

Lassen Community College
Verification
Of Faculty To Meet
Minimum Qualifications
In Discipline Of
Instruction
Resource Handbook



September 2015

Adopted by the Academic Senate – September 22, 2015

TABLE OF CONTENTS

| Section | Page |
|--|-------------|
| Introduction | 4 |
| Policy Section | |
| Lassen Community College Verification | 5 |
| Disciplines Section | |
| Disciplines List A: Credit Courses | |
| Minimum Qualifications for Disciplines requiring a Master's Credit Courses | 10 |
| Disciplines List B: Credit Courses | |
| Minimum Qualifications for Disciplines in which the Master's Degree is not generally expected or available, but a specific Bachelor's or Associate's is required | 17 |
| Disciplines List C: Credit Courses | |
| Minimum Qualifications for Disciplines in which the Master's Degree is not generally expected or available | 18 |
| Discipline List D: Noncredit Course Disciplines | 29 |
| Community Service | 31 |
| Cross Reference Lists | |
| Discipline – Course Cross Reference List A for Credit Courses in Disciplines requiring a Master's degree | 32 |
| Discipline – Course Cross Reference List B for Credit Courses in Disciplines in which the Master's degree is not generally expected or available, but a specific Bachelor's or Associate's degree is required | 34 |
| Discipline – Course Cross Reference List C for Credit Courses in Disciplines in which the Master's degree is not generally expected or available | 35 |
| Discipline – Course Cross Reference List D for Noncredit Courses | 38 |
| Community Service Courses | 38 |
| Verification | |
| Lassen Community College Verification Review Form | 39 |

| | |
|--|-----------|
| Lassen Community College Verification Review Form (Equivalency) | 38 |
| Equivalency Application Form | 40 |
| Course Assignment Recommendation Form | 42 |

References

| | |
|--|-----------|
| Disciplines of Credit Courses Reference List | 43 |
| Disciplines of Noncredit Courses Reference List | 44 |

**LASSEN COMMUNITY COLLEGE
VERIFICATION OF MINIMUM QUALIFICATIONS
RESOURCE HANDBOOK**

INTRODUCTION

The responsibility to determine if prospective instructors meet the minimum qualifications necessary to teach is the responsibility of individual community college districts. In order to be eligible to teach at a community college the prospective instructor must be determined to meet or exceed the minimum qualifications in a specific discipline as established by the Governing Board of the State of California. The process utilized to determine the qualifications of a potential instructor must be recommended by the local Academic Senate and adopted by the local Governing Board. This handbook was developed to facilitate the process of verifying that an instructor meets the minimum qualifications in order to teach in the Lassen Community College District and includes both policies and procedures.

VERIFICATION OF FACULTY TO MEET MINIMUM QUALIFICATIONS IN DISCIPLINE OF INSTRUCTION

The Lassen Community College District establishes minimum qualification for academic faculty as any of the following:

For instructors of credit courses, counselors or librarians; the minimum qualifications are:

- 1) For academic disciplines, a master's degree or equivalent foreign degree in the discipline, or a bachelor's degree or equivalent foreign degree in the discipline and a master's degree or equivalent foreign degree in a reasonably related discipline. (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.) Refer to Lassen Community College Discipline's List A [Board of Governors Lists adopted September 12, 1996, revised November 9, 1999, revised November 2002, revised November 2005, revised November 2009, revised November 2011; Title V, Section 53407] [Title V, Section 53410]
- 2) For disciplines in which a master's is not generally expected (disciplines in specialized technical, trade, or industrial fields), any bachelor's degree or equivalent foreign degree and two years of professional experience, directly related to the faculty member's assignment, or any associate degree or equivalent foreign degree and six years of professional experience, directly related to the faculty member's assignment. (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.) Refer to Lassen Community College Discipline's List B [Board of Governors Lists adopted September 12, 1996, revised November 9, 1999 revised November 2002, revised September 2005, revised November 2009, revised November 2011; Title V, Section 53407] [Title V, Section 53410]
- 3) For disciplines in which a master's is not generally expected but which requires a specific Bachelor's or associate degree, a specifically named bachelor's and two years of experience or specifically named associate degree(s) and six years of experience [Board of Governors created category in May 2009].
- 4) Or for all disciplines, possession of a California Community College Instructors Credential valid for life **issued in the discipline of assignment. [Title V, Section 53403; Ed Code 87355]

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the appropriate discipline or as specified in Lassen Community College Discipline's List C [Title V, Section 53412].

In addition to other minimum qualifications specified here the minimum qualifications for faculty members teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval [Title V, Section 53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions (post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education). (Title V, Section 53406)

* As used here "professional experience" includes teaching experience. "Occupational experience" does not include teaching experience. "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. (Title V, Section 53404; Ed Code 87359)

Adopted by the Academic Senate – September 22, 2015

** Applicants with Limited Service Credentials issued in districts other than Lassen College Community District must meet minimum qualifications directly or through equivalency as determined utilizing the Lassen Community College Verification Process. (Lassen Community College does not grandfather Limited Service Credentials from other districts).

A student employed as a faculty intern shall be employed as a temporary faculty member [Ed Code, Section 87482.5] and shall meet the minimum qualifications listed below:

1) 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 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent, in that graduate program [Title V, Section 53502].

2) 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. A faculty intern shall be limited to two years of participation in the program [Title V, Section 53502].

3) 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 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 [Title V, Section 53502].

PHILOSOPHY

It is the policy of Lassen Community College that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people who are expert in their subject matter areas, who are skilled in teaching and meeting the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the district community.

The governing board represented by the administration has the principal legal and public responsibility for ensuring an effective hiring process.

The faculty represented by the academic senate has a professional responsibility in the development and implementation of policies and procedures governing the hiring process, which is to ensure the quality of its faculty peers.

One part of the process to fulfill these responsibilities is a procedure to verify the qualifications of an applicant for a faculty position (full or part time). The applicant must meet the minimum qualification as stated on the approved disciplines lists. The verification procedure must include a process for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Lassen Community College Disciplines Lists, nonetheless does possess "qualifications that are at least equivalent" (Title V, Section 53430; Ed Code, Section 87359) to those specified.

THE VERIFICATION PROCESS

1) Verification that an applicant meets minimum qualifications (directly or through equivalency) will occur prior to consideration for employment. All Lassen Community College instructors must be appropriately certified [Title V, Section 51963].

2) All Lassen Community College faculty applicants will submit online applications with attached documents through the district's web based hiring platform, currently NEOGOV.

3) It shall be the responsibility of the applicant to provide the Human Resources Department with a complete application and all documentation (transcripts, credentials and verification of experience) necessary to evaluate their qualifications.

4) All applicant records shall be confidential.

5) When the Human Resources Department has determined that an applicant has submitted all required documentation, they will electronically forward the applicant's completed electronic file to the Minimum Qualifications Chair.

6) The Minimum Qualifications/Equivalency Chair will review the applicant's electronic file and update the applicant's application status through the web based hiring platform and ultimately complete the "Applicant Qualifications" section of the Lassen Community College Verification Review form.

a) If the applicant provides either: 1) documented evidence (transcripts, verification of experience, etc.) that they meet the minimum qualifications exactly as specified on the Discipline Lists (A, B, or C) or 2) or documented evidence (copy of credential) that they possess a California Community College Instructors Credential valid for life in the discipline of assignment, the Lassen Community College Verification Review form will be signed and returned to Academic Services for the instructional administrator's signature.

b) If an applicant does not possess the minimum qualifications as specified on the Lassen Community College Disciplines Lists, it is the applicant's responsibility to apply for equivalency on the appropriate form and provide conclusive evidence to support their claim (see page 37 of this document for the Equivalency Application form and pages 7-9 for more information regarding equivalency criteria, guidelines, evidence and appeals process). Upon the applicant's request for equivalency, the Minimum Qualifications/Equivalency Chair will confer with subject area faculty, the instructional administrator and Academic Senate to evaluate the application and documentation (transcripts, credentials and verification of experience) to determine if the applicant possess qualifications at least equivalent to the minimum qualifications appearing on the approved Disciplines Lists. The decision that an applicant possesses the equivalent of the minimum qualification as stated in the approved Disciplines Lists must be agreed upon by a majority of full-time subject area faculty or the request is denied. In the event that Lassen Community College does not employ a full time faculty member in the discipline in question, the Minimum Qualifications/Equivalency Chair will meet with the full time subject area faculty in a reasonably related discipline, the instructional administrator and the Academic Senate. The subject area faculty, Minimum Qualifications/Equivalency Chair and instructional administrator will complete and sign the "Evaluation of Qualifications" section of the Lassen Community College Verification Review form.

The Verification Review form will then be returned to Academic Services where the appropriate information (name, discipline, type of verification, date) will be recorded before the form is sent to the Human Resources Department.

7) The Academic Senate will prepare a governing board agenda item each month for official approval of each applicant verified to meet minimum qualifications through equivalency.

8) Following governing board approval, the President's Office will forward Board minutes addressing the applicant's equivalency to the Human Resources Department to be included in the applicant's personnel file.

9) The Human Resources Department will send written notification to each applicant informing them of the action on their application: (a) minimum qualifications not met or (b) minimum qualifications met in a specific discipline. A copy of the letter will be placed in the applicant's personnel file.

CRITERIA FOR EQUIVALENCY

Applicants do possess the equivalent qualification who have appropriate courses for a particular degree but do not possess the specific degree named on the Lassen Community College Disciplines Lists [Board of Governors Lists adopted September 12, 1996, revised November 8, 1999 revised November 2002, revised September 2005, revised November 2009; Title V, Section 53407].

The applicant who claims equivalent qualifications will provide conclusive evidence that their qualifications are at least equivalent to what is required by the disciplines lists. The conclusive evidence must be as clear and reliable as the college transcripts being submitted by other applicants. Specifically, the one making the claim must provide conclusive evidence of the following:

- 1) Equivalency for a required degree (see page 6, #6 b):

The applicant must possess at least the equivalent in level of achievement, breadth and depth of understanding for each of the following separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":

- a) The general education course work required for that degree
- b) The major course work required for that degree

2) Equivalency for required experience (see page 6, #6 b):

The applicant must possess a thorough and broad skill and knowledge for each of the following as separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":

- a) Mastery of the skills of the vocation.
- b) Extensive and diverse knowledge of the vocation.

RECOMMENDED EQUIVALENCY GUIDELINES FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

The applicant must provide conclusive evidence of full time work experience that demonstrates mastery of the skills of the vocation, extensive diverse knowledge of the vocation and a broad basis for instruction at college level as determined by full time subject area faculty. Applicants may be required to complete course work appropriate to their discipline before being considered for a position.

For self-employed applicants, "conclusive evidence of full time work experience" entails providing credible documentation from outside parties and would include such items as tax records, business license, or other governmental/licensing board evidence.

EQUIVALENCY GUIDELINES FOR SPECIFIC DISCIPLINES:

FIRE TECHNOLOGY:

Equivalency to an associate degree (either #1 or # 2 provide equivalency):

1. California State Fire Marshall Office requirements for becoming an instructor
 - a. Completion of Instructor 1A, Instructor 1B, and Instructor 1C.
 - b. Completion of Regional Instructor Orientation course
 - c. Completion of an Ethical Leadership in the classroom course
 - d. Certificate showing completion of the course to be taught
 - e. Letter signed by Fire Chief describing rank and experience
 - f. Letter on department letterhead and signed by a Fire Chief or College Administrator describing specific background as it relates to teaching experience (may be the same letter as above)
2. National Wildfire Coordinating group (NWGG) requirements for becoming an instructor
 - a. Completion of Instructor 1A, Instructor 1B, and Instructor 1C.
 - b. Mastery of skills presented in the course to be taught
 - c. Documentation of consideration as an expert in the field of instruction

CONCLUSIVE EVIDENCE TO SUPPORT EQUIVALENCY

1) Diploma showing degree and institution

2) Transcripts showing those appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution; (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.)

3) Publications that show a command of the major in question, and/or the general education of the applicant, and/or their writing skills;

- 4) Other work products that show a command of the major or occupation in question;
- 5) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.

Procedure for Appeal of Equivalency Determination before the Academic Senate

1. A letter requesting review of the equivalency determination should be sent to the President of the Academic Senate with copies to the appropriate dean and Director of Human Resources. The letter should include a clarification of the reasons why the individual making the appeal feels that he/she has qualifications that are at least equivalent to the adopted minimum qualifications for the discipline in question.
2. The President of the Academic Senate shall review the application fill to insure that all necessary information is included:
 - a. District Application Form or Resume
 - b. Transcripts
 - c. Copies of Credentials (if applicable)
 - d. References
 - e. Other documentation (test scores, verification of employment, etc.)
- f. Completed Review for Certification Form including: minimum qualifications for the discipline in question, justification for denial of certification and signatures of subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator.

The application file must be complete before an appeal can be considered.

3. The President of the Academic Senate shall contact the Director of Human Resources to request a copy of the application file for each of the senators.
4. Senators will be given one week to review the file (all application files are strictly confidential).
5. One week prior to senate action the individual making the appeal, subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator will be advised of the senate meeting time and location and invited to address the senate concerning the qualifications of the individuals.
6. Generally the Academic Senate shall uphold the determinations of the subject area faculty, only for compelling reasons shall the Academic Senate reverse an equivalency determination. In instances of additional information the Academic Senate shall return the file through the Director of Human Resource to subject area faculty for re-evaluation.
7. All decisions of the Academic Senate are final.

The *Verification of Faculty to Meet Minimum Qualifications in Discipline of Instruction Resource Handbook* is a living document and subject to periodic review. The Lassen Community College Academic Senate must approve all revisions to this document.

Lassen Community College Discipline List A Credit Courses

This Disciplines List (Title V, Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

MINIMUM QUALIFICATIONS FOR DISCIPLINES REQUIRING THE MASTER'S

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| Accounting | Master's in accountancy or business administration with accounting concentration OR Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's in business, business administration, business education, economics, taxation, or finance OR the equivalent. <i>(Note: Bachelor's degree in accountancy or business administration with accounting concentration AND Certified Public Accountant in the state of California is an alternative qualification for this discipline)</i> (Title V; Section 53410.1) |
| Adapted Computer Technology: Disabled Students Programs and Services | See listing under Disabled Students Programs and Services positions. |
| Agriculture | Master's in agriculture, agriculture sciences or 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 agricultural science) OR the equivalent. |
| Anthropology | Master's in anthropology or archaeology OR Bachelor's in either of the above AND Master's in sociology, biological sciences, forensic sciences, genetics or paleontology OR the equivalent. |
| Art | Master's in fine arts, art, or art history OR Bachelor's in any of the above AND Master's in humanities OR the equivalent. <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's of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photograph, creative writing, or other nonplastic arts.)</i> |
| Art History | Master's degree in art history, history of art and architecture, or visual culture/visual studies OR bachelor's degree in art history and master's degree in history OR master's degree 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 LLB degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LLB degree OR the equivalent. |
| 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. |

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| Chicano Studies | Master's degree in Chicano Studies OR Ethnic Studies OR the equivalent. |
| Child Development/ Early Childhood Education | Master's degree 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 degree in any of the above AND master's degree 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. |
| Classics | Master's degree in classics OR a bachelor's degree in classics AND a master's degree in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature, 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. |
| Computer Science | Master's in computer science or computer engineering OR Bachelor's in either of the above AND Master's in mathematics, cybernetics, business administration, accounting, or engineering OR Bachelor's in engineering AND Master's in cybernetics, engineering, mathematics, or business administration OR Bachelor's in mathematics AND Master's in cybernetics, engineering, mathematics, or business administration OR Bachelor's degree in any of the above AND a Master's degree in information science, computer information systems, or information systems OR the equivalent. (<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>) |
| Counseling | Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, OR the equivalent. (<i>Note: A valid California license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.</i>) (Title V; Section 53410.1) |
| Counseling: Disabled Students Programs and Services | See Disabled Students Programs and Services positions. |
| Counseling: EOPS | *Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, AND 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 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. |
| Disabled Students Programs and Services positions ----- | |
| Adapted Computer Technology: Disabled Students Programs and Services | Master's in special education, education, psychology, educational psychology Technology or rehabilitation counseling AND fifteen units of upper division or graduate study in adapted computer technology OR the equivalent. |
| Deaf and Hearing Impaired: Disabled Students Programs and Services | *Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in deaf and hearing impaired. |

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| Developmental Disabilities: Disabled Students Programs and Services | *Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in the area of developmental disabilities. |
| Disabled Student Programs And Services: Credit Instructor | Master's in any category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling, AND fifteen semester units of upper division or graduate study in the area of disability, to include but not limited to learning disabilities, developmental disabilities, deaf and hearing impaired; physical disabilities; or adaptive computer technology OR the equivalent. (Title V; Section 53414) |
| Disabled Student Programs And Services: Coordinator | Two years of full-time administrative experience in higher or secondary education, industry, government, public agencies, the military, or private welfare social organization AND meet the minimum qualifications for one of the following disabled student programs and services positions: Counselor, Disabled Student Programs and Services; Developmentally Disabled Specialist; Learning Disabilities Coordinator; or Adaptive Physical Education Specialist AND have two or more years full-time experience or the equivalent within the last four years in one or more of the following fields: (1) instruction and/or counseling in a higher education program for students with disabilities; or (2) administration of a program for students with disabilities in an institution of higher education; or (3) teaching, counseling, or administration in secondary education, working predominantly in programs for students with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organization, in which the responsibilities of the position were predominantly related to persons with disabilities OR the equivalent. |
| Counseling: Disabled Students Programs and Services | *Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, OR Possession of a master's degree, or equivalent foreign degree, in special education, and twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; OR A master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following; (A) Counseling or guidance for students with disabilities; or (B) Counseling and/or guidance 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. |
| Learning Disabilities Specialist: | Master's in special education, education, psychology, educational psychology or rehabilitation counseling AND fifteen semester units of upper division or graduate study in learning disabilities, developmental disabilities, deaf and hearing impaired, physical disabilities or adapted computer technology OR the equivalent. (Title V; Section 53414) |
| Learning Disabilities: Disabled Students Programs and Services | *Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in Learning disabilities. |
| Physical Disabilities: Disabled Students Programs and Services | *Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; AND Fifteen semester units of upper division or graduate study in physical disabilities. |
| Physical Education (Adapted): Disabled Students Programs and Services | Master's in physical education, 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 fifteen semester units of upper division or graduate study in adapted physical education. |

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| Speech and Language Disabilities (Pathology): Disabled Students Programs and Services | *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. <i>*This is a paraphrased version of title 5, §53411(c). The complete citation is located on page 82. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.</i> |
| End of Disabled Students Programs and Services Positions List ----- | |
| 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 Students Programs and Services | See Disabled Students Programs and Services positions. |
| Developmental Disabilities: Disabled Students Programs and Services | See Disabled Students Programs and Services positions. |
| Earth Science | Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology OR Bachelor's in geology AND Master's in geography, physics, or geochemistry OR the equivalent. |
| Ecology | Master's in ecology or environmental studies OR the equivalent. |
| 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 | 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 valid California professional engineer's license is an alternative qualification for this discipline.) (Title V; Section 53410.1)</i> |
| Engineering Technology | Master's in any field of engineering technology or engineering OR Bachelor's in either of the above AND Master's in physics, mathematics, computer science, biological science, or chemistry OR Bachelor's degree in industrial technology, engineering technology or engineering AND a professional engineer's license OR the equivalent. |
| English | Master's in English, literature, comparative literature, or composition OR Bachelor's in any of the above AND Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism OR the equivalent. |
| ESL | 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 OR 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 OR the equivalent. |
| Ethnic Studies | Master's in the ethnic studies field, OR a master's degree 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 OR the equivalent OR see interdisciplinary studies. |
| Family/Consumer Studies and Home Economics | Master's in family and consumer studies, life management/home economics, or home economics education OR Bachelor's in any of the above AND Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, food/nutrition, or dietetics and food administration OR the equivalent. |

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| Film Studies | Master's in film, drama/theater arts, or mass communication OR Bachelor's in any of the above AND Master's in media studies, English, or communication OR the equivalent. |
| 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. |
| Gerontology | Master's in gerontology OR the equivalent. |
| Health | Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health OR bachelor's degree in any of the above AND master's in any biological science OR the equivalent. |
| Health Services Director/ Coordinator/College Nurse | *Master's degree in nursing and a California Public Health Nurse certificate; OR 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. 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>*This is a paraphrased version of title 5, §53411. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.</i> |
| History | Master's in history OR Bachelor's in History AND Master's in political science, humanities, geography, area studies, women studies, social science, or ethnic studies OR the equivalent. |
| Humanities | Master's in humanities OR the equivalent. |
| Instructional Design/Technology | Master's in instructional design/technology or educational technology OR the equivalent. |
| Interdisciplinary Studies | Master's in the interdisciplinary area OR Master's in one of the disciplines included in the interdisciplinary area and upper division or graduate coursework in at least one other constituent discipline. |
| Interdisciplinary Studies- Physical Science | Master's in the physical science OR Master's in astronomy, chemistry, geography, geology or physics and upper division or graduate course work in at least one of the other disciplines. |
| Journalism | Master's in journalism or communication with a specialization in journalism OR Bachelor's in either of the above AND Master's in English, history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography OR the equivalent. |
| Kinesiology | Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education OR bachelor's degree in any of the above AND master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy OR the equivalent. |
| Law | JD or LLB (<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/ Skills Coordinators or Instructors, and Tutoring Coordinators | *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. Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed. |

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| Learning Disabilities: Disabled Students Programs and Services | See Disabled Students Programs and Services Positions. |
| Library Science | Master's in library science, library and information science OR the equivalent. |
| 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, speech communication, business, telecommunications, or English OR the equivalent. |
| 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. |
| Nutritional Science/ Dietetics | 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 valid certification as a registered dietitian in California, is an alternative qualification for this discipline.</i>) (Title V; Section 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. |
| Physical Disabilities: Disabled Students Programs and Services | See Disabled Students Programs and Services Positions. |
| 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 Students Programs and Services | See Disabled Students Programs and Services Positions. |
| Physical Sciences | See Interdisciplinary Studies |
| 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 LLB 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. |

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| 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 See Interdisciplinary Studies. |
| 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. |
| Speech Communication | See Communication Studies. |
| Speech Language Pathology | Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders, communicative disorders and sciences, communication sciences and disorders, or education with a concentration in speech pathology OR the equivalent. |
| Speech and Language Disabilities (Pathology): Disabled Students Programs and Services | See Disabled Students Programs and Services positions. |
| Theater Arts | See Drama/Theater Arts |
| Women's Studies | Master's in women's studies OR the equivalent OR see Interdisciplinary Studies. |
| Work Experience | Minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed (Title V; Section 53416). |

**Lassen Community College Discipline List B
Credit Courses**

November 2011

This Disciplines List (Title V, Section 53407 - List initiated by the Board of Governors November 2009) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

MINIMUM QUALIFICATIONS FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE BUT REQUIRING A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE

Biotechnology: Bachelor's degree in biological science, chemistry, biochemistry, or engineering, and two years of full-time related work experience.

Lassen Community College Discipline List C Credit Courses

This Disciplines List (Title V, Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen College).**

MINIMUM QUALIFICATIONS FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

The **standard minimum qualifications** for disciplines on this list are; any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.

| <u>Discipline</u> | <u>Areas also included in discipline</u> | <u>Minimum Qualifications Required for Discipline</u> |
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| Addiction paraprofessional training | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Administration of Justice | Police science, corrections, law enforcement | See “standard minimum qualifications” detailed at the beginning of this list. |
| Aeronautics | Airframe and power plant, aircraft mechanics, aeronautical engineering technician, avionics | See “standard minimum qualifications” detailed at the beginning of this list. |
| Agricultural business and related services | Inspection, pest control, food processing/meat cutting | See “standard minimum qualifications” detailed at the beginning of this list. |
| Agricultural engineering | Equipment and machinery, farm mechanics | See “standard minimum qualifications” detailed at the beginning of this list. |
| Agricultural production | Animal science, plant science, beekeeping, aquaculture | See “standard minimum qualifications” detailed at the beginning of this list. |
| Air conditioning, Refrigeration, Heating | Solar energy technician | See “standard minimum qualifications” detailed at the beginning of this list. |
| Animal training and management | Exotic animal training | See “standard minimum qualifications” detailed at the beginning of this list. |
| Appliance repair | Vending machines | See “standard minimum qualifications” detailed at the beginning of this list. |

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| Archaeological technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Architecture | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Athletic training | <i>(Note: This discipline listing applies only to instructors teaching apportionment generating courses in the subject of athletic training.)</i> | See “standard minimum qualifications” detailed at the beginning of this list. |
| Auto body technology | Antique and classic auto restoration | See “standard minimum qualifications” detailed at the beginning of this list. |
| Automotive technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Aviation | Flight, navigation, ground school, air traffic control | See “standard minimum qualifications” detailed at the beginning of this list. |
| Banking and finance | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Barbering | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Bicycle Repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Bookbinding | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Broadcasting technology | Film making/video, media production, radio/TV | See “standard minimum qualifications” detailed at the beginning of this list. |
| Building codes and regulations | Inspecting of construction, building codes, contractor training | See “standard minimum qualifications” detailed at the beginning of this list. |
| Building maintenance | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Business machine technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Cabinet making | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Cardiovascular technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Carpentry | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Ceramic technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Coaching | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Commercial art | Sign making, lettering, packaging, rendering | See “standard minimum qualifications” detailed at the beginning of this list. |
| Commercial music | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Computer information systems | Computer network installation, microcomputer technology, computer applications | See “standard minimum qualifications” detailed at the beginning of this list. |

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| Computer service technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Construction management | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Construction technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Cosmetology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Court interpreting | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Court reporting | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Culinary arts/food technology | Food service, baking, meat cutting, bartending | See “standard minimum qualifications” detailed at the beginning of this list. |
| Dental technology | Dental assisting, dental hygiene | See “standard minimum qualifications” detailed at the beginning of this list. |
| Diagnostic medical technology | Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology | See “standard minimum qualifications” detailed at the beginning of this list. |
| Diesel mechanics | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Dietetic Technician | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Drafting | CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting) | See “standard minimum qualifications” detailed at the beginning of this list. |
| Electricity | Electrical power distribution | See “standard minimum qualifications” detailed at the beginning of this list. |
| Electromechanical technology | Industrial mechanical technology | See “standard minimum qualifications” detailed at the beginning of this list. |
| Electromicroscopy | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Electronic technology | Radio, television, computer repair, avionics | See “standard minimum qualifications” detailed at the beginning of this list. |
| Electronics | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Electroplating | | |
| Emergency Medical Technologies | | Appropriate certification includes RN license with documentation of field experience OR EMT II with appropriate years of experience and forty hours of instruction in teaching methods. [Courses included but not limited to the following Examples: State Fire Marshal Instructor 1A and 1B, National Fire Academy’s Instructional Methodology, training programs that meet the US Department of transportation/National Highway traffic Safety Administration 2002 Guideline for Educating EMS Instructors such as the National Association of EMS Educator’s course, Teaching Methodology college courses] |
| Engineering support | surveying, engineering aides | See “standard minimum qualifications” detailed at the beginning of this list. |
| Environmental technology | environmental hazardous material | See “standard minimum qualifications” detailed at the beginning of this list. |

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| | 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 | See “standard minimum qualifications” detailed at the beginning of this list. |
| Estimating | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Fabric Care | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Fashion & related technologies | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Fire technology | | <p>See “standard minimum qualifications” detailed at the beginning of this list.</p> <p>[LCC Academic Senate established the equivalency of an associate degree for Fire technology as:</p> <ol style="list-style-type: none"> a. Instructor Requirements for the California State Fire Marshall Office <ol style="list-style-type: none"> a. Completion of Instructor 1A, Instructor 1B, and Instructor 1C. b. Completion of a Regional Instructor Orientation course c. Completion of an Ethical Leadership in the classroom course d. Certification of completion of the course to be taught e. Letter on department letterhead and signed by a Fire Chief describing specific background as it relates to rank and experience f. Letter on department letterhead and signed by a Fire Chief or College Administrator describing specific background as it relates to teaching experience (may be the same letter as above) b. Instructor Requirements for the National Wildfire Coordinating Group (NWGG) <ol style="list-style-type: none"> a. Completion of Instructor 1A, Instructor 1B or M-410, and Instructor 1C. b. Position Currency Requirements as described in the wildland fire qualification system guide (PMS 310-1) c. Demonstrated mastery of the skills presented in the course to be instructed d. Documentation that the individual is considered an expert by their peers in the field to be instructed <p>Either “a” or “b” provide equivalency]</p> |

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| Flight attendant training | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Fluid mechanics technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Folk Dance | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Forestry/natural resources | Range management, soil, air and water resources; fish/wildlife management, parks and recreation | See “standard minimum qualifications” detailed at the beginning of this list. |
| Furniture making | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Graphic arts | Desktop publishing | See “standard minimum qualifications” detailed at the beginning of this list. |
| Gunsmithing | | See “standard minimum qualifications” detailed at the beginning of this list. |
| 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. | <p>The <u>standard minimum qualifications</u> for any instruction/coordination of health care ancillaries on this list is; any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.</p> <p><i>Some positions on this list have additional requirements based in part upon the requirements of external regulatory bodies. See position specific requirements listed below;</i></p> <p><u>CNA Director:</u> See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;</p> <p>(1) Must be a licensed Registered Nurse and have a valid Driver’s License.</p> <p>(2) One (1) year nursing experience as a licensed nurse (RN or LVN) providing direct patient care in a long term care facility in addition to one (1) year of experience planning, implementing and evaluating educational programs in nursing</p> <p>Or</p> <p>Two (2) years of full time experience as a licensed nurse (RN or LVN), at least one (1) year of which must be in the provision of direct patient care in a nursing facility (also long term care facility) and successful completion of a minimum of twenty-four (24) hours of continuing education courses in planning, implementing and evaluating education programs in nursing. These must be courses approved by the Board of Nursing or courses administered by an accredited educational institution. A transcript of successfully completed course(s) shall be sent to the California Department of Public Health and shall be used as a basis for approval of the qualifications of the Instructor.</p> <p>Reference: California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 1-5</p> |

Note: **The following situations do not meet these regulatory requirements:**

- (1) Employment in a skilled nursing facility holding administrative titles such as a Director Of Nurses or Assistant Director of Nurses (for the provision of direct patient care).
- (2) Employment with registry agencies that serve long-term care facilities.
- (3) Hospital employment with nursing experience providing care for geriatric patients, unless the experience is in a District Part/SNF as designated on the hospital license.
- (4) Part-time experience in long-term care.

CNA Instructor

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;

One (1) year nursing experience as a licensed nurse (RN or LVN) **providing direct patient care in a long term care facility** in addition to one (1) year of experience planning, implementing and evaluating educational programs in nursing

Or

Two (2) years of **full time** experience as a licensed nurse (RN or LVN), at least one (1) year of which must be in the **provision of direct patient care in a nursing facility (also long term care facility) and successful completion of a minimum of twenty-four (24) hours of continuing education courses in planning, implementing and evaluating education programs in nursing.**

These must be courses approved by the Board of Nursing or courses administered by an accredited educational institution. A transcript of successfully completed course(s) shall be sent to the California Department of Public Health and shall be used as a basis for approval of the qualifications of the Instructor.

Reference: California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 1-5.

Note: **The following situations do not meet these regulatory requirements:**

- (1) Employment in a skilled nursing facility holding administrative titles such as a Director Of Nurses or Assistant Director of Nurses (for the provision of direct patient care).
- (2) Employment with registry agencies that serve long-term care facilities.
- (3) Hospital employment with nursing experience providing care for geriatric patients, unless the experience is in a District Part/SNF as designated on the hospital license.
- (4) Part-time experience in long-term care.

Phlebotomy Instructor:

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;

- (1) Licensed physician and surgeon; or
- (2) Licensed physician assistant; or
- (3) Registered nurse; or

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| | | (4) Respiratory care practitioner with a minimum of 2 years experience in the previous 5 years; or (5) Certified phlebotomy technician with a minimum of 3 years of experience in the previous 5 years or a phlebotomist with 3 years of experience in the previous 5 years and employed as a phlebotomy instructor, who shall meet certification requirements pursuant to Section 1034(a)(4) of the California Code of Regulations on or before December 31, 2003. Reference: California Code of Regulations, Title 17, Division 1, Chapter 2, Subchapter 1, Group 2, Article 2. |
| Health information technology | Medical record technology | See “standard minimum qualifications” detailed at the beginning of this list. |
| Heavy duty equipment mechanics | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Hotel and Motel services | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Industrial design | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Industrial maintenance | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Industrial relations | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Industrial safety | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Industrial technology | Foundry occupations | See “standard minimum qualifications” detailed at the beginning of this list. |
| Insurance | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Interior design | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Janitorial Services | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Jewelry | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Labor relations | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Legal Assisting | Paralegal | See “standard minimum qualifications” detailed at the beginning of this list. |
| Library technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Licensed Vocational Nursing | | [Applicants must meet both] California Community College Instructor Minimum Qualifications: Any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California. California Board of Vocational Nursing and Psychiatric Technicians Requirements: Instructor (Licensed Vocational Nursing): An instructor in a vocational nursing program shall have or be currently attending a course offered by an accredited school in teaching; and shall meet the requirements of Subsection A or B, below: (A) Registered Nurse: 1. Hold a current California active license as a Registered Nurse; and 2. Hold a baccalaureate degree from an accredited school; or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements |

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| | | <p>in California; and</p> <p>3. Have a minimum of two years experience as a registered nurse or licensed vocational nurse within the last five years.</p> <p>(B) Licensed Vocational Nurse:</p> <p>1. Hold a current California active license as a Vocational Nurse; and</p> <p>2. Hold a baccalaureate degree from an accredited school; or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California; and</p> <p>3. Have a minimum of two years experience as a vocational nurse within the last five years.</p> <p>California Code of Regulations, Title 16, Division 25, Chapter 1, Article 5.</p> <p>Copies of application materials will be sent to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) following initial MQ review and approval by LCC MQ Liaison. Final LCC Minimum Qualification approval will not be granted until receipt of BVNPT faculty approval.</p> |
| Licensed Vocational Nursing: Director | | <p>Current California active license as a Registered Nurse PLUS Bachelor's from an accredited school</p> <p>PLUS a minimum of three years experience as a RN, one year of which is teaching and/or clinical supervision, or a combination thereof, in a state accredited school of registered, vocational or practical nursing or psychiatric technician school within the last five years OR a minimum of three years experience in nursing administration or nursing education within the last five years</p> <p>PLUS must have completed a course or courses in administration, teaching, and curriculum development offered by an accredited school. California Code of Regulations, Title 16, Division 25, Chapter 1, Article 5.</p> <p>Copies of application materials will be sent to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) following initial MQ review and approval by LCC MQ Liaison. Final LCC Minimum Qualification approval will not be granted until receipt of BVNPT faculty approval.</p> |
| Locksmith | | See "standard minimum qualifications" detailed at the beginning of this list. |
| Machine tool technology | Tool and dye making | See "standard minimum qualifications" detailed at the beginning of this list. |
| Manufacturing technology | Quality control, process control | See "standard minimum qualifications" detailed at the beginning of this list. |
| Marine diving technology | | See "standard minimum qualifications" detailed at the beginning of this list. |
| Marine engine technology | | See "standard minimum qualifications" detailed at the beginning of this list. |
| Martial Arts/Self-Defense | | See "standard minimum qualifications" detailed at the beginning of this list. |

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| Masonry | Concrete, cement work, bricklaying | See “standard minimum qualifications” detailed at the beginning of this list. |
| Material testing technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Media Production | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Medical Instrument repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Military studies | (Note: the professional experience required for this discipline must be in the military paygrade of E-7 or above.) | See “standard minimum qualifications” detailed at the beginning of this list. |
| Mining and metallurgy | Oil field operations | See “standard minimum qualifications” detailed at the beginning of this list. |
| Mortuary science | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Motorcycle Repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Multimedia | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Music Management | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Music Merchandising | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Musical Instrument repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Nursing science/ clinical practice | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Occupational therapy assisting | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Office technology | Secretarial skills, office systems, word processing, computer applications, automated office training | See “standard minimum qualifications” detailed at the beginning of this list. |
| Ornamental Horticulture | Landscape horticulture, design, maintenance, landscape architecture, floristry, floral design | See “standard minimum qualifications” detailed at the beginning of this list. |
| 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 |
| Photographic technology/ Commercial photography | | See “standard minimum qualifications” detailed at the beginning of this list. |

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| Physical therapy assisting | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Piano tuning and repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Plastics | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Plumbing | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Printing technology | Typography, composition, printing | See “standard minimum qualifications” detailed at the beginning of this list. |
| Private security | Security management, safety/accident control, hazardous substance management, crime prevention | See “standard minimum qualifications” detailed at the beginning of this list. |
| Prosthetics and orthotics | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Psychiatric technician | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Public relations | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Radiological technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Radiation therapy | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Real estate | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Registered Veterinary Technician | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Rehabilitation technician | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Respiratory technician | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Respiratory Technologies | | |
| Restaurant management | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Retailing | Purchasing, merchandising, sales | See “standard minimum qualifications” detailed at the beginning of this list. |
| Robotics | Computer integrated manufacturing | See “standard minimum qualifications” detailed at the beginning of this list. |
| Sanitation and public health technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Search and rescue | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Sheet metal | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Ship and boat building and repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Shoe rebuilding | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Sign Language, American | | See “standard minimum qualifications” detailed at the beginning of this list. |

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| Sign language/English Interpreting | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Small business development | Entrepreneurship | See “standard minimum qualifications” detailed at the beginning of this list. |
| Small engine mechanics | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Stagecraft | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Steamfitting | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Surgical technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Telecommunication technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Transportation | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Travel services | Dispatching | See “standard minimum qualifications” detailed at the beginning of this list. |
| Upholstering | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Vision care technology | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Watch and clock repair | | See “standard minimum qualifications” detailed at the beginning of this list. |
| Welding | | See “standard minimum qualifications” detailed at the beginning of this list. |

Noncredit Courses

This Disciplines List is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Noncredit Courses (numbered 150-189 at Lassen Community College).**

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:

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|---|---|
| Citizenship - noncredit: | Bachelor's in any discipline AND six semester units in American history and institutions. |
| ESL -noncredit: | Bachelor's in teaching English as a second language, or in teaching English to speakers of other languages OR Bachelor's 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 OR Bachelor's in any of the 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 year of employment as a noncredit instructor OR Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL. |
| Health and Safety – noncredit: | Bachelor's 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. |
| Interdisciplinary-Basic Skills: Noncredit | Bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate to the course. |
| Mathematics – Basic Skills: Noncredit | Bachelor's in mathematics. |
| Older Adult - noncredit: | Bachelor's with a major related to the subject of the course taught AND either: (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; OR 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 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). |
| Parenting Education - noncredit: | Bachelor's 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. |

| | |
|---|---|
| Reading – Basic Skills: Noncredit | Bachelor's in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism; OR a Bachelor's in any discipline AND twelve semester units of course work in teaching reading. |
| Specialized Instruction (Disabled student Programs and Services): Noncredit | 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 associate degree with one of the majors specified above AND four years of experience providing specialized instruction or services to persons in the disability category or categories being served. (Title V; Section 53414) |
| 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. |
| Vocational (short-term): Noncredit | Bachelor's and two years of occupational experience related to the subject of the course taught OR Associate degree and six years of occupational experience related to the subject of the course taught OR Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject area. |
| Writing – Basic Skills: Noncredit | Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; OR Bachelor's degree in any discipline AND twelve semester units of coursework in teaching reading. |

**Community Services Classes
(Not for credit Courses)**

[Minimum qualifications for community service instructors have not been established by the State of California]

Individual must document excellent knowledge of subject matter through a combination of education and experience. Instructors must be approved by the dean prior to instruction.

LASSEN COMMUNITY COLLEGE

DISCIPLINE - COURSE CROSS REFERENCE LIST A

[Title V, Section 53200 (c) (1)]

DISCIPLINES GENERALLY REQUIRING A MASTER'S DEGREE

CREDIT COURSES

| | |
|---|---|
| Accounting | AGR 1; BUS 1A, BUS 1B, BUS 1C, BUS 13; COT 59 |
| Agriculture | AGR 3, AGR 12, AGR 19, AGR 31, AGR 48, AGR 49, AGR 60, AGR 61, AGR 122 |
| Anthropology | ANTH 1, ANTH 2, ANTH 3, |
| Art | ART 1A, ART 1B, ART 2, ART 3, ART 4A-D, ART 6, ART 7, ART 8, ART 9, ART 10A-D, ART 12, ART 16, ART 18, ART 19A-D, ART 23, ART 25, ART 28, ART 30, ART 43A-D, ART 46, ART 49, ART 50, ART 13, ART 52, ART 60A, ART 60B, ART 64, ART 65; DS 158; FILM 1 |
| Biological Science | ANTH 1; BIO 1, BIO 4, BIO 10, BIO 20, BIO 25, BIO 26, BIO 32; BIO 32L, HO 3, HLTH 2, HLTH 25, HO 54 |
| Business | AGR 1, AGR 2, AGR 3; ART 52; BUS 1A, BUS 1B, BUS 1C, BUS 2, BUS 10, BUS 13, BUS 19, BUS 22, BUS 25, BUS 27, BUS 49, BUS 75, BUS 76, BUS 77, BUS 78, BUS 79, BUS 98, 98.01, 98.04; CA 32, CG 125; COT 59; ECON 10, ECON 11; HO 71 |
| Chemistry | CHEM 1A, CHEM 1B, CHEM 8, CHEM 45; PHSC 1 |
| Child-Development/Early Childhood Education | CD 11, CD 12, CD 15, CD 16, CD 17, CD 19, CD 20, CD 22, CD 23, CD 24, CD 25, CD 26, CD 30, CD/PSY 31, CD 49, CD 50, CD 56, CD 57, CD 150, CD 161; SOC 3 |
| Communication Studies: | SPCH 1 |
| Computer Science | CA 54, CA 150; CS 1 |
| Computer Technology Specialist (Adapted) | DS 110, DS 111, DS 112 |
| Counseling | CG 1, HUS 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 26, HUS 27, HUS 28, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 48, HUS 48.05, HUS 49, HUS 61, IDS 116; PLSC 11; PSY 33, PSY 80 |
| Dance | PEAC 44A |
| Developmentally-Disabled Specialist | |
| Disabled Students Program & Services: Credit Instructor | DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 120, DS 121, DS 122, DS 158 |
| Earth Science | GEOG 1; GEOL 1, GEOL 5; PHSC 1 |
| Economics | AGR 2; ECON 10, ECON 11 |
| Education | ART 46, CD 15, CD 16, CG 1, ED 1, ED 2 |
| English | BUS 27; BS 156; CD 17; CORS 12; DS 110; ENGL 1, ENGL 2, ENGL 3, ENGL 4, ENGL 5, ENGL 7, ENGL 9, ENGL 10, ENGL 12, ENGL 22, ENGL 33, ENGL 60, ENGL 105, ENGL 105A, ENGL 150, ENGL 151, ENGL 155, SPCH 1 |
| English as a Second Language | ENGL 150, ENGL 151 |
| Ethnic Studies | ES 1 |
| Film Studies | FILM 1 |
| Foreign Language | AJ 56; ES 1; SPAN 1, SPAN 2, SPAN 50 |
| Geography | FS 85; GEOG 1, GEOG 2 |
| Health | CD 19; HLTH 2, HLTH 25; HO 120; HUS 30 |
| History | ANTH 2; GEOG 1, GEOG 2; HIST 14, HIST 15, HIST 16, HIST 17; PLSC 1, PLSC 11 |
| Humanities | ES 1; HUM 1, HUM 2 |

| | |
|--|--|
| Interdisciplinary Studies-Physical Science | PHSC 1 |
| Journalism | ART 16; BUS 27; ENGL 60; FILM 1; JOUR 1A, JOUR 4, JOUR 5, JOUR 48, JOUR 49 |
| Law | AJ 20, AJ 23, AJ 25; BUS 22, BUS 59 |
| Learning Assistance Skills | TUTR 50, TUTR 150 |
| Learning Disabilities Specialist | DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 151, DS 156, DS 157, DS 158; ENGL 102, ENGL 103 |
| Library Science | CG 1 |
| Marketing | ART 52 |
| Mass Communication | FILM 1; JOUR 4 |
| Mathematics | BS 157; MATH 1A, MATH 1B, MATH 1C, MATH 7, MATH 8, MATH 11A, MATH 11B, MATH 40, MATH 51, MATH 60, MATH 101, MATH 102, MATH 155, MATH 156 |
| Music | CD 18; MUS 1, MUS 6, MUS 7, MUS 12, MUS 14, MUS 15 |
| Nursing | HO 40, VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58 |
| Nutritional Science/Dietetics | HLTH 25 |
| Philosophy | PHIL 1, PHIL 2, PHIL 10; HUM 1, HUM 2 |
| Photography | ART 4A-D, ART 19A-D, JOUR 5 |
| Physical Education | PE 15, PE 31, PE 62, PE 98, PE 125, PE 150; PEAC 2A, PEAC 2B, PEAC 2C, PEAC 2D, PEAC 5A, PEAC 5B, PEAC 5C, PEAC 5D, PEAC 6, PEAC 6B, PEAC 6D, PEAC 7, PEAC 7D, PEAC 9, PEAC 9B, PEAC 9D, PEAC 10, PEAC 10D, PEAC 14, PEAC 16, PEAC 32A, PEAC 34, PEAC 36, PEAC 37, PEAC 38, PEAC 40, PEAC 41A, PEAC 44, PEAC 53, PEAC 60 |
| Physical Education (Adaptive) | DS 120, DS 121, DS 122 |
| Physics/Astronomy | ASTR 1; PHY 2A, PHY 2B; PHSC 1 |
| Political Science | HIST 16, HIST 17; PLSC 1, PLSC 11 |
| Psychology | CD 31; CG 1; HO 125; HUS 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 26, HUS 27, HUS 28, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 48, HUS 48.01, HUS 48.02, HUS 48.05, HUS 49, HUS 61, PLSC 11; PSY 1, PSY 2, PSY 5, PSY 6, PSY 18, PSY 31, PSY 33, PSY 80, PSY 95; PLSC 11; SOC 3 |
| Religious Studies | PHIL 10 |
| Sociology | ES 1; HUS 10; SOC 1, SOC 2, SOC 3, SOC 4 |
| Work Experience | AGR 49; AJ 49; ART 49; AT 49; BUS 49; CD 49, CORS 49; FS 49; GSS 49; HO 49; HUS 49; JOUR 49; WE 1, WE 2; WT 49 |

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS REFERENCE LIST B
[Title V, Section 53200 (c) (1)]

**DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE
BUT REQUIRING A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE**

CREDIT COURSES

Biotechnology

No classes at Lassen Community College

LASSEN COMMUNITY COLLEGE
 DISCIPLINE - COURSE CROSS REFERENCE LIST C

[Title V, Section 53200 (c) (1)]

DISCIPLINES, IN WHICH, THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

CREDIT COURSES

| | |
|--|--|
| Addiction Paraprofessional Training | HUS 22, HUS 23, HUS 25, HUS 26, HUS 27, HUS 32, HUS 35, HUS 37, HUS 48 |
| Administration of Justice | AJ 9, AJ 10, AJ 11, AJ 12, AJ 13, AJ 14, AJ 20, AJ 23, AJ 24, AJ 35, AJ 37, AJ 48, AJ 48.02, AJ 48.03, AJ 48.71, AJ 49, AJ 52A, AJ 52B, AJ 52BR, AJ 52C, AJ 53, AJ 56, AJ 71, AJ 98 |
| Agricultural business | AGR 1, AGR 2, AGR 3 |
| Agricultural engineering | AGR 40, AGR 41, AGR 116 |
| Agricultural production | AGR 8, AGR 9, AGR 10, AGR 11, AGR 13, AGR 14, AGR 20, AGR 26, AGR 31, AGR 49A, AGR 49, AGR 61, AGR 116 |
| Animal Training & Management | |
| Architecture | |
| Automotive technology | AT 49; AT 50, AT 54, AT 56, AT 58, AT 60, AT 64, AT 66, AT 68, AT 70, AT 72, AT 74, AT 76, AT 80, AT 82, AT 84, AT 88, AT 90, AT 90A, AT 91 |
| Aviation | AERO 1A |
| Broadcasting Technology | |
| Building maintenance | |
| Business machine technology | BUS 34A, BUS 34B; CA 55, CA 56, CA 57, CA 59; COT 50, COT 52, COT 59 |
| Carpentry | CT 70, CT 72, CT 111, CT 112, |
| Ceramic technology | ART 36A-D, ART 150 |
| Coaching | PEAC 2A, PEAC 2B, PEAC 2C, PEAC 2D, PEAC 5A, PEAC 5B, PEAC 5C, PEAC 5D, PEAC 6, PEAC 6B, PEAC 6D, PEAC 7, PEAC 7D, PEAC 9, PEAC 9B, PEAC 9D, PEAC 10, PEAC 10D, PEAC 14, PEAC 34, PEAC 41A, PEAC 53, |
| Commercial Art | ART 28A, ART 35, ART 60 |
| Commercial Music | MUS 10, MUS 11, MUS 14, MUS 15 |
| Computer information systems | CA 31, CA 32, CA 49, CA 54, CA 55, CA 56, CA 57, CA 59, CA 150; DS 110 |
| Construction technology | |
| Cosmetology | |
| Culinary arts/food technology | |
| Electricity | |

| | |
|---|--|
| Emergency Medical Technology | EMT 60, EMT 61; FS 20, FS 21; HO 39, HO 120 |
| Equine science | AGR 14, AGR 21, AGR 21B, AGR 22, AGR 23, AGR 24, AGR 30, AGR 50, AGR 51, AGR 53, AGR 57, AGR 70, AGR 122; |
| Fire technology | FS 3, FS 4, FS 5, FS 6, FS 8, FS 13, FS 14, FS 20, FS 21, FS 23, FS 26, FS 49, FS 51, FS 52, FS 55, FS 56, FS 57, FS 60, FS 60A, FS 61, FS 62, FS 62A, FS 63, FS 66, FS 69, FS 70, FS 70A, FS 72, FS 72A, FS 73A, FS 73B, FS 74, FS 75, FS 76, FS 77, FS 78, FS 79A, FS 82, FS 83, FS 84, FS 85, FS 89, FS 90, FS 98.01, FS 98.15, FS 98.18, FS 98.20, FS 98.21, FS 150 |
| Folk dance | |
| Forestry/Natural Resources | IDS 115 |
| Graphic arts | ART 16, ART 23, ART 28, ART 13, ART 60A, ART 60B, ART 64, ART 65 |
| Gunsmithing | GSS 49, GSS 50, GSS 50.1, GSS 50.3, GSS 51, GSS 51.1, GSS 51.5, GSS 51.6, GSS 52, GSS 52B, GSS 52BR, GSS 52.1, GSS 52.2, GSS 52.3, GSS 52.4, GSS 52.5, GSS 52.6, GSS 54.5, GSS 55.4, GSS 56.1, GSS 56.3, GSS 56.4, GSS 57.1, GSS 57.15, GSS 57.2, GSS 57.3, GSS 57.6, GSS 57.8, GSS 57.9, GSS 57.95, GSS 58.2, GSS 59.2, GSS 59.3, GSS 59.4, GSS 59.5, GSS 59.7, GSS 59.9, GSS 60, GSS 60.1, GSS 60.2, GSS 60.4, GSS 61.1, GSS 61.2, GSS 61.3, GSS 62.3, GSS 62.4, GSS 63.1, GSS 63.2, GSS 63.3, GSS 63.4, GSS 63.5, GSS 64.1, GSS 66.1, GSS 66.2, GSS 66.3, GSS 66.5, GSS 67.1, GSS 68.1, GSS 68.2, GSS 68.3, GSS 69.1, GSS 69.2, GSS 69.3, GSS 69.4, GSS 70, GSS 70.1, GSS 70.2, GSS 71, GSS 71.1, GSS 71.2, GSS 71.3, GSS 71.4, GSS 72, GSS 72.1, GSS 73.2, GSS 75.2, GSS 76, GSS 77, GSS 78, GSS 79, GSS 80, GSS 81, GSS 82, GSS 83, GSS 84, GSS 85, GSS 86, GSS 87, GSS 88, GSS 89, GSS 90, GSS 91, GSS 92, GSS 93, GSS 94, GSS 95, GSS 98, GSS 98.01, GSS 98.02, GSS 98.03, GSS 98.04, GSS 98.05, GSS 98.06, GSS 98.08, GSS 98.09, GSS 98.12, GSS 98.13, GSS 98.21, GSS 98.22, GSS 98.23, GSS 98.24, GSS 112, GSS 112B, GSS 114, GSS 116, GSS 117, GSS 119, GSS 120, GSS 120B, GSS 123, GSS 124, GSS 127, GSS 129, GSS 130, GSS 133, GSS 135, GSS 136, GSS 143, GSS 147, GSS 148, GSS 155; IT 32 |
| Health care ancillaries | CD 50, HO 3, HO 49, HO 64, HO 70, HO 71, HO 80A, HO 82, HO 84, HO 85, HO 120 |
| Industrial technology | IT 22, IT 72 |
| Jewelry | ART 43A, ART 43B, ART 43C, ART 43D |
| Licensed vocational nursing | HO 3, HO 46, HO 52, HO 53, HO 55, HO 64, HO 80A, HO 88, HO 120; VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58 |
| Machine tool technology | GSS 112 |
| Masonry | |
| Nursing Science; Clinical Practice | VN 52, VN 54, VN 56 |
| Office technology | BUS 18, BUS 19, BUS 34A, BUS 34B, BUS 70, BUS 71, BUS 72, BUS 73; COT 50, COT 52, COT 59; DS 110 |
| Ornamental Horticulture | AGR 27 |

| | |
|---|--|
| Photographic Technology/Commercial Photography | ART 4A-D, ART 19A-D, ART 125; JOUR 5 |
| Plumbing | |
| Real estate | |
| Sign language | |
| Small business development | BUS 25, BUS 75, BUS 76, BUS 77, BUS 78, BUS 79 |
| Welding | ART 45; GSS 124; IT 72, WT 20, WT 21, WT 22, WT 23, WT 31, WT 32, WT 36, WT 37, WT 38, WT 39, WT 40, WT 42, WT 43, WT 44, WT 45, WT 49, WT 50, WT 51 |

LASSEN COMMUNITY COLLEGE
DISCIPLINE - COURSE CROSS REFERENCE LIST D

[Title V, Section 53200 (c) (1)]

NONCREDIT COURSES (Lassen Community College numbers 150 - 189)

| | |
|--|--|
| Basic Skills - Noncredit Interdisciplinary | CARS 151, CARS 153; CG 155, CG 158; MATH 155, MATH 156; TUTR 150 |
| Basic Skills - Mathematics noncredit | BS 157; MATH 155, MATH 156 |
| Basic Skills - Reading and/or Writing noncredit – | BS 156, ENGL 151, ENGL 155 |
| Citizenship - Noncredit | ESL 155 |
| English as a Second Language - Noncredit | ENGL 150, ENGL 151 |
| Health and Safety - Noncredit | |
| Home Economics - Noncredit | HE 150 |
| Older Adult - Noncredit | CA 150; IDS 151 |
| Parenting Education - Noncredit | |
| Short Term Vocational – noncredit | FS 156; GSS 155 |
| Specialized Instruction for Students with Disabilities - noncredit | DS 151, DS 156, DS 157, DS 158 |

Community Service Courses - No established Minimum Qualifications for Instructors

AGR 192, COSV 190, COSV 191, COSV 192, COSV 192.4, COSV 192.5, COSV 192.6, COSV 192.7, COSV192.8, COSV 192.9, COSV 193, COSV 193.1, COSV 193.2, COSV 193.3, COSV 193.4, COSV 193.5, COSV 193.7, COSV 193.9, COSV 194, COSV 194.1, COSV 194.2, COSV 196, COSV 198; ENGL 190; IDS 190; PE 191.1, PE 191.2, PE 191.3, PE 191.7

LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW

A. Applicant Identification: (To be completed by the Personnel Office)

Applicant's Name: _____

Location: _____

Discipline of Instruction requested: _____

(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

Classes requesting to teach (List by catalog number [Engl 1, Math 51, etc.])

Personnel file must contain: district application, equivalency application, transcripts, copy of valid credentials, verification of experience (provided by the applicant) prior to forwarding to Minimum Qualification/Equivalency Committee Chair

B. Applicant Qualifications: (To be completed by the Minimum Qualifications/Equivalency Committee Chair)

Applicant's Degrees: _____

Additional course work/units in subject area: _____

Applicant's Credentials: _____

Verified Experience: _____

C. Compare Applicant Qualifications in Section B to Minimum Qualification in Section A (if yes in #1 is checked; yes in # 2 must also be checked)

1. Yes ___ No ___ Applicant has a California Community College Credential **valid** for life; if yes

credential issued in _____
(Disciplines listed on Credential)

2. Yes ___ No ___ Meets Minimum Qualifications in _____
(Discipline)

Minimum Qualifications/Equivalency Chairperson Signature

Date

(The signature of the Minimum Qualifications/Equivalency Committee Chairperson signifies that the applicant file has been reviewed and this form has been appropriately completed with the documentation of education and experience provided by the applicant)

Authorization Signature:

Authorizing Instructional Administrator

Date

LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW (EQUIVALENCY)

A. Applicant Identification: (To be completed by the Personnel Office)

Applicant's Name: _____

Location: _____

Discipline of Instruction requested: _____

(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

Classes requesting to teach (List by catalog number [Engl 1, Math 51, etc.]):

Personnel file must contain : district application, equivalency application, transcripts, copy of valid credentials, verification of experience (provided by the applicant) prior to forwarding to Minimum Qualification/Equivalency Committee Chair

B. Applicant Qualifications: (To be completed by the Minimum Qualification/Equivalency Committee Chair)

Applicant's Degrees (and major): _____

Additional course work/units in subject area: _____

Applicant's Credentials: _____

Verified Experience: _____

C. Compare Applicant Qualifications in Section B to Minimum Qualification in Section A (To be completed by subject area faculty)

Yes _____ No _____ Applicant possesses at least equivalent qualification to the minimum

qualification in _____

(Discipline)

Justification for granting / denying equivalency (**required**): _____

Authorization Signature:

Subject Area Faculty # 1

Date

Authorization Signature:

Subject Area Faculty # 2

Date

D. Verification Process Completed:

Minimum Qualifications/Equivalency Committee Chair

Date

Authorizing Instructional Administrator

Date

LASSEN COMMUNITY COLLEGE EQUIVALENCY APPLICATION

[Use this form only if minimum qualifications in the discipline are NOT met. See Lassen Community College Disciplines List.)

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. For the equivalent of required experience the applicant must possess thorough and broad skills and knowledge for mastery of the skills of the vocation and extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence of equivalency shall be:

- 1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution; (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: www.NACES.org.)
- 2) Publications that show a command of the major in question;
- 3) Other work products that show a command of the major or occupation in question. This could include a department administered test of the applicant, relative to meeting the minimum qualifications of the discipline;
- 4) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.**

Attach supporting documentation to this application form.

APPLICANT NAME: _____

DISCIPLINE YOU WISH TO TEACH: _____

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): _____

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

CHECK AND COMPLETE ONLY THE APPROPRIATE CATEGORY BELOW:

EQUIVALENCY CATEGORY ONE:

_____ Possession of an equivalent degree under a different name.

Identify the Degree that you possess _____

Attach a copy of appropriate transcript.

EQUIVALENCY CATEGORY TWO:

_____ Possession of the number of units for a degree but no degree issued.

List the courses in the major that would count towards the degree (attach additional sheets if necessary):

If the degree in question is an Associate or Bachelor's degree, list courses in general education that would count towards the degree:

Attach a copy of appropriate transcripts (highlighting courses may substitute for lists above).

EQUIVALENCY CATEGORY THREE:

_____ Work experience equated to the major course work of a degree.

A. Major of Degree (Depth of Experience)

_____ I claim experience equal to the majors component of the degree.

Attach a written justification explaining the experience with appropriate documentation (See numbers 2, 3 & 4 under conclusive evidence above).

B. General Education for Degree (Breadth of Experience)

_____ I claim the general education requirement for the degree through coursework.

Attach appropriate transcripts.

**LASSEN COMMUNITY COLLEGE
MINIMUM QUALIFICATIONS FACULTY
COURSE ASSIGNMENT RECOMMENDATION**

A. Applicant Identification: (To be completed by the Personnel Office)

Applicant's Name: _____

Location: _____

Discipline: _____

(Taken from the Verification Review Form)

Lassen Community College Courses listed within Discipline:
(Taken from Lassen Community College Cross Reference List)

B. Course Recommendations: (To be completed by subject area faculty or area administrator)

This individual's qualifications are especially suited to teaching the following Lassen Community College courses
(subset of courses listed in Section A):

Comments: _____

Signatures:

(Subject Area Faculty /Instructional Administrator)

(Date)

(Subject Area Faculty/Instructional Administrator)

(Date)

C. Personnel Office:

If Section B is not filled in the applicant is considered well qualified to teach all courses listed in Section A.

Lassen Community College Discipline List A Credit Courses

DISCIPLINES REQUIRING A MASTER'S FOR MINIMUM QUALIFICATIONS

| | | |
|---|---------------------------------|--------------------|
| Accounting | Agriculture | Anthropology |
| Art | Art History | Astronomy |
| Biological Sciences | Business | Business Education |
| Chemistry | Classics | |
| Child Development/Early Childhood Education | Communication Studies | |
| Computer Science | Counseling | |
| Computer Technology Specialist (Adapted) | Dance | Dietetics |
| Counseling Disabled Student Programs & Services | Drama/Theater Arts | Earth Science |
| Developmentally Disabled Specialist | Ecology | Economics |
| Education | Engineering | English |
| ESL | Ethnic Studies | Foreign Languages |
| Family and Consumer Studies/Home Economics | Film Studies | Geography |
| Gerontology | Health Services Director | Health |
| Humanities | Instructional Design/Technology | History |
| Journalism | Interdisciplinary Studies | Law |
| Learning Assistance/Skills | Library Science | Linguistics |
| Learning Disabilities Specialist | Management | Marketing |
| Mass Communication | Mathematics | Music |
| Nursing | Nutritional Science/Dietetics | Philosophy |
| Photography | Physical Education (Adaptive) | Physical Education |
| Physics/Astronomy | Political Science | Psychology |
| Reading | Recreation Administration | Religious Studies |
| Social Science | Sociology | |
| Women's Studies | Work Experience | |

Lassen Community College Discipline List C Credit Courses

DISCIPLINES FOR WHICH THE MINIMUM QUALIFICATIONS OF A MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

| | | |
|--|----------------------------------|--------------------------|
| Addiction paraprofessional training | Administration of Justice | Agricultural business |
| Agricultural engineering | Agricultural production | Architecture |
| Athletic training | Auto body technology | Automotive technology |
| Aviation | Banking and finance | Broadcasting technology |
| Building maintenance | Business machine technology | Carpentry |
| Ceramic technology | Coaching | Commercial art |
| Commercial music | Ceramic technology | Construction technology |
| Computer information systems | Computer service technology | Cosmetology |
| Culinary arts/food technology | Diagnostic medical technology | Electricity |
| Emergency medical technology | Engineering technology | Environmental technology |
| Equine science | Fire technology | Folk Dance |
| Forestry/natural resources | Graphic arts | Gunsmithing |
| Health care ancillaries | Health information technology | Industrial technology |
| Jewelry | Licensed vocational nursing | Machine tool technology |
| Masonry | Military Studies | Multimedia |
| Nursing science: clinical practice | Office technology | |
| Photographic technology/commercial photography | Registered Veterinary Technician | Plumbing |
| Real estate | Telecommunication technology | Sign language |
| Small business development | | Welding |

**Lassen Community College Discipline List D
Noncredit Courses**

Discipline

Basic Skills - Interdisciplinary noncredit
Basic Skills - Mathematics noncredit
Basic Skills - Reading and/or Writing noncredit
Citizenship - noncredit
ESL -noncredit
Health and Safety - noncredit
Home economics - noncredit
Older Adult - noncredit
Parenting Education - noncredit
Short Term Vocational - noncredit
Specialized Instruction for Students with Disabilities - noncredit
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