

DEPARTMENTAL STANDARDS FOR EQUIVALENCY

1. When considering the establishment of discipline equivalency standards, please consider that California Education Code §87359(b) requires that “each individual faculty member...possess qualifications that are ***at least equivalent to the applicable minimum standards.***” Fill out the application that is included with this set of instructions. Please use the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*.
 - a. Fill out the top half of the front side of the application. For the name of the discipline, please use the name given in the current disciplines list. If your department uses a different name for the discipline, you may include that in parenthesis as well. For item I, a majority of faculty from the discipline or related disciplines is required to sign in support
 - b. For item II, please copy word for word the statement in the current disciplines list.
 - c. For item III, please list the requirements your department wants as “the equivalent.” Please do **not** use any of the wording from item II. If you do not wish to allow any equivalencies, please state “none.” However, you might want to use the following wording instead of none:
 - i. A master’s degree of a different name not normally used, or that is new to the discipline, yet which contains the equivalent coursework to the above master’s degree/one of the above master’s degrees.
 - d. For item IV, please provide an explanation that justifies this policy.
2. Have the department vote, including faculty members from all Madera Community College (MCC)/Oakhurst campuses as applicable, on the proposed policy. Next have the department chair or division representative sign the application after it is approved. Then have the division dean review it and sign it as well.
3. The division dean will send the application to the MCC Equivalency Committee.
4. The application will go to the MCC Equivalency Committee Chair. If it is technically correct, it will go before the Equivalency Committee for consideration at the next available meeting. If it is **not** technically correct, it will be sent back to the department for changes. Please make the changes and go back to step 2.
5. Faculty in a discipline area may submit local standards for equivalency at any time; however, these standards will not take effect until the beginning of the next regular semester. As a result, changes to local equivalency standards will be recognized and officially recorded only twice per year—at the beginning of the Fall semester and at the beginning of the Spring semester. All spring semester submissions will carry throughout the Summer terms.
6. **If the Equivalency Committee approves the policy, it will remain in effect for up to three years.** If the Equivalency Committee does not approve the policy, it will recommend changes. You can either make the changes or appeal the Equivalency Committee’s decision.
7. As the *Minimum Qualifications* handbook is updated annually, departments should review their department policy **no less than once every three years.** **Departments may submit the Renewal of Departmental Policy For Equivalency Form to extend the Departmental Policy of Equivalency for three additional years.** Departments are also encouraged to take their proposed policies to the State Academic Senate’s Standards and Practices Committee to try to enact change in the Disciplines List Revision Handbook.

**APPLICATION FOR ACCEPTANCE OF A
DEPARTMENTAL POLICY FOR EQUIVALENCY**

From (Chair):

Date:

Department:

Extension:

Discipline(s):

I. TENURED FACULTY SIGNATURE(S)

Signature of the Tenured Faculty Who Determined that the Proposed Policy Should Satisfy the Equivalency Requirements:

Printed Name: _____

Signature: _____ Date: _____

(If tenured faculty member in the discipline is not available, a tenured faculty member from a "related discipline", as defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook, may sign after consulting with the non-tenured faculty.)

A majority of faculty from the discipline or related disciplines is required to sign in support below.

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

Printed Name: _____

Signature: _____ Date: _____

Support: _____ Oppose: _____

DEPARTMENT CHAIR OR DIVISION REPRESENTATIVE SIGNATURE

Printed Name: _____

Signature: _____ Date: _____

Do any of the colleges in the district offer a comparable program? _____Yes _____No

If so, which colleges: _____

If applicable, have MCC Faculty reviewed this departmental policy with the appropriate faculty at the other colleges offering a comparable program? _____Yes _____No

If so, which instructors: _____

(Faculty from other colleges may include a statement of support or non-support).

DEAN OF INSTRUCTION/STUDENT SERVICES SIGNATURE

Printed Name: _____

Signature: _____ Date: _____

I. Statement of minimum qualifications as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook:

II. Recommended Departmental Policy for an *Equivalency*:

III. Please provide an explanation that justifies this policy if different than state minimum qualifications:

ACTION OF THE MADERA COLLEGE ACADEMIC SENATE COMMITTEE ON EQUIVALENCY

The Department Policy is: approved: _____ denied: _____

Signature of Equivalency Committee Chair (*or designee*): _____

Date: _____

Comments: _____

**RENEWAL OF
DEPARTMENTAL POLICY FOR EQUIVALENCY**

From (Chair):

Date:

Department:

Extension:

Discipline(s):

I. Statement of CURRENT minimum qualifications as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook:

II. Has the Current Minimum Qualifications as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook changed since the Departmental Standard was approved?

No (Please obtain necessary signatures and submit completed form to the Equivalency Committee)
 Yes (Please complete sections III and IV below)

III. Statement of PREVIOUS minimum qualifications as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook:

IV. Please provide an explanation that justifies why the Departmental Policy of Equivalency should be extended despite changes in the state minimum qualifications:

DEPARTMENT CHAIR OR DIVISION REPRESENTATIVE SIGNATURE

Printed Name: _____

Signature: _____ Date: _____

DEAN OF INSTRUCTION/STUDENT SERVICES SIGNATURE

Printed Name: _____

Signature: _____ Date: _____

ACTION OF THE MADERA COLLEGE ACADEMIC SENATE COMMITTEE ON EQUIVALENCY

The Renewal is: approved: _____ denied: _____

Signature of Equivalency Committee Chair (*or designee*): _____

Date: _____

Comments: _____
