

# DRAFT -- Procedure for Raising Minimum Qualifications

October 1, 2019

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Minimum qualifications are reviewed and modified by action of the State Academic Senate regularly at the request of discipline faculty through their local Senate Governing Councils. The minimum qualifications determined by the ASCCC are published in the handbook, "Minimum Qualifications for Faculty and Administrators in California Community Colleges" prepared by the California Community Colleges Chancellor's Office. However, local college districts may determine that higher minimum qualifications are needed.

The Academic Senate of Hartnell College may recommend to create a higher local qualification than the statewide minimum qualifications for a discipline. Where Hartnell College standards are higher than the state minimum qualifications, those local qualifications shall prevail. This administrative procedure (AP) details that process.

Discipline faculty shall prepare a proposal to increase minimum qualifications. The proposal is presented first to the Curriculum Committee for two readings. Upon approval, the Curriculum Committee will recommend the change to the Academic Senate. The Academic Senate will then also have two readings. If the proposal is approved by the Academic Senate, the Senate will recommend the revised minimum qualifications to the Board of Trustees or Designee. All locally approved minimum qualifications will be added to the curriculum management system and a list will also be maintained by Human Resources.

When a discipline recommends establishing higher minimum quals to the Senate, the onus is on the discipline to provide substantial supporting evidence. The evidence will be evaluated by the Curriculum Committee and the Senate prior to voting. The following provides guidelines for the types of evidence or justification that are acceptable:

- Evidence that other community colleges have instituted similar higher minimum qualifications.
- Evidence that an advisory group has recommended higher minimum qualifications.
- Evidence that an accrediting board recommends or requires high minimum qualifications.
- Evidence that a more specific or higher level of qualification will improve student success.
- Evidence that the minimum qualifications for noncredit in that discipline lead to inequities for noncredit students.

When higher qualifications are deemed necessary at Hartnell, the Academic Senate should also strongly consider proposing the higher minimum qualifications to the Academic Senate for California Community Colleges as a change to the Handbook (Minimum Qualifications for Faculty and Administrators in California Community Colleges prepared by the California Community Colleges Chancellor's Office) through the Disciplines List revision process.