

DISTRICT PROCESS TO PLACE COURSES INTO DISCIPLINES

Each college Curriculum/Instruction Committee shall establish a collaborative process with divisions or departments to place courses into disciplines. To do this, departments should refer to the State list of disciplines to identify the minimum qualifications for faculty to teach each course within the department.

Issues to be considered:

1. It is possible to co-list a course under several disciplines. Such courses would not be listed differently in the catalogue but would make it possible to assign faculty from other disciplines to teach a course. An individual must be minimally qualified in at least one of the disciplines in which the course is listed. Co-listing a course does not automatically qualify an individual for the FSA in another area. (The intent of co-listing is to acknowledge that faculty from various disciplines might be qualified to teach courses in other disciplines and are in fact doing so now.)
2. Some traditional departments may contain several disciplines, some of which may have been combined and others which may have been separated. For example, the traditional area of English has been divided into separate disciplines of English, Reading, and ESL, each of which has its own minimum qualifications. On the other hand, the fields of art history, fine arts, and art have been combined into the discipline of Art.
3. Some traditional areas have been divided among a Master's and non-Master's list. Be sure to consult the non-master's as well as the master's list. For example, business disciplines are included on both the master's and non-master's list. Business machine technology, for instance, is located on the non-Master's list.
4. Courses need not be listed within a discipline simply because it exists.
5. The decision to list courses under specific disciplines will determine the minimum qualifications of faculty hired to teach those courses.
6. New courses shall be placed into disciplines.

The Curriculum/Instruction Committee at each college will review all assignments of courses to disciplines and will resolve disputes determining co-listing of courses.

In the cases in which departments do not complete the assignment of courses to disciplines, college Curriculum/Instruction Committees will make recommendations for review by the District FSA Committee.

Education Code Sections: 87743. 1-5