

FOOTHILL COLLEGE
College Curriculum Committee
Guidelines for Placing Courses in Disciplines

Assigning a course to a given discipline signifies the minimum qualifications needed to teach a course, based off of the Minimum Qualifications Handbook (aka disciplines list), established and revised by the Board of Governors, upon recommendation by the Academic Senate for California Community Colleges. This is done to ensure faculty have the proper academic preparation to teach that course. The current version of the Minimum Qualifications Handbook may be found on [the CCC webpage](#).

The discipline/s of a course is/are listed on the course outline of record.

Example: CNSL 5 is placed in the Counseling discipline. Only faculty meeting the minimum qualifications for Counseling may teach this course.

It is standard practice to assign a course to one single discipline. However, when a valid curricular reason exists, the college may place a course in more than one discipline. This would mean that any faculty member that meets either discipline may teach the course.

This an important point to keep in mind when considering possible future class cancelations/workforce reduction/faculty seniority/bumping rights.

Be careful not to confuse placing a course in a discipline with equivalency or single course equivalency.

Example: ART 15A is placed in two disciplines: Art or Graphic Arts. Faculty meeting the minimum qualifications for either Art or Graphic Arts may teach this course (faculty need not meet the MQs for both).

Though subject codes are meant to signify the content of a given course, we must be careful not to confuse a discipline with the subject code we have given a course.

Example: Courses in the EMT subject code were changed to EMS, in order to better represent the course(s)/field. However, the discipline did not change. The courses were, and still are, in the discipline of Emergency Medical Technologies.

Divisions are of an administrative structure nature, and should not be confused with course disciplines. Regardless of the department structure a college uses (which departments fall under which divisions), course discipline considerations should always be about academic preparation necessary to teach a course (discipline minimum qualifications).

Locally, when considering adding a discipline to a course that falls under a different division, it is important to involve the other division's curriculum reps/dean, early in discussions.

Reminder, course disciplines are all about academic preparation necessary to adequately teach course content. This is separate from equivalency, single course equivalency, FSA, etc.