

Equivalency Committee Operating Agreement

Purpose:

The Equivalency Committee is charged by the Reedley College Academic Senate with the responsibility of ensuring that all potential faculty members meet or exceed the minimum qualifications as specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges*. As specified in California Education Code (§87359) and Title 5 of the California Code of Regulations (§53430), equivalency committees at the various California Community Colleges shall have the primary responsibility to approve or deny petitions for equivalency submitted by potential full-time or part-time faculty members. As applied, this means that an applicant for a certificated position who *does not* hold the degrees specified in the current *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, must submit a petition for equivalency. By submitting this petition, the applicant is asserting that, through various means, he/she has gained sufficient knowledge to make him/her *equal to a person who meets the specified minimum qualifications*.

Jurisdiction:

The Reedley College Academic Standards Committee is a committee of the Reedley College Academic Senate.

Product:

Departments will determine if an applicant meets the equivalency standards as defined by the department by establishing a formal department policy and/or by forwarding a petitioner. For the purposes of this document, the term “departments” should be interpreted, wherever necessary, as “disciplines” as some of the Reedley College Departments include dissimilar disciplines (e.g., Fine Arts and Social Sciences includes Art, Criminology, History, Music, etc.). The determination for equivalency should be completed by faculty in the appropriate discipline. It is then the role of the Equivalency Committee to validate the department’s determination for the policies and petitions. Equivalency may only be granted if both the department and Equivalency Committee agree.

Composition:

The Equivalency Committee shall be chaired by a member of the Reedley College Academic Senate Executive Committee, to be designated by the Senate president. The Equivalency Committee shall have a total of seven (7) members, including the Chair. The Equivalency Committee membership shall be appointed by the President of the Academic Senate, with the advice of the Academic Senate Executive Committee. The Equivalency Committee membership should include faculty representatives of academic and vocational programs. The locations/campuses of Reedley College should be represented to the degree possible.

Committee members shall serve a two academic year term. A member may serve multiple consecutive terms, although rotating membership is encouraged. No more than 4 new members should be added at the beginning of a new academic year.

In the event that a member can no longer serve on the Equivalency Committee, the Senate President, with the advice of the Academic Senate Executive Committee, shall appoint a replacement. In making appointments, the Senate President should attempt to maintain representation with respect to disciplines and locations/campuses when appointing replacements.

Meetings Schedule:

Meetings may be web-based, and occur as needed, based on the receipt of petitions or policies. Voting on applications and policies shall be determined by the majority of the voting body, and no proxies shall be allowed to vote.

Quorum:

A majority of the members of the Equivalency Committee shall constitute a quorum, allowing this committee to consider petitions or policies.

Operating Procedures

1. The Equivalency Committee will vote to validate the departments' proposed policies or make recommendations for changes as necessary.
2. The Equivalency Committee will review petitioners' forms for completion.
3. If the petitioner's qualifications fall under the department's approved policy, the Equivalency Committee will review the petition for accuracy and vote to establish Equivalency.
4. If the petitioner's qualifications do not fall under the department's approved policy, or if the department does not have approved policies, the Equivalency Committee reviews the petition, including the matrix, to evaluate and vote upon the petitioner's request for Equivalency.
5. Equivalencies may only be granted if both the department and the Equivalency Committee agree.

Reedley College Strategic Directions:

2013-17 Strategic Directions

3. Teaching and Learning
5. Organizational Development and Effectiveness
 - 5.1 Establish systems and procedures that increase collaboration between Reedley, Madera, and Oakhurst that work towards the integration of policies, uniformed procedures, and processes.
 - 5.2 Ensure instruction and services for students are sufficient, equitable, and consistent across locations.

Subcommittees:

None

Each council / committee will establish a Blackboard site and will be responsible for its maintenance. Committee Operating Agreements will be reviewed annually, revised as necessary, and kept on file in the President's Office.