

<p style="text-align: center;">Madera Community College Academic Senate Standing Committee Equivalency Committee Operating Agreement</p>

Purpose:

The Equivalency Committee is charged by the Madera Community College (MCC) 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, they have gained sufficient knowledge to make them *equal to a person who meets the currently specified minimum qualifications*.

Jurisdiction:

The MCC Equivalency Committee falls under the jurisdiction of the MCC Academic Senate.

Composition:

Voting membership

- One (1) faculty representative, recommended by the Department of Counseling and Learning Assistance (CLA) and appointed by the Academic Senate
- One (1) faculty representative, recommended by the Department of Career Technical Education (CTE) and appointed by the Academic Senate
- One (1) faculty representative, recommended by the Department of Science, Technology, Engineering, and Mathematics (STEM) and appointed by the Academic Senate
- One (1) faculty representative, recommended by the Department of Social Sciences, Humanities, Fine Arts, and Library Sciences (SSHFALS) and appointed by the Academic Senate
- Faculty representative, recommended by the Department of Composition, Literature, and Languages (CLL) and appointed by the Academic Senate

Ex-officio membership

- One District representative from the Department of Human Resources

Terms:

- Committee members shall serve a two-academic-year term.
- A member may serve multiple consecutive terms although rotating membership is encouraged.
- No more than two new members should be added at the beginning of a new academic year.
- In those areas where two members are to be appointed, the members shall serve staggered terms, starting one year apart.
- In the event that a member can no longer serve on the Equivalency Committee, the Academic Senate President, with the advice of the Academic Senate Executive Committee, shall appoint a replacement.

Meeting Schedule:

Upon receipt of petition or policies, regular meetings will be held once a month through the academic year; a meeting may be scheduled on the flex day before the semester begins upon receipt of petitions. Members may not elect to send an individual to vote in their place; however, members who must be absent may send in advance their proxy vote to the chair of the committee with any necessary rationale.

Quorum:

A simple majority of the members present, including those members who submitted proxy votes of the Equivalency Committee, shall constitute a quorum.

Operating Procedures

1. Selection of Committee Chair
 - a. The Chairperson of the Equivalency Committee of the Academic Senate shall be elected by the Committee at the first meeting of the Fall semester (ideally on Flex Day).
2. Committee orientation
 - a. The first committee meeting of each academic year shall be dedicated solely to orientation of new members.
 - b. This first meeting may be a special meeting.
3. Creation and Review of Equivalency Documents
 - a. The Equivalency Committee shall create documents which explain and guide discipline faculty through the process for establishing a local discipline standard for equivalency
 - b. The Equivalency Committee shall create documents which explain and guide both petitioners and discipline faculty through the equivalency process
 - c. All forms shall be reviewed every two years. The primary, but not exclusive, focus of the review will consider the degree to which “our [materials] convey the expectations and provide language of our equivalency process so that those who are not already employed by our system/district can understand equivalency” (Academic Senate for California Community Colleges, *Model Hiring Principles and Procedures*, 2020).
4. Review of Discipline Standards for Equivalency
 - a. Appropriate discipline faculty may contribute to the equivalency process by establishing formal discipline-focused standards and/or by forwarding a petitioner.
 - b. The Equivalency Committee will vote to validate the departments’ proposed policies or make recommendations for changes as necessary.
 - c. Discipline standards may be submitted at any time during the academic year. All validated standards will take effect at the beginning of the next academic semester.
 - d. Approved departmental policies will be published on a public website.
 - e. Discipline faculty will be required to review their local standards for equivalency whenever a new *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook is published.
5. Review of Candidate Petitions for Equivalency
 - a. Petitioners, in consultation with department/discipline faculty and supervising deans, are to complete the appropriate Madera Community College Equivalency Petition forms.

- b. The committee will evaluate petitioners for equivalency based on one of the following two metrics:
 - i. A statement explaining how the petitioner meets or exceeds a local, discipline-based standard submitted to the committee by the faculty in the area, or
 - ii. A matrix created by the petitioner that demonstrates how his/her coursework and/or professional experience meets or exceeds the coursework that is offered by an accredited U.S. institution that would earn the required degree.
 - c. The determination for equivalency should be signed, indicating support, by at least one tenured faculty in the appropriate discipline.
 - i. If a tenured faculty member in the discipline is not available, a tenured faculty member from a “related discipline,” as defined in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* handbook, may sign after consulting with the non-tenured faculty.
 - d. 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.
 - e. 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.
 - f. Upon receiving a fully completed petition, it is the role of the Equivalency Committee to validate the discipline’s determination for the petition.
 - g. Equivalency may be granted only if both the department and the Equivalency Committee agree.
 - h. Committee recommendations are communicated to candidates by Human Resources. Records of equivalency determinations are kept in Human Resources.
6. Conflict of Interest
- a. If a member of the committee has a conflict of interest that would preclude them from reviewing applications of equivalency in an unbiased manner, as determined by a majority vote of voting members, said committee member will be excluded from conversations and votes pertaining to the application in question.
 - b. In order to avoid the perception of impropriety, those evaluating a petition for equivalency should not serve on the respective hiring advisory committee, if at all possible, and may recuse themselves.
 - c. The Academic Senate Executive Committee may appoint an ad hoc replacement for situations in which a member has been recused.
7. Committee Operating Agreements will be reviewed annually, revised as necessary, and kept on file in the President’s Office.

Subcommittees: None

Accreditation Basis for Committee:

The “Purpose” statement above describes the functions and objectives of the Equivalency Committee of the Madera Community College Academic Senate. In addition to the College’s intrinsic desire for continuous quality improvement, effective operations and assimilation of best practices, the committee adheres to the following accreditation standards:

- III.A.1. The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated and address the needs of the institution in serving its student population. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority.
- III.A.2. Faculty qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly activities, and potential to contribute to the mission of the institution. Faculty job descriptions include development and review of curriculum as well as assessment of learning.