

Minimum Qualifications Definitions and FAQs

Discipline - in this context, "discipline" only refers those academic areas listed in the Minimum Qualifications document. This list excludes a LOT of disciplines that are otherwise recognized in higher ed and conflates others in areas where they are traditionally more narrowly defined. Discipline does not have anything to do with departments, programs, subject codes, course prefixes, or faculty service areas.

Discipline assignment - the act of reviewing a COR to determine which discipline on the Min Quals list provides appropriate education and training to teach the COR. This action is handled by the CC.

Discipline Cross-listing: when a COR lists more than one discipline (either "and" or "or") as providing appropriate academic or vocational training to teach the content of that course. (At NVC, for example, SOCI 130 – Introduction to Queer Studies is assigned to Anthropology, Sociology, or Women’s Studies)

Double-coding: taking a single course and creating two identical CORS with different subject codes (e.g. THEA 105 / HUMA 174 – Culture and Gender in Theater). Double-coded courses can also be cross-listed, but are not required to be cross-listed. These courses can be scheduled together or separately.

Dual-listing: creating credit and noncredit versions of a course that have CORs that are essentially identical in all aspects, except units and grading (e.g. ESL 55/ ESLNC 855 – ESL Reading, Writing, and Grammar 1). Dual-listed courses are offered simultaneously and taught by the same instructor with a specific number of seats reserved for noncredit students.

If a faculty member meets minimum qualifications, are they considered qualified to teach in 100% of courses assigned to that discipline?

Yes, based on legal opinion L-03-28 & [ASCCC Resolution 19.03](#).

What about equivalency? Can this be granted on a course-by-course basis or only per discipline?
Only per discipline.

Does this mean that there is no discretion in which courses faculty are assigned to if they meet minimum qualifications in a discipline? While faculty who meet minimum qualifications are deemed qualified to teach any course in that discipline, there is administrative right of assignment. Per the contract, in order to acquire seniority in a particular course, satisfactory service is determined through: evaluations, as well as “skills related to courses offered, counseling service hours, or librarian hours in a specific department.”

*Note: we can establish local qualifications beyond the minimum standards defined in the discipline lists. We could exercise discretion locally to add more restrictive Min Quals to individual courses; however, this has not been past practice at NVC.

If a course is assigned to multiple disciplines with an “AND” (as in “health *and* physical education”) does the instructor need to meet min quals in both areas?

Yes.

Can equivalency be substituted for one or multiple of the disciplines a course is assigned to?

Yes.

If a course is assigned to one OR more disciplines, does the instructor need to meet min quals in all areas?

No, only in any one of the disciplines the course is assigned to.

If a course is both double-coded and cross-listed (e.g. THEA 105/ HUMA 174 assigned to Theater Arts and Humanities), can an instructor who meets min quals in Theater Arts teach HUMA 174?

The instructor of record must meet the minimum qualifications for the discipline to which the course is assigned. In this case, an instructor with minimum qualifications in one of these disciplines could teach either course if the disciplines are assigned as “OR” in the course outline. However, if the courses are offered concurrently (i.e. spaces in the course are reserved for both THEA 105 and HUMA 174), the instructor would need to meet minimum qualifications in both of the disciplines.

Napa Valley College Resources

Discipline placement process:

<https://www.napavalley.edu/Committees/AS/Documents/Business%20Meeting/2018-2019/5.14.19/Proposed%20Discipline%20Placement%20Process%20revised.pdf>

Equivalency process:

<https://www.napavalley.edu/Committees/AS/Documents/Faculty%20Standards%20and%20Practices/ReqEquivRev2015fill.pdf>

State Resources

Min Qual handbook: https://asccc.org/sites/default/files/minimum_qualifications2018.pdf

Ed code §87357:

HTTP://LEGINFO.LEGISLATURE.CA.GOV/FACES/CODES_DISPLAYSECTION.XHTML?LAWCODE=EDC&SECTIONNUM=87359

Title 5 §53410:

<HTTPS://GOVT.WESTLAW.COM/CALREGS/DOCUMENT/I7CB3E6F0D48411DEBC02831C6D6C108E?VIEWTYPE=FULLTEXT&ORIGINATIONCONTEXT=DOCUMENTTOC&TRANSITIONTYPE=CATEGORYPAGEITEM&CONTEXTDATA=%28SC.DEFAULT%29>

Title 5 §53430:

[HTTPS://GOVT.WESTLAW.COM/CALREGS/DOCUMENT/I82FACE20D48411DEBC02831C6D6C108E?VIEWTYPE=FULLTEXT&ORINATIONCONTEXT=DOCUMENTTOC&TRANSITIONTYPE=CATEGORYPAGEITEM&CONTEXTDATA=\(SC.DEFAULT\)&BHCP=1](https://govt.westlaw.com/calregs/document/I82FACE20D48411DEBC02831C6D6C108E?viewtype=fulltext&originationcontext=documenttoc&transitiontype=categorypageitem&contextdata=(sc.default)&bhcp=1)

ASCCC presentation: <https://asccc.org/content/assigning-courses-disciplines>

ASCCC Equivalence to the Minimum Qualifications:

[HTTPS://FILES.ERIC.ED.GOV/FULLTEXT/ED510572.PDF](https://files.eric.ed.gov/fulltext/ED510572.pdf)