



Resolution 14.12.1: Formal Process for Assigning Courses to Disciplines – San Diego Community College District (SDCCD): Terry Kohlenberg

1st Reading: December 8, 2014

Mover: Fremland

Second: Seiger

Whereas: Title 5 of the California Department of Education's Code of Regulations gives the responsibility for Assigning Courses to Disciplines to the Academic Senates.

Whereas: SDCCD Board of Trustees Policy 2510 indicates that the Assignment of Courses to Disciplines falls under the purview of the Academic Senates for Mesa, City and Miramar Colleges and Continuing Education.

Whereas: SDCCD Board of Trustees Policy 5020 regarding Curriculum currently does not include a formal process for the SDCCD to Assign Courses to Disciplines.

Whereas: The Academic Senate for California Colleges (ASCCC) suggests that the Curriculum Review Committee (CRC), under the auspices of the Academic Senate and with the expertise of the Discipline Faculty, would be the most suitable group to make decisions about the Assignment of Courses to Disciplines¹

Whereas: The ASCCC also suggests that the Assignment of Courses to Disciplines should be a part of the official Course Outline of Record.

Whereas: The Course Outlines of Record for SDCCD's courses are located in the CurricUNET curriculum database.

Whereas: Individual Faculty members originate updates to the Course Outlines of Record, which are then reviewed and approved by each college's Faculty at the campus level via the Academic Senate or its designated subcommittee (CRC) and collectively by the three college Faculties at the district level via the Curriculum and Instructional Council (CIC).

1. Course Assignment to Single Discipline: Faculty must meet the Minimum Qualifications (MQs) for the single discipline
2. Course Assignment to More than One Discipline (One Discipline OR the Other Discipline): Faculty must meet the MQs for either discipline.
3. Interdisciplinary (One Discipline AND one or more additional Discipline(s) - Faculty must meet the MQs for one discipline and have completed upper division/graduate work in the other discipline(s).

Be it resolved that:

The Academic Senate supports the following formal process for Assigning Courses to Disciplines at the SDCCD:

1. For all existing courses, the full-time discipline experts from all three campuses must reach agreement on the discipline(s) to which the course shall be assigned as the first step:
 - a. Discipline experts use the ASCCC Minimum Qualifications Handbook to determine the appropriate discipline(s).
 - b. A course may be assigned to a single discipline, more than one discipline (one discipline OR a second discipline) or as interdisciplinary (one discipline AND one or more additional discipline(s))¹.

¹ Academic Senate for California Community Colleges. (1994). *Placement of Courses within Disciplines*.

- c. If there are no available discipline experts at one or two of the colleges for the course, the Department Chair for Faculty who teach the course represents the college in conjunction with the subject matter expert(s).
 - d. If there is disagreement among the Faculty representatives who are Assigning the Course to Disciplines(s), the representatives must work together to resolve the disagreement.
2. The agreed-upon Discipline(s) Assignment for each course is forwarded to each college's Curriculum Review Committee (CRC) for review and feedback.
 3. Each college's discipline experts will submit any concerns regarding the Discipline Assignment to the Curriculum Review Committee (CRC) either in writing or with a presentation.
 4. If the discipline experts and Curriculum Review Committee (CRC) cannot agree on a particular discipline assignment, the matter is brought to the individual colleges' Academic Senate for resolution.
 5. Once each college has finalized the assignment of a course to discipline(s) (steps 1-4), the information is forwarded to the district Instructional Services Office.
 - a. If all three colleges are in agreement regarding a discipline assignment, the district Instructional Services Office adds the discipline assignment to the Curriculum Report section of the official Course Outline of Record.
 - b. If all three colleges are not in agreement regarding discipline assignment, the district Instructional Services Office refers the matter to an Academic Senates designated group.
 6. After initial discipline assignment (steps 1-5), whenever a course is updated or a new course is proposed, the discipline(s) assignment will be reviewed, updated or assigned as needed through the curriculum approval process, including origination by discipline Faculty. This process ensures that no single person or group may change a discipline designation without the equal representation and participation of each college's Faculty.

Timeline for Implementation:

| Step | Date (to be determined after each Academic Senate's approval) |
|------|---|
| 1 | |
| 2 | |
| 3-4 | |
| 5 | |
| 6 | Ongoing |

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

Approved by the Mesa College Academic Senate: February 9, 2015