Resolution Fall 2014 3.0- Assigning Courses to Disciplines

1st Reading: December 8, 2014

Mover: Deanna Shelton
Second: Sally Deaton

Whereas: Title 5 makes it the responsibility of the Academic Senate to assign courses to disciplines

Whereas: The Board Policy 2510 indicates that it is up to the Academic Senate to assign courses to disciplines

Whereas: Board Policy 5020 concerning curriculum does not include a specific process for assigning courses to disciplines

Whereas: The ASCCC suggests that the curriculum committee, under the auspices of the academic senate and with the expertise of the discipline faculty, would be the most suitable group to make decisions about the assignment of courses to disciplines

Whereas: The ASCCC suggests that course assignments should be a part of the Course Outline of Record

Whereas: The Course Outline of Record is located in CurricuNet

Whereas: Individual faculty members originate updates to Course Outlines of Record, which are then reviewed and approved by each college’s faculty at the campus level via the Academic Senate or its designated subcommittee, and collectively by the three college faculties at the district level via CIC

Whereas: the ASCCC provides guidelines for assigning courses to disciplines and for who teaches the courses

1. Single discipline – minimum qualifications in disciplines
2. More than one discipline (multiple-listing) – Minimum qualifications in either discipline
3. Interdisciplinary - Minimum qualifications in one area and upper division/graduate work in the other discipline

Be it resolved that:

The Academic Senate supports the following process regarding Assigning Courses to Disciplines:

1. For all existing courses, the full-time discipline experts from all three campuses first agree on the discipline/s to which the course shall be assigned:
   a. Discipline experts use the ASCCC Minimum Qualifications Handbook to determine the appropriate discipline(s).
   b. A course may be assigned to a single discipline, more than one discipline, or as interdisciplinary.
   c. If there is no discipline expert at one or two of the colleges, the department chair in charge of the course represents the college in conjunction with subject matter experts
   d. If there is disagreement among the faculty representatives assigning the course, they work together to resolve the disagreement.
2. The agreed-upon discipline/s for each course is forwarded to each college’s curriculum committee for review and feedback.

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1 Academic Senate for California Community Colleges.(1994). Placement of Courses within Disciplines.
3. Each college’s discipline experts address any curriculum committee concerns either in writing or with a presentation.

4. If the discipline experts and curriculum committee cannot agree on a particular discipline assignment, the matter is brought to the individual colleges’ Academic Senate for resolution.

5. Once each college has finalized the assignment of courses to disciplines (steps 1-4), the information is forwarded to the district Instructional Services Office.
   a. If all three colleges are in agreement regarding discipline assignment, the district Instructional Services Office adds the discipline assignment to the Curriculum Report section of the official Course Outline of Record.
   b. If all three colleges are not in agreement regarding discipline assignment, the district Instructional Services Office refers the matter to an Academic Senate designated group.

6. After initial discipline assignment (steps 1-5), whenever a course is updated or a new course is proposed, the discipline/s will be reviewed, updated, or assigned as needed through the curriculum approval process, including origination by discipline faculty. This process ensures that no single person or group may change a discipline designation without the equal representation and participation of each college’s faculty.

Timeline for Implementation:

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Presented to the City College Academic Senate: December 8, 2014

Approved by the City College Academic Senate: