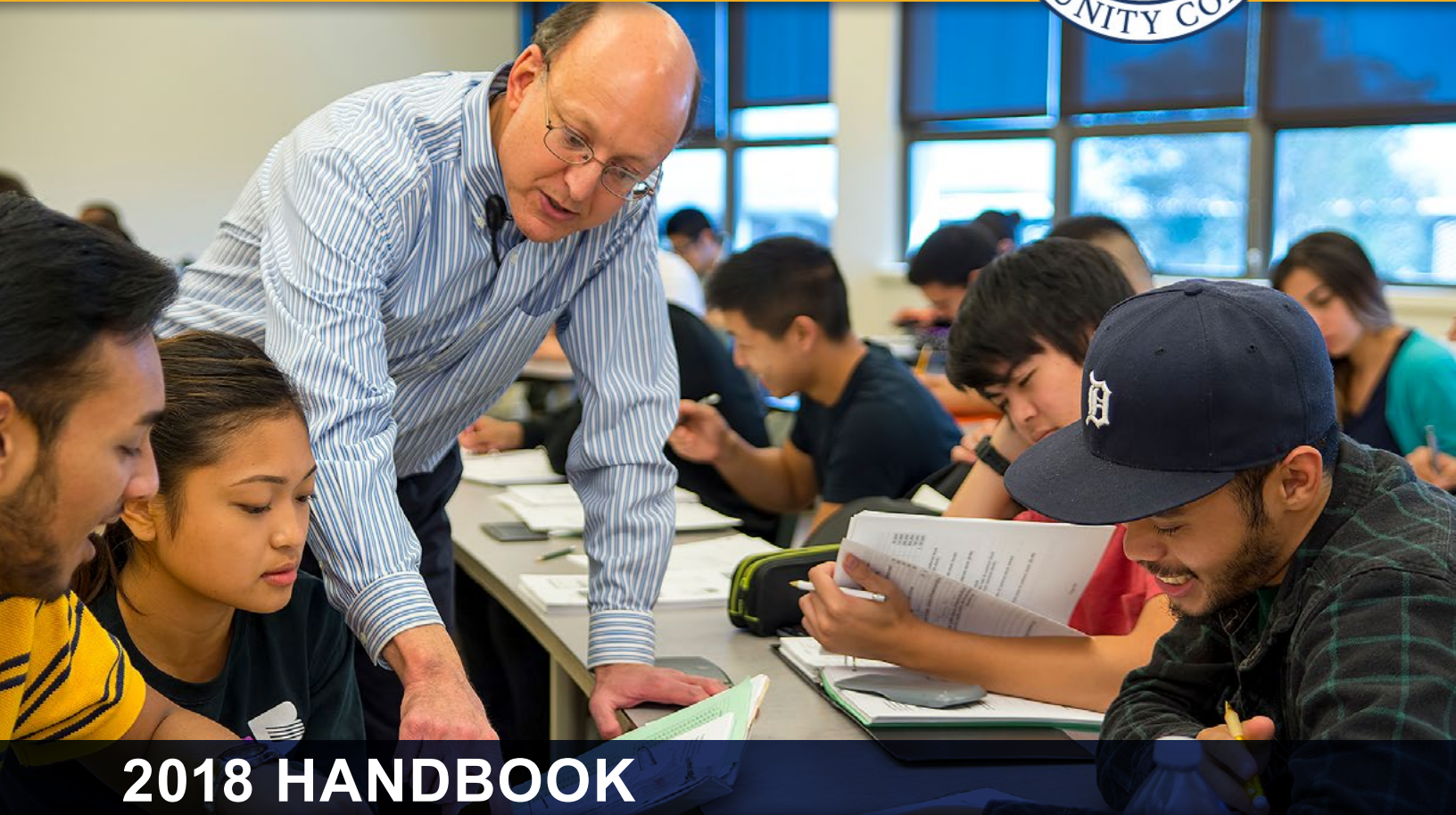
Section II: Courses Requested

High School Course	College of the Redwoods Course	High School Instructor	Ideal Start Date	Approximate Number of Sections	Is the goal to continue this Dual Enrollment course for multiple years?

Section III: Required Signature

Principal/Superintendent (print)	
Principal/Superintendent (signature)	Date

Contact Megan Schroeder at (megan-schroeder@redwoods.edu) or (707) 476-4359 with any questions.



2018 HANDBOOK

Minimum Qualifications for Faculty and Administrators in California Community Colleges

California Community Colleges Chancellor's Office | Eloy Ortiz Oakley, Chancellor

MINIMUM QUALIFICATIONS FOR FACULTY AND ADMINISTRATORS IN CALIFORNIA COMMUNITY COLLEGES

Prepared By

California Community Colleges Chancellor's Office

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Educational Services and Supports Division

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Minimum Qualifications for Faculty and Administrators in California Community Colleges

OVERVIEW OF MINIMUM QUALIFICATIONS AND THE DISCIPLINES LISTS

This 13th edition of Minimum Qualifications for Faculty and Administrators in California Community Colleges is an update of the disciplines lists including those noticed to the Board of Governors of the California Community Colleges (Board of Governors) at the March 19-20, 2018 meeting. The handbook incorporates changes that resulted from recommendations from the Academic Senate for California Community Colleges and its delegates, and a comprehensive review of regulations regarding the minimum qualifications and disciplines lists. This edition amends the previous edition and is effective immediately to be employed as appropriate in each community college district.

A summary of the changes to this edition are noted below.

SUMMARY OF CHANGES

ACTION	DISCIPLINE	DESCRIPTION
REVISIONS CODIFIED § 53413. Minimum Qualifications for Apprenticeship Instructors.	Career Technical Education	The minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards were modified and expanded.

HISTORY OF MINIMUM QUALIFICATIONS AND THE DISCIPLINES LISTS

The complete disciplines lists with revisions that were adopted by the Board of Governors were designed to replace the system of credentials that was in force until June 30, 1990. The relevant sections of the California Education Code were adopted by the Legislature in September 1988, as part of AB 1725, the community college reform bill.

Significant amendments were made by AB 2155 and SB 1590 of 1989, SB 2298 of 1990, and SB 343 of 1993. Faculty internship programs were authorized by SB 9 of 1991. The disciplines lists used to implement the minimum qualifications for credit instructors, counselors, and librarians are incorporated by reference into the California Code of Regulations.

These lists were prepared and reviewed primarily by the Academic Senate for California Community

Colleges. They were first adopted in July 1989, underwent minor revisions in November 1990, May 1991, September 1993, September 1996, April 1999, November 2002, September 2005, November 2007, November 2009, November 2011 and November 2013.

PROCESS TO INITIATE CHANGES TO THE DISCIPLINES LISTS

Users of this handbook are encouraged to forward recommendations for additions, changes and/or suggestions through their local academic senates to the Academic Senate for California Community Colleges (Academic Senate) or to the Educational Services and Supports division of the California Community Colleges Chancellor's Office. The Academic Senate and Educational Services and Supports division in the Chancellor's Office continually monitor issues and questions relating to minimum qualifications.



Pierce College Marine Biology students with Instructor Raymond Wells

The Academic Senate regularly considers changes to these lists, and recommendations from the Senate to the Board of Governors are developed through active collaboration between the local senates, professional organizations within the state and the Chancellor's Office. The resulting minimum qualifications serve as a statewide benchmark for promoting professionalism and rigor within the academic disciplines in the community colleges and a guideline for day-to-day decisions regarding suitability for employment in the system.

Districts may establish local qualifications beyond the minimum standards defined in the disciplines lists, and they have flexibility in how they organize courses within disciplines, how to apply equivalency, and how to develop criteria and employ processes to select administrators and instructors. Development of local processes for applying the minimum qualifications requires mutual agreement between the board of trustees and the academic senate.

GUIDELINES FOR USING THE DISCIPLINES LISTS

These disciplines lists must be used in conjunction with the California Code of Regulations, title 5 minimum qualifications regulations (CCR §53400-53430). Applicable rules include the following:

- Degrees and credits generally must be from accredited institutions (§53406).
- An occupational license or certificate is required in certain instances (§53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (§53430).

California Code of Regulation, title 5 in several sections also specifies minimum qualifications for additional faculty members, including health services professionals, non-credit instructors,

apprenticeship instructors, Disabled Students Programs and Services (DSPS) personnel, Extended Opportunity Programs and Services (EOPS) personnel, learning assistance and tutoring coordinators and work experience coordinators. These regulation sections are incorporated into the disciplines list in their entirety where appropriate as well as being included in the Statutory Laws and Regulations section of this handbook. Further, these lists only reflect the statewide minimums for persons to be considered qualified to teach in a discipline. Each district may establish additional qualifications, which are more rigorous than those herein.

TYPES OF DISCIPLINE LISTS INCLUDED IN THE HANDBOOK

Since its inception, the Disciplines List had been divided into two parts to differentiate those disciplines for which a master's 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 Disciplines Requiring any degree and Professional Experience List non-Master's 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 professional experience directly related to the teaching assignment or an associate degree in any subject, plus six years of professional experience directly related to the teaching assignment.

In May 2009, the California Community Colleges Board of Governors approved changes to California Code of Regulations, title 5, §53407 and §53410 to allow the creation of a third option within the minimum qualifications to be defined requiring a bachelor's or associate degree in a specific discipline, plus requisite years of professional experience. The four types of discipline lists contained in this handbook are identified on the following page.

LIST TYPE	DESCRIPTION
Disciplines Index	<p>This is a list of all the disciplines from A to Z and the associated statutory law in California Education Code and/or regulation in the California Code of Regulations.</p> <p>This combined list contains all of the disciplines on one list: Disciplines Requiring a Master’s Degree; Disciplines in which a Master’s Degree is Not Generally Expected or Available but Which Requires a Specific Bachelor’s or Associate Degree and commensurate professional experience; and Disciplines in which a Master’s Degree is Not Generally Expected or Available, but which Requires any Bachelor’s or Associate Degree and commensurate professional experience.</p>
Disciplines Requiring a Master’s Degree	<p>This is an alphabetical list of all of the disciplines that require a master’s degree or its equivalent. This category contains mostly academic and transfer disciplines. Whenever this list mentions a master’s degree, any degree in the discipline beyond the master’s would also satisfy that qualification.</p> <p>Under each of the disciplines in this list, the phrase ‘OR the equivalent’ refers to the possibility of hiring faculty who do not possess the exact degrees listed, under a local process developed and agreed upon by representatives of the governing board and the Academic Senate, as provided for in California Education Code §87359 and California Code of Regulations, title 5, §53430.</p>
Disciplines Requiring a Specific Bachelor’s or Associate Degree and Professional Experience	<p>The Academic Senate for California Community Colleges has recognized the growing gap between the structure for determining minimum qualifications and the evolving nature of teaching disciplines. As such, this is a category that was created in May 2009. Disciplines on this list require a bachelor’s or associate degree in a specific area. The professional experience required (two years/bachelor’s degree or six years/associate) must be directly related to the faculty member’s teaching assignment.</p>
Disciplines Requiring any Degree and Professional Experience	<p>This is an alphabetical list of all of the disciplines in which a master’s degree is not generally expected or available. This category contains mostly career technical educational disciplines. The minimum qualifications for disciplines on this list are any bachelor’s or associate degree. Unless otherwise noted the professional experience required (two years/bachelors or six years/associate) must be directly related to the faculty member’s teaching assignment. Newly adopted title 5 regulations modified and expanded revisions to minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards.</p> <p>The list of areas also included in the discipline is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included in the discipline.</p>

DISCIPLINES INDEX

This is a comprehensive list of all of the disciplines included in the handbook displayed in alphabetical discipline order. The list identifies the degree and professional experience requirement along with the associated statutory law in California Education Code (CEC) and/or regulation in California Code of Regulations (CCR), title 5 section for each discipline. Reference the Statutory Laws & Regulations section of this handbook for a definition of Occupational and Professional Experience.

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Accounting	X			CCR 53410.1	23
Adapted Computer Technology: Disabled Students Programs and Services	X			CCR 53414(d) (1)(2)	23
Addiction Paraprofessional Training			X		54
Administration of Justice (Police science, corrections, law enforcement)			X		54
Aeronautics (Airframe and power plant, aircraft mechanics, aeronautical engineering technician, avionics)			X		55
African American Studies	X				23
Agricultural Business and Related Services (Inspection, pest control, food processing/meat cutting)			X		55
Agricultural Engineering (Equipment and machinery, farm mechanics)			X		55
Agricultural Production (Animal science, plant science, beekeeping, aquaculture)			X		55
Agriculture	X				24
Air Conditioning, Refrigeration, Heating (Solar energy technician)			X		55

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Animal Training and Management (Exotic Animal Training)			X		55
Anthropology	X				24
Appliance Repair (Vending Machines)			X		55
Archaeological Technology			X		55
Architecture			X		24
Art	X				24
Art History	X				25
Astronomy	X				25
Athletic Training			X		55
Auto Body Technology (Antique and classic auto restoration)			X		55
Automotive Technology			X		55
Aviation (Flight, navigation, ground school, air traffic control)			X		55
Banking and Finance			X		55
Barbering			X		56
Bicycle Repair			X		56
Biological Sciences	X				25
Biotechnology		X			49
Bookbinding			X		56
Broadcasting Technology (Film making/video, media production, radio/TV)			X		56

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Building Codes and Regulations (Inspecting of construction, building codes, contractor training)			X		56
Building Maintenance			X		56
Business	X				25
Business Education	X				26
Business Machine Technology			X		56
Cabinet Making			X		56
Cardiovascular Technology			X		56
Carpentry			X		56
Ceramic Technology			X		56
Chemistry	X				26
Chicano Studies	X				26
Child Development/Early Childhood Education	X	X			26
Citizenship: Noncredit				CCR 53412(d)	49
Classics	X				27
Coaching			X		56
Commercial Art (Sign making, lettering, packaging, rendering)			X		56
Commercial Music			X		56
Communication Studies (Speech Communication)	X				27

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Community College Counselor of Students with Disabilities	X			CCR 53414(a)	28
Computer Information Systems (Computer network installation, microcomputer technology, computer applications)			X		56
Computer Science	X				29
Computer Service Technology			X		56
Construction Management			X		56
Construction Technology			X		56
Cosmetology			X		56
Counseling	X			CCR 53410.1	30
Counseling: Extended Opportunity Programs and Services (EOPS)	X			CCR 56264 (a-c)	30
Court Interpreting			X		56
Court Reporting			X		57
Culinary Arts/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending)			X		57
Dance	X				31
Deaf and Hearing Impaired: Disabled Students Programs and Services	X			CCR 53414(d) (1)(2)(C)	31
Dental Technology (Dental assisting, dental hygiene)			X		57

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Developmental Disabilities: Disabled Students Programs and Services	X			CCR 53414(d) (1)(2)(B)	31
Diagnostic Medical Technology (Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology)			X		57
Diesel Mechanics			X		57
Dietetic Technician			X		57
Dietetics/Nutritional Science	X				31
Disabled Student Programs and Services (DSPS)	X	X	X	CCR 53414(d) (1)(2)(e) (1-3)(f)	32, 49, 57
Drafting/CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)			X		57
Drama/Theater Arts	X				32
Earth Science	X				32
Ecology	X				33
Economics	X				33
Education	X				33
Electricity (Electrical power distribution)			X		57
Electromechanical Technology (Industrial mechanical technology)			X		57
Electromicroscopy			X		57

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Electronic Technology (Radio, television, computer repair, avionics)			X		57
Electronics			X		57
Electroplating			X		57
Emergency Medical Technologies			X		57
Engineering	X			CCR 53410.1	33
Engineering Support (Surveying, engineering aides)			X		57
Engineering Technology	X				34
English	X				34
Environmental Technologies (Environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment)			X		58
Equine Science (Equine training, equitation, farrier science, pack horse management)			X		58
English as a Second Language (ESL)	X				34
English as a Second Language (ESL): Noncredit		X		CCR 53412(e)	50
Estimating			X		58
Ethnic Studies	X				35

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Fabric Care (Laundry and dry cleaning)			X		58
Family and Consumer Studies/ Home Economics	X				35
Fashion and Related Technologies (Merchandising, design, production)			X		58
Film Studies	X				35
Fire Technology			X		58
Flight Attendant Training			X		58
Fluid Mechanics Technology			X		58
Folk Dance			X		58
Foreign Languages	X				36
Forestry/Natural Resources (Range management; soil, air and water resources; fish/wildlife management; parks and recreation)			X		58
Furniture Making			X		58
Geography	X				36
Gerontology	X				36
Graphic Arts (Desktop publishing)			X		58
Gunsmithing			X		58
Health	X				36
Health and Safety: Noncredit		X		CCR 53412(f)	50

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)			X		58
Health Information Technology (Medical record technology)			X		59
Health Services Director/Health Services Coordinator/College Nurse	X			CCR 53411	37
Heavy Duty Equipment Mechanics			X		59
History	X				37
Home Economics: Noncredit		X		CCR 53412(g)	50
Hotel and Motel Services			X		59
Humanities	X				37
Industrial Design			X		59
Industrial Maintenance			X		59
Industrial Relations			X		59
Industrial Safety			X		59
Industrial Technology (Foundry occupations)			X		59
Instructional Design/Technology	X				37
Insurance			X		59
Interdisciplinary Studies	X				38
Interdisciplinary-Basic Skills: Noncredit		X		CCR 53412(a)	50

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Interior Design			X		59
Janitorial Services			X		59
Jewelry			X		59
Journalism	X				38
Kinesiology	X				38
Labor Relations			X		59
Law	X			CCR 53415	39
Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators	X				39
Learning Disabilities: Disabled Student Programs and Services	X			CCR 53414(d) (1)(2)	39
Learning Disabilities: Specialist	X			CCR 53414(f)	39
Legal Assisting (Paralegal)			X		59
Library Science	X				39
Library Technology			X		59
Licensed Vocational Nursing			X		59
Linguistics	X				40
Locksmithing			X		59
Machine Tool Technology (Tool and die making)			X		59
Management	X				40

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Manufacturing Technology (Quality control, process control)			X		59
Marine Diving Technology			X		59
Marine Engine Technology			X		59
Marketing	X				40
Martial Arts/Self-Defense			X		60
Masonry (Concrete, cement work, bricklaying)			X		60
Mass Communication	X				40
Materials Testing Technology (Destructive testing or nondestructive examination)			X		60
Mathematics	X				41
Mathematics-Basic Skills: Noncredit		X		CCR 53412(b)	51
Media Production (Broadcasting Technology)			X		60
Medical Instrument Repair			X		60
Military Studies (Military Science)			X		60
Mining and Metallurgy (Oil field operations)			X		60
Mortuary Science			X		60
Motorcycle Repair			X		60
Multimedia			X		60
Music	X				41

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Music Management			X		60
Music Merchandising			X		60
Musical Instrument Repair			X		60
Nursing	X				41
Nursing Science/Clinical Practice			X		60
Nutritional Science/Dietetics	X			CCR 53410.1	42
Occupational Therapy Assisting			X		60
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)			X		60
Older Adults: Noncredit		X		CCR 53412(h)	51
Ornamental Horticulture (Landscape horticulture, design, maintenance, landscape architecture, floristry, floral design)			X		60
Parent Education: Noncredit		X		CCR 53412(i)	51
Peace Studies	X				42
Pharmacy Technology		X			51
Philosophy	X				42
Photographic Technology/ Commercial Photography			X		61
Photography	X				42

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Physical Disabilities: Disabled Student Programs and Services	X			CCR 53414(d)	43
Physical Education	X				43
Physical Education (Adapted): Disabled Student Programs and Services	X			CCR 53414(b)	43
Physical Sciences	X				43
Physical Therapy Assisting			X		61
Physics/ Astronomy	X				44
Piano Tuning and Repair			X		61
Plastics			X		61
Plumbing			X		61
Political Science	X				44
Printing Technology (Typography, composition, printing)			X		61
Private Security (Security management, safety/ accident control, hazardous substance management crime prevention)			X		61
Prosthetics and Orthotics			X		61
Psychiatric Technician			X		61
Psychology	X				44
Public Relations			X		61
Public Safety			X		61
Radiation Therapy			X		61

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Radiological Technology			X		61
Reading	X				45
Reading-Basic Skills: Noncredit		X		CCR 53412(c)	52
Real Estate			X		61
Recreation Administration	X				45
Registered Veterinary Technician			X		61
Rehabilitation Technician			X		61
Religious Studies	X				45
Respiratory Technician			X		61
Respiratory Technologies			X		61
Restaurant Management			X		61
Retailing (Purchasing, merchandising, sales)			X		61
Robotics (Computer integrated manufacturing)			X		62
Sanitation and Public Health Technology			X		62
Search and Rescue			X		62
Sheet Metal			X		62
Ship and Boat Building and Repair			X		62
Shoe Rebuilding			X		62
Sign Language, American			X		62
Sign Language/ English Interpreting			X		62

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Small Business Development (Entrepreneurship)			X		62
Small Engine Mechanics			X		62
Social Science	X				45
Sociology	X				46
Specialized Instruction (Disabled Student Programs and Services): Noncredit	X	X		CCR 53414(e) (3)	46, 52
Specialized Instruction (Disabled Student Programs and Services): Vocational Noncredit	X	X		CCR 53414(e) (3)	46, 52
Speech Communication (Communication Studies)	X				46
Speech Language Pathology	X				47
Speech Language Pathology: Disabled Student Programs and Services	X			CCR 53414(c)	47
Stagecraft			X		62
Steamfitting			X		62
Supply Chain Technology		X			52
Surgical Technology			X		62
Telecommunication Technology			X		62
Theater Arts	X				47
Transportation			X		62
Travel Services (Dispatching)			X		62
Upholstering			X		62

Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Vision Care Technology					62
Vocational (short-term): Noncredit		X		CCR 53412(j)	53
Watch and Clock Repair			X		62
Welding			X		62
Women's Studies	X				47
Work Experience Instructors or Coordinators	X			CCR 53416	47
Writing-Basic Skills: Noncredit		X		CCR 53412(c)	53



Veterinary technology students at Foothill College in class with instructor Dr. Maureen MacDougall.

DISCIPLINES REQUIRING A MASTER'S DEGREE

This section of the handbook contains a list of the disciplines and area requiring a master's degree and the associated statutory law in California Education Code and/or regulation in California Code of Regulations, title 5 section. These disciplines lists must be used in conjunction with the Board of Governors minimum qualifications regulations (title 5, sections 53400-53430). Applicable rules specified in title 5 include the following:

- Degrees and credits generally must be from accredited institutions (section 53406).
- An occupational license or certificate is required in certain instances (section 53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (section 53430).

Whenever this list mentions a master's degree, any degree beyond the master's would also satisfy that qualification.

Under each of the disciplines below, the phrase 'OR the equivalent' refers to the possibility of hiring faculty who do not possess the exact degrees listed, under a local process developed and agreed upon by representatives of the governing board and the Academic Senate, as provided for in Education Code section 87359 and title 5, section 53430.

Further, these lists only reflect the statewide minimums for persons to be considered qualified to teach in a discipline. Each district may establish additional qualifications, which are more rigorous than those listed herein.

If there is any conflict between the paraphrased Minimum Qualifications language of California Code of Regulations, title 5 citations and the California Code Regulations title 5 language, the language prevails.

The complete California Code of Regulations, title 5 citations are located in the statutory laws and regulations section of this handbook.

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Accounting	X	<p>Master’s in accountancy or business administration with accounting concentration</p> <p>OR</p> <p>Bachelor’s in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis</p> <p>AND</p> <p>Master’s in business, business administration, business education, economics, taxation, finance or the equivalent.</p> <p><i>(NOTE: A bachelor’s degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)</i></p>	CCR 53410.1
Adapted Computer Technology: Disabled Student Programs and Services	X	<p>Master’s, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology or rehabilitation counseling</p> <p>AND</p> <p>15 semester units of upper division or graduate study in adapted computer technology.</p>	CCR 53414(d) (1)(2)
African American Studies		<p>Master’s degree in African-American/Black/Africana Studies</p> <p>OR</p> <p>Bachelor’s degree in African-American/Black/Africana Studies</p> <p>AND master’s degree in Ethnic Studies</p> <p>OR the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Agriculture		<p>Master’s in agriculture, agriculture science, education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agriculture science)</p> <p>OR the equivalent.</p>	
Anthropology		<p>Master’s in anthropology or archaeology</p> <p>OR</p> <p>Bachelor’s in either of the above</p> <p>AND</p> <p>Master’s in sociology, biological sciences, forensic sciences, genetics or paleontology</p> <p>OR the equivalent.</p>	
Art		<p>Master’s in fine arts, art, or art history</p> <p>OR</p> <p>Bachelor’s in any of the above</p> <p>AND</p> <p>Master’s in humanities</p> <p>OR the equivalent.</p> <p><i>(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 of Fine Arts” (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing or other nonplastic arts.)</i></p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Art History		Master's in art history, history of art and architecture or visual culture/visual studies OR Bachelor's in art history and master's in history OR Master's in art with a recorded emphasis or concentration in art history OR the equivalent.	
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 LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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.	
Chicano Studies		Master's degree in Chicano Studies OR Ethnic Studies 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 or 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.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Classics		Master's in classics OR a bachelor's in classics AND a master's in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature or classical archaeology OR the equivalent.	
Communication Studies (Speech Communication)		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.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
<p>Community College Counselor of Students with Disabilities</p>	<p>X</p>	<p>Master’s degree in rehabilitation counseling</p> <p>OR</p> <p>Master’s degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor’s degree in marriage and family therapy or in marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either 15 or more semester units in upper division or graduate level course work related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a post-secondary Disabled Students Programs and Services program or in a program dealing with people with disabilities, or two years of fulltime experience, or the equivalent, in one or more of the following:</p> <p>(A) Counseling for students with disabilities; or</p> <p>(B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities are for persons with disabilities, or the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Computer Science		<p>Master’s in computer science or computer engineering</p> <p>OR</p> <p>Bachelor’s in either of the above</p> <p>AND</p> <p>Master’s in mathematics, cybernetics, business administration, accounting or engineering</p> <p>OR</p> <p>Bachelor’s in engineering</p> <p>AND</p> <p>Master’s in cybernetics, engineering, mathematics, or business administration</p> <p>OR</p> <p>Bachelor’s in mathematics</p> <p>AND</p> <p>Master’s in cybernetics, engineering, mathematics, or business administration</p> <p>OR</p> <p>Bachelor’s degree in any of the above</p> <p>AND</p> <p>A master’s degree in information science, computer information systems, or information systems</p> <p>OR the equivalent.</p> <p><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></p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Counseling	X	<p>Master’s in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development, marriage and family therapy or marriage, family and child counseling,</p> <p>OR the equivalent.</p> <p><i>(NOTE: A bachelor’s degree in one of the listed degrees and a license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.)</i></p>	CCR 53410.1
Counseling: Extended Opportunity Programs and Services (EOPS)	X	<p>Master’s degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development, or the equivalent,</p> <p>AND</p> <p>EOPS counselors hired after October 24, 1987, shall:</p> <p>(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social or economic disadvantages</p> <p>OR</p> <p>(2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages</p> <p>AND</p> <p>In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social or economic disadvantages.</p>	CCR 56264 (a-c)

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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.	
Deaf and Hearing Impaired: Disabled Student Programs and Services	X	Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology or rehabilitation counseling; AND 15 semester units of upper division or graduate study in deaf and hearing impaired.	CCR 53414(d) (1)(2)(C)
Developmental Disabilities: Disabled Student Programs and Services	X	Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology or rehabilitation counseling; AND 15 semester units of upper division or graduate study in the area of developmental disabilities.	CCR 53414(d) (1)(2)(B)
Dietetics/ Nutritional Science	X	See Nutritional Science	CCR 53410.1

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Disabled Student Programs and Services (DSPS)	X	<p>Below is an alphabetized listing of the DSPS disciplines to assist readers in identifying them. Please see the appropriate discipline on this list for minimum qualifications.</p> <ul style="list-style-type: none"> • Computer Technology (Adapted): DSPS • Counseling: DSPS • Deaf and Hearing Impaired: DSPS • Developmental Disabilities: DSPS • Learning Disabilities: DSPS • Physical Disabilities: DSPS • Physical Education (Adapted): DSPS • Speech Language Pathology: DSPS • Specialized Instruction, DSPS: Noncredit • Specialized Instruction (DSPS) - Vocational: Noncredit 	CCR 53414(d) (1)(2)(e) (1-3)(f)
Drama/Theater Arts		<p>Master’s or Master of Fine Arts in drama/theater arts/performance</p> <p>OR</p> <p>Bachelor’s or Bachelor of Fine Arts in drama/theater arts/performance</p> <p>AND</p> <p>Master’s in comparative literature, English, communication studies, speech, literature or humanities</p> <p>OR the equivalent.</p>	
Earth Science		<p>Master’s in geology, geophysics, earth sciences, meteorology, oceanography or paleontology</p> <p>OR</p> <p>Bachelor’s in geology</p> <p>AND</p> <p>Master’s in geography, physics, or geochemistry</p> <p>OR the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Ecology		Master's in ecology or environmental studies OR the equivalent OR see Interdisciplinary Studies.	
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	X	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>	CCR 53410.1

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Engineering Technology		<p>Master’s in any field of engineering technology or engineering</p> <p>OR</p> <p>Bachelor’s degree in either of the above</p> <p>AND</p> <p>Master’s degree in physics, mathematics, computer science, biological science or chemistry,</p> <p>OR</p> <p>Bachelor’s degree in industrial technology, engineering technology or engineering</p> <p>AND</p> <p>A professional engineer’s license</p> <p>OR the equivalent.</p>	
English		<p>Master’s in English, literature, comparative literature, or composition</p> <p>OR</p> <p>Bachelor’s in any of the above</p> <p>AND</p> <p>Master’s in linguistics, TESL, speech, education with a specialization in reading, creative writing or journalism</p> <p>OR the equivalent.</p>	
English as a Second Language (ESL)		<p>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</p> <p>OR</p> <p>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</p> <p>OR the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Ethnic Studies		<p>Master’s in the ethnic studies field</p> <p>OR</p> <p>A master’s in American Studies/Ethnicity, Latino Studies, La Raza Studies, Central American Studies, Latin American Studies, Cross Cultural Studies, Race and Ethnic Relations, Asian-American Studies, or African-American Studies</p> <p>OR the equivalent</p> <p>OR see Interdisciplinary Studies.</p>	
Family and Consumer Studies/Home Economics		<p>Master’s in family and consumer studies, life management/home economics or home economics education</p> <p>OR</p> <p>Bachelor’s in any of the above</p> <p>AND</p> <p>Master’s in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/ nutrition or dietetics and food administration</p> <p>OR the equivalent.</p>	
Film Studies		<p>Master’s degree in film, drama/theater arts or mass communication</p> <p>OR</p> <p>Bachelor’s degree in any of the above</p> <p>AND</p> <p>Master’s degree in media studies, English or communication</p> <p>OR the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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 OR see Interdisciplinary Studies.	
Gerontology		Master's in gerontology OR the equivalent OR see Interdisciplinary Studies.	
Health		Master's in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition or public health OR Bachelor's in any of the above AND Master's in any biological science OR the equivalent.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Health Services Director/ Health Services Coordinator/ College Nurse	X	<p>Master’s degree in nursing and a California Public Health Nurse certificate;</p> <p>OR</p> <p>Bachelor’s degree in nursing, a California Public Health Nurse certificate, and a master’s degree in health education, sociology, psychology, counseling, health care administration, public health or community health.</p> <p><i>(NOTE: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.)</i></p>	CCR 53411
History		<p>Master’s in history</p> <p>OR</p> <p>Bachelor’s in history</p> <p>AND</p> <p>Master’s in political science, humanities, geography, area studies, women’s studies, social science or ethnic studies</p> <p>OR the equivalent.</p>	
Humanities		<p>Master’s in humanities</p> <p>OR the equivalent.</p>	
Instructional Design/ Technology		<p>Master’s in instructional design/technology or educational technology</p> <p>OR the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Interdisciplinary Studies		<p>Master's in the interdisciplinary area</p> <p>OR</p> <p>Master's in one of the disciplines included in the interdisciplinary area and upper division or graduate course work in at least one other constituent discipline.</p> <p><i>(NOTE: The Interdisciplinary Studies discipline is provided to allow for those cases where it is locally determined that a course must be taught by someone with qualifications that exceed a single discipline. The constituent disciplines can include any disciplines found in the Master's List.)</i></p>	
Journalism		<p>Master's in journalism or communication with a specialization in journalism</p> <p>OR</p> <p>Bachelor's in either of the above</p> <p>AND</p> <p>Master's in English, history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics or photography</p> <p>OR the equivalent.</p>	
Kinesiology		<p>Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education</p> <p>OR</p> <p>Bachelor's degree in any of the above</p> <p>AND</p> <p>Master's degree in any life science, dance, physiology, health education, recreation administration or physical therapy</p> <p>OR the equivalent.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Law		JD or LL.B. <i>(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.)</i>	
Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators	X	Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; OR A master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory. <i>(NOTE: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.)</i>	CCR 53415
Learning Disabilities: Disabled Student Programs and Services	X	Master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology or rehabilitation counseling; AND 15 semester units of upper division or graduate study in the area of disability.	CCR 53414(d) (1)(2)
Learning Disabilities: Specialist	X	Master's degree in learning disabilities, special education, education, psychology, speech language pathology, communication disorders, educational or school psychology, counseling, or rehabilitation counseling AND 15 semester units of upper division or graduate study in the area of learning disabilities, to include, adult cognitive and achievement assessment or the equivalent.	CCR 53414(f)
Library Science		Master's in library science, library and information science, OR the equivalent.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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, communication studies, business, telecommunications or English OR the equivalent.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Nutritional Science/Dietetics	X	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. <i>(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.)</i>	CCR 53410.1
Peace Studies		Master's in peace studies, peace and conflict studies, peace and justice studies OR the equivalent.	
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.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Physical Disabilities: Disabled Student Programs and Services	X	Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology or rehabilitation counseling; AND 15 semester units of upper division or graduate study in physical disabilities.	CCR 53414(d)
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 (Adapted): Disabled Student Programs and Services	X	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 AND 15 semester units of upper division or graduate study in adapted physical education.	CCR 53414(b)
Physical Sciences		See Interdisciplinary Studies	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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, or international relations OR Bachelor's in any of the above AND Master's in economics, history, public administration, social science, sociology, any ethnic studies, JD or LL.B. 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.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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 the equivalent OR see Interdisciplinary Studies.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
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.	
Specialized Instruction (Disabled Student Programs and Services): Noncredit		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 An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.	CCR 53414(e) (4)
Specialized Instruction (Disabled Student Programs and Services): Vocational Noncredit		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.	CCR 53414(e) (3)
Speech Communication (Communication Studies)		See Communication Studies.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Speech Language Pathology		Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders, communication sciences and disorders or education with a concentration in speech pathology OR the equivalent.	
Speech Language Pathology: Disabled Student Programs and Services	X	Master's, or equivalent foreign degree, in speech pathology and audiology or in communication disorders AND Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.	CCR 53414(c)
Theater Arts		See Drama/Theater Arts.	
Women's Studies		Master's in women's studies OR the equivalent OR see Interdisciplinary Studies.	
Work Experience Instructors or Coordinators	X	The minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.	CCR 53416



Two Mt. San Antonio College students with their instructor.

DISCIPLINES REQUIRING A SPECIFIC BACHELOR’S OR ASSOCIATE DEGREE AND PROFESSIONAL EXPERIENCE

This section of the handbook contains a list of the disciplines in which a master’s degree is not generally available but which requires a specific bachelor’s or associate degree and the associated section of California Education Code and/or California Code of Regulations, title 5 section. The minimum qualifications for disciplines on this list are specifically named bachelor’s degree(s) or higher and two years of professional experience, and/or other specifications as noted, or specifically named associate degree(s) and six years of professional experience. The professional experience required must be directly related to the faculty member’s teaching assignment. Professional experience is required when the applicant possesses a master’s degree. Reference California Code of Regulations, title 5 §53404 for definitions of Occupational and Professional Experience located in the Statutory Laws and Regulations section of this handbook.

If there is any conflict between the paraphrased Minimum Qualifications language of California Code of Regulations, title 5 citations and the California Code of Regulations, title 5 language, the California Code of Regulations, title 5 language prevails. The complete California Code of Regulations, title 5 citations are located in the statutory laws and regulations section of this handbook.

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Biotechnology		Bachelor's degree in the biological sciences, chemistry, biochemistry or engineering, and two years of full-time related professional experience.	
Citizenship: Noncredit	X	Bachelor's degree in any discipline, and six semester units in American history and institutions.	CCR 53412(d)
Disabled Student Programs and Services (DSPS)	X	<p>Below is an alphabetized listing of the DSPS disciplines to assist readers in identifying them. Please see the appropriate discipline on this list for minimum qualifications.</p> <ul style="list-style-type: none"> • Computer Technology (Adapted): DSPS • Counseling: DSPS • Deaf and Hearing Impaired: DSPS • Developmental Disabilities: DSPS • Learning Disabilities: DSPS • Physical Disabilities: DSPS • Physical Education (Adapted): DSPS • Speech Language Pathology: DSPS • Specialized Instruction, DSPS: Noncredit • Specialized Instruction (DSPS)-Vocational: Noncredit 	CCR 53414(d)(1)(2)(e)(1-3)(f)

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
English as a Second Language (ESL): Noncredit	X	<p>Bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages</p> <p>OR</p> <p>Bachelor's degree 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</p> <p>OR</p> <p>Bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching English as a second language in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor</p> <p>OR</p> <p>Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in English as a second language.</p>	CCR 53412(e)
Health and Safety: Noncredit	X	Bachelor's degree 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.	CCR 53412(f)
Home Economics: Noncredit	X	Bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles; or an associated degree in any of those subjects and four years of professional experience related to the subject of the course taught.	CCR 53412(g)
Interdisciplinary - Basic Skills: Noncredit	X	Bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.	CCR 53412(a)

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Mathematics - Basic Skills: Noncredit	X	Bachelor's degree in mathematics.	CCR 53412(b)
Older Adults: Noncredit	X	<p>Bachelor's degree with a major related to the subject of the course taught, and either:</p> <p>(A) 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 (B) One year of professional experience working with older adults</p> <p>OR</p> <p>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 coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.</p>	CCR 53412(h)
Parent Education: Noncredit	X	Bachelor's degree 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 years of professional experience in early childhood programs or parenting education.	CCR 53412(i)
Pharmacy Technology		Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience, or any associate degree, and an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience.	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Reading - Basic Skills: Noncredit	X	<p>Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism</p> <p>OR</p> <p>Bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.</p>	CCR 53412(c)
Specialized Instruction (Disabled Student Programs and Services): Noncredit	X	<p>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.</p> <p>OR</p> <p>An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.</p>	CCR 53414(e) (3)
Specialized Instruction (Disabled Student Programs and Services): Vocational Noncredit	X	<p>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.</p>	CCR 53414(e) (4)
Supply Chain Technology		<p>Any bachelor's degree and two years of professional experience OR an associate degree in supply chain technology, automated systems technician, mechatronics or related discipline AND six years of professional experience related to the field.</p>	

Discipline and Areas	Paraphrased CCR Citation	Minimum Qualifications	CEC / CCR Code
Vocational (short term): Noncredit		<p>Bachelor's degree; and two years of occupational experience related to the subject of the course taught</p> <p>OR</p> <p>Associate degree; and six years of occupational experience related to the subject of the course taught</p> <p>OR</p> <p>Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter</p> <p>OR</p> <p>For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in title 5 section 53413.</p>	CCR 53412(j)
Writing - Basic Skills: Noncredit	X	<p>Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism</p> <p>OR</p> <p>Bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.</p>	CCR 53412(c)



Rio Hondo Automotive Technology students with their instructor.

DISCIPLINES REQUIRING ANY DEGREE AND PROFESSIONAL EXPERIENCE

This section of the handbook contains a list of the disciplines in which a master’s degree is not generally available. The minimum qualifications for disciplines on this list are any bachelor’s degree or higher and two years of professional experience, or any associate degree and six years of professional experience. Professional experience is required when the applicant possesses a master’s degree. The professional experience required must be directly related to the faculty member’s teaching assignment. Newly adopted title 5 §53413 regulations modified and expanded revisions to minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards. The list of areas included in the discipline is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included. Reference California Code of Regulations, title 5 §53404 for definitions of Occupational and Professional Experience located in the Statutory Laws and Regulations section of this handbook.

Discipline and Areas	Notes	CEC / CCR Code
Addiction Paraprofessional Training		
Administration of Justice (Police science, corrections, law enforcement)		

Discipline and Areas	Notes	CEC / CCR Code
Aeronautics (Airframe and power plant, aircraft mechanics, aeronautical engineering technician, avionics)		
Agricultural Business and Related Services (Inspection, pest control, food processing/ meat cutting)		
Agricultural Engineering (Equipment and machinery, farm mechanics)		
Agricultural Production (Animal science, plant science, beekeeping, aquaculture)		
Air Conditioning, Refrigeration, Heating (Solar energy technician)		
Animal Training and Management (Exotic Animal Training)		
Appliance Repair (Vending Machines)		
Archaeological Technology		
Architecture		
Athletic Training	This discipline listing applies only to instructors teaching apportionment-generating courses in the subject of athletic training. Non-apportionment-generating athletic training activity is not subject to minimum qualifications.	
Auto Body Technology (Antique and classic auto restoration)		
Automotive Technology		
Aviation (Flight, navigation, ground school, air traffic control)		
Banking and Finance		

Discipline and Areas	Notes	CEC / CCR Code
Barbering		
Bicycle Repair		
Bookbinding		
Broadcasting Technology (Film making/video, media production, radio/TV)		
Building Codes and Regulations (Inspecting of construction, building codes, contractor training)		
Building Maintenance		
Business Machine Technology		
Cabinet Making		
Cardiovascular Technology		
Carpentry		
Ceramic Technology		
Coaching		
Commercial Art (Sign making, lettering, packaging, rendering)		
Commercial Music		
Computer Information Systems (Computer network installation, microcomputer technology, computer applications)		
Computer Service Technology		
Construction Management		
Construction Technology		
Cosmetology		
Court Interpreting		

Discipline and Areas	Notes	CEC / CCR Code
Court Reporting		
Culinary Arts/Food Technology (Food service, meat cutting, baking, waiter/ waitressing, bartending)		
Dental Technology (Dental assisting, dental hygiene)		
Diagnostic Medical Technology (Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology)		
Diesel Mechanics		
Dietetic Technician		
Disabled Student Programs and Services (DSPS)		CCR 53414(d) (1)(2)(e) (1-3)(f)
Drafting/CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD(Computer Aided Drafting)		
Electricity (Electrical power distribution)		
Electromechanical Technology (Industrial mechanical technology)		
Electromicroscopy		
Electronic Technology (Radio, television, computer repair, avionics)		
Electronics		
Electroplating		
Emergency Medical Technologies		
Engineering Support (Surveying, engineering aides)		

Discipline and Areas	Notes	CEC / CCR Code
Environmental Technologies (Environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment)		
Equine Science (Equine training, equitation, farrier science, pack horse management)		
Estimating		
Fabric Care (Laundry and dry cleaning)		
Fashion and Related Technologies (Merchandising, design, production)		
Fire Technology		
Flight Attendant Training		
Fluid Mechanics Technology		
Folk Dance		
Forestry/Natural Resources (Range management; soil, air and water resources; fish/wildlife management; parks and recreation)		
Furniture Making		
Graphic Arts (Desktop publishing)		
Gunsmithing		
Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)		

Discipline and Areas	Notes	CEC / CCR Code
Health Information Technology (Medical record technology)		
Heavy Duty Equipment Mechanics		
Hotel and Motel Services		
Industrial Design		
Industrial Maintenance		
Industrial Relations		
Industrial Safety		
Industrial Technology (Foundry occupations)		
Insurance		
Interior Design		
Janitorial Services		
Jewelry		
Labor Relations		
Legal Assisting (Paralegal)		
Library Technology		
Licensed Vocational Nursing		
Locksmithing		
Machine Tool Technology (Tool and die making)		
Manufacturing Technology (Quality control, process control)		
Marine Diving Technology		
Marine Engine Technology		

Discipline and Areas	Notes	CEC / CCR Code
Martial Arts/Self-Defense		
Masonry (Concrete, cement work, bricklaying)		
Materials Testing Technology (Destructive testing or nondestructive examination)		
Media Production (Broadcasting Technology)		
Medical Instrument Repair		
Military Studies (Military Science)	The professional experience required for this discipline must be in the military pay grade of E-7 or above.	
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		CCR 53410.1
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)		CCR 53412(h)
Ornamental Horticulture (Landscape horticulture, design, maintenance, landscape architecture, floristry, floral design)		

Discipline and Areas	Notes	CEC / CCR Code
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)		
Prosthetics and Orthotics		
Psychiatric Technician		
Public Relations		
Public Safety		
Radiation Therapy		
Radiological Technology		
Real Estate		
Registered Veterinary Technician		
Rehabilitation Technician		
Respiratory Technician		
Respiratory Technologies		
Restaurant Management		
Retailing (Purchasing, merchandising, sales)		

Discipline and Areas	Notes	CEC / CCR Code
Robotics (Computer integrated manufacturing)		
Sanitation and Public Health Technology		
Search and Rescue		
Sheet Metal		
Ship and Boat Building and Repair		
Shoe Rebuilding		
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		

CALIFORNIA EDUCATION CODE

TITLE 3. POSTSECONDARY EDUCATION DIVISION 7. COMMUNITY COLLEGES PART 51. EMPLOYEES CHAPTER 2.5. QUALIFICATIONS FOR COMMUNITY COLLEGE PERSONNEL

Article 1. General Provisions

§87350. Plan for new mechanism of faculty qualifications; inclusions

The plan for a new mechanism of faculty qualifications being developed by the Chancellor of the California Community Colleges pursuant to Chapter 1465 of the Statutes of 1986 shall include all of the following:

- (a) A transition provision, which would grandfather existing bargaining unit definitions.
- (b) Consideration of projected California demographics.
- (c) Consideration of affirmative action policies and programs.

§87351. Minimum qualifications for service, operative date; the minimum qualifications for service prescribed by this chapter shall become operative on July 1, 1990.

Article 2. Minimum Qualifications and Hiring Criteria

§87355. Persons authorized to serve under credential; possession of minimum qualifications; regulations

Notwithstanding Section 87356, every person authorized to serve as a community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential. The board of

governors shall adopt regulations as necessary to implement this requirement.

§87536. Faculty members and specified employees; regulation adoption; state mandated local program

- (a) The board of governors shall adopt regulations to establish and maintain the minimum qualifications for service as a faculty member teaching credit instruction, a faculty member teaching noncredit instruction, a librarian, a counselor, an educational administrator, an extended opportunity programs and services worker, a disabled students programs and services worker, an apprenticeship instructor and a supervisor of health.
- (b) The Legislature finds and declares that this section does not create a state-mandated local program because compensation of faculty will continue to be determined through the collective bargaining process or meet and confer sessions.

§87357. Minimum qualifications; establishment and maintenance; “discipline”; definition and recommendations

- (a) In establishing and maintaining minimum qualifications pursuant to Section 87356, the board of governors shall do all of the following:
 - (1) With regard to minimum qualifications for faculty, the board of governors shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate. With regard to minimum qualifications for educational administrators, the board of governors shall consult with, and rely primarily on the advice and judgment of, an appropriate statewide organization of administrators. With regard to minimum qualifications for apprenticeship instructors, The Board of Governors shall consult with, and rely primarily on the advice and judgment of, appropriate apprenticeship teaching faculty and labor organization representatives. In each case, the board of governors shall provide a reasonable opportunity for comment by other statewide representative groups.

(2) The board of governors shall establish a process to review at least every three years the continued appropriateness of the minimum qualifications, and the adequacy of the means by which they are administered. The process shall provide for the appointment of a representative group of community college faculty, administrators, students and trustees to conduct or otherwise assist in the review, including particularly, representatives of academic senates, collective bargaining organizations, and statewide faculty associations. In addition, the group shall be broadly representative of academic and vocational programs in the curriculum from both urban and rural districts, and representative of ethnic minority communities.

(b) The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prescribe by regulation a working definition of the term “discipline” and shall prepare and maintain a list of disciplines that are “reasonably related” to one another, as that phrase is used in the minimum qualifications. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for hire.

In formulating advice and recommendations to the board of governors regarding the definition of the term “discipline;” the statewide Academic Senate shall consult with appropriate statewide organizations representing administrators and faculty collective bargaining agents. The statewide Academic Senate shall incorporate the advice of those groups into its recommendations to the board of governors, particularly as it relates to the practical ramifications of any proposed definition of the term “discipline” on issues of reassignment, transfer, and reduction in force. The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prepare and maintain a list of disciplines in which the master’s degree is not generally expected or available. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for service.

§87358. Review of districts’ application of minimum qualifications

The board of governors shall periodically designate a team of community college faculty, administrators, and trustees to review each community college district’s application of minimum qualifications to faculty and administrators.

§87359. Employment of faculty and administrators not meeting applicable minimum qualifications; process

The board of governors shall adopt regulations setting forth a process authorizing local governing boards to employ faculty members and educational administrators who do not meet the applicable minimum qualifications specified in the regulations adopted by the board of governors pursuant to Section 87356. Unless and until amended pursuant to the process described in Section 87357, the regulations shall require all of the following:

- (a) No one may be hired to serve as a community college faculty member or educational administrator under the authority granted by the regulations unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the board of governors adopted pursuant to Section 87356. The criteria used by the governing board in making the determination shall be reflected in the governing board’s action employing the individual.
- (b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty members, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors. The process shall further

require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination, and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to section 87358.

- (c) Until a joint agreement is reached and approved pursuant to subdivision (b), the district process in existence on January 1, 1989, shall remain in effect.

§87359.5. Review of job relevance requirements; time

By May 1, 1989, the board of governors shall have reviewed or contracted for review of, the job relevance of the requirements of Sections 87408, 87408.5, 87408.6, and any other physical fitness tests or examinations, and other conditions of employment, applicable to community college personnel.

Article 3. Hiring Criteria

§87360. Development of criteria; inclusions; agreement; process in effect prior to agreement; times

- (a) In establishing hiring criteria for faculty and administrators, district governing boards shall, no later than July 1990, develop criteria that include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- (b) No later than July 1, 1990, hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.
- (c) Until a joint agreement is reached and approved pursuant to subdivision (b), the existing district process in existence on January 1, 1989, shall remain in effect.

CALIFORNIA CODE OF REGULATIONS

TITLE 5. EDUCATION

DIVISION 6. CALIFORNIA COMMUNITY COLLEGES

CHAPTER 4. EMPLOYEES

SUBCHAPTER 4. MINIMUM QUALIFICATIONS

Article 1. Scope and Definitions § 53400.

Scope.

This Subchapter implements and should be read in conjunction with the requirements of Education Code Sections 87001, 87002, 87003, 87356 and 87359 concerning minimum qualifications for community college faculty and administrators. The provisions of this subchapter are effective July 1, 1990.

Note: Authority cited: Sections 66700, 70901, 87001, 87356 and 87359, Education Code. Reference: Sections 87001, 87002, 87003, 87356 and 87359, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
4. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53401. Applicability to Community Services and Contract Classes.

Community service or contract classes, which do not award college credit and are not supported by state apportionment, are not subject to the provisions of this Subchapter. Contract classes which award college credit are subject to this Subchapter, even if they are not supported by state apportionment.

Note: Authority cited: Sections 70901(b)(1)(B) and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 78020 through 78023 and 78300, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53402. Definitions.

- (a) “Administrator” means any person employed by the governing board of a district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code.
- (b) “Educational administrator” means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.
- (c) “Faculty” or “faculty member” means those employees of a district who are employed in academic positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code and for which minimum qualifications for service are specified in Section 53410-53414 or other provisions of this division. Faculty include, but are not limited to, instructors, librarians, counselors, community college health service professionals, disabled student programs and services professionals, extended opportunity programs and services professionals, and individuals employed to perform a service that, before July 1, 1990,

required nonsupervisory, nonmanagement community college certification qualifications.

Note: Authority cited: Sections 66700, 70901 and 87001, Education Code. Reference: Sections 87001, 87002 and 87003, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).

§ 53403. Applicability of Amendments.

Notwithstanding changes that may be made to the minimum qualifications established in this division, or to the implementing discipline lists adopted by the Board of Governors, the governing board of a community college district may continue to employ a person to teach in a discipline or render a service subject to minimum qualifications, if he or she, at the time of initial hire by the district, was qualified to teach in that discipline or render that service under the minimum qualifications or disciplines lists then in effect.

Note: Authority cited: Sections 70901(b)(1)(B) and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).

§ 53404. Definition of Experience.

Where years of professional or occupational experience are referred to in this Subchapter, the requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the districts.

As used in this Subchapter, “professional experience” includes teaching experience. “Occupational experience” does not include teaching experience.

As used in this Section, “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.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53405. Certificated Employees.

Whenever in this Division, reference is made to “certificated employees” or to employees in “positions with certification qualifications,” where such references are to certificates or credentials issued by the Board of Governors, these references are deemed to also apply to persons employed by districts pursuant to minimum qualifications established pursuant to Subchapter 4 of this Division.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 5-15-93; operative 6-4-93 (Register 93, No. 25).

§ 53406. Requirement for Accredited Degrees and Units; Definition of Accredited Institution.

All degrees and units used to satisfy minimum qualifications shall be from accredited institutions,

unless otherwise specified in this Article.

For purposes of this Subchapter, “accredited institution” shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution “approved” by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

Determination of equivalency of foreign degrees shall be according to district rule.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b) (1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53407. Disciplines Lists.

(a) The Board of Governors hereby adopts and incorporates by reference into this provision the lists published by the Chancellor’s Office, entitled “Disciplines Requiring the Master’s Degree,” “Disciplines in which the Master’s Degree is not Generally Expected or Available, but which require a Bachelor’s Degree” and “Disciplines in which the Master’s Degree is not Generally Available” as adopted by the Board at its May 2009 meeting, for the following purposes:

- (1) to establish a working definition of the term “discipline” as used in section 53410;
- (2) to define which disciplines are “reasonably related” to one another, for purposes of section 53410;
- (3) to define disciplines in which the master’s degree is required, for purposes of section 53410;

(4) to define disciplines in which the master’s degree is not generally expected or available, but in which a bachelor’s or associate degree in the discipline directly related to the faculty member’s teaching assignment is expected or available, for purposes of section 53410;

(5) to define disciplines in which the master’s degree is not generally expected or available, and in which a bachelor’s or associate degree in the discipline directly related to the faculty member’s teaching assignment is not expected or available, for purposes of section 53410.

(b) Revisions after May 2009 to the lists referenced in subdivision (a) shall be considered incorporated by reference into this provision when they have been adopted by the Board.

Note: Authority cited: Sections 70901, 87356 and 87357, Education Code. Reference: Sections 70901(b) (1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
2. Amendment filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).
3. Amendment filed 6-16-2009; operative 7-16-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 25).

ARTICLE 2. QUALIFICATIONS AND EQUIVALENCIES

§ 53410. Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians.

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- (a) Possession of a master’s degree, or equivalent foreign degree, in the discipline of the faculty member’s assignment.
- (b) Possession of a master’s degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member’s assignment and possession of a bachelor’s degree, or equivalent foreign degree, in the discipline of the faculty member’s assignment.
- (c) For faculty assigned to teach courses in disciplines where the master’s degree is not generally expected or available, but where a related bachelor’s or associate degree is generally expected or available, possession of either:
 - (1) a bachelor’s degree in the discipline directly related to the faculty member’s teaching assignment or equivalent foreign degree plus two years of professional experience directly related to the faculty member’s teaching assignment; or
 - (2) an associate degree in the discipline directly related to the faculty member’s teaching assignment or equivalent foreign degree plus six years of professional experience directly related to the faculty member’s teaching assignment.
- (d) For faculty assigned to teach courses in disciplines where the master’s degree is not generally expected or available, and where a related bachelor’s or associate degree is not generally expected or available, possession of either:
 - (1) any bachelor’s degree or equivalent foreign degree plus two years of professional experience directly related to the faculty member’s teaching assignment; or
 - (2) any associate degree or equivalent foreign degree plus six years of professional experience directly related to the faculty member’s teaching assignment.

Note: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 70901(b) (1)(B), 87003, and 87356, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of first paragraph and subsections (a) and (b) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
4. Amendment of Note filed 11-10-93; operative 10-8-93 (Register 93, No. 46).
5. Editorial correction of subsection (c)(2) (Register 96, No. 40).
6. Amendment of subsection (c), repealer and new subsections (c)(1)-(2) and new subsections (d)-(d)(2) filed 6-16-2009; operative 7-16-2009. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2009, No. 25).

§53410.1. Professional License As Alternative Qualification.

For disciplines specified in this section, a bachelor’s degree in the discipline of the assignment plus a professional license or certification may be substituted for the minimum qualifications specified in section 53410. The license or certification so substituted must be valid in California. The following professional licenses and certifications are acceptable:

Discipline	License or Certification
Accounting	Certified Public Accountant
Counseling	Marriage and Family Therapist
Engineering	Professional Engineer
Nutritional Science	Registered Dietitian Dietetics

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b) (1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
2. Amendment filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

§ 53411. Minimum Qualifications for Health Services Professionals.

- (a) The minimum qualifications for a health services professional with overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:
- (1) a master's degree in nursing and a California Public Health Nurse certificate; or
 - (2) a bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.
- (b) Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b) (1)(B), 87003 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53412. Minimum Qualifications for Instructors of Noncredit Courses.

Except as provided elsewhere in this article, 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:

- (a) For an interdisciplinary noncredit basic skills course, a bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.
- (b) For a noncredit basic skills course in mathematics, a bachelor's in mathematics.
- (c) For a noncredit basic skills course in reading and/or writing, either: a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.
- (d) For a noncredit course in citizenship, a bachelor's degree in any discipline, and six semester units in American history and institutions.
- (e) For a noncredit course in English as a second language (ESL), any one of the following:
 - (1) A bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages.
 - (2) A bachelor's degree 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.
 - (3) A bachelor's degree with any of the majors specified in subparagraph (2) 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 two years of employment as a noncredit instructor.

institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.

- (4) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.
- (f) For a noncredit course in health and safety, a bachelor's degree 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.
- (g) For a noncredit course in home economics, a bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management, interior design, or clothing and textiles; or an associated degree in any of those subjects, and four years of professional experience related to the subject of the course taught.
- (h) For a noncredit course intended for older adults, either pattern (1) or pattern (2) following:
 - (1) A bachelor's degree with a major related to the subject of the course taught; and either (A) or (B) below:
 - (A) 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.
 - (B) One year of professional experience working with older adults.
 - (2) An 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 coursework or classwork in understanding the needs of the older adult, taken at an accredited
- (i) For a noncredit course in parent education, a bachelor's degree 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 years of professional experience in early childhood programs or parenting education.
- (j) For a short-term noncredit vocational course, any one of the following:
 - (1) A bachelor's degree; and two years of occupational experience related to the subject of the course taught.
 - (2) An associate degree; and six years of occupational experience related to the subject of the course taught.
 - (3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter.
 - (4) For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b) (1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment filed 6-19-91; operative 7-19-91. Submitted to OAL for printing only pursuant to

Education Code section 70901.5(b) (Register 91, No. 50).

3. Amendment of first paragraph and subsection (b) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
4. Repealer and new section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
5. Editorial correction of printing error in subsection (a) and inadvertent omission of subsection (h)(1) (Register 92, No. 45).
6. Amendment of section and Note filed 10-593; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53413. Minimum Qualifications for Apprenticeship Instructors.

- (a) The minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards shall be satisfied by meeting one of the following requirements:
 - (1) Possession of an associate degree, plus four years of occupational experience in the subject matter area to be taught; or
 - (2) Six years of occupational experience in the subject matter to be taught, a journeyman's certificate in the subject matter area to be taught, and completion of at least twelve (12) semester units of apprenticeship or college level course work. The twelve (12) semester unit requirement may be satisfied concurrently during the first two years of employment as an apprenticeship instructor.
 - (3) Six years of occupational experience in the subject matter to be taught, and a minimum of ten years of experience as an apprenticeship instructor for the California Department of Industrial Relations Division of Apprenticeship Standards.
 - (4) The board of trustees of a community college district, in consultation with their

local academic senate and the California Department of Industrial Relations, Division of Apprenticeship Standards, may adopt policies to authorize a person to serve as an apprenticeship instructor to teach apprenticeship courses in an urgency condition.

- (A) For purposes of this subdivision, urgency condition means a shortage of qualified instructors that would prevent offering classes to students in accordance with the approved education plan for the apprenticeship program adopted by the California Department of Industrial Relations, Division of Apprenticeship Standards.
 - (B) Each instructor hired under an urgency condition must meet the educational requirements of either subdivision (a)(1) or (a)(2) above within two years, provided that the instructor possesses:
 - (i) Six years of occupational experience in the subject matter to be taught, a journeyman's certificate in the subject matter area to be taught; or
 - (ii) Four years of occupational experience in the subject matter to be taught, and is within one year of completing an associate degree.
 - (C) Until the educational requirements are completed, each instructor approved under the provisions of this section shall be employed as a temporary instructor.
- (b) The minimum qualifications for service as an apprenticeship instructor teaching community college noncredit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards shall be either of the following:
 - (1) The minimum qualifications for credit apprenticeship instruction as set forth in this section, or
 - (2) A high school diploma; and six years of occupational experience in the occupation

to be taught, including at least two years at the journeyman level; and sixty clock hours or four semester units in materials, methods, and evaluation of instruction. This last requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment of subsections (a), (b) and (b)(3) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. New subsections (c)-(c)(2) filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
4. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
5. Repealer of subsections (a)-(a)(2), subsection relettering and amendment of newly designated subsections (a) and (b) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).
6. Amendment of subsections (a) and (a)(2), new subsections (a)(3)-(a)(4)(C) and amendment of subsection (b) filed 8-1-2018; operative 8-31-2018. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2018, No. 33).

This database is current through 11/16/18 Register 2018, No. 46 5 CCR § 53413, 5 CA ADC § 53413

§ 53414. Minimum Qualifications for Disabled Students Programs and Services Employees.

- (a) The minimum qualifications for service as a community college counselor of students with

disabilities shall be satisfied by meeting one of the following requirements;

- (1) Master's degree in rehabilitation counseling, or
- (2) Master's degree in counseling, guidance counseling, student personnel, clinical or counseling psychology, education counseling, social work, career development, marriage and family therapy, marriage, family and child counseling, or a Bachelor's degree in marriage and family therapy or in marriage, family and child counseling and possession of a license as a Marriage and Family Therapist (MFT); and either fifteen or more semester units in upper division or graduate level course work specifically related to people with disabilities, or completion of six semester units, or the equivalent of a graduate-level counseling practicum or counseling field work courses, in a postsecondary Disabled Students Programs and Services (DSPS) Program or in a program dealing predominantly or exclusively with people with disabilities, or two years of fulltime experience, or the equivalent, in one or more of the following:
 - (A) Counseling for students with disabilities; or
 - (B) Counseling in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities, or the equivalent.
- (b) The minimum requirements for service as a community college faculty member teaching a credit course in adapted physical education shall be the minimum qualifications for an instructor of credit physical education, and fifteen semester units of upper division or graduate study in adapted physical education.
- (c) The minimum requirements for service to work with students with speech and language disabilities shall be satisfied by meeting the following requirements:

- (1) Possession of a master's degree, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; and
- (2) Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.
- (d) Except as provided in Subsections (a) through (c) above, the minimum requirements for service as a community college faculty member to provide credit specialized instruction for students with disabilities shall be satisfied by meeting the following requirements:
- (1) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and
- (2) Fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:
- (A) Learning disabilities;
- (B) Developmental disabilities;
- (C) Deaf and hearing impaired;
- (D) Physical disabilities; or
- (E) Adapted computer technology.
- (e) The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following:
- (1) The minimum qualifications for providing credit specialized instruction for students with disabilities as specified in this section.
- (2) 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.
- (3) An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.
- (4) 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.
- (f) The minimum qualifications for service as a community college Learning Disabilities Specialist shall be Master's degree in Learning Disabilities, Special Education, Education, Psychology, Speech Language Pathology, Communication Disorders, Educational or School Psychology, Counseling, or Rehabilitation Counseling and fifteen semester units of upper division or graduate study in the area of learning disabilities, to include, but not limited to adult cognitive and achievement assessment or the equivalent.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b) (1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment filed 10-25-91; operative 11-2491 (Register 92, No. 9).
3. Amendment of subsections (a)(3), (b), (c)(2) and (d), and new subsections (e)-(e)(4) filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
4. Amendment of section and Note filed 10-593; operative 11-4-93. Submitted to OAL for printing

only pursuant to Education Code section 70901.5 (Register 93, No. 42).

5. Amendment of subsection (a)(1), repealer of subsection (a)(2), subsection renumbering, amendment of newly designated subsections (a)(2)-(a)(2)(B) and new subsection (f) filed 8-1-2016; operative 8-31-2016. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2016, No. 34).

§ 53415. Minimum Qualifications for Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators.

The minimum qualifications for service as a learning assistance or learning skills coordinator or instructor, or tutoring coordinator, shall be either (a) or (b) below:

- (a) the minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; or
- (b) a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53416. Minimum Qualifications for Work Experience Instructors or Coordinators.

The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is

employed.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53417. Licensed or Certificated Occupations.

In addition to other minimum qualifications specified in this article, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or a license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval, or when current occupational certification is essential for effective instruction, as determined through local hiring procedures.

Note: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53420. Minimum Qualifications for Educational Administrators.

The minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree; and
- (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Note: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 87002 and 87356, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of section heading and first paragraph filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53430. Equivalencies.

- (a) No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article or elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.
- (b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.
- (c) The process shall further require that the academic senate be provided with an opportunity to present its views to the governing board before the governing board makes a determination; and that the written record of the

decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.

- (d) Until a joint agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.

Note: Authority cited: Sections 66700, 70901 and 87359, Education Code. Reference: Section 87359, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of subsections (a) and (b) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
4. Amendment of subsections (a), (b) and (d) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

CALIFORNIA CODE OF REGULATIONS

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 4. EMPLOYEES SUBCHAPTER 5. FACULTY INTERNSHIP PROGRAMS

§ 53500. General Authority.

The governing board of any community college district may establish a faculty internship program pursuant to the provisions of this Subchapter and Section 87487 of the Education Code. In accordance therewith, governing boards may employ, as faculty interns within the program, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education subject to Chapter 3 (commencing with Section 94300) of Part 59 of the Education Code or in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications but who lack teaching experience may also be included in internship programs authorized by this Section to the extent authorized by the local governing board. A student employed as a faculty intern shall be employed as a temporary faculty member under Section 87482.5 of the Education Code, and shall meet the minimum qualifications specified in Section 53502.

For purposes of this Subchapter, the term "faculty intern" does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an "intern," and may serve as a volunteer or receive a stipend according to policies established by the district.

Note: Authority cited: Sections 70901 and 87487, Education Code. Reference: Section 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).

2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Amendment of first paragraph filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

§ 53501. Purposes.

The purposes of the faculty internship program shall include, but not be limited to, the following:

- (a) To enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, or both, into faculty positions in community colleges in California, particularly for disciplines for which recruitment is difficult and for disciplines in which a shortage of qualified faculty is anticipated. In order to accomplish this purpose, the internship program shall serve to introduce graduate students, before they approach the end of their graduate studies, to the community college environment and student population.
- (b) To enhance the recruitment of qualified persons pursuing an associate degree into faculty positions in community colleges in California, particularly for disciplines for which current industry experience is important and disciplines for which recruitment is difficult and in which a shortage of faculty is anticipated. In order to accomplish this purposes, the internship program shall serve to introduce industry practitioners to the community college environment and student populations while encouraging them to complete their associate degrees.
- (c) To enhance community college efforts toward building a diverse faculty. In order to accomplish this purpose, the internship program shall place special emphasis on promoting inclusive efforts to locate and attract qualified graduate students who are members of monitored groups as defined in section 53001(i).

Note: Authority cited: Sections 70901, 87105 and 87487, Education Code. Reference: Sections 87101 and 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. New subsection (b) and subsection relettering filed 9-3-96; operative 10-3-96.
3. Submitted to OAL for printing only (Register 96, No. 40).
4. Amendment of first paragraph and subsections (b)-(c) filed 3-15-2006; operative 4-14-2006. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

§ 53502. Minimum Qualifications.

A student employed as a faculty intern shall meet the following minimum qualifications:

- (a) For those disciplines in which a master's degree is required, 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 (commencing with Section 94300) of Part 59 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent, in that graduate program.
- (b) For those disciplines for which a master's degree is not expected or required, the faculty intern shall possess any license or certificate required to do that work and (1) be within one year of completing the associate degree and have six years industry experience in the discipline, or (2) have completed the associate degree and have completed five years of industry experience in that discipline.
- (c) 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 or associate degree and six years of industry experience in that discipline. A faculty intern shall be limited to two years of participation in the program.
- (d) 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 district governing board shall ensure that faculty mentors provide substantial direct in-class supervision and evaluation of interns' teaching capabilities. 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.

Note: Authority cited: Sections 70901 and 87487, Education Code. Reference: Sections 70901 and 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. Amendment filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

CALIFORNIA CODE OF REGULATIONS

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 7. SPECIAL PROGRAMS SUBCHAPTER 1. DISABLED STUDENT PROGRAMS AND SERVICES

Article 3. Reports, Plans and Program Requirements

§ 56048. Staffing.

- (a) Each district receiving funds pursuant to this subchapter shall ensure sufficient DSPS certificated and support staff to provide timely and effective services to eligible students with disabilities.
- (b) Each district receiving funds pursuant to this subchapter shall designate a DSPS coordinator or director for each college in the district. For the purpose of this section, the coordinator or director is defined as that individual for each college in the district who has responsibility for the day-to-day operation of DSPS, which is necessary to implement Subchapter 1 of Chapter 7 of this Division. For the coordinator or director, those responsibilities shall include, but are not limited to, integration of DSPS into the college's instruction and services, the provision of academic adjustments, auxiliary aids, and services, maintaining knowledge of the legal responsibilities regarding students with disabilities participation in the educational process, and budget planning. The designated coordinator or director must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414(a) through (d) or meet the minimum qualifications for an educational administrator set forth in Section 53420 and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

- (1) instruction or counseling or both in a higher education program for students with disabilities;

- (2) administration of a program for students with disabilities in an institution of higher education;
- (3) teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or
- (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.

- (c) Persons employed pursuant to this Subchapter as counselors or instructors of students with disabilities shall meet minimum qualifications set forth in Section 53414 of Subchapter 4 of Chapter 4 of this Division.
- (d) Districts receiving funding pursuant to this subchapter may also employ classified and/or paraprofessional support staff. Support staff shall function under the coordination of a DSPS coordinator or director, counselor, LD Specialist, or instructor as appropriate for the academic adjustments, auxiliary aids, services and/or instruction being provided.

Note: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

HISTORY

1. Repealer and new section filed 3-29-88; operative 4-28-88 (Register 88, No. 16). For prior history, see Register 83, No. 18.
2. Repealer and new section filed 2-4-93; operative 3-6-93 (Register 93, No. 6).
3. Amendment of section and Note filed 9-17-2015; operative 10-17-2015. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2015, No. 38).

CALIFORNIA CODE OF REGULATIONS

TITLE 5. EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 7. SPECIAL PROGRAMS SUBCHAPTER 2.5. EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

Article 5. Staffing Standards §

56260. Staff.

EOPS shall be provided by a certificated director, instructors and counselors and other support staff employed by the governing board of the community college district. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS Director for the services rendered to EOPS students pursuant to the approved EOPS program plan.

Note: Authority cited: Sections 69648 and 70901, Education Code. Reference: Sections 6964069655, Education Code.

HISTORY

1. New section filed 9-24-87; operative 10-24-87 (Register 87, No. 40).
2. Change without regulatory effect amending section and Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17).

§ 56262. Director Qualifications.

- (a) The EOPS Director must meet the minimum qualifications for a student services administrator as specified in section 53420 of this part, or must possess a Community College Supervisor Credential.
- (b) In addition, an EOPS Director hired after October 24, 1987, must have, within the last four years, two years of experience or the equivalent:
 - (1) In the management or administration of educational programs, community

organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,

- (2) As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.
- (c) In addition, an EOPS director hired after October 24, 1987, shall have completed a minimum of six units of college-level coursework predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Note: Authority cited: Sections 69648, 70901(b) (1) (B) and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 9-24-87; operative 10-24-87 (Register 87, No. 40).
2. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code, section 70901.5(b).
3. Editorial correction of printing error in subsection (a) (Register 91, No. 29).

§ 56264. Counselor Qualifications.

- (a) EOPS “Counselors” are those persons designated by the community college to serve as certificated counselors in the EOPS program and must possess the Community College Counselor Credential or possess a master’s degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and
- (b) In addition, EOPS counselors hired after October 24, 1987, shall:
 - (1) Have completed a minimum of nine semester units of college course work predominantly

relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages or,

(2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages and,

(c) In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.

Note: Authority cited: Sections 69648 and 70901, Education Code. Reference: Sections 6964069655, Education Code.

HISTORY

1. New section filed 9-24-87; operative 10-24-87 (Register 87, No. 40).
2. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
3. Change without regulatory effect amending Note filed 3-15-2006 pursuant to section 100, title 1, California Code of Regulations. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2006, No. 17)

Front cover photo: Students and their instructor in class at College of San Mateo

Photo at right: IT Students and instructor at Mission College

Back cover photo: Palomar College health students with their instructor



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Appendix E
College of the Redwoods
Dual Enrollment
Instructional Service Agreement

COMPENSATION:

College of the Redwoods ("College") pays your District \$2000.00 per dual enrollment course offered with the understanding that the funds will go toward the cost of the instruction. The dual enrollment instructor of record is *not a paid employee* of the College. The College is responsible for the educational program and/or course offered and has primary control over the instructional activities.

EXPECTATIONS:

In order for the DISTRICT to receive the stipend, the DISTRICT must adhere to the following expectations:

1. Mandatory instructor attendance at curriculum alignment meeting(s) and instructor orientation.
2. Mandatory instructor attendance at annual articulation meetings, if applicable to the course, as well as instructor attendance at CTE advisory committee meetings.
3. Enrollment Facilitation:
 - a. Check all applications/registration forms and Special Part-Time Concurrent Admit form for completion and signatures.
 - b. Working with high school dual enrollment liaison and counselors, assure high school students are identified as college ready.
 - c. Check college and high school rosters at the time of notification by the dual enrollment liaison for accuracy and notify the dual enrollment liaison of any discrepancies.
 - d. Adhere to the College's add/drop deadlines as they pertain to specific dual enrollment courses.
4. Census Reporting and End of Term Grading/Reporting:
 - a. Submit Census verification and course grades on WebAdvisor within timeline established by the College.
 - b. Report course Student Learning Outcomes (SLOs) results with College faculty.
5. Instructor Evaluations:
 - a. Instructors shall teach the courses at a comparable level of rigor to all courses offered at the college. Different sections of the same course shall be taught in a manner consistent with the approved outline of record for that Course. The courses shall be taught for the same number of hours as the same or similar courses taught at the College.

INSTRUCTOR RESPONSIBILITIES:

1. At the beginning of each semester, DISTRICT shall prepare and distribute current course syllabi to the students in each class taught and submit syllabi to the College's dual enrollment liaison. Syllabi will follow the standard syllabi example (i.e. include course objectives and requirements, grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor).
2. High school Instructor (minimally qualified to teach the College course) must attend curriculum alignment meeting(s) to learn of course content, student learning outcomes, materials/texts needed to meet student objectives, and to engage in overall dialogue on the college course requirements. If applicable, the instructor must attend annual articulation meetings. For CTE courses, attendance at College Advisory Committee meetings required;
3. All high school instructors are encouraged, but not mandated, to participate in activities sponsored by the College in ongoing collegial interaction to address course content, course delivery, assessment, evaluation, course outcomes, and/or research and development in the field;
4. Instructor will be evaluated by a College faculty member on the use of instructional activities and materials;
5. Instructor must ensure that all application/registration forms are completed;
6. Instructor will turn in college and high school rosters at a time specified by the Dual Enrollment Liaison;
7. Instructor will adhere to the College's add/drop deadlines;
8. Instructor will monitor enrollment roster and submit census verification by determined College deadline;
9. Instructor will maintain accurate records of student's grades and submit College grades by determined college deadline;
10. Instructor will take part in the College's assessment process, working in conjunction with the College's faculty liaison, to report all student learning outcome(s) assessment results at the end of each semester;
11. Instructor will present course content according to a planned schedule and consistent with the College's approved course outline of record; when teaching according to the College's outline, the College has primary control over the instructional activities;
12. Instructor will instruct and supervise students during all class times. During class times, the high school instructor will not have any other assigned duty;

Course Title _____

Instructor Signature _____ Date: _____

Instructor Printed Name _____ High School _____

Angelina Hill, Vice President of Instruction and Student Development Date: _____

Appendix F

DUAL ENROLLMENT HIGH SCHOOL INSTRUCTOR COMPENSATION

20 students or less no matter how many sections of the same course = \$2,000

Over 20 students in same type of course = additional \$100 per student regardless of number of sections

Example 1: One Section (Over 20 Students)			
Section 1	31	first 20 students	\$2,000
		11 additional students	\$1,100
Total number of students	31	Total Cost	\$3,100
Example 2: Three Sections of the Same Course (low enrollment)			
Section 1	7	Under 20 total students across multiple sections	
Section 2	6		
Section 3	5		
Total number of students	18	Total Cost	\$2,000
Example 3: Four Sections of the Same Course (high enrollment)			
Section 1	20	first 20 students	\$2,000
Section 2	18	additional 58 students across multiple sections	\$5,800
Section 3	15		
Section 4	25		
Total number of students	78	Total Cost	\$7,800
Example 4: Same Instructor Teaches Two Different Courses (Low Enrollment)			
Course 1 (WT 53)	12	Course 1 has less than 20	\$2,000
Course 2 (GS 7)	11	Course 2 has less than 20	\$2,000
Total Students	23	Total Cost	\$4,000
Example 5: Same Instructor Teaches Two Different Courses - Multiple Sections			
Course 1 Section 1 (WT 53)	10	Course 1 has 23 students across two sections	\$2,300
Course 1 Section 2 (WT 53)	13		
Course 2 Section 1 (GS 7)	7	Course 2 has less than 20 across sections	\$2,000
Course 2 Section 2 (GS 7)	10		
Total Students	40	Total Cost	\$4,300