

**Lassen Community College**  
**Verification**  
**Of Faculty To Meet**  
**Minimum Qualifications**  
**In Discipline Of**  
**Instruction**  
**Resource Handbook**



**October 2016**

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**LASSEN COMMUNITY COLLEGE  
VERIFICATION OF MINIMUM QUALIFICATIONS  
RESOURCE HANDBOOK**

**INTRODUCTION**

The responsibility to determine if prospective instructors meet the minimum qualifications necessary to teach is the responsibility of individual community college districts. In order to be eligible to teach at a community college the prospective instructor must be determined to meet or exceed the minimum qualifications in a specific discipline as established by the Governing Board of the State of California. The process utilized to determine the qualifications of a potential instructor must be recommended by the local Academic Senate and adopted by the local Governing Board. This handbook was developed to facilitate the process of verifying that an instructor meets the minimum qualifications in order to teach in the Lassen Community College District and includes both policies and procedures.

**VERIFICATION OF FACULTY TO MEET  
MINIMUM QUALIFICATIONS IN DISCIPLINE OF INSTRUCTION**

The Lassen Community College District establishes minimum qualification for academic faculty as any of the following:

For instructors of credit courses, counselors or librarians; the minimum qualifications are:

- 1) For academic disciplines, a master's degree or equivalent foreign degree in the discipline, or a bachelor's degree or equivalent foreign degree in the discipline and a master's degree or equivalent foreign degree in a reasonably related discipline. (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: [www.NACES.org](http://www.NACES.org).) Refer to Lassen Community College Discipline's List A [Board of Governors Lists adopted September 12, 1996, revised November 9, 1999, revised November 2002, revised November 2005, revised November 2009, revised November 2011; Title V, Section 53407] [Title V, Section 53410]
- 2) For disciplines in which a master's is not generally expected (disciplines in specialized technical, trade, or industrial fields), any bachelor's degree or equivalent foreign degree and two years of professional experience, directly related to the faculty member's assignment, or any associate degree or equivalent foreign degree and six years of professional experience, directly related to the faculty member's assignment. (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: [www.NACES.org](http://www.NACES.org).) Refer to Lassen Community College Discipline's List B [Board of Governors Lists adopted September 12, 1996, revised November 9, 1999 revised November 2002, revised September 2005, revised November 2009, revised November 2011; Title V, Section 53407] [Title V, Section 53410]
- 3) For disciplines in which a master's is not generally expected but which requires a specific Bachelor's or associate degree, a specifically named bachelor's and two years of experience or specifically named associate degree(s) and six years of experience [Board of Governors created category in May 2009].
- 4) Or for all disciplines, possession of a California Community College Instructors Credential valid for life \*\*issued in the discipline of assignment. [Title V, Section 53403; Ed Code 87355]

For instructors of noncredit courses, the minimum qualification shall be the same as the minimum qualifications for credit instruction in the appropriate discipline or as specified in Lassen Community College Discipline's List C [Title V, Section 53412].

In addition to other minimum qualifications specified here the minimum qualifications for faculty members teaching any credit or noncredit course shall include a current, valid certificate to work or license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval [Title V, Section 53417].

All degrees and units used to satisfy minimum qualification shall be from accredited institutions (post-secondary institutions accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Post-secondary Accreditation; not to mean an institution "approved" by the California Department of Education or by the California Council for Private Post-secondary and Vocational Education). (Title V, Section 53406)

\* As used here "professional experience" includes teaching experience. "Occupational experience" does not include teaching experience. "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 V, Section 53404; Ed Code 87359)

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\*\* Applicants with Limited Service Credentials issued in districts other than Lassen College Community District must meet minimum qualifications directly or through equivalency as determined utilizing the Lassen Community College Verification Process. (Lassen Community College does not grandfather Limited Service Credentials from other districts).

A student employed as a faculty intern shall be employed as a temporary faculty member [Ed Code, Section 87482.5] and shall meet the minimum qualifications listed below:

1) Faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education subject to Chapter 3 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent, in that graduate program [Title V, Section 53502].

2) Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies. A faculty intern shall be limited to two years of participation in the program [Title V, Section 53502].

3) Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The mentor shall have no other assigned duties during the time that the faculty intern is teaching or rendering service. The mentor is responsible for providing direct monitoring and systematic contact with the faculty intern [Title V, Section 53502].

## PHILOSOPHY

It is the policy of Lassen Community College that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people who are expert in their subject matter areas, who are skilled in teaching and meeting the needs of a varied student population, who can foster overall college effectiveness, and who are sensitive to and themselves represent the racial and cultural diversity of the district community.

The governing board represented by the administration has the principal legal and public responsibility for ensuring an effective hiring process.

The faculty represented by the academic senate has a professional responsibility in the development and implementation of policies and procedures governing the hiring process, which is to ensure the quality of its faculty peers.

One part of the process to fulfill these responsibilities is a procedure to verify the qualifications of an applicant for a faculty position (full or part time). The applicant must meet the minimum qualification as stated on the approved disciplines lists. The verification procedure must include a process for determining when an applicant for a faculty position, though lacking the exact degree or experience specified in the Lassen Community College Disciplines Lists, nonetheless does possess "qualifications that are at least equivalent" (Title V, Section 53430; Ed Code, Section 87359) to those specified.

## THE VERIFICATION PROCESS

1) Verification that an applicant meets minimum qualifications (directly or through equivalency) will occur prior to hiring committee screening. All Lassen Community College instructors must be appropriately certified [Title V, Section 51963].

2) All Lassen Community College faculty applicants will submit online applications with attached documents through the district's web based hiring platform.

3) It shall be the responsibility of the applicant to provide the Human Resources Department with a complete application and all documentation (transcripts, credentials and verification of experience) necessary to evaluate their qualifications.

4) All applicant records shall be confidential.

5) When the Human Resources Department has determined that an applicant has submitted all required documentation, they will electronically forward the applicant's completed electronic file to the Minimum Qualifications Chair.

6) The Minimum Qualifications/Equivalency Chair will review the applicant's electronic file and update the applicant's application status through the web based hiring platform and ultimately complete the "Applicant Qualifications" section of the Lassen Community College Verification Review form. For disciplines requiring outside agency instructor approval to allow course instruction, such as the BVNPT approval requirement to offer instruction of courses within the discipline of licensed vocational nursing, the outside agency approval will be included in the applicant's application package and be received before the hiring committee's first meeting for the applicant to be considered qualified as outlined by our Hiring and Selection processes.

a) If the applicant provides either: 1) documented evidence (transcripts, verification of experience, etc.) that they meet the minimum qualifications exactly as specified on the Discipline Lists (A, B, or C) or 2) or documented evidence (copy of credential) that they possess a California Community College Instructors Credential valid for life in the discipline of assignment, the Lassen Community College Verification Review form will be signed and forwarded to Academic Services for the Chief Instructional Officer, or designee's, signature.

b) If an applicant does not possess the minimum qualifications as specified on the Lassen Community College Disciplines Lists, it is the applicant's responsibility to apply for equivalency on the appropriate form and provide conclusive evidence to support their claim (see page 37 of this document for the Equivalency Application form and pages 7-9 for more information regarding equivalency criteria, guidelines, evidence and appeals process). Upon the applicant's request for equivalency, the Minimum Qualifications/Equivalency Chair will provide subject area faculty with the applicant's application and documentation (transcripts, credentials and verification of experience) to evaluate and recommend whether the applicant possess qualifications at least equivalent to the minimum qualifications appearing on the approved Disciplines Lists. Subject area faculty recommendations will then be presented to the Academic Senate for equivalency determination and be forwarded to the Board of Trustees for final approval. In the event that Lassen Community College does not employ a full time faculty member in the discipline in question, the Minimum Qualifications/Equivalency Chair will meet with the full time subject area faculty in a reasonably related discipline, and the Academic Senate. The subject area faculty, Minimum Qualifications/Equivalency Chair and Chief Instructional Officer, or designee, will complete and sign the the Lassen Community College Verification Review form.

The Verification Review form will then be returned to Academic Services where the appropriate information (name, discipline, type of verification, date) will be recorded before the form is sent to the Human Resources Department.

7) The Academic Senate will prepare a governing board agenda item each month for official approval of each applicant verified to meet minimum qualifications through equivalency.

8) Following governing board approval, the President's Office will forward Board minutes addressing the applicant's equivalency to the Human Resources Department to be included in the applicant's personnel file and to Academic Services to be included in a listing of potential instructors by discipline.

9) The Human Resources Department will send written notification to each applicant informing them of the action on their application: (a) minimum qualifications not met or (b) minimum qualifications met in a specific discipline. A copy of the letter will be placed in the applicant's personnel file.

## CRITERIA FOR EQUIVALENCY

Applicants do possess the equivalent qualification who have appropriate courses for a particular degree but do not possess the specific degree named on the Lassen Community College Disciplines Lists [Board of Governors Lists adopted September 12, 1996, revised November 8, 1999 revised November 2002, revised September 2005, revised November 2009; Title V, Section 53407].

The applicant who claims equivalent qualifications will provide conclusive evidence that their qualifications are at least equivalent to what is required by the disciplines lists. The conclusive evidence must be as clear and reliable as the college

transcripts being submitted by other applicants. Specifically, the one making the claim must provide conclusive evidence of the following:

1) Equivalency for a required degree (see page 7, #6 b):

The applicant must possess at least the equivalent in level of achievement, breadth and depth of understanding for each of the following separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":

- a) The general education course work required for that degree
- b) The major course work required for that degree

2) Equivalency for required experience (see page 6, #6 b):

The applicant must possess a thorough and broad skill and knowledge for each of the following as separate criteria. An applicant must provide conclusive evidence in regards to both "a" and "b":

- a) Mastery of the skills of the vocation.
- b) Extensive and diverse knowledge of the vocation.

**EQUIVALENCY GUIDELINES FOR SPECIFIC DISCIPLINES:**

**FIRE TECHNOLOGY:**

LCC Academic Senate established the equivalency of an associate degree for Fire technology as (either #1 or # 2 provide equivalency):

1. California State Fire Marshall Office requirements for becoming an instructor
  - a. Completion of one of the following;
    - Instructor 1A, Instructor 1B, and Instructor 1C; OR
    - Instructor 1 Methodology
  - b. Completion of Regional Instructor Orientation course
  - c. Completion of an Ethical Leadership in the classroom course
  - d. Certificate showing completion of the course to be taught
  - e. Letter signed by Fire Chief describing rank and experience
  - f. Letter on department letterhead and signed by a Fire Chief or College Administrator describing specific background as it relates to teaching experience (may be the same letter as above)
2. National Wildfire Coordinating Group (NWCG) requirements for becoming an instructor
  - a. Completion of one of the following;
    - Instructor 1A, Instructor 1B, and Instructor 1C; OR
    - M410 OR
    - Instructor 1 Methodology.
  - b. Mastery of skills presented in the course to be taught
  - c. Documentation of consideration as an expert in the field of instruction

**CONCLUSIVE EVIDENCE TO SUPPORT EQUIVALENCY:**

For Disciplines Requiring the Master's Degree (listed in Disciplines List A):

1) Diploma showing degree and institution

2) Transcripts showing those appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution; (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: [www.NACES.org](http://www.NACES.org).)

For Disciplines in which the Master's Degree Is Not Generally Expected or Available (listed in Disciplines List B and Disciplines List C):



- 1) Diploma showing degree and institution;
- 2) Transcripts showing those appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution; (In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: [www.NACES.org](http://www.NACES.org).)
- 3) Publications that show a command of the major in question, and/or the general education of the applicant, and/or their writing skills;
- 4) Other work products that show a command of the major or occupation in question;
- 5) The applicant must provide conclusive evidence of full time work experience that demonstrates mastery of the skills of the vocation, extensive diverse knowledge of the vocation and a broad basis for instruction at college level as determined by full time subject area faculty.

Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline

For self-employed applicants, “conclusive evidence of full time work experience” entails providing credible documentation from outside parties and would include such items as tax records, business license, or other governmental/licensing board evidence.

### **Procedure for Appeal of Equivalency Determination before the Academic Senate**

1. A letter requesting review of the equivalency determination should be sent to the President of the Academic Senate with copies to the appropriate dean and Director of Human Resources. The letter should include a clarification of the reasons why the individual making the appeal feels that he/she has qualifications that are at least equivalent to the adopted minimum qualifications for the discipline in question.
2. The President of the Academic Senate shall review the application file to insure that all necessary information is included:
  - a. District Application Form or Resume
  - b. Transcripts
  - c. Copies of Credentials (if applicable)
  - d. References
  - e. Other documentation (test scores, verification of employment, etc.)
- f. Completed Review for Certification Form including: minimum qualifications for the discipline in question, justification for denial of certification and signatures of subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator.

The application file must be complete before an appeal can be considered.

3. The President of the Academic Senate shall contact the Director of Human Resources to request a copy of the application file for each of the senators.
4. Senators will be given one week to review the file (all application files are strictly confidential).
5. One week prior to senate action the individual making the appeal, subject area faculty, Minimum Qualification/Equivalency Committee Chair and authorizing administrator will be advised of the senate meeting time and location and invited to address the senate concerning the qualifications of the individuals.

6. Generally the Academic Senate shall uphold the determinations of the subject area faculty, only for compelling reasons shall the Academic Senate reverse an equivalency determination. In instances of additional information the Academic Senate shall return the file through the Director of Human Resource to subject area faculty for re-evaluation.

7. All decisions of the Academic Senate are final.

The *Verification of Faculty to Meet Minimum Qualifications in Discipline of Instruction Resource Handbook* is a living document and subject to periodic review. The Lassen Community College Academic Senate must approve all revisions to this document.

## Lassen Community College Discipline List A Credit Courses

This Disciplines List (Title V, Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

### MINIMUM QUALIFICATIONS FOR DISCIPLINES REQUIRING THE MASTER'S

Accounting	Master's in accountancy or business administration with accounting concentration <b>OR</b> Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis <b>AND</b> Master's in business, business administration, business education, economics, taxation, or finance <b>OR</b> the equivalent. <i>(Note: Bachelor's degree in accountancy or business administration with accounting concentration <b>AND</b> Certified Public Accountant in the state of California is an alternative qualification for this discipline)</i> (Title V; Section 53410.1)
Adapted Computer Technology: Disabled Students Programs and Services	See listing under Disabled Students Programs and Services positions.
Agriculture	Master's in agriculture, agriculture sciences or education with a specialization in agriculture or other agricultural area (including: agricultural business, agricultural engineering, agricultural mechanics, agronomy, animal science, enology, environmental (ornamental) horticulture, equine science, forestry, natural resources, plant science, pomology, soil science, viticulture or other agricultural science) <b>OR</b> the equivalent.
Anthropology	Master's in anthropology or archaeology <b>OR</b> Bachelor's in either of the above <b>AND</b> Master's in sociology, biological sciences, forensic sciences, genetics or paleontology <b>OR</b> the equivalent.
Art	Master's in fine arts, art, or art history <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in humanities <b>OR</b> the equivalent. <i>(Note: "Master's in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art; and also art education and art therapy. It does not refer to the "Master's of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photograph, creative writing, or other nonplastic arts.)</i>
Art History	Master's degree in art history, history of art and architecture, or visual culture/visual studies <b>OR</b> bachelor's degree in art history and master's degree in history <b>OR</b> master's degree in art with a recorded emphasis or concentration in art history <b>OR</b> the equivalent.
Astronomy	See Physics/Astronomy
Biological Sciences	Master's in any biological science <b>OR</b> Bachelor's in any biological science <b>AND</b> Master's in biochemistry, biophysics, or marine science <b>OR</b> the equivalent.
Business	Master's in business, business management, business administration, accountancy, finance, marketing, or business education <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in economics, personnel management, public administration, or JD or LLB degree <b>OR</b> Bachelor's in economics with a business emphasis <b>AND</b> Master's in personnel management, public administration, or JD or LLB degree <b>OR</b> the equivalent.
Business Education	Master's in business, business administration, or business education <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in vocational education <b>OR</b> the equivalent.
Chemistry	Master's in chemistry <b>OR</b> Bachelor's in chemistry or biochemistry <b>AND</b> Master's in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry <b>OR</b> the equivalent.

Chicano Studies	Master's degree in Chicano Studies <b>OR</b> Ethnic Studies <b>OR</b> the equivalent.
Child Development/ Early Childhood Education	Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, or educational psychology with a specialization in child development/early childhood education <b>OR</b> bachelor's degree in any of the above <b>AND</b> master's degree in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies <b>OR</b> the equivalent.
Classics	Master's degree in classics <b>OR</b> a bachelor's degree in classics <b>AND</b> a master's degree in history (with a concentration in ancient Mediterranean areas), English literature, comparative literature, classical archaeology <b>OR</b> the equivalent
Communication Studies (Speech Communication)	Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in drama/theater arts, mass communication, or English <b>OR</b> the equivalent.
Computer Science	Master's in computer science or computer engineering <b>OR</b> Bachelor's in either of the above <b>AND</b> Master's in mathematics, cybernetics, business administration, accounting, or engineering <b>OR</b> Bachelor's in engineering <b>AND</b> Master's in cybernetics, engineering, mathematics, or business administration <b>OR</b> Bachelor's in mathematics <b>AND</b> Master's in cybernetics, engineering, mathematics, or business administration <b>OR</b> Bachelor's degree in any of the above <b>AND</b> a Master's degree in information science, computer information systems, or information systems <b>OR</b> the equivalent. ( <i>Note: Courses in the use of computer programs for application to a particular discipline may be classified, for minimum qualifications purposes, under the discipline of the application.</i> )
Counseling	Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, <b>OR</b> the equivalent. ( <i>Note: A valid California license as a Marriage and Family Therapist (MFT) is an alternative qualification for this discipline.</i> ) (Title V; Section 53410.1)
Counseling: Disabled Students Programs and Services	See Disabled Students Programs and Services positions.
Counseling: EOPS	*Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, <b>AND</b> EOPS counselors hired after October 24, 1987, shall: (1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages <b>OR</b> (2) Have completed six semester units or the equivalent of a college-level counseling practicum or counseling field-work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages <b>AND</b> In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.
Disabled Students Programs and Services positions -----	
Adapted Computer Technology: Disabled Students Programs and Services	Master's in special education, education, psychology, educational psychology Technology or rehabilitation counseling <b>AND</b> fifteen units of upper division or graduate study in adapted computer technology <b>OR</b> the equivalent.
Deaf and Hearing Impaired: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; <b>AND</b> Fifteen semester units of upper division or graduate study in deaf and hearing impaired.

Developmental Disabilities: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; <b>AND</b> Fifteen semester units of upper division or graduate study in the area of developmental disabilities.
Disabled Student Programs And Services: Credit Instructor	Master's in any category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling, AND fifteen semester units of upper division or graduate study in the area of disability, to include but not limited to learning disabilities, developmental disabilities, deaf and hearing impaired; physical disabilities; or adaptive computer technology <b>OR</b> the equivalent. (Title V; Section 53414)
Disabled Student Programs And Services: Coordinator	Two years of full-time administrative experience in higher or secondary education, industry, government, public agencies, the military, or private welfare social organization <b>AND</b> meet the minimum qualifications for one of the following disabled student programs and services positions: Counselor, Disabled Student Programs and Services; Developmentally Disabled Specialist; Learning Disabilities Coordinator; or Adaptive Physical Education Specialist <b>AND</b> have two or more years full-time experience or the equivalent within the last four years in one or more of the following fields: (1) instruction and/or counseling in a higher education program for students with disabilities; or (2) administration of a program for students with disabilities in an institution of higher education; or (3) teaching, counseling, or administration in secondary education, working predominantly in programs for students with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organization, in which the responsibilities of the position were predominantly related to persons with disabilities <b>OR</b> the equivalent.
Counseling: Disabled Students Programs and Services	*Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, <b>OR</b> Possession of a master's degree, or equivalent foreign degree, in special education, and twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; <b>OR</b> A master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following; (A) Counseling or guidance for students with disabilities; or (B) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.
Learning Disabilities Specialist:	Master's in special education, education, psychology, educational psychology or rehabilitation counseling AND fifteen semester units of upper division or graduate study in learning disabilities, developmental disabilities, deaf and hearing impaired, physical disabilities or adapted computer technology <b>OR</b> the equivalent. (Title V; Section 53414)
Learning Disabilities: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; <b>AND</b> Fifteen semester units of upper division or graduate study in Learning disabilities.
Physical Disabilities: Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; <b>AND</b> Fifteen semester units of upper division or graduate study in physical disabilities.
Physical Education (Adapted): Disabled Students Programs and Services	Master's in physical education, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy <b>OR</b> the equivalent <b>AND</b> fifteen semester units of upper division or graduate study in adapted physical education.

Speech and Language Disabilities (Pathology): Disabled Students Programs and Services	*Master's, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; <b>AND</b> Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California. <i>*This is a paraphrased version of title 5, §53411(c). The complete citation is located on page 82. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.</i>
End of Disabled Students Programs and Services Positions List -----	
Dance	Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, <b>OR</b> bachelor's in any of the above <b>AND</b> master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music <b>OR</b> the equivalent.
Deaf and Hearing Impaired: Disabled Students Programs and Services	See Disabled Students Programs and Services positions.
Developmental Disabilities: Disabled Students Programs and Services	See Disabled Students Programs and Services positions.
Earth Science	Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology <b>OR</b> Bachelor's in geology <b>AND</b> Master's in geography, physics, or geochemistry <b>OR</b> the equivalent.
Ecology	Master's in ecology or environmental studies <b>OR</b> the equivalent.
Economics	Master's in economics <b>OR</b> Bachelor's in economics <b>AND</b> Master's in business, business administration, business management, business education, finance, or political science <b>OR</b> the equivalent.
Education	Master's in education <b>OR</b> the equivalent.
Engineering	Master's in any field of engineering <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in mathematics, physics, computer science, chemistry, or geology <b>OR</b> the equivalent. <i>(Note: A Bachelor's in any field of engineering with a valid California professional engineer's license is an alternative qualification for this discipline.) (Title V; Section 53410.1)</i>
Engineering Technology	Master's in any field of engineering technology or engineering <b>OR</b> Bachelor's in either of the above <b>AND</b> Master's in physics, mathematics, computer science, biological science, or chemistry <b>OR</b> Bachelor's degree in industrial technology, engineering technology or engineering <b>AND</b> a professional engineer's license <b>OR</b> the equivalent.
English	Master's in English, literature, comparative literature, or composition <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism <b>OR</b> the equivalent.
ESL	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis <b>OR</b> Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate <b>AND</b> Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language <b>OR</b> the equivalent.
Ethnic Studies	Master's in the ethnic studies field, <b>OR</b> a master's degree in American studies/ethnicity, Latino studies, La Raza Studies, Central American studies, Latin American studies, cross cultural studies, race and ethnic relations, Asian-American studies, or African-American studies <b>OR</b> the equivalent <b>OR</b> see interdisciplinary studies.
Family/Consumer Studies and Home Economics	Master's in family and consumer studies, life management/home economics, or home economics education <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, food/nutrition, or dietetics and food administration <b>OR</b> the equivalent.



Film Studies	Master's in film, drama/theater arts, or mass communication <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in media studies, English, or communication <b>OR</b> the equivalent.
Foreign Languages	Master's in the language being taught <b>OR</b> Bachelor's in the language being taught <b>AND</b> Master's in another language or linguistics <b>OR</b> the equivalent.
Geography	Master's in geography <b>OR</b> Bachelor's in geography <b>AND</b> Master's in geology, history, meteorology, or oceanography <b>OR</b> the equivalent.
Gerontology	Master's in gerontology <b>OR</b> the equivalent.
Health	Master's degree in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health <b>OR</b> bachelor's degree in any of the above <b>AND</b> master's in any biological science <b>OR</b> the equivalent.
Health Services Director/ Coordinator/College Nurse	*Master's degree in nursing and a California Public Health Nurse certificate; <b>OR</b> Bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health. Note: Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws. <i>*This is a paraphrased version of title 5, §53411. If there is any conflict between the paraphrased language and the title 5 language, the title 5 language shall prevail.</i>
History	Master's in history <b>OR</b> Bachelor's in History <b>AND</b> Master's in political science, humanities, geography, area studies, women studies, social science, or ethnic studies <b>OR</b> the equivalent.
Humanities	Master's in humanities <b>OR</b> the equivalent.
Instructional Design/Technology	Master's in instructional design/technology or educational technology <b>OR</b> the equivalent.
Interdisciplinary Studies	Master's in the interdisciplinary area <b>OR</b> Master's in one of the disciplines included in the interdisciplinary area and upper division or graduate coursework in at least one other constituent discipline.
Interdisciplinary Studies- Physical Science	Master's in the physical science <b>OR</b> Master's in astronomy, chemistry, geography, geology or physics and upper division or graduate course work in at least one of the other disciplines.
Journalism	Master's in journalism or communication with a specialization in journalism <b>OR</b> Bachelor's in either of the above <b>AND</b> Master's in English, history, communication, literature, composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography <b>OR</b> the equivalent.
Kinesiology	Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education <b>OR</b> bachelor's degree in any of the above <b>AND</b> master's degree in any life science, dance, physiology, health education, recreation administration, or physical therapy <b>OR</b> the equivalent.
Law	JD or LLB ( <i>Note: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes, in the discipline of the application.</i> )
Learning Assistance/ Skills Coordinators or Instructors, and Tutoring Coordinators	*Any master's degree level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; <b>OR</b> A master's degree in education, educational psychology, or instructional psychology, or other Master's degree with emphasis in adult learning theory. Note: Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

Learning Disabilities: Disabled Students Programs and Services	See Disabled Students Programs and Services Positions.
Library Science	Master's in library science, library and information science <b>OR</b> the equivalent.
Linguistics	Master's in linguistics or applied linguistics <b>OR</b> Bachelor's in linguistics <b>AND</b> Master's in TESOL, anthropology, psychology, sociology, English, or any foreign language <b>OR</b> the equivalent.
Management	Master's in business administration, business management, business education, marketing, public administration, or finance <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in economics, accountancy, taxation, or law <b>OR</b> the equivalent.
Marketing	Master's in business administration, business management, business education, marketing, advertising, or finance <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in economics, accountancy, taxation, or law <b>OR</b> the equivalent.
Mass Communication	Master's in radio, television, film, mass communication, or journalism <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in drama/theater arts, communication, speech communication, business, telecommunications, or English <b>OR</b> the equivalent.
Mathematics	Master's in mathematics or applied mathematics <b>OR</b> Bachelor's in either of the above <b>AND</b> Master's in statistics, physics, or mathematics education <b>OR</b> the equivalent.
Music	Master's in music <b>OR</b> Bachelor's in music <b>AND</b> Master's in humanities <b>OR</b> the equivalent.
Nursing	Master's in nursing <b>OR</b> Bachelor's in nursing <b>AND</b> Master's in health education or health science <b>OR</b> the equivalent <b>OR</b> the minimum qualifications as set by the Board of Registered Nursing, whichever is higher.
Nutritional Science/ Dietetics	Master's in nutrition, dietetics, or dietetics and food administration <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in chemistry, public health, or family and consumer studies/home economics <b>OR</b> the equivalent. ( <i>Note: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and valid certification as a registered dietitian in California, is an alternative qualification for this discipline.</i> ) (Title V; Section 53410.1)
Peace Studies	Master's in peace studies, peace and conflict studies, peace and justice studies, <b>OR</b> the equivalent.
Philosophy	Master's in philosophy <b>OR</b> Bachelor's in philosophy <b>AND</b> Master's in humanities or religious studies <b>OR</b> the equivalent.
Photography	Master's in photography fine arts, or art <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in art history or humanities <b>OR</b> the equivalent.
Physical Disabilities: Disabled Students Programs and Services	See Disabled Students Programs and Services Positions.
Physical Education	Master's in physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy <b>OR</b> the equivalent.
Physical Education (Adapted): Disabled Students Programs and Services	See Disabled Students Programs and Services Positions.
Physical Sciences	See Interdisciplinary Studies
Physics/Astronomy	Master's in physics, astronomy, or astrophysics, <b>OR</b> Bachelor's in physics or astronomy <b>AND</b> Master's in engineering, mathematics, meteorology, or geophysics, <b>OR</b> the equivalent.
Political Science	Master's in political science, government, or international relations <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in economics, history, public administration, social science, sociology, any ethnic studies, JD, or LLB <b>OR</b> the equivalent.
Psychology	Master's in psychology <b>OR</b> Bachelor's in psychology <b>AND</b> Master's in counseling, sociology, statistics, neuroscience, or social work <b>OR</b> the equivalent.



Reading	Master's in education with a specialization in reading or teaching reading <b>OR</b> Bachelor's in any academic discipline <b>AND</b> twelve semester units of course work in teaching reading <b>AND</b> Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology <b>OR</b> the equivalent.
Recreation Administration	Master's in recreation administration or physical education <b>OR</b> Bachelor's in either of the above <b>AND</b> Master's in dance, gerontology, or public administration, <b>OR</b> the equivalent.
Religious Studies	Master's in religious studies, theology, or philosophy <b>OR</b> Bachelor's in any of the above <b>AND</b> Master's in humanities <b>OR</b> the equivalent.
Social Science	Master's in social science <b>OR</b> See Interdisciplinary Studies.
Sociology	Master's in sociology <b>OR</b> Bachelor's in sociology <b>AND</b> Master's in anthropology, any ethnic studies, social work, or psychology <b>OR</b> the equivalent.
Speech Communication	See Communication Studies.
Speech Language Pathology	Master's in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders, communication sciences and disorders, or education with a concentration in speech pathology <b>OR</b> the equivalent.
Speech and Language Disabilities (Pathology): Disabled Students Programs and Services	See Disabled Students Programs and Services positions.
Theater Arts	See Drama/Theater Arts
Women's Studies	Master's in women's studies <b>OR</b> the equivalent <b>OR</b> see Interdisciplinary Studies.
Work Experience	Minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed (Title V; Section 53416).

**Lassen Community College Discipline List B  
Credit Courses**

November 2011

This Disciplines List (Title V, Section 53407 - List initiated by the Board of Governors November 2009) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen Community College).**

**MINIMUM QUALIFICATIONS FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE BUT REQUIRING A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE**

Biotechnology: Bachelor's degree in biological science, chemistry, biochemistry, or engineering, and two years of full-time related work experience.

## Lassen Community College Discipline List C Credit Courses

This Disciplines List (Title V, Section 53407) is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Credit Courses (numbered 1-149 at Lassen College).**

### MINIMUM QUALIFICATIONS FOR DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

The **standard minimum qualifications** for disciplines on this list are; any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.

<u>Discipline</u>	<u>Areas also included in discipline</u>	<u>Minimum Qualifications Required for Discipline</u>
<b>Addiction paraprofessional training</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Administration of Justice</b>	Police science, corrections, law enforcement	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Aeronautics</b>	Airframe and power plant, aircraft mechanics, aeronautical engineering technician, avionics	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Agricultural business and related services</b>	Inspection, pest control, food processing/meat cutting	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Agricultural engineering</b>	Equipment and machinery, farm mechanics	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Agricultural production</b>	Animal science, plant science, beekeeping, aquaculture	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Air conditioning, Refrigeration, Heating</b>	Solar energy technician	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Animal training and management</b>	Exotic animal training	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Appliance repair</b>	Vending machines	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Archaeological technology</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Architecture</b>		See "standard minimum qualifications" detailed at the beginning of this list.

<b>Athletic training</b>	<i>(Note: This discipline listing applies only to instructors teaching apportionment generating courses in the subject of athletic training.)</i>	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Auto body technology</b>	Antique and classic auto restoration	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Automotive technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Aviation</b>	Flight, navigation, ground school, air traffic control	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Banking and finance</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Barbering</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Bicycle Repair</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Bookbinding</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Broadcasting technology</b>	Film making/video, media production, radio/TV	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Building codes and regulations</b>	Inspecting of construction, building codes, contractor training	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Building maintenance</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Business machine technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Cabinet making</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Cardiovascular technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Carpentry</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Ceramic technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.

<b>Coaching</b>		<p>The <b>standard minimum qualifications</b> for coaching are; any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.</p> <p>For the discipline of coaching the ideal experience is paid full-time intercollegiate coaching experience.</p> <p>However;          Consideration will be given to a combination of other coaching/playing experiences including:          A minimum of 50% coaching adult athletes in intercollegiate, club, semi-pro or professional competition          Remaining experience may include a combination of:</p> <ul style="list-style-type: none"> <li>• playing experience at the college level</li> <li>• coaching at the HS/Club level</li> </ul>
<b>Commercial art</b>	Sign making, lettering, packaging, rendering	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Commercial music</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Computer information systems</b>	Computer network installation, microcomputer technology, computer applications	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Computer service technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Construction management</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Construction technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Cosmetology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Court interpreting</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Court reporting</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Culinary arts/food technology</b>	Food service, baking, meat cutting, bartending	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Dental technology</b>	Dental assisting, dental hygiene	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Diagnostic medical technology</b>	Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Diesel mechanics</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Dietetic Technician</b>		See “standard minimum qualifications” detailed at the beginning of this list.

<b>Drafting</b>	CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Electricity</b>	Electrical power distribution	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Electromechanical technology</b>	Industrial mechanical technology	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Electromicroscopy</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Electronic technology</b>	Radio, television, computer repair, avionics	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Electronics</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Electroplating</b>		
<b>Emergency Medical Technologies</b>		Appropriate certification includes RN license with documentation of field experience <b>OR</b> EMT II with appropriate years of experience and forty hours of instruction in teaching methods. [Courses included but not limited to the following Examples: State Fire Marshal Instructor 1A and 1B, National Fire Academy’s Instructional Methodology, training programs that meet the US Department of transportation/National Highway traffic Safety Administration 2002 Guideline for Educating EMS Instructors such as the National Association of EMS Educator’s course, Teaching Methodology college courses]
<b>Engineering support</b>	surveying, engineering aides	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Environmental technology</b>	environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Equine science</b>	equine training, equitation, farrier science, pack horse management	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Estimating</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Fabric Care</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Fashion &amp; related technologies</b>		See “standard minimum qualifications” detailed at the beginning of this list.

<b>Fire technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.  LCC Academic Senate established the equivalency of an associate degree for Fire technology as (either #1 or # 2 provide equivalency): 1. California State Fire Marshall Office requirements for becoming an instructor a. Completion of one of the following; • Instructor 1A, Instructor 1B, and Instructor 1C; OR • Instructor 1 Methodology b. Completion of Regional Instructor Orientation course c. Completion of an Ethical Leadership in the classroom course d. Certificate showing completion of the course to be taught e. Letter signed by Fire Chief describing rank and experience f. Letter on department letterhead and signed by a Fire Chief or College Administrator describing specific background as it relates to teaching experience (may be the same letter as above) 2. National Wildfire Coordinating Group (NWCG) requirements for becoming an instructor a. Completion of one of the following; • Instructor 1A, Instructor 1B, and Instructor 1C; OR • M410 OR • Instructor 1 Methodology b. Mastery of skills presented in the course to be taught c. Documentation of consideration as an expert in the field of instruction
<b>Flight attendant training</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Fluid mechanics technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Folk Dance</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Forestry/natural resources</b>	Range management, soil, air and water resources; fish/wildlife management, parks and recreation	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Furniture making</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Graphic arts</b>	Desktop publishing	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Gunsmithing</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Health care ancillaries</b>	Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate,	The <b>standard minimum qualifications</b> for any instruction/coordination of health care ancillaries on this list is; any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.  <i>Some positions on this list have additional requirements based in part upon the requirements of external regulatory bodies. See position specific requirements listed below;</i>

massage therapy.

**CNA Director:**

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;

- (1) Must be a licensed Registered Nurse and have a valid Driver’s License.
- (2) One (1) year nursing experience as a licensed nurse (RN or LVN) **providing direct patient care in a long term care facility** in addition to one (1) year of experience planning, implementing and evaluating educational programs in nursing

**Or**

Two (2) years of **full time** experience as a licensed nurse (RN or LVN), at least one (1) year of which must be in the **provision of direct patient care in a nursing facility (also long term care facility) and successful completion of a minimum of twenty-four (24) hours of continuing education courses in planning, implementing and evaluating education programs in nursing.**

These must be courses approved by the Board of Nursing or courses administered by an accredited educational institution. A transcript of successfully completed course(s) shall be sent to the California Department of Public Health and shall be used as a basis for approval of the qualifications of the Instructor.

Reference: California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 1-5

**Note: The following situations do not meet these regulatory requirements:**

- (1) Employment in a skilled nursing facility holding administrative titles such as a Director Of Nurses or Assistant Director of Nurses (for the provision of direct patient care).
- (2) Employment with registry agencies that serve long-term care facilities.
- (3) Hospital employment with nursing experience providing care for geriatric patients, unless the experience is in a District Part/SNF as designated on the hospital license.
- (4) Part-time experience in long-term care.

**CNA Instructor**

See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following;

One (1) year nursing experience as a licensed nurse (RN or LVN) **providing direct patient care in a long term care facility** in addition to one (1) year of experience planning, implementing and evaluating educational programs in nursing

**Or**

Two (2) years of **full time** experience as a licensed nurse (RN or LVN), at least one (1) year of which must be in the **provision of direct patient care in a nursing facility (also long term care facility) and successful completion of a minimum of twenty-four (24) hours of continuing education courses in planning, implementing and evaluating education programs in nursing.**

These must be courses approved by the Board of Nursing or



		<p>courses administered by an accredited educational institution. A transcript of successfully completed course(s) shall be sent to the California Department of Public Health and shall be used as a basis for approval of the qualifications of the Instructor. Reference: California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 1-5.</p> <p><b>Note: <u>The following situations do not meet these regulatory requirements:</u></b></p> <p>(1) Employment in a skilled nursing facility holding administrative titles such as a Director Of Nurses or Assistant Director of Nurses (for the provision of direct patient care). (2) Employment with registry agencies that serve long-term care facilities. (3) Hospital employment with nursing experience providing care for geriatric patients, unless the experience is in a District Part/SNF as designated on the hospital license. (4) Part-time experience in long-term care.</p> <p><b><u>Phlebotomy Instructor:</u></b> See “standard minimum qualifications” detailed at the beginning of this list, in addition to which applicant must meet the following; (1) Licensed physician and surgeon; or (2) Licensed physician assistant; or (3) Registered nurse; or (4) Respiratory care practitioner with a minimum of 2 years experience in the previous 5 years; or (5) Certified phlebotomy technician with a minimum of 3 years of experience in the previous 5 years or a phlebotomist with 3 years of experience in the previous 5 years and employed as a phlebotomy instructor, who shall meet certification requirements pursuant to Section 1034(a)(4) of the California Code of Regulations on or before December 31, 2003. Reference: California Code of Regulations, Title 17, Division 1, Chapter 2, Subchapter 1, Group 2, Article 2.</p>
<b>Health information technology</b>	Medical record technology	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Heavy duty equipment mechanics</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Hotel and Motel services</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Industrial design</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Industrial maintenance</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Industrial relations</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Industrial safety</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Industrial technology</b>	Foundry occupations	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Insurance</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Interior design</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Janitorial Services</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Jewelry</b>		See “standard minimum qualifications” detailed at the beginning of this list.

<b>Labor relations</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Legal Assisting</b>	Paralegal	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Library technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Licensed Vocational Nursing</b>		<p>[Applicants must meet both]</p> <p><b>California Community College Instructor Minimum Qualifications:</b> Any bachelor's degree and two years of professional experience, directly related to the faculty member's assignment or any associate degree and six years of professional experience, directly related to the faculty member's assignment and appropriate license or certification to practice in California.</p> <p><b>California Board of Vocational Nursing and Psychiatric Technicians Requirements:</b> Instructor (Licensed Vocational Nursing): An instructor in a vocational nursing program shall have or be currently attending a course offered by an accredited school in teaching; and shall meet the requirements of Subsection A or B, below: (A) Registered Nurse: 1. Hold a current California active license as a Registered Nurse; and 2. Hold a baccalaureate degree from an accredited school; or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California; and 3. Have a minimum of two years experience as a registered nurse or licensed vocational nurse within the last five years. (B) Licensed Vocational Nurse: 1. Hold a current California active license as a Vocational Nurse; and 2. Hold a baccalaureate degree from an accredited school; or a valid teaching credential; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, or psychiatric technician school within the last five years; or met community college or state university teaching requirements in California; and 3. Have a minimum of two years experience as a vocational nurse within the last five years. California Code of Regulations, Title 16, Division 25, Chapter 1, Article 5.</p> <p>Copies of application materials will be sent to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) following initial MQ review and approval by LCC MQ Liaison. Final LCC Minimum Qualification approval will not be granted until receipt of BVNPT faculty approval.</p>

<b>Licensed Vocational Nursing: Director</b>		<p>Current California active license as a Registered Nurse  <b>PLUS</b> Bachelor's from an accredited school</p> <p><b>PLUS</b> a minimum of three years experience as a RN, one year of which is teaching and/or clinical supervision, or a combination thereof, in a state accredited school of registered, vocational or practical nursing or psychiatric technician school within the last five years  <b>OR</b> a minimum of three years experience in nursing administration or nursing education within the last five years</p> <p><b>PLUS</b> must have completed a course or courses in administration, teaching, and curriculum development offered by an accredited school.  California Code of Regulations, Title 16, Division 25, Chapter 1, Article 5.</p> <p>Copies of application materials will be sent to the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) following initial MQ review and approval by LCC MQ Liaison. Final LCC Minimum Qualification approval will not be granted until receipt of BVNPT faculty approval.</p>
<b>Locksmith</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Machine tool technology</b>	Tool and dye making	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Manufacturing technology</b>	Quality control, process control	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Marine diving technology</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Marine engine technology</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Martial Arts/Self-Defense</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Masonry</b>	Concrete, cement work, bricklaying	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Material testing technology</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Media Production</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Medical Instrument repair</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Military studies</b>	(Note: the professional experience required for this discipline must be in the military paygrade of E-7 or above.)	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Mining and metallurgy</b>	Oil field operations	See "standard minimum qualifications" detailed at the beginning of this list.
<b>Mortuary science</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Motorcycle Repair</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Multimedia</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Music Management</b>		See "standard minimum qualifications" detailed at the beginning of this list.
<b>Music Merchandising</b>		See "standard minimum qualifications" detailed at the beginning of this list.

<b>Musical Instrument repair</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Nursing science/ clinical practice</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Occupational therapy assisting</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Office technology</b>	Secretarial skills, office systems, word processing, computer applications, automated office training	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Ornamental Horticulture</b>	Landscape horticulture, design, maintenance, landscape architecture, floristry, floral design	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Pharmacy technology</b>		Any bachelor’s degree and two years of professional experience, or any associate degree and six years of professional experience, or any associate degree, and an accredited Pharmacy Technician Certification (CPhT), and four years of professional experience
<b>Photographic technology/ Commercial photography</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Physical therapy assisting</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Piano tuning and repair</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Plastics</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Plumbing</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Printing technology</b>	Typography, composition, printing	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Private security</b>	Security management, safety/accident control, hazardous substance management, crime prevention	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Prosthetics and orthotics</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Psychiatric technician</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Public relations</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Radiological technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Radiation therapy</b>		See “standard minimum qualifications” detailed at the beginning of this list.

<b>Real estate</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Registered Veterinary Technician</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Rehabilitation technician</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Respiratory technician</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Respiratory Technologies</b>		
<b>Restaurant management</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Retailing</b>	Purchasing, merchandising, sales	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Robotics</b>	Computer integrated manufacturing	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Sanitation and public health technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Search and rescue</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Sheet metal</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Ship and boat building and repair</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Shoe rebuilding</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Sign Language, American</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Sign language/English Interpreting</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Small business development</b>	Entrepreneurship	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Small engine mechanics</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Stagecraft</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Steamfitting</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Surgical technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Telecommunication technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Transportation</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Travel services</b>	Dispatching	See “standard minimum qualifications” detailed at the beginning of this list.
<b>Upholstering</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Vision care technology</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Watch and clock repair</b>		See “standard minimum qualifications” detailed at the beginning of this list.
<b>Welding</b>		See “standard minimum qualifications” detailed at the beginning of this list.

### Noncredit Courses

This Disciplines List is subject to periodic revisions upon receipt of updates from the Chancellor's Office. **This list is valid for Noncredit Courses (numbered 150-189 at Lassen Community College).**

The minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

Citizenship - noncredit:	Bachelor's in any discipline <b>AND</b> six semester units in American history and institutions.
ESL -noncredit:	Bachelor's in teaching English as a second language, or in teaching English to speakers of other languages <b>OR</b> Bachelor's in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech and a certificate in teaching English as a second language which may be completed concurrently during the first year of employment as a noncredit instructor <b>OR</b> Bachelor's in any of the above and one year of experience teaching ESL in an accredited institution and a certificate in teaching English as a second language which may be completed concurrently during the first year of employment as a noncredit instructor <b>OR</b> Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.
Health and Safety – noncredit:	Bachelor's in health science, health education, biology, nursing, dietetics, or nutrition; <b>OR</b> an associate degree in any of those subjects, <b>AND</b> four years of professional experience related to the subject of the course taught.
Interdisciplinary-Basic Skills: Noncredit	Bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate to the course.
Mathematics – Basic Skills: Noncredit	Bachelor's in mathematics.
Older Adult - noncredit:	Bachelor's with a major related to the subject of the course taught <b>AND either: (A)</b> thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. (This requirement may be completed concurrently during the first year of employment as a noncredit instructor) <b>OR (B)</b> one year of professional experience working with older adults; <b>OR</b> Associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. (This requirement may be completed concurrently during the first year of employment as a noncredit instructor).
Parenting Education - noncredit:	Bachelor's in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two years of professional experience in early childhood programs or parenting education.

Reading – Basic Skills: Noncredit	Bachelor's in English, literature, comparative literature, composition, linguistics, speech, creative writing or journalism; <b>OR</b> a Bachelor's in any discipline <b>AND</b> twelve semester units of course work in teaching reading.
Specialized Instruction (Disabled student Programs and Services): Noncredit	Bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities <b>OR</b> associate degree with one of the majors specified above <b>AND</b> four years of experience providing specialized instruction or services to persons in the disability category or categories being served. (Title V; Section 53414)
Specialized Instruction (Disabled student Programs and Services) – Vocational Noncredit	An associate degree or certificate of training; and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served.
Vocational (short-term): Noncredit	Bachelor's and two years of occupational experience related to the subject of the course taught <b>OR</b> Associate degree and six years of occupational experience related to the subject of the course taught <b>OR</b> Possession of a full-time clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject area.
Writing – Basic Skills: Noncredit	Bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; <b>OR</b> Bachelor's degree in any discipline <b>AND</b> twelve semester units of coursework in teaching reading.

**Community Services Classes  
(Not for credit Courses)**

[Minimum qualifications for community service instructors have not been established by the State of California]

Individual must document excellent knowledge of subject matter through a combination of education and experience. Instructors must be approved by the dean prior to instruction.



LASSEN COMMUNITY COLLEGE

DISCIPLINE - COURSE CROSS REFERENCE LIST A

[Title V, Section 53200 (c) (1)]

**DISCIPLINES GENERALLY REQUIRING A MASTER'S DEGREE**

**CREDIT COURSES**

Accounting	AGR 1; BUS 1A, BUS 1B, BUS 1C, BUS 13
Agriculture	AGR 3, AGR 19, AGR 31, AGR 49, AGR 61, AGR 122
Anthropology	ANTH 1, ANTH 2, ANTH 3,
Art	ART 1A, ART 1B, ART 2, ART 3, ART 6, ART 7, ART 8, ART 9, ART 10A-D, ART 12, ART 16, ART 18, ART 19A-D, ART 23, ART 25, ART 28, ART 30, ART 43A-D, ART 46, ART 49, ART 50, ART 13, ART 52, ART 60A, ART 60B, ART 64, DS 158; FILM 1
Biological Science	ANTH 1; BIO 1, BIO 4, BIO 10, BIO 20, BIO 25, BIO 26, BIO 32; BIO 32L, HO 3, HLTH 2, HLTH 25, HO 54
Business	AGR 1, AGR 2, AGR 3; ART 52; BUS 1A, BUS 1B, BUS 1C, BUS 2, BUS 10, BUS 13, BUS 18, BUS 19, BUS 22, BUS 25, BUS 27, BUS 34A, BUS 34B, BUS 49, BUS 75, BUS 76, BUS 77, BUS 78, BUS 79, BUS 98, CA 31, CA 32, COT 59; ECON 10, ECON 11; HO 71
Chemistry	CHEM 1A, CHEM 1B, CHEM 8, CHEM 45; PHSC 1
Child-Development/Early Childhood Education	CD 11, CD 12, CD 15, CD 16, CD 17, CD 19, CD 20, CD 22, CD 23, CD 24, CD 25, CD 26, CD 27, CD 28, CD 30, CD/PSY 31, CD 49, CD 50, SOC 3
Communication Studies:	SPCH 1
Computer Science	CA 54, CA 150; CS 1
Adapted Computer Technology: Disabled Students Programs and Services	DS 110, DS 111, DS 112, DS 113
Counseling	CG 1, CARS 2, HUS 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 27, HUS 28, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 48.05, HUS 49, HUS 61, PLSC 11; PSY 33, PSY 80
Dance	
Developmentally-Disabled Specialist	
Disabled Students Program & Services: Credit Instructor	DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 120, DS 121, DS 122, DS 153, DS 158
Earth Science	GEOG 1, GEOG 2, GEOL 1, GEOL 5; PHSC 1
Economics	AGR 2; ECON 10, ECON 11
Education	ART 46, CD 15, CD 16, CG 1, ED 1, ED 2
English	BUS 27, BS 156, CD 17, ENGL 1, ENGL 2, ENGL 3, ENGL 4, ENGL 5, ENGL 7, ENGL 9, ENGL 10, ENGL 12, ENGL 22, ENGL 33, ENGL 34, ENGL 105, ENGL 105A, ENGL 150, ENGL 151, ENGL 155, SPCH 1
English as a Second Language	ENGL 150, ENGL 151
Ethnic Studies	ES 1
Film Studies	FILM 1
Foreign Language	AJ 56; ES 1; SPAN 1, SPAN 2, SPAN 50
Geography	FS 85; GEOG 1, GEOG 2
Health	CD 19; HLTH 2, HLTH 25; HO 120; HUS 30
History	ANTH 2; GEOG 1, GEOG 2; HIST 14, HIST 15, HIST 16, HIST 17; PLSC 1, PLSC 11
Humanities	ES 1; HUM 1, HUM 2
Interdisciplinary Studies-	PHSC 1

Physical Science	
Journalism	ART 16; BUS 27, FILM 1; JOUR 1, JOUR 4, JOUR 5, JOUR 49
Law	AJ 20, AJ 23, BUS 22
Learning Assistance/ Skills Coordinators or Instructors, and Tutoring Coordinators	TUTR 50, TUTR 150
Learning Disabilities Specialist	DS 110, DS 111, DS 112, DS 113, DS 114, DS 115, DS 116, DS 153, DS 158
Library Science	CG 1
Marketing	ART 52
Mass Communication	FILM 1; JOUR 4
Mathematics	BS 157; COT 59, MATH 1A, MATH 1B, MATH 1C, MATH 7, MATH 8, MATH 11A, MATH 11B, MATH 40, MATH 60, MATH 101, MATH 102, MATH 103, MATH 155, MATH 156
Music	MUS 1, MUS 6, MUS 7, MUS 12
Nursing	HO 40, VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58
Nutritional Science/Dietetics	HLTH 25
Philosophy	PHIL 1, PHIL 2, PHIL 10; HUM 1, HUM 2
Photography	ART 4A-D, ART 19A-D, JOUR 5
Physical Education	PE 15, PEAC 2A, PEAC 2B, PEAC 2C, PEAC 2D, PEAC 5A, PEAC 5A.02, PEAC 5B, PEAC 5C, PEAC 5C.02, PEAC 5D, PEAC 6, PEAC 6B, PEAC 6D, PEAC 7, PEAC 7D, PEAC 9, PEAC 9B, PEAC 9D, PEAC 10, PEAC 10D, PEAC 14, PEAC 16, PEAC 32D, PEAC 34, PEAC 44
Physical Education (Adaptive)	DS 120, DS 121, DS 122
Physics/Astronomy	ASTR 1; PHY 2A, PHY 2B; PHSC 1
Political Science	HIST 16, HIST 17; PLSC 1, PLSC 11
Psychology	CD 31; CG 1, HUS 10, HUS 22, HUS 23, HUS 24, HUS 25, HUS 27, HUS 28, HUS 30, HUS 31, HUS 32, HUS 35, HUS 37, HUS 40, HUS 41, HUS 48.05, HUS 49, HUS 61, PLSC 11; PSY 1, PSY 2, PSY 5, PSY 6, PSY 18, PSY 31, PSY 33, PSY 80, PSY 95; PLSC 11; SOC 3
Religious Studies	PHIL 10
Social Science	GEOG 2
Sociology	ES 1; HUS 10; SOC 1, SOC 2, SOC 3, SOC 4
Work Experience	AGR 49; AJ 49; ART 49; AT 49; BUS 49; CD 49, FS 49; GSS 49; HO 49; HUS 49; JOUR 49; WE 1, WE 2; WT 49

**LASSEN COMMUNITY COLLEGE**  
**DISCIPLINE - COURSE CROSS REFERENCE LIST B**  
[Title V, Section 53200 (c) (1)]

**DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE  
BUT REQUIRING A SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE**

**CREDIT COURSES**

Biotechnology

No classes at Lassen Community College

LASSEN COMMUNITY COLLEGE  
 DISCIPLINE - COURSE CROSS REFERENCE LIST C

[Title V, Section 53200 (c) (1)]

**DISCIPLINES, IN WHICH, THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE**

**CREDIT COURSES**

<b>Addiction Paraprofessional Training</b>	HUS 22, HUS 23, HUS 25, HUS 27, HUS 32, HUS 35, HUS 37,
<b>Administration of Justice</b>	AJ 9, AJ 10, AJ 11, AJ 12, AJ 13, AJ 14, AJ 20, AJ 23, AJ 24, AJ 35, AJ 37, AJ 48.03, AJ 48.71, AJ 49, AJ 52A, AJ 52B, AJ 52BR, AJ 52C, AJ 53, AJ 56, AJ 71, BUS 22
<b>Agricultural business</b>	AGR 1, AGR 2, AGR 3
<b>Agricultural engineering</b>	AGR 40, AGR 41, AGR 42, AGR 116
<b>Agricultural production</b>	AGR 8, AGR 9, AGR 10, AGR 11, AGR 12, AGR 13, AGR 14, AGR 19, AGR 20, AGR 26, AGR 31, AGR 49A, AGR 49, AGR 61, AGR 116
<b>Animal Training &amp; Management</b>	
<b>Architecture</b>	
<b>Automotive technology</b>	AT 49; AT 50, AT 54, AT 56, AT 58, AT 60, AT 64, AT 66, AT 68, AT 70, AT 72, AT 74, AT 76, AT 80, AT 82, AT 84, AT 88, AT 90, AT 90A, AT 91
<b>Aviation</b>	AERO 1A
<b>Broadcasting Technology</b>	
<b>Building maintenance</b>	
<b>Business machine technology</b>	BUS 34A, BUS 34B; CA 55, CA 56, CA 57, CA 59; COT 50, COT 52, COT 59
<b>Carpentry</b>	
<b>Ceramic technology</b>	ART 36A-D, ART 150
<b>Coaching</b>	PEAC 2A, PEAC 2B, PEAC 2C, PEAC 2D, PEAC 5A, PEAC 5A.02, PEAC 5B, PEAC 5C, PEAC 5C.02, PEAC 5D, PEAC 6, PEAC 6B, PEAC 6D, PEAC 7, PEAC 7D, PEAC 9, PEAC 9B, PEAC 9D, PEAC 10, PEAC 10D, PEAC 14, PEAC 34, PEAC 53
<b>Commercial Art</b>	ART 28, ART 35, ART 60A, ART 60B,
<b>Commercial Music</b>	
<b>Computer information systems</b>	CA 31, CA 32, CA 49, CA 54, CA 55, CA 56, CA 57, CA 59, CA 150; DS 110
<b>Construction technology</b>	
<b>Cosmetology</b>	
<b>Culinary arts/food technology</b>	

<b>Electricity</b>	
<b>Emergency Medical Technology</b>	EMT 21, EMT 60, EMT 61, FS 20, HO 120
<b>Equine science</b>	AGR 14, AGR 21, AGR 21B, AGR 22, AGR 23, AGR 24, AGR 30, AGR 50, AGR 51, AGR 53, AGR 57, AGR 70, AGR 122;
<b>Fire technology</b>	FS 3, FS 4, FS 5, FS 6, FS 8, FS 13, FS 14, FS 20, EMT 21, FS 23, FS 26, FS 49, FS51, FS 52, FS 55, FS 56, FS 57, FS 60, FS 60A, FS 61, FS 64, FS 66, FS 69, FS 70, FS 70A, FS 72, FS 72A, FS 73A, FS 73B, FS 74, FS 75, FS 76, FS 77, FS 78, FS 79A, FS 82, FS 83, FS 84, FS 85, FS 86, FS 87, FS 88, FS 89, FS 90, FS 98.18, FS 98.20, FS 98.21, FS 156
<b>Folk dance</b>	
<b>Forestry/Natural Resources</b>	IDS 115
<b>Graphic arts</b>	ART 16, ART 23, ART 28, ART 13, ART 60A, ART 60B, ART 64,
<b>Gunsmithing</b>	GSS 49, GSS 50, GSS 50.1, GSS 50.3, GSS 51, GSS 51.1, GSS 51.5, GSS 51.6, GSS 52, GSS 52B, GSS 52BR, GSS 52.1, GSS 52.2, GSS 52.3, GSS 52.4, GSS 52.5, GSS 52.6, GSS 54.5, GSS 55.4, GSS 56.1, GSS 56.3, GSS 56.4, GSS 57.1, GSS 57.2, GSS 57.3, GSS 57.6, GSS 57.8, GSS 57.9, GSS 57.95, GSS 58.2, GSS 59.2, GSS 59.3, GSS 59.4, GSS 59.5, GSS 59.7, GSS 59.9, GSS 60, GSS 60.1, GSS 60.2, GSS 60.4, GSS 61.1, GSS 61.2, GSS 61.3, GSS 62.3, GSS 62.4, GSS 63.1, GSS 63.2, GSS 63.3, GSS 63.4, GSS 63.5, GSS 64.1, GSS 66.1, GSS 66.2, GSS 66.3, GSS 67.1, GSS 68.1, GSS 68.2, GSS 68.3, GSS 69.1, GSS 69.2, GSS 69.3, GSS 69.4, GSS 70, GSS 70.1, GSS 70.2, GSS 71, GSS 71.1, GSS 71.2, GSS 71.3, GSS 71.4, GSS 72, GSS 72.1, GSS 73.2, GSS 75.2, GSS 76, GSS 77, GSS 78, GSS 79, GSS 80, GSS 81, GSS 82, GSS 83, GSS 84, GSS 85, GSS 86, GSS 87, GSS 88, GSS 89, GSS 90, GSS 91, GSS 93, GSS 94, GSS 95, GSS 98, GSS 98.02, GSS 98.03, GSS 98.04, GSS 98.05, GSS 98.06, GSS 98.08, GSS 98.09, GSS 98.12, GSS 98.13, GSS 98.21, GSS 98.22, GSS 98.23, GSS 98.24, GSS 112, GSS 112B, GSS 114, GSS 116, GSS 117, GSS 119, GSS 120, GSS 120B, GSS 123, GSS 124, GSS 127, GSS 129A, GSS 129B, GSS 129C, GSS 130, GSS 133, GSS 135, GSS 136, GSS 143, GSS 147, GSS 148, IT 32
<b>Health care ancillaries</b>	CD 50, HO 3, HO 49, HO 64, HO 70, HO 71, HO 80A, HO 82, HO 84, HO 85, HO 120
<b>Industrial technology</b>	IT 22, IT 72
<b>Jewelry</b>	ART 43A, ART 43B, ART 43C, ART 43D
<b>Licensed vocational nursing</b>	HO 3, HO 46, HO 49, HO 64, HO 80A, HO 88, HO 120; VN 50, VN 51, VN 52, VN 53, VN 54, VN 55, VN 56, VN 57, VN 58
<b>Machine tool technology</b>	GSS 112
<b>Masonry</b>	
<b>Nursing Science; Clinical Practice</b>	VN 52, VN 54, VN 56
<b>Office technology</b>	BUS 18, BUS 19, BUS 34A, BUS 34B, CA 31, CA 32, COT 50, COT 52, COT 59; DS 110
<b>Ornamental Horticulture</b>	

<b>Pharmacy Technology</b>	HUS 30
<b>Photographic Technology/Commercial Photography</b>	ART 4A-D, ART 19A-D, JOUR 5
<b>Plumbing</b>	
<b>Real estate</b>	
<b>Sign language</b>	
<b>Small business development</b>	BUS 25, BUS 75, BUS 76, BUS 77, BUS 78, BUS 79
<b>Welding</b>	GSS 124, IT 22, IT 72, WT 20, WT 21, WT 22, WT 23, WT 31, WT 32, WT 36, WT 37, WT 38, WT 39, WT 40, WT 42, WT 43, WT 44, WT 45, WT 49, WT 50 , WT 51

**LASSEN COMMUNITY COLLEGE  
DISCIPLINE - COURSE CROSS REFERENCE LIST D**

[Title V, Section 53200 (c) (1)]

**NONCREDIT COURSES (Lassen Community College numbers 150 - 189)**

Interdisciplinary- Basic Skills: Noncredit	BS 170, BS 171, CARS 151, CARS 153, CG 150, CG 155, CG 158; MATH 155, MATH 156; TUTR 150
Basic Skills - Mathematics noncredit	BS 157; MATH 155, MATH 156
Basic Skills - Reading and/or Writing noncredit –	BS 156, ENGL 151, ENGL 155
Citizenship - Noncredit	ESL 155
English as a Second Language - Noncredit	ENGL 150, ENGL 151
Health and Safety - Noncredit	
Home Economics - Noncredit	
Older Adult - Noncredit	CA 150
Parenting Education - Noncredit	
Short Term Vocational – noncredit	FS 156
Specialized Instruction for Students with Disabilities - noncredit	DS 153, DS 158

# LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW

A. Applicant's Name: \_\_\_\_\_

Discipline of Instruction requested: \_\_\_\_\_

(Must be from Lassen Community College approved Discipline Lists)

Minimum Qualifications Required:

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**Personnel file must contain: district application, transcripts, copy of valid credentials, and verification of experience prior to forwarding to Minimum Qualification/Equivalency Committee Chair**

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B. Applicant Qualifications: (To be completed by the Minimum Qualification/Equivalency Committee Chair)

Applicant's Degrees: \_\_\_\_\_

Additional course work/units in subject area: \_\_\_\_\_

Applicant's Credentials: \_\_\_\_\_

Verified Experience: \_\_\_\_\_

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C. Compare Applicant Qualifications in Section B to Minimum Qualification in Section A

1. Applicant meets Minimum Qualifications as stated in section A:

Yes \_\_\_\_ No \_\_\_\_

Comments: \_\_\_\_\_

Authorization Signatures:

\_\_\_\_\_  
Minimum Qualifications/Equivalency Chairperson Signature

\_\_\_\_\_  
Date

*(The signature of the Minimum Qualifications/Equivalency Committee Chairperson signifies that the applicant file has been reviewed and this form has been appropriately completed with the documentation of education and experience provided by the applicant)*

\_\_\_\_\_  
Authorizing Educational Administrator

\_\_\_\_\_  
Date

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Verification Review process.



**LASSEN COMMUNITY COLLEGE VERIFICATION REVIEW (EQUIVALENCY)**

A. Applicant's Name: \_\_\_\_\_

Discipline of Instruction requested: \_\_\_\_\_

**(Must be from Lassen Community College approved Discipline Lists)**

Minimum Qualifications Required:

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Classes requesting to teach (List by catalog number [Engl 1, Math 40, etc.]): \_\_\_\_\_

**Personnel file must contain: district application, equivalency application, transcripts, copy of valid credentials, and verification of experience prior to forwarding to Minimum Qualification/Equivalency Committee Chair.**

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B. Applicant Qualifications: (To be completed by the Minimum Qualification/Equivalency Committee Chair)

Applicant's Degrees (and major): \_\_\_\_\_

Additional course work/units in subject area: \_\_\_\_\_

Applicant's Credentials: \_\_\_\_\_

Verified Experience: \_\_\_\_\_

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C. Evaluation of Qualifications: Compare Applicant Qualifications in Section B to Minimum Qualification in Section A.

**Subject Area Faculty Review (to include all full time faculty in the discipline):**

1. In my opinion, the applicant possesses at least equivalent qualifications to the minimum qualification in Section A:

Yes \_\_\_\_\_ No \_\_\_\_\_

Rationale to either grant, or to deny, equivalency (required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorization Signature:

\_\_\_\_\_  
Subject Area Faculty

\_\_\_\_\_  
Date

**Academic Senate Action**

At the \_\_\_\_\_ meeting of the Lassen Community College Academic Senate, action was taken to  
(Date)

- o Approve
- o Deny

this equivalency in \_\_\_\_\_.  
(Discipline)

Rationale to either grant, or to deny, equivalency (required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorization Signature:

\_\_\_\_\_  
Minimum Qualifications/Equivalency Chairperson

\_\_\_\_\_  
Date

D. Verification Process Completed:

\_\_\_\_\_  
Minimum Qualifications/Equivalency Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Instructional Officer, or designee

\_\_\_\_\_  
Date

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Verification Review (Equivalency).

**LASSEN COMMUNITY COLLEGE EQUIVALENCY APPLICATION**

for

**MINIMUM QUALIFICATIONS FOR DISCIPLINES REQUIRING THE MASTER'S:**

[Use this form only if minimum qualifications in the discipline are NOT met. See Lassen Community College Disciplines List.A).

APPLICANT NAME: \_\_\_\_\_

DISCIPLINE YOU WISH TO TEACH: \_\_\_\_\_

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): \_\_\_\_\_

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. Conclusive evidence of equivalency for **MINIMUM QUALIFICATIONS FOR DISCIPLINES REQUIRING THE MASTER'S:**

1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution. In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: [www.NACES.org](http://www.NACES.org).

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

List specific degree for which you are claiming equivalency to:

\_\_\_\_\_

Identify the Degree that you possess: \_\_\_\_\_

Explain how the degree you possess is equivalent to the degree for which you are claiming equivalency to (this may include listing similar graduate or upper division coursework).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of appropriate transcript.

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Equivalency Application for Disciplines Requiring the Master's Degree.

**LASSEN COMMUNITY COLLEGE EQUIVALENCY APPLICATION**

For

**DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE**

[Use this form only if minimum qualifications in the discipline are NOT met. See Lassen Community College Disciplines List B or C.]

APPLICANT NAME: \_\_\_\_\_

DISCIPLINE YOU WISH TO TEACH: \_\_\_\_\_

COURSES YOU WISH TO TEACH (See Lassen Community College Catalog): \_\_\_\_\_

\_\_\_\_\_

Applicants who claim equivalent qualifications must provide conclusive evidence that they have qualifications that are at least equivalent to what is required by the minimum qualifications. For establishing the equivalent of a required degree, the applicant must possess at least the equivalent in level of achievement for both the general education requirement for that degree and the major required for that degree. For the equivalent of required experience the applicant must possess thorough and broad skills and knowledge for mastery of the skills of the vocation and extensive and diverse knowledge of the working environment of the vocation.

Conclusive evidence of equivalency for **DISCIPLINES IN WHICH THE MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE** shall be:

- 1) Transcripts showing that appropriate courses were successfully completed at an accredited college or through an appropriate foreign institution. In order for any foreign degree to be considered towards meeting any minimum qualifications requirement, it must be accompanied by a transcript evaluation provided by a National Association of Credential Evaluation Services (NACES) member agency. NACES member agencies may be found at: [www.NACES.org](http://www.NACES.org).
- 2) Employer statement, reference letters with chronological listings indicating dates and time frames of full time work experience, or other evidence of work experience in the appropriate discipline.
- 3) Publications that show a command of the major in question.
- 4) Other work products that show a command of the major or occupation in question.

Attach supporting documentation to this application form.

MINIMUM QUALIFICATIONS FOR WHICH I AM CLAIMING EQUIVALENCY (See Lassen Community College Disciplines List or Job Description):

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Select below the category which describes your equivalency type and provide the required documentation.

○ **EQUIVALENCY CATEGORY ONE: Equivalent Education**

\_\_\_\_\_ Possession of the number of units for a degree but no degree issued.

List the courses in the major that would count towards the degree (attach additional sheets if necessary):

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If the degree in question is an Associate or Bachelor's degree, list courses in general education that would count towards the degree:

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Attach a copy of appropriate transcripts (highlighting courses may substitute for lists above).

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○ **EQUIVALENCY CATEGORY TWO: Equivalent Experience**

\_\_\_\_\_ I claim experience equal to the majors component of the degree (Depth of Experience).

\_\_\_\_\_ I claim experience equal to the General Education for Degree (Breadth of Experience)

Attach a written justification explaining the experience with appropriate documentation (See numbers 2, 3 & 4 under conclusive evidence above).

For self-employed applicants, "conclusive evidence of full time work experience" entails providing credible documentation from outside parties and would include such items as tax records, business license, or other governmental/licensing board evidence.

Form approved by the Academic Senate 9/27/16. This form, or the equivalent data received through an online hiring platform, constitutes the Academic Senate approved Equivalency Application for Disciplines in which the Master's Degree is not generally expected or available.

## Lassen Community College Discipline List A Credit Courses

### DISCIPLINES REQUIRING A MASTER'S FOR MINIMUM QUALIFICATIONS

Accounting	Agriculture	Anthropology
Art	Art History	Astronomy
Biological Sciences	Business	Business Education
Chemistry	Classics	
Child Development/Early Childhood Education	Communication Studies	
Computer Science	Counseling	
Computer Technology Specialist (Adapted)	Dance	Dietetics
Counseling Disabled Student Programs & Services	Drama/Theater Arts	Earth Science
Developmentally Disabled Specialist	Ecology	Economics
Education	Engineering	English
ESL	Ethnic Studies	Foreign Languages
Family and Consumer Studies/Home Economics	Film Studies	Geography
Gerontology	Health Services Director	Health
Humanities	Instructional Design/Technology History	
Journalism	Interdisciplinary Studies	Law
Learning Assistance/Skills	Library Science	Linguistics
Learning Disabilities Specialist	Management	Marketing
Mass Communication	Mathematics	Music
Nursing	Nutritional Science/Dietetics	Philosophy
Photography	Physical Education (Adaptive)	Physical Education
Physics/Astronomy	Political Science	Psychology
Reading	Recreation Administration	Religious Studies
Social Science	Sociology	
Women's Studies	Work Experience	

## Lassen Community College Discipline List C Credit Courses

### DISCIPLINES FOR WHICH THE MINIMUM QUALIFICATIONS OF A MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE

Addiction paraprofessional training	Administration of Justice	Agricultural business
Agricultural engineering	Agricultural production	Architecture
Athletic training	Auto body technology	Automotive technology
Aviation	Banking and finance	Broadcasting technology
Building maintenance	Business machine technology	Carpentry
Ceramic technology	Coaching	Commercial art
Commercial music	Ceramic technology	Construction technology
Computer information systems	Computer service technology	Cosmetology
Culinary arts/food technology	Diagnostic medical technology	Electricity
Emergency medical technology	Engineering technology	Environmental technology
Equine science	Fire technology	Folk Dance
Forestry/natural resources	Graphic arts	Gunsmithing
Health care ancillaries	Health information technology	Industrial technology
Jewelry	Licensed vocational nursing	Machine tool technology
Masonry	Military Studies	Multimedia
Nursing science: clinical practice	Office technology	
Photographic technology/commercial photography		Plumbing

Real estate  
Small business development

Registered Veterinary Technician  
Telecommunication technology

Sign language  
Welding

## **Lassen Community College Discipline List D Noncredit Courses**

### **Discipline**

Basic Skills - Interdisciplinary noncredit  
Basic Skills - Mathematics noncredit  
Basic Skills - Reading and/or Writing noncredit  
Citizenship - noncredit  
ESL -noncredit  
Health and Safety - noncredit  
Home economics - noncredit  
Older Adult - noncredit  
Parenting Education - noncredit  
Short Term Vocational - noncredit  
Specialized Instruction for Students with Disabilities - noncredit