Curriculum Process for Placing Courses in Multiple Disciplines in the COR

Prepared with Contributions from Dustin Acres, Rebecca Baird, Sherie Burgess, and Robert Simpkins

Context

At Porterville College, operational processes related to curriculum are overseen through the Curriculum Committee, a sub-committee of the Academic Senate, through the authority granted in AB 1725 and indicated in Title V § 53200 of the California Code of Regulations (as the first of the areas commonly referred to as the '10+1'). This includes approving the course COR (Course Outline of Record), and assigning the Course code (prefix code) and TOP (Taxonomy of Programs) code, which establish the appropriate discipline(s) for the course.

The ability of individual faculty to be considered qualified to teach courses within a given discipline is established by meeting the 'minimum qualifications' for that discipline, as expressed in the document *Minimum Qualifications for Faculty and Administrators in California Community Colleges* prepared by the CCCCO (California Community College Chancellor's Office). Individual faculty may only teach outside such disciplines if permitted through the equivalency process, overseen by each college's Academic Senate. At Porterville College, faculty requests for equivalency are determined by the Equivalency Committee, a sub-committee of the Academic Senate. These processes ensure that faculty teaching courses are appropriately qualified and teaching courses for instructionally appropriate reasons.

For clarity in these matters, the COR must also indicate 'Faculty Requirements' for the appropriate discipline(s). In most situations, the discipline of the course matches the discipline of the faculty's minimum qualifications. In the past, this has been treated as so self-evident that the field indicating the 'Faculty Requirements' in eLumen is not even indicated. That area, shown below, appears like this:

Faculty Requirements

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

This 'Faculty Requirements' field is central to the issue of situations in which a specific course may be appropriately taught by faculty in more than one discipline, depending on its subject matter and the educational background of faculty. Determining when such a situation applies to a course, as well as which disciplines are appropriate to it must be carefully decided to ensure faculty are qualified under the CCCCO guidelines, as *there are no single-course equivalencies for individual faculty* and assigning a *discipline* to a course will mean *all* faculty who meet the minimum qualifications for the discipline are qualified to teach the course.

It is the position of the Porterville College Academic Senate that this decision to approve assigning multiple disciplines to a course shall rest with the Academic Senate, as the Senate is ultimately responsible for all recommendations in curriculum *and* the determination of faculty equivalency to the minimum qualifications, and the assigning of disciplines to courses shall not be used an alternative to the minimum qualifications or to assign courses to disciplines for any reason other than the appropriateness of the academic qualifications of all

instructors in that discipline to the instructional qualifications of that course.

Process

Based upon the review of this issue in both the Academic Senate and Curriculum Committee, the following process was developed to ensure clarity and consistency in the assigning of multiple disciplines to a course. This process should be used any time a course is brought to the Curriculum Committee for approval where this situation may be found, whether it is for a new course or an existing course under revision:

- Courses with a Course code that matches the discipline indicated in the minimum qualifications list and are for a single discipline overseen by the division housing that discipline require *no* additional steps, and may be approved by Curriculum Committee as part of the normal review of the COR
- Courses will require the completion of a 'Course Discipline(s) Justification Form' submitted with the COR to Curriculum Committee when:
  - Course code and discipline(s) do not match
  - Course code is not associated with a discipline on the established disciplines list
  - Course is cross-listed in two or more disciplines or categorized as 'Interdisciplinary', as defined in the minimum qualifications handbook
  - Course is desired to be assigned to instructors in two or more disciplines (but not cross-listed or interdisciplinary)
  - Any other situation in which the Course code is not the same as the faculty discipline

The 'Course Discipline(s) Justification Form' will explain the basis and rationale for the request and include signatures from the originating faculty and division chair(s) – with multiple chair signatures required only when there are additional disciplines *and* they are housed in a division other than the originating discipline faculty.

All courses in which the 'Course Discipline(s) Justification Form' indicate multiple disciplines shall be brought to the Academic Senate for review by request of the Curriculum Committee Chair to the Academic Senate President, the former of whom shall provide the course COR and 'Course Discipline(s) Justification Form' to the Academic Senate President by the deadline established by the Academic Senate President for submitting agenda items and supporting documents for the appropriate regular Academic Senate meeting.

The Academic Senate shall review all such courses, and approve, reject, request additional information, or make other recommendations for all such requests. Approved courses will then return to Curriculum Committee for final review and approval. If the Curriculum Committee does not concur with an Academic Senate decision, the Curriculum Committee may appeal the decision and the Curriculum Chair shall have the responsibility of conveying the basis for disagreement with the Academic Senate. The Senate may then consider keeping or changing their decision; in either case, the decision of the Academic Senate is considered final. *Only courses approved by the Academic Senate for multiple disciplines shall be forwarded to the Board of Trustees.*

This process shall occur for any COR for a new course or a full revision on any course for which the faculty submitting are requesting that the course be assigned to multiple disciplines.

Course Discipline(s) Justification Form

Course
Code: _____
Number: _____
Title: _____

Discipline(s) Requested: _____

Rationale:
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If multiple disciplines are requested for a course, originating faculty and the Division Chair(s) responsible for each discipline are required to verify the appropriateness of and approval of the discipline designation.

Division: _____

_____   _____
Originating Faculty Signature   Date

Division: _____

_____   _____
Chair Signature   Date

Division: _____

_____   _____
Chair Signature   Date

(Additional faculty or chairs may be added as needed to this form)

Approved by the PC Academic Senate 3/28/2025