

# Academic Senate

## Career Education Committee Meeting

March 14, 2022 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

**Notification:** *The meetings are audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Career Education Committee.*

- 1) Approve Previous Minutes
  - a) February 28, 2022
- 2) Pebble Pad Presentation (Brittany and Alexa)
- 3) CTE Tool Kit AdHoc discussion (Please See Attachment) (Regina & Gary)

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**Announcements: Open Forum for Discussion**

**Future Agenda Items:**

# Minimum Qualifications and Equivalencies

## CTE Toolkit

### Background

CTE programs face an ongoing struggle to find faculty. The CCC Strong Workforce Program Taskforce Recommendations 13 through 16 directly addressed this issue. Recommendation number 14 states “consider options for meeting minimum qualifications to better integrate industry professionals who possess significant experience into CTE instructional programs.” (<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/Strong-Workforce-Program/COB>). Prior to the Strong Workforce Program Taskforce Recommendations, ASCCC delegates passed similar resolutions asking the ASCCC to provide resources, guidelines, and model practices that would result in greater flexibility in determining equivalencies to find and hire applicants with professional experience who may not have a more formal academic background. In response, the ASCCC and the Chancellor’s Office jointly developed the CTE Faculty Minimum Qualifications Work Group. The outcome of this work group is the CTE Faculty Minimum Qualifications Toolkit.

### What Is the Toolkit?

The CTE Minimum Qualifications Toolkit provides documents, resources, and strategies to more uniformly apply equivalencies with the intent being to create a deep, diverse, and qualified pool of industry expert faculty candidates. According to the toolkit, Title 5 regulations allow colleges to use an equivalency to the associate degree requirement.

### Use of the Toolkit at Other Colleges

The CTE Toolkit is already in use at a number of colleges throughout the state including Oxnard College and Chaffey College. Oxnard College has used the toolkit to hire at least three adjunct faculty. At Oxnard, all candidates that apply under an equivalency are reviewed by the District Wide Equivalency Committee (DWEC). All of the materials and documents are provided to the DWEC group, which includes the discipline faculty, to help interpret and align the toolkit information submitted. The hiring process then proceeds based on the DWEC recommendations to HR.

Chaffey College has hired at least one adjunct faculty using the toolkit. At Chaffey College a committee comprised of the CTE Liaison, the department faculty, a peer faculty, and the Dean is assembled to evaluate the candidate’s equivalency using the toolkit. Then, the standard hiring process continues based on the recommendations from the committee.

### Current Equivalencies

Each discipline determines whether or not an equivalency will be accepted in the hiring process. For CTE disciplines, where the minimum qualifications are any degree plus professional experience defined as any AS Degree and 6 years of professional experience or any BS Degree and 2 years of professional experience, there are currently two equivalency options. The specific options are as follows:

Option 1: The applicant must submit an official transcript documenting successful completion of 60 units of college coursework at an accredited institution of higher learning. The transcript must include 15 units of general education courses as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies*. Also, the transcript must include 18 units of discipline-specific units

for any one discipline-specific major. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

Option 2: The applicant must submit an official transcript documenting successful completion of a minimum of 40 units of college coursework at an accredited institution of higher learning including a minimum of 18 general education course units as described in *Academic Procedures 7121 Minimum Qualifications and Equivalencies* and required for the Associate degree and documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable.

## Local Toolkit Application

The MQE Committee in consultation with the CE Committee and CTE faculty, are proposing to add a third equivalency option using the toolkit as follows:

Option 3: The applicant must submit equivalencies that demonstrate they have earned general education skills and competencies through their work or other non-traditional methods. It is the responsibility of the potential faculty applicant to prepare the artifacts/evidence/documentation necessary to demonstrate achievement of 18 semester units of general education outcomes through means other than traditional classroom instruction. (One semester unit is equal to 17 hours of instruction time). The 18 semester units of general education are outlined in the CTE Toolkit. Additionally, the applicant must provide documented and verifiable evidence of 320 hours of significant professionally sanctioned discipline-specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. Credits on a CLEP, IB, or AP exam, credits by exam and credits on a military transcript are acceptable.

The use of this equivalency is still optional and only applies to those disciplines where the minimum qualifications are any degree plus professional experience. Each individual CTE discipline will have the option of using this equivalency or not in the same way that each discipline requiring a Master's degree has the option of accepting an equivalency or not and departments may change their option as needed.

<https://www.canyons.edu/resources/documents/administration/academic senate/committees/mqandecommitee/LISTofMinQualsEquivalenciesforEachDisciplineRequiringaMastersDegreeFall2020.pdf>

## The Process

Once the candidate submits the toolkit documentation, an ad hoc review committee comprised of the following will meet to determine if the applicant meets minimum qualifications.

- Department Chair and/or Faculty
- A Dean (School or CTE)
- CTE Liaison
- MQ Committee Rep (faculty member outside CTE)
- HR representative

After each review, the ad hoc committee will compile artifacts and begin to build a crosswalk to streamline the process in the future. The crosswalk can be created from common industry certifications or other documents.

## Suggested Toolkit Portfolio Contents

The toolkit recommends the following items be included in the candidate submittal. The documentation/artifacts/evidence provided when the candidate applies would be reviewed by the ad hoc committee.

- **Cover page**
- **Table of contents**
- **Executive summary**
- **Current resume**
- **General education equivalency examples worksheet or similar document.**
- **Documentation/artifacts/evidence**
  - Certificates of completion for training courses, workshops, etc.
  - Industry-recognized credentials
  - Military records
  - Performance evaluations
  - Technical or professional writings
  - Job descriptions
  - Products designed or produced
  - Demonstration of ongoing professional development and continuing education within career field
  - Publication, as author, of relevant materials in the career field
  - Examples of the presentations of training sessions within the career field
  - Membership in professional organizations
  - Membership requirements for certain organizations
  - Licenses/diplomas
  - Transcript
  - Equivalencies (if applicable)
  - Verifications of employment
  - Skills/competencies from employers/supervisors
  - Significant interests outside of work experience, such as community service
- **Equivalency Committee member evaluation response form**

## Summary

Using the toolkit is simply another equivalency in the pre-screening of candidates, who once approved, still need to be interviewed and complete the entire hiring process. The toolkit benefits both the college and the students by providing a more robust, qualified, and diverse faculty pool. Additionally, the ad hoc committee is in place to ensure consistency and adherence to academic standards.