

**LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS**

**INDEX NUMBER: E-115**

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**REFERENCE:**

**TOPIC:** Alignment of Subjects with Minimum Qualifications Areas (Disciplines)

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**ISSUE DATE:** August 28, 2009

**INITIATED BY:** Educational Support Services

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**CHANGES:** New Regulation

**DATES OF CHANGES**

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**1. Basic Principles**

- For the purposes of this policy, the term “discipline” means Minimum Qualification (MQ) Area.
- As an “academic and professional matter,” the DAS recommends the assignment of appropriate discipline/MQ area to courses taught at LACCD colleges.
- Disciplines/MQ areas must be selected from the “disciplines” listed in *Minimum Qualifications for Faculty and Administrators in California Community Colleges* developed by the State Academic Senate and published by the CCC System Office or from minimum qualifications found in Title 5, CCR.
- If a Minimum Qualification (MQ) Area is assigned to a single course or subset of courses within a subject, the Educational Support Services Division will code the course or courses in such a way that the course or courses can be distinguished from courses with different MQs
- More than one discipline/MQ Area can be assigned to a subject.

**2. Procedures**

- a. A comprehensive review of the alignment of all subjects to Discipline/MQ Area will occur every 6 years.
- b. The alignment of a subject or subjects with disciplines (minimum qualification area) will also occur if a new subject is created, if alternate degree titles or criteria are developed by the Educational Policy Advisory Committee (EPAC) OR if any of the following constituency groups or administrative units request to have the minimum qualification for a particular subject, course or courses reviewed:
  - District Academic Senate or one of its committees (Educational Policies/Equivalencies Committee, District Curriculum Committee)
  - Districtwide Discipline Committee
  - Human Resources Division
  - Educational Support Services Division

c. **Minimum Qualifications Review**

STEP 1: The appropriate Districtwide Discipline Committees will make recommendations for any realignment of subjects within disciplines (minimum qualification area), add alternate degree titles or criteria to existing minimum qualifications, or shall suggest the most appropriate discipline for a new subject.

STEP 2: If there is no Districtwide Discipline Committee for the subject(s) in question or if the Districtwide Discipline Committee fails to take action within 30 working days (the Discipline Committee may request a 20 working day extension of this deadline), the request will be sent directly to the EPAC for review.

STEP 3: The EPAC reviews the request and make a recommendation to the District Academic Senate.

STEP 4: The Chair of EPAC sends out the committee's recommendations to the District Curriculum Committee, the Vice Presidents of Academic Affairs and the College Academic Senate Presidents, who shall have 20 working days to forward any concerns in writing to the District Academic Senate (DAS) President.

STEP 5: The DAS reviews the recommendations at it next scheduled meeting and make a final decision on EPAC's recommendations

STEP 6: The DAS President forwards the DAS recommendations to the Human Resources Division which shall update the District's master list of aligned subjects and disciplines (MQ areas).

**3. Teaching Load for New Subjects**

When a new subject is created, which occurs when a new course or courses are created in subject that does not currently exist at any college in the LACCD, the Educational Support Services Division will notify the Human Resources Division and the AFT Faculty Guild, so that the teaching load can be negotiated.

**4. Definitions**

- a. "Working day" – a day when the majority of the colleges in the District are in session, excluding Saturdays, Sundays, and holidays, with the exception that days occurring between July 1 and August 15 will not be counted as working days.