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- IV. Informational report on Pt. Arena. Not too much reported since committee report not yet ready to be presented. Joel Clark did express enthusiasm over prospect of possible community fund-raising to save / restore Point Arena.
- V. BOT moved onto action items. Most important of these items was discussion and approval of interim agreement with CR to offer classes in Fort Bragg for Fall semester. Motion passed unanimously after serious and rigorous discussion by the board. Contracts approved as listed in BOT packet.
- VI. Informational reports. Minerva recognized as new MgtCon rep and Eric A. as classified rep. Written reports from constituent areas were acknowledged and discussed. I reiterated AS resolution on Pt. Arena and faculty position that Pt. Arena should not be sold at this time. BOT requested data on potential revenue that can support the prospect of holding onto the property. My interpretation of their response is that they had felt that in the past, community support never materialized and that they need some concrete evidence that such partnerships / grass-roots support will actually materialize and translate into financial resources which could sustain ownership of the property. They also are very sensitive and disturbed by accusations that processes were not followed and that somehow Measure W funds were misused. This is clearly a sore spot for the BOT.
- VII. Trustee reports were presented. Annual BOT report was presented.

Meeting went into closed session at 8:05 PM.

## **Point Arena Ad Hoc Committee 7/29/14**

Met for third time to discuss possible scenarios. Reviewed revised timeline created by VP Guleff.

### **BOT Meeting 8/6/2014, 5 PM, Ukiah Campus**

Due to overflow crowd, meeting moved to library classroom.

Meeting convened at 5 PM.

Discussion of positive enrolment prospects based on event in Fort Bragg.

Consent calendar approved.

Moved to public comment relating to Point Arena issue. Large crowd was present. Speakers included Candie Dickenson, David Smith-Ferri, Jared Carter, Wade Koenenger, John Koetzner, Pete Passof, Paul Paulus, Lori Hubbert and Leslie Dollhofen (both coastal residents) argued that it is possible to make an agreement with BLM that continues to preserve integrity of the property. This does not match with what we have been told by BLM / TPL at ad hoc committee meetings. Comments were overwhelmingly supportive of keeping and maintaining this incredibly valuable resource. Discussion became a bit combative with Barry Vogel's desire to speak following presentation of committee documents. Jared

Carter also pointedly stated that litigation would follow if property is sold. He also wrongly asserted that I had prepared the summery document which was submitted by the Pt. Arena Field Station Management Committee and included by me in my AS President's Report.

Meeting moved onto informational reports, including presentation by VPs Guleff and Cichocki on options discussed by ad hoc committee. VP Guleff also presented ad hoc committee timeline document.

Joel Clark announced establishment of a BOT committee on Pt Arena. Faculty would be represented by AS leadership. No inclusion of science faculty was mentioned.

I requested moving AS Report ahead on agenda, which was done.

My report to BOT included following comments:

- 1) There was no written AS report because faculty have been off for the summer and my only major activity as AS president since last BOT meeting has been involvement in PA ad hoc committee.
- 2) I corrected Jared Carter statement that document included in AS Report was written by me. Actually, it was written by Steve Cardimona with input by the faculty members of the PA Management Committee and represents the views of faculty involved in using and managing this property. I have submitted this report as the representative of these faculty. I also clarified that Jared Carter's comments about potential lawsuits are in no way supported by me or the AS.
- 3) With regard to Leslie Dolhoff's public comment that an agreement with BLM and TPL might both restrict access to the property, reserve use of the facilities and provide one million dollars of funds to renovate property: this does not reflect information presented by TPL/BLM to ad hoc committee. (VPs report option #2).
- 4) With regard to Eileen's option of selling property with no use agreement and replacing the facility with some other coastal property: it is the view of our science faculty that no other coastal property available to us can meet the scientific / research opportunities provided by the current property.
- 5) Finally, I reiterated that the ad hoc committee option # 1 includes the possibility of keeping the property for now and investigating a future sale to a 3<sup>rd</sup> party that might better allow us to continue educational uses.
- 6) Request by me to include a member of the science faculty on the BOT committee. They are most invested in this issue and knowledgeable of it.

Meeting then moved onto Fiscal Report and other action items as outlined on the agenda. Major financial challenges lie ahead.

Educational & Student Services Report: VP Guleff reported on very successful event on coast.

Joel Clark mentioned need for faculty training in being first responders in violent situations on campus. Arturo mentioned new information on best practices in case of a violent incident which was presented by Sherriff's Dept.. Old wisdom had been to lock down and stay put. New recommendation is to run and get away as fast as possible. This conflicts with what we have been told for years, so more discussion & training is needed.

## **PBC 8/19/14**

Planning Retreat Friday September 19. Morning will be strategic planning. Afternoon will be for assessment of planning process as recommended by accrediting commission.

Arturo presented timeline for PBC committee, taken from integrated timeline.

Added PBC December 2, 2:30 to review Ed. Master Plan.

Eileen presented budget update (same numbers presented at inservice). Reserve for 13-14 came in at 9.5% when final numbers for year were calculated. For 14-15, a reserve of 8% is projected.

John Pegan presented HR update on HR orientations and services provided to college by Keenan & Associates.

Staffing Update: need to fill Cal Works position, specialist that is categorically funded. Tutor oversight will need to be filled by PBC in future in lieu of Margaret Sanchez opting not to return. Graphics needs should be directed to Jessica Silva while we assess how to fill these needs in the future. In interim, Jessica will provide some graphic services, others will be contracted to other providers.

John Pegin updated PBC on status of current positions in recruitment. Key current issue is that limits on days worked for part-time employees include hours/days worked in ALL areas, even if person has responsibilities in different areas (teaching, classified...).

Integrated planning & assessment update. Committee has met and this is in process.

Fort Bragg update: very positive reports from coast students. Many coast students are also on campus in Ukiah as well. Feasibility study results will also be included in substantive change document that will need to be submitted. Discussion about timing of signing on for second temporary agreement with CR for this Spring. Next year, if we deem it feasible, we would work on substantive change document under longer term agreement with CR.

Pt. Arena update: campus forum on August 28. Also, Arturo reported on formation of BOT ad hoc committee. Committee will make recommendation to BOT in October.

Virginia reported on status of our responses to accreditation recommendations.

## **Pt. Arena BOT Ad Hoc Committee 8/19/14**

Note: Mary Lamb took detailed minutes. My notes are not comprehensive, just my notes on items that seemed most relevant to faculty interest.

I requested the addition of a science faculty member to the committee. Ed agreed to talk more about this, but was resistant to having a person with a vested interest on the committee. Rather, he feels that the science faculty can have input into the process through their faculty representatives (myself & Jason).

**Committee interviewees:**

Steve Oliveria: presented termite report. Any estimate of maintenance costs would be based on starting with things being in good condition, which they are not. Termite repair requires \$100,000 of work. This is already included in original scope of work for bond projects. Due to concrete slab construction, many of the problems are embedded in concrete.

I argued for taking away artificial pressure to make a quick decision. There are many potential uses that could occur in the future. The facility could be held at no cost while these options are explored.

Facility is not ADA compliant currently.

Mike Adams argued that use of facility by outside groups has declined. I pointed out that only recently were we permitted to charge rent and that the buildings are so deteriorated that they cannot currently command much rent.

Concerns expressed: DSA liability, door locks do not function, liability due to location on San Andreas fault.

Markley would like to have the property under option ("subject to BOT approval") to avoid having the money for the potential sale be lost). She also said that providing detailed appraisal with various costs & benefits associated with each "reserve" option would cost at least \$14,000 and this cost would need to be covered by the college. This sort of analysis would likely take several months.

Markley argued passionately for us to take this opportunity to protect this land in perpetuity and cautioned that the college uses have not come to fruition for 30 years. If we don't sell and the college uses continue not to be achieved, the worst case would be that the land gets developed as a residence, causing loss of the land to the public forever.

Markley asked that, if the college chooses not to sell, that we voluntarily put a restriction on the deed that would prevent a future sale to a commercial interest. (note: Is there a possibility that BLM or TPL would pay the college to put such a deed restriction in place? This was not discussed.)

The guests departed and the Jason spoke passionately about the need for a science faculty member on the committee in order to have the knowledge to counter assertions by knowledgeable people on the other side, such as Rich Burns. Ed and Virginia pointed out that Science faculty will also have their time before the committee and that, further, they are represented by their constituent group leadership.

I had to leave the meeting at 5:45 PM, 15 minutes after the meeting was scheduled to conclude.

**MINIMUM QUALIFICATIONS - FACULTY**

As a condition of employment with the Mendocino-Lake Community College District, faculty are required to meet State-mandated minimum qualifications or the equivalent. A person holding a credential authorizing service in a California Community College meets minimum qualifications in the discipline authorized by that credential and the person will retain the right to serve under that credential as provided by state law until it expires. Any person granted or previously granted equivalency for teaching in a given discipline by the Mendocino-Lake Community College District Board of Trustees pursuant to state laws and regulations will be deemed to have met the minimum requirements in that discipline and will retain the right to teach in that discipline pursuant to state law and regulations.

Faculty in this District include those persons defined as faculty under Education Code, section 87003(a) and include, but are not limited to full-time and part-time instructors, counselors, librarians, community college health services professionals, disabled student programs and services professionals, extended opportunity programs and services professionals and work experience coordinators. Individuals not meeting the State-mandated minimum qualifications may qualify for employment under the following District equivalency provision which was developed in consultation with the Academic Senate. This Board policy is intended to ensure a fair and objective process for determining when an applicant has qualifications that are at least equivalent to State-mandated minimum qualifications. It is not intended to grant waivers for lack of the required State-mandated minimum qualifications. A representative of the District Governing Board shall work with the Academic Senate to develop an equivalency process, including criteria and standards, for faculty employment and shall submit that process to the B

**EQUIVALENCY FOR MINIMUM QUALIFICATIONS FOR FACULTY**

The equivalency process shall address equivalencies for disciplines requiring the master's degree, disciplines in which the master's degree is not generally expected or available (and which do not require a specific bachelor's or associate's degree), and disciplines in which the master's degree is not generally expected or available (but which require a specific bachelor's or associate's degree). The process shall clarify the criteria that are used for equivalency determinations and the documentation required to support equivalency determinations. Any equivalency determination and/or employment decision that is based on false or misleading documentation provided by an applicant may be revoked upon discovery of the improper documentation.

The process shall ensure that representatives of the Academic Senate are available to assess equivalency claims during faculty selection processes and that evidence of the bases for finding equivalency is clear and recorded. A candidate seeking an equivalency determination must provide, at a minimum, evidence that the candidate has the equivalent not only of subject matter expertise in a particular discipline, but also documentation as to how general education requirements necessary for an associate or bachelor's degree are met.

The Board will permit a determination of "eminence" as equivalent to State-mandated minimum qualifications for faculty under limited circumstances. Eminence is defined as documented superior knowledge and skill in a discipline. Superior knowledge and skill must be determined in comparison with the generally accepted standard of achievement in the discipline, such that an applicant, if measured by recognized authorities in his/her subject field, would be judged superior. Local renown or recognition alone is insufficient for a finding of eminence.

All evidence of equivalent preparation, including the basis for an eminence determination, must relate to the discipline at issue and must be of a type that is as reliable and objective as a college transcript. For an equivalency determination, each candidate must be found to be qualified to teach the full range of courses in the discipline under review.

The standards may provide that an individual employed to teach in a vocational discipline must show a demonstrated competency in the current technology of that discipline. "Reasonably related discipline" in any equivalency determination refers to disciplines referenced in the latest version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges*, published by the State Chancellor's Office

**Board Action On Equivalencies.**

The Board of Trustees shall not hire a faculty member unless the individual meets State-mandated minimum qualifications or the equivalent. The Board shall determine whether an individual possesses qualifications that are at least equivalent to the state-mandated minimum qualifications. If a proposed faculty member is being hired based on equivalencies, the criteria used by the Board in making the determination shall be reflected in the Board's action employing the individual.

The Board will rely primarily on the advice and judgment of the Academic Senate in determining whether a proposed faculty member holds qualifications that are at least equal to state-mandated minimum qualifications. The Board will provide the Academic Senate with an opportunity to present its views regarding equivalencies before the Board

makes a determination regarding equivalencies and the written record of the Board's decision, including the views of the Academic Senate, shall be available for review.

**Revised:**

**October 3, 1990 (retroactive to 7/1/90)**

**July 3, 1991 (retroactive to 7/1/90)**

**February 5, 1992 (retroactive to 1/23/92)**

**January 9, 2002**

**Reviewed:**

**August 18, 2010**

**Revised:**

**February 6, 2014**

**Revised:**

**March 25, 2014**

**Revised and approved at Academic Senate:**

**May 1, 2014**

## **Mendocino College**

### **PROPOSED NEW ADMINISTRATIVE PROCEDURE ON MINIMUM QUALIFICATIONS FOR FACULTY**

Reference:

Title 5, Sections: 53404, 53410-20, 53430

Education Codes: 70901, 87350, 87355-87360, 87539

#### **PURPOSE**

The following Equivalency Procedure shall be used to determine when an applicant for a faculty position, although lacking the exact degree or experience in the discipline, nonetheless does possess qualifications equivalent to those in the Disciplines List as determined by the Board of Governors, or an appropriate valid California Community College Credential. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

- All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.
- District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.
- All degrees and units shall be from accredited institutions per Education Codes: 70901(b)(l)(B) and 87356.

#### **ACCEPTABLE EVIDENCE OF EQUIVALENCY**

If an individual does not meet the minimum qualifications specified in the current version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges*, published by the Chancellor's office ("Disciplines List"), the applicant must submit an Equivalency Application (Form X) and accompanying evidence to be used in establishing an equivalency. The documentation submitted by the applicant must be reliable and objective, and provide conclusive evidence in the determination of the equivalency per any of the following:

##### **A. Educational Equivalency:**

- Transcripts showing successful completion of coursework from an accredited college or foreign institution. All degrees and units of coursework that are offered as equivalency coursework must be from an accredited institution. (See definitions section below for definition of "accredited institution.")
- Explanation of how specific courses on the transcript are equivalent to an educational requirement stated in the applicable minimum qualifications.

##### **B. Experience Equivalency:**

- Written confirmation of relevant experience from a person authorized to provide such confirmation. This written documentation must state the specific nature of the work performed and the duration of the employment in full-time years (see definition below) or the equivalent in part-time experience.
- Explanation of how the relevant experience, in quantity as well as diversity, meets or exceeds the preparation of someone holding the academic degree required in the established minimum qualifications.
- Objective and detailed information about the equivalent experience.

##### **C. Equivalence By Eminence In Discipline**

- Evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to the candidate's superior level of competence in the discipline).

##### **D. Certifications / Licensures**

- Documentation of relevant training, certification(s) or licensures.

#### **Definitions**

##### **Definition of Experience-**

The requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the district.

"Professional experience" includes teaching experience. "Occupational experience" does not include teaching experience. (Title 5, section 53404.)

##### **Definition of Year**

"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 5, section 53404.)

##### **Definition of Accredited Institution**



"Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of foreign degrees shall be according to district rules. (Title 5, section 53406.)

### **EQUIVALENCY COMMITTEES**

Equivalency Committees shall be established by the Academic Senate as needed to fulfill the requirement of Education Code Section 87539, which states that the equivalency process "shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications." The Academic Senate shall establish reasonable deadlines for convening equivalency committees in order to allow consideration of equivalency applications in a timely manner. Equivalency applications submitted after the established deadlines may not be considered until the following cycle. The Academic Senate Equivalency Committee shall:

- Include two full-time faculty members in the discipline (selected by the Academic Senate President in consultation with full-time faculty in the discipline where possible), the Chief Instructional Officer, and the Academic Senate President or Vice-President. A part-time faculty member in the discipline may also be appointed to the committee as needed and as appropriate. Either the Academic Senate President or Vice-President shall serve as the committee chair. In disciplines with fewer than two full-time faculty, faculty members in a related discipline will be selected by the Academic Senate President (in consultation with the full-time faculty in the discipline, if any exist) to serve on the committee.
- Review each equivalency application, transcripts, and other materials submitted by candidates to determine whether the candidate meets the minimum qualifications.
- Grant or deny equivalency based on majority opinion of the Equivalency Committee. In the event of a split decision, the Academic Senate President or Vice-President (whichever is not already on the committee) shall cast the deciding vote.
- Provide a statement describing the reasons for granting or denying the equivalency.
- Forward all equivalency determinations to the Academic Senate, Superintendent/President and the Board of Trustees for approval.

### **EQUIVALENCY STANDARDS**

#### **1. DISCIPLINES REQUIRING THE MASTER'S:**

- A. Master's degree in a reasonably related discipline, plus or including 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline.
- B. Bachelor's degree in the discipline or a reasonably related discipline, plus either 18 semester units (or 27 quarter units) of graduate coursework reasonably related to the discipline or a minimum of 1 year of full-time relevant training or professional experience and certification or licensure in the discipline (if applicable).
- C. For HUMANITIES: Master's degree in Art, Dance, English, History, Music, Theatre, any foreign language, or the equivalent.
- D. Demonstration of eminence in the discipline.

#### **Notes:**

- The phrase "reasonably related discipline" refers to disciplines referenced in the latest version of the *Minimum Qualifications for Faculty and Administrators in the California Community Colleges*, published by the Chancellor's Office
- If using experience or training to substitute for coursework (section B above), the candidate must provide evidence of equivalent preparation which is as reliable and objective as a transcript.
- Eminence (section D above) is defined as superior knowledge and skill in a discipline. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the discipline. The candidate must provide evidence of eminence which is as reliable and objective as a transcript.

#### **2. DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE (and which do not require a specific Bachelor's or Associate's degree):**

- A. \_\_\_\_\_ 120 semester units (or 180 quarter units) in any disciplines and two years of experience in the discipline
- B. \_\_\_\_\_ 60 semester units (or 90 quarter units) in any disciplines and six years of experience in the discipline
- C. \_\_\_\_\_ 30 semester units (or 45 quarter units) in any disciplines or industry certification, and eight years of experience in the discipline.

#### **Notes:**

- Teaching experience may be substituted for related occupational experience in the discipline or related discipline on a year-for-year basis.
- Recency: an individual employed to teach a vocational course must show a demonstrated competency in the current technology of that course.

**3. DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE (which require a specific Bachelor's or Associate's degree)**

A. 120 semester units (or 180 quarter units) including 40 semester units (or 60 quarter units) in the discipline or a related discipline and two years of experience in the discipline

B. 60 semester units (or 90 quarter units) including 20 semester units (or 30 quarter units) in the discipline or a related discipline and six years of experience in the discipline

C. 30 semester units (or 45 quarter units) including 10 semester units (or 15 quarter units) in the discipline or a related discipline or industry certification, and eight years of experience in the discipline.

**Notes:**

- Teaching experience may be substituted for related occupational experience in the discipline or related discipline on a year-for-year basis.
- Recency: an individual employed to teach a vocational course must show a demonstrated competency in the current technology of that course.

**Mendocino-Lake Community College District**  
EQUIVALENCY APPLICATION

**INTRODUCTION:**

If you do not meet the exact advertised minimum qualifications as stated on the job announcement, but you believe that you have education/experience that is equivalent to the advertised state-mandated minimum qualifications you must complete this form to request an equivalency determination. If the Mendocino-Lake Community College District determines that you have equivalent qualifications to the advertised state-mandated minimum qualifications, you may be considered an applicant for the position for which you are applying. If it is determined that you do not have equivalent qualifications to the state-mandated qualifications for the position, you cannot continue as an applicant.

It is your responsibility to provide a complete application for an equivalency determination. Incomplete applications will not be considered. You must provide all the necessary documentation that supports your request for an equivalency determination by the closing date of the hiring process for the position for which you are applying.

If you are claiming *educational equivalency* (i.e., coursework), please submit a transcript(s) with this application and explain which courses that you completed (as verified on the transcript) are equivalent to an educational requirement stated in the applicable minimum qualifications. An official transcript is not needed for purposes of this application, but if you are selected as a finalist for a position, you will be required to provide an official transcript of all coursework. All degrees and units of coursework that are offered as equivalency coursework must be from an accredited institution. (See definitions section below for definition of “accredited institution.”)

If you are claiming *experience equivalency* (e.g., professional employment) you must include written confirmation of that experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of “years of professional or occupational experience,” the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of “experience”.)

If you are claiming *equivalency by eminence* you must include evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to your superior level of competence in the discipline). Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

If you are claiming *equivalency by certifications* you must include evidence of industry certification and hours completed. Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

For purposes of equivalency determinations, degrees “in a reasonably related discipline” are those degrees other than the “main” degree in a discipline’s minimum qualifications list in the Chancellor’s Office handbook *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. For example, the state mandated minimum qualification for mathematics is “master’s degree in mathematics or applied mathematics OR bachelor’s degree in either of the above AND master’s degree in statistics, physics, or mathematics education OR the equivalent.” A “reasonably related discipline” for mathematics would be “statistics, physics, or mathematics education.”

Name: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

**1. Equivalency for disciplines requiring a master's degree or the equivalent foreign degree:**

Please indicate which type of equivalency you are claiming and provide the necessary information related to your equivalency request.

**A. I have a degree that is the same as the degree required for the advertised position except for the degree name.** Please submit a table comparing the coursework from any accredited institution awarding the degree identified as a minimum qualification and the coursework from your granting institution awarding the degree you believe is comparable.

**B. I completed all the coursework for the advertised degree, but I did not receive the degree.** Please provide a listing of the coursework necessary for the degree from your institution and a transcript showing that you completed all of that coursework. Additionally, please provide a written explanation of why you did not receive the degree.

**C. I have a Master's degree in a reasonably related discipline, plus or including 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline.** Please identify the "reasonably related discipline" in which you have a degree, and provide a transcript showing your completion of that degree and at least 12 semester units (or 18 quarter units) of graduate or undergraduate coursework in the discipline being advertised.

**D. I am applying for a position in HUMANITIES, and I hold a Master's degree in Art, Communication Studies, Dance, Education, English, History, Music, Philosophy, Speech, Theatre Arts, a foreign language, or the equivalent.** Please identify the discipline in which you have the required Master's degree, and provide a transcript showing your completion of that degree.

**E. I have a Bachelor's degree in the discipline, plus either 18 semester units (or 27 quarter units) of graduate coursework in the discipline (or in a reasonably related discipline) or a minimum of 1 year of Full Time relevant training or professional experience and certification or licensure in the discipline (if applicable).** Please identify the discipline and/or the "reasonably related discipline" in which you have the required graduate units, and provide transcripts showing your completion of the required Bachelor's degree and the required graduate level coursework. If you are using relevant training or experience to substitute for the graduate coursework, please provide evidence of equivalent preparation. Also please list any relevant certification or licensure in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

**F. I qualify for equivalency by reason of eminence in my discipline.** "Eminence" is defined as superior knowledge and skill in a discipline. Superior knowledge and skill is to be determined in comparison with the generally accepted standard of achievement in the discipline. Determination of eminence shall be based upon a conviction that the applicant, if measured by recognized authorities in the field, would be judged superior. Please submit evidence of relevant accomplishments (e.g., research publications, professional performances/exhibitions, honors or awards, letters from professionals in the field attesting to your superior level of competence in the discipline). Evidence submitted must be as reliable and objective as a transcript, and must demonstrate that your experience meets or exceeds the preparation of someone completing the equivalent coursework.

**2. Equivalency for disciplines not requiring a master's degree or the equivalent foreign degree, and which do not require a specific Bachelor's or Associate's degree:**

**A. I have 120 undergraduate semester units (or 180 quarter units) in any discipline and two years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**B. I have 60 undergraduate semester units (or 90 quarter units) in any discipline and six years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**C. I have 30 undergraduate semester units (or 45 quarter units) in any discipline or industry certification equivalent to these units and eight years of experience in the discipline advertised.** Please provide transcripts showing your completion of the required units or completed hours of industry certification. Also please provide evidence of your experience in the discipline. Attach supporting documentation. Evidence submitted must be as reliable and objective as a transcript. Cite specifically the work you performed. You must include written confirmation of your experience from a person authorized to provide such confirmation. For example, if you are claiming that your employment with a particular company is the equivalent to an advertised minimum qualification, you must provide a written statement from a representative of that employer about the work you performed and the duration of your employment. If minimum qualifications require a certain number of "years of professional or occupational experience," the experience must be full-time experience or the equivalent in part-time experience. (See definitions section below for definition of "experience.")

**I affirm that the above information is a true and accurate account of my education and professional experience.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Definitions:**

**Definition of accredited institution:** "Accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education. Determination of equivalency of foreign degrees shall be according to district rules." (Title 5, section 53406.)

**Definition of Experience:** The requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the district. "Professional experience" includes teaching experience. "Occupational experience" does not include teaching experience. (Title 5, section 53404.)

**Definition of Year:** "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 5, section 53404.)

## **PROPOSED ACADEMIC SENATE GOALS: 2014-15**

### High Priority Goals for 2014-2015

1. Review committees & membership (consider streamlining) {4,5,6,7,8,9 & 10}
2. Finalize AP on Min Qualifications & submit to PPAC {6 & 7}
3. Study & recommend action on Fort Bragg / coast campus {1,3 & 10}
4. Study & recommend action on Field Institute {1,3 & 10}
5. Participate in decision-making regarding Pt. Arena {1,3, 5 & 10}

### Ongoing matters requiring Senate Involvement and Action:

1. Inform senators and faculty about issues relating to Student Success Act and Repeatability. {1, 2, 3, 4, 5, & 6}
2. Work with faculty union on responding to accreditation issue relating to inclusion of SLO assessment in faculty evaluation process {7}
3. Improve communication (e-mail, portal, representative area reports...) {6 & 9}
4. Update academic rankings {11}
5. Coordinate with faculty union (MCFT) on issues of mutual responsibility. {6, 7 & 11}

### Long Range Matters on Horizon for Future:

1. Review Constitution &/or Bylaws {11 & all}
2. Increase representation & involvement of our local AS at statewide level {8 & 10}
3. Consider revising criteria for academic rank advancement. {11}