

Appendix A

Major Approval Letter

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

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10/23/2011

Kathy Berry
Vice President, Academic Services
Imperial Valley College
380 East Aten Rd.
Imperial, CA 92251-0158

Dear Kathy Berry:

The Chancellor's Office hereby approves Imperial Valley College's **A.S. DEGREE in Dental Assistant** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **124010** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE in Dental Assistant** with program control number **30902**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Dixie Krimm

Appendix B

Program Outcome Assessment Report

Dental Assistant (DA) Program Learning Outcomes

Student Learning Outcomes (SLOs) for Instruction Programs PHASE I (section I)

Program Outcomes Assessment Report

“Program/Degree/Certificate Description or Mission Statement & Identification of Outcome(s)”

Date:	December 31, 2011
Name of Degree, Certificate, Program:	Dental Assistant (DA) Certificate and Degree

Contact Person & Others Involved in Process:	Lead: Betsy Lindbergh, Martha Garcia Others: Tina Aguirre
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Mission Statement or Description of the Program, Degree or Certificate:	The Dental Assistant Program is designed to provide the education necessary for licensure eligibility and practice as a Dental Assistant (DA). Acceptance into the program requires successful completion of the application and selection processes.
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Institutional Learning Outcomes Supported: Please check the ISLOs that are supported by your program:

<input checked="" type="checkbox"/> ISLO1 = communication skills;	<input checked="" type="checkbox"/> ISLO2 = critical thinking skills;	<input checked="" type="checkbox"/> ISLO3 = personal responsibility;
<input checked="" type="checkbox"/> ISLO4 = information literacy;	<input checked="" type="checkbox"/> ISLO5 = global awareness	

Program-level Outcomes and Ways to Assess: (Please choose 1-3)

Degree or Certificate Grid needs to also be submitted on final page – see SLO Coordinator for assistance

Has SLO Grid been completed? Yes No _____ Is it Attached? Yes No _____

Please write a couple of sentences describing what information the completed Grid provides. You may want to comment on ISLOs which are being covered well or not covered at all, changes to be made to outcomes or assessments, or, if possible, you may want to compare Grid to previous years.

Completing the DA Certificate/Degree/Program Grid demonstrated that courses are designed to focus primarily on critical thinking and personal responsibility while covering communication skills, information literacy, and global awareness. This is the first time the Grid has been completed for the DA Program so we are unable to compare the Grid to prior years.
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Dental Assistant (DA) Program Learning Outcomes

Please include the outcomes that have been designed for your courses.

Course	Student Learning Outcomes
AHP 100	<ol style="list-style-type: none"> 1. To build many medical words from Greek and Latin prefixes, suffixes, word roots, and combining forms. (ILO1, ILO2) 2. To define medical words by analyzing Greek and Latin parts (ILO1, ILO2) 3. To spell medical words correctly (ILO1, ILO2) 4. To recall acceptable medical abbreviations that represents phrases and terms (ILO1, ILO2)
DA 101	<ol style="list-style-type: none"> 1. Properly define caries. (ILO2, ILO3) 2. Identify 2 common complaints, symptoms, or data that may indicate a medically compromised patient that should be discussed with the dentist or dental hygienist. (ILO2, ILO3) 3. Identify the members of the dental health team and their roles in gathering patient information and assessment. (ILO2, ILO3)
DA 102	<ol style="list-style-type: none"> 1. Identify the components of the x-ray machine and their individual functions. (ILO2, ILO3) 2. Define Dental intraoral film and describe intraoral film packaging. (ILO2, ILO3) 3. Describe duplicating film. (ILO2, ILO3)
DA 103	<ol style="list-style-type: none"> 1. Determine impression for a specific procedure. (ILO2, ILO3) 2. List the desirable qualities of an impression material. (ILO2, ILO3) 3. Differentiate between a model, cast and die. (ILO2, ILO3)
DA 104	<ol style="list-style-type: none"> 1. Properly duplicate basic chairside duties of a dental assistant in a general dental practice. (ILO2, ILO3) 2. Define the types of exposed and occupational risks associated with the profession of dental assisting. (ILO2, ILO3)
DA 105	<ol style="list-style-type: none"> 1. Identify the proper steps in the use of retraction cord before taking a final impression. (ILO2, ILO3) 2. List the most common operator positions when working with the dentist. (ILO2, ILO3) 3. List the common isolation techniques and their uses in restorative dentistry. (ILO2, ILO3)
DA 106	<ol style="list-style-type: none"> 1. Identify the proper steps in the use of retraction cord before taking a final impression. (ILO2, ILO3) 2. Describe the entire procedure of a root canal from beginning to end. (ILO2, ILO3) 3. Indicate key safety elements used in all dental procedures and how it relates to the role of the dental assistant. (ILO2, ILO3)
DA 107	<ol style="list-style-type: none"> 1. Perform all RDA tasks in a smooth manner and be able to anticipate the dentist's needs. (ILO1, ILO2) 2. Pass a Mock board Dental Assistant Examination. (ILO1, ILO2) 3. Safely demonstrate the fabrication of and cementing of a crown, while ensuring all precautionary measures are completed. (ILO2, ILO3)
DA 108	<ol style="list-style-type: none"> 1. Prepare complete, accurate patient records and maintain them. (ILO2, ILO3) 2. Successfully interact in a mock dental office situation, with patients in person-to-person contacts and when gathering or receiving telephone calls. (ILO1, ILO2) 3. Write appropriate business letters. (ILO1, ILO2)
DA 109	<ol style="list-style-type: none"> 1. Operate as a member of the dental team in private and clinical settings. (ILO1, ILO3) 2. Function as a chairside dental assistant in both standard and specialty dental practices, in a manner which is satisfactory to the supervising dentist. (ILO1, ILO3) 3. Maintain records documenting clinical performance. (ILO1, ILO2)

Dental Assistant (DA) Program Learning Outcomes

DA 110	1. Define malpractice in application to dental assisting and demonstrate beginning knowledge of jurisprudence terminology in dentistry. (ILO2, ILO4) 2. List five instances in which the practitioner would have legal requirements to report confidential matter that relate to health. (ILO2, ILO3)
DA 111	1. Pass a mock Board RDA certification examination. (ILO1, ILO2) 2. List and recall biomedical sciences. (ILO2, ILO4)
DA 112	1. Recognize the effect of fluoride on teeth. (ILO2, ILO3) 2. Prepare personalized chairside aide. (ILO2)

Please identify at least one outcome and assessment method, and estimated date for the completion of Section II. Please keep in mind the Comprehensive Program Review Schedule.

Instructional Programs (degrees, certificates): You are asked to complete Course-level Outcomes & Assessments for the two and half years leading up to your Program Review due date, and then Program-level Outcomes can be assessed during your Program Review Fall Semester. Still, even if your Program Review isn't due this fall, you will want to make a plan to evaluate it with colleagues by your Program Review due date.

1. Outcome #1: Percentage of students successfully passing the certification/licensing exam.

Est. Completion Date: Within 4 months of program completion

Way(s) to assess: Follow-up with students.

2. Outcome #2: Student cohort complete "on-time" rate. It measures the number of students that complete with their original cohort within 2 semesters.

Est. Completion Date: By the completion of DA 112 (every 2 semesters)

Way(s) to assess: # graduating on schedule/# in cohort in 1st semester

Once Section I is completed, please send e-copy & mail hard copy to SLO Coordinator. Then at the end of the data collection/assessment period, please analyze data with co-workers and other members of the IVC community, and complete Section II.

Dental Assistant (DA) Program Learning Outcomes

Student Learning Outcomes for Instruction – PHASE II (section II)

Program Outcomes Assessment Report

“Assessment of Program-level Learning Outcomes”

In this section, please re-state each outcome and indicate the method(s) of assessment, provide a summary of the results, and tell how your program will use this information to improve student learning. Each Goal should have at least one Method of Assessment. To encourage collaboration and the sharing of ideas, you are encouraged to share your outcomes, assessment data, and findings with all available members of your department or program. Please list the names of all faculty, staff, and students who were involved in summarizing or evaluating the data. The names may differ from those on Section I.

Date:

Contact Person/Others Involved in Process:

Lead: Betsy Lindbergh, Maria Garcia	Others: Tina Aguirre
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Outcome #1 (please repeat here): Percentage of students successfully passing the certification/licensing exam..

Est. Completion Date: Within 4 months of program completion

Way(s) to assess: Follow-up with students .

1. First Method of Assessment:

- a. How did you assess Outcome #1?
- b. Provide a summary of results:
- c. How will your program use this information to improve student learning? If curriculum changes will be made (i.e. course outline, course description, course activities), please explain.
- d. What is your Timeline for Program Modifications or Response to Data?

Outcome # 2 (please repeat here): Student cohort complete “on-time” rate. It measures the number of students that complete with their original cohort within 2 semesters.

Est. Completion Date: By the completion of DA 112 (every 2 semesters)

Way(s) to assess: # graduating on schedule/# in cohort in 1st semester

1. First Method of Assessment:

- a. How did you assess Outcome # 2?
- b. Provide a summary of results:
- c. How will your program use this information to improve student learning? If curriculum changes will be made (i.e. course outline, course description, course activities), please explain.
- d. What is your Timeline for Program Modifications or Response to Data?

Program Outcomes and Course Alignment Grid for Imperial Valley College

Program: Dental Assistant, Certificate & Degree Completed on: Dec 31, 2011Prepared by : Betsy Lindbergh, Maria Garcia, Tina Aguirre

Course	Communication	Critical Thinking	Personal Responsibility	Information Literacy	Global Awareness	# Outcomes identified
AHP 100	3	3	1	2	2	4
DA 101	1	3	3	2	1	3
DA 102	1	3	3	1	1	3
DA 103	1	3	3	1	1	3
DA 104	1	3	3	1	1	2
DA 105	1	3	3	1	1	3
DA 106	1	3	1	1	1	3
DA 107	3	3	3	1	1	3
DA 108	3	3	3	1	1	3
DA 109	3	3	3	1	1	3
DA 110	1	3	3	3	1	2
DA 111	3	3	1	3	1	2
DA 112	1	3	3	1	1	2

****FIVE POINT KEY: Using this key, to receive a 3 or 4 the ISLO needs to be measured through the outcome and assessment.**

4= This is a STRONG focus of the course. Students are tested on it or must otherwise demonstrate their competence in this area.

3= This is a focus of the course that will be assessed.

2= This is a focus of the course, but is NOT assessed.

1= This is briefly introduced in the course, but not assessed.

0= This is not an area touched on in the course.

Appendix C

Employer Survey Results

IVC Dental Assistant Needs Assessment August 2008

1. There a need for a local dental assistant program.	2. I have difficulties finding Dental Assistants to adequately meet my needs/practice.	3. The local dental industry in general has difficulty finding qualified Dental Assistants that adequately meet industry needs.
1 Strongly Disagree	Strongly Disagree	Strongly Disagree
2 Strongly Agree	Strongly Agree	Strongly Agree
3 Strongly Agree	Strongly Agree	Strongly Agree
4 Strongly Disagree	Strongly Disagree	Strongly Disagree
5 Strongly Agree	Strongly Agree	Strongly Agree
6 Agree	Disagree	Agree
7 Strongly Agree	Strongly Agree	Strongly Agree
8 Strongly Agree	Strongly Agree	Strongly Agree
9 Strongly Agree	Strongly Agree	Strongly Agree
10 Agree	Strongly Agree	Agree
11 Strongly Agree	Strongly Agree	Strongly Agree
12 Strongly Agree	Strongly Agree	Strongly Agree
13 Agree	Agree	Agree
14 Agree	Disagree	Agree

4. Job opportunities for Dental Assistants will continue to increase in the next five years.	5. I support Imperial Valley College developing a Dental Assistant program.	6. I will assist Imperial Valley College in the development of this program by participating in advisory committees, adjunct faculty or other necessary functions.
1 Strongly Disagree	Strongly Disagree	Strongly Disagree
2 Strongly Agree	Strongly Agree	Agree
3 Agree	Strongly Agree	Agree
4 Strongly Disagree	Strongly Disagree	Agree
5 Agree	Strongly Agree	Agree
6 Agree	Agree	Strongly Agree
7 Strongly Agree	Strongly Agree	Strongly Agree
8 Strongly Agree	Strongly Agree	Strongly Agree
9 Strongly Agree	Strongly Agree	Disagree
10 Agree	Agree	Disagree
11 Strongly Agree	Strongly Agree	Agree
12 Strongly Agree	Strongly Agree	Strongly Agree
13 Agree	Agree	Disagree
14 Agree	Agree	Agree

Appendix D

**Dental Assistant Program Report to IVC
Board of Trustees**

DENTAL ASSISTANT PROGRAM

FUNDED BY: IMPERIAL COUNTY
WORKFORCE DEVELOPMENT BOARD GRANT

Report to the Board of Trustees
October 2011

Historical Background - 2008

2008: After establishing a local dental practice, Dr. Lindbergh, a former resident of Imperial Valley, contacted IVC regarding the potential for starting a community college Registered Dental Assistant (RDA) Program.

2008: IVC conducted an employer survey regarding a Registered Dental Assistant Program.

- ◉ 14 dentists gave positive answers to all questions.
- ◉ 2 dentists responded negatively to all questions.

Historical Background - 2009 -2010

2009: An advisory group of regional dentists, including Yuma dentists, reviewed the results.

- © Possible need for RDA program, IF grant funds were awarded.

2010: Curriculum development began, in the event a grant opportunity arose.

2010: Submitted to Curriculum Committee.

- © 12 courses were developed; the advisory group identified basic radiology as a need, since it is not offered locally and this course was included in the curriculum.

Historical Background - 2010

2010: Curriculum developed by Dr. Betsy Lindbergh

- ◉ Developed curriculum for Oxnard Community College
- ◉ Aided in the development of a Dental Hygienist Program at Southwest College
- ◉ Was previously the Dental Hygienist Program Director for Oxnard Community College
- ◉ Taught for 15 years at USC School of Dentistry
- ◉ Is a USC graduate for her Bachelor's & Doctorate degrees

Historical Background - 2010

2010: Curriculum submitted to California Community Colleges Chancellor's Office.

2010: Martha Garcia & Efrain Silva submitted a grant proposal to Imperial County Workforce Development Board

©Not awarded, due to request for ~ \$360,000 , which was more than original \$147,500 on RFQ

Historical Background - 2011

2011: IVC's rationale for additional funds was discussed with the WDB and RFQ funds were increased. Martha Garcia resubmitted a new proposal.

2011: May 18th approved for \$350,000 (4/1/2011-6/30/2012)

2011: Several advisory group meetings were held to discuss the status of the RDA program at IVC. Planning meetings with One-Stop Centers for screening & selection occurred and preparation for courses including securing of instructors.

Selections

Instructors

- ⦿ Practice allows the creator of a course to teach that course.
- ⦿ Although the program is taught by part-time faculty, the 2011-2012 CTA Agreement Section 15.15.1 codifies the right of first refusal for faculty that create courses.

Selections

Students (competitive process due to performance measures)

- ◎ 45 interested persons certified by One Stop Centers
- ◎ 39 interviewed by Dr. Lindbergh with a focus on passion for the profession, since this increases likelihood to be successful
- ◎ 24 selected with input of Dr. Lindbergh and Martha Garcia

Dental Assistant Grant Overview

- ⦿ **Partnership:** One Stop Employment Centers and IVC
- ⦿ **24 students:** 30 units of Dental Assistant training
 - Earn a Dental Assistant Radiology State License
 - 120 hours of internship
- ⦿ **Chancellor's Office:** Reviewing our request for approval of the Dental Assistant Certificate and Associate Degree
- ⦿ **Cost per student :** ~\$14,585
(tuition, books, uniforms, etc.)

Dental Assistant Grant Overview

- **Goal 1:** 75% complete (~18) and 70% employed in 3 months (~13)
- **Goal 2:** Case management services, basic skills assessment, Individual Training Plans, assistance with job search and follow-up services

Targeted One-Stop Populations and Program Requirements

- ⦿ **Veterans**
- ⦿ **Unemployed or Displaced Workers**
- ⦿ **18 years of age or older**
- ⦿ **High School Diploma**
- ⦿ **Meet WIA eligibility requirements**
- ⦿ **No felony convictions**
- ⦿ **Personally have a passion for this type of work and be serious about the dental assistant education and training**

Program Expenses

1. Grant, 2. District, or 3. Absorbed (Anticipated and/or Paid)

1. GRANT	Expense	2. ABSORBED AS 'OTHER DUTIES'
Student Tuition, Books, Uniforms, Stipends <u>and</u> other costs; i.e. radiology license, dental chairs, etc	\$64,860	Medical Program Director – must be a Dentist or DA and currently Dr. Lindbergh is acting director
Rent, 12 months with some chairs and instruments	\$35,200	Classified assistance in processing the DA Program through the CCCCCO
Salaries (faculty & staff)	\$117,538	Creation of Standardized DA Handouts
Benefits	\$31,735	Development of DA Student Handbook
Travel	\$765	Advisory Meetings
Utilities	\$8,000	Develop Initial DA Policies

Program Expenses

(continued)

1. GRANT	Expense	2. ABSORBED AS "OTHER DUTIES"
Office computers, supplies, & copy	\$10,350	
Specific Equipment	\$6,000	
Dental materials, supplies, & equipment	\$72,352	
Unpredicted: Prepping the skills lab office located at 301 N. Imperial Ave., Suite "F"	\$5,000	
Unpredicted: Related to physical exams and vaccinations	\$1,302	

Program Structure for Coursework

• Medical Terminology (AHP 100)	3 units
• Introduction to DA (DA 101)	3 units
• Beginning Radiology (DA 102)	3 units
• Dental Materials (DA 103)	3 units
• Occupational Health (DA 104)	1 unit
• Intro to Chairside (DA 105)	2 units
• Dental Specialties (DA 106)	2 units
• Advanced Dental Assisting (DA 107)	2 units
• Practice Management for DA (DA 108)	3 units
• Clinical Dental Experiences (DA 109)	3 units
• Ethics / Jurisprudence (DA 110)	1 unit
• Dental Assisting Seminar (DA 111)	2 units
• Dental Health Education (DA 112)	2 units
Total Units:	30 units

Appendix E

**IVC Academic Hiring Procedures and
the California Community College
Chancellor's Office Minimum
Qualifications for Faculty and
Administrators**

**ACADEMIC HIRING PROCEDURES
(FULL TIME)
BOARD RESOLUTION NO. 9655, 10161
CHANGES ADOPTED JUNE 9, 1999**

Reference is made to a
"Screening Committee"
beginning of Section 3.5.5.
The ~~name~~ "Screening"
Committee was changed
to "First Level Selection
Committee" beginning of
of Section 3.5.9. If it's
the same committee,
Section 3.5.5 ~~change~~
3.5.7.4 should also
be revised.

3.5

Academic Hiring Procedures (Full-Time)

(Board Resolution No. 9655, 10161) Changes adopted June 9, 1999

Philosophy

It is the policy of the Imperial Community College District that faculty hiring procedures and guidelines be established to provide for a college faculty of highly qualified people who are expert in their subject areas, skilled in teaching and serving the needs of a varied student population, can foster overall college effectiveness, are sensitive to others and represent the racial and cultural diversity of the Community College District.¹

The Governing Board represented by the Administration has the principal legal and public responsibility for ensuring an effective hiring process.² The faculty, represented by the Academic Senate, has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process³ which is to ensure the quality of its faculty peers.⁴

District hiring procedures are based on a recognition that responsibility for selecting these well-qualified people is shared cooperatively by both faculty members and the college administration, participating effectively in all appropriate phases of the hiring process. The responsibilities of faculty members include identifying positions, reviewing job descriptions, screening, interviewing, and recommending qualified candidates. The administration is responsible for insuring adherence to the District's Faculty and Staff Diversity policy, advertising positions, verifying background information and qualifications, and selecting the final candidate for hire. All procedures relative to faculty hiring shall be characterized by strict confidentiality.

3.5.1

Section 1: Determination of Vacancy

(Board Resolution No. 10161, 10337)

New Positions

1. Each academic year the Curriculum and Instruction Committee will consider, but not be limited to, Program Review, Self-Studies, External Evaluations, and Educational Master Plan updates, to assess and document the academic staffing needs for the Superintendent/President. Requests from divisions for new positions only will also be solicited, reviewed, and prioritized by the Curriculum and Instruction Committee.

2. Recommendations to the Board of Trustees on the number of new faculty positions for the coming year will be contingent on adequate funding from the State.

Replacement Positions

3. The Chief Instructional Officer or the Chief Student Services Officer will, after conferring with the Superintendent/President, work with the Academic Area Leader⁵ and an Academic Senator to jointly determine replacement positions from the areas having vacancies for the coming year only.
 - a. Program Review Self-Studies and External Evaluations and the Educational Master Plan will be considered in determining replacement positions.
 - b. Recommendations to replace positions will be forwarded to the Board of Trustees by the CIO or the CSSO.
 - c. When the recommendation is to not replace a position, the committee will determine whether the position shall be reallocated to another Academic Area⁶ and if so, refer it to the Curriculum and Instruction Committee for prioritization. The final recommendation from the C & I Committee will then be forwarded to the Superintendent/President.
4. In the event funds are earmarked for specific faculty positions under categorical money classification, subsections 3.5.1.1, 3.5.1.2, and 3.5.1.3 of this document shall be superceded. All other sections of the Hiring Procedures document shall be applicable.
5. The Superintendent/President will seek Board of Trustees approval for new or replacement positions.
6. In emergency situations, the Academic Area Leader and the CIO or CSSO may recommend to the Superintendent/President that a full time temporary contract be offered to an individual who meets minimum qualifications or the equivalent per subsections 3.5.6 and 3.5.7.

3.5.2

Section 2: Job Announcements

1. Job announcements shall clearly state job specifications setting forth those skills necessary for job performance and the required training and experience related to those skills. The requirements are to be based on a careful analysis of the job and only bona fide occupational qualifications may be included in job announcements. (Title 5, California Administrative Code, 53022)
2. Job announcements will be developed with the participation of the appropriate Academic Area Leaders and department members.
3. The Director of Human Resources will provide the Academic Area Leader with preliminary copies of updated announcements.
4. Final wording of job announcements will be worked out by mutual agreement between the Academic Area Leader, the CIO or CSSO, and the Director of Human Resources.
5. Job announcements will include the following:
 - a. General Information
 1. A brief description of the college.
 2. An equal opportunity policy statement.
 3. An indication that new employees will be required to show proof of legal right to work.
 4. A short overview of compensation and benefits.
 5. Instructions for completing the application.
 6. Candidates may be asked to prepare a short demonstration such as lecture or problem-solving scenario.
 - b. Specific Information
 1. Position description
 2. Typical duties

3. **Qualifications:** Gives specific experience, education, knowledge, skills, and abilities required for the position. For academic positions, includes a list of minimum qualifications and a general statement regarding equivalencies. Requirements for the position shall be limited to those which are significantly related to job performance; i.e., bona fide occupational qualifications (BFOQ's). Desirable or preferred qualifications shall not be used to discourage qualified applicants.
4. **Conditions of employment:** Covers salary schedule placement, starting dates, work hours, and other specific conditions that make this position unique and that should be brought to the attention of the prospective candidates.
5. **Pre-employment physical exam** (cost covered by the District).

3.5.3 **Section 3: Application Instruments**

1. **Application instruments for academic positions** include the District Academic Position Application Form, a separate resume, current letters of recommendation, responses to supplemental questions, and unofficial copies of college transcripts.
2. **Official transcripts** will be required prior to the time of employment.
3. **The application form** will require the candidate to indicate that the application is submitted as meeting minimum qualifications or that it is submitted under the equivalency provision as stated on the job announcement.
4. **District forms** are subject to ongoing revision by the Office of Human Resources.

3.5.4 **Section 4: Recruitment**

1. **The Imperial Community College District** shall undertake a program of verifiable affirmative action recruitment for protected group members in all job categories which are under-represented, including categorically funded positions, and in all categories of permanent full-time and part-time employment (including per-session and short term employment). Upward mobility programs may be used in conjunction with a recruitment effort when it promotes the goals of the District's Faculty and Staff Diversity Plan. "In house" or "promotional only"

recruitment shall not be used except when "business necessity" dictates. "Business necessity" is defined in Section 53001 of Title 5 as, ". . . circumstances which justify an exception to the requirements of Section 53021 because compliance with that section would result in substantial financial cost to the district or pose a significant threat to human life or safety. Business necessity requires greater financial cost than does mere business convenience. Business necessity does not exist where there is an alternative that serves business needs equally well." (Title 5, California Administrative Code, 53021)

2. Recruitment procedures shall be followed for all position openings as follows:
 - a. A mailing list which includes members of protected groups as recruitment sources will be maintained and updated annually.
 - b. Currently employed members of the protected groups will be encouraged to refer applicants for positions.
 - c. Contact will be maintained with minority, women's, and disabled persons' organizations. These groups can be included on the mailing list, but personal contact is of greater assistance.
 - d. Advertising efforts will be focused to reach under-represented groups.
 - e. The California Community College Registry and the publication of lists of organizations/media directed toward ethnic minority groups and women, as provided by the Chancellor's Office, will be used whenever possible.
 - f. The academic area may request that the District advertise in special publications such as professional journals, career specific publications, and the Internet.
 - g. Effectiveness of recruiting sources will be monitored and adjustments made as necessary by the Director of Human Resources. (Title 5, California Administration Code, 53021)

3. Applicant Pool

For purposes of monitoring employment practices, all applicants shall be given an opportunity to identify themselves as being a member of a protected group when their application is submitted. This information will be kept confidential and maintained in the Office of Human Resources for use in research, validation, monitoring, and in evaluating the effectiveness of the District's Faculty and Staff Diversity Plan. Before the selection process begins, the composition of the qualified applicant pool will be analyzed by the Affirmative Action Officer to ensure that the goals established in the District's Faculty and Staff Diversity Plan may be furthered and that members of historically under-represented groups are not adversely impacted. The Director of Human Resources will take steps to address any adverse impact before the selection process begins. (Title 5, California Administrative Code, 53023)

3.5.5 Section 5: Committee Selection and Orientation

1. The Academic Area Leader or designee serves as committee chair and selects the members to serve on the screening committee. Every effort will be made to provide all division members an opportunity to serve on a screening committee.
2. To ensure affirmative action efforts and equal opportunity, each screening committee will be made up of six members of which a maximum of 50% can come from the specific division advertising the position with the remaining committee members coming from outside the division. Larger even-numbered committees may be approved by the Affirmative Action Officer for positions where community membership on the committee is solicited from a representative base of Imperial Valley residents.
3. Screening committees shall have an equal balance of ethnic (minority/majority) and gender representation.
4. Screening committees may have a mixture of academic and classified staff, students, and community members when appropriate.
5. Screening committee members who become aware that an immediate family member (i.e., spouse, sibling, child, aunt, uncle, parent, grandparent, first cousin) is a candidate for the position to be screened by said committee members, shall withdraw from the screening

committee. The Affirmative Action Officer will have the authority and responsibility to ensure that the make-up of the screening committee does not include any immediate family members of any applicant to be evaluated by that committee. Should removal of a committee member become necessary, the Affirmative Action Officer will notify the committee chairperson, who will then seek a replacement.

6. After a position closes, the Director of Human Resources will arrange a mandatory orientation meeting for all committee members. All members involved with the screening process are held accountable for compliance with affirmative action procedures. Each screening committee member will be provided screening procedures and material and information regarding the following:
 - a. State employment guidelines (See section VII of the Faculty and Staff Diversity Plan);
 - b. The job announcement and position description or representative duties;
 - c. The minimum and desired qualifications necessary to qualify as a candidate for the position;
 - d. An objective screening form based on screening questions, minimum qualifications, desirable qualifications, letters of recommendation and other pertinent job-related information;
 - e. A standard set of job-related interview questions based on the job-related criteria;
 - f. An objective interview rating form based on the job-related criteria;
 - g. The procedures for tallying points on a composite form that will indicate total points earned by each person interviewed;
 - h. The information necessary to document the reasons that a candidate(s) is not on the recommended for hire list;
 - i. The procedures for final recommendations to the Board of Trustees.

- j. When possible at least two candidates should be recommended for employment.
- k. Screening committee record-keeping procedures will include documentation of reasons for non-selection, completion of the screening forms, and the submission of the names of those candidates selected for interview.
- l. As deviation from policy and procedure can result in legal liability for the District, the Affirmative Action Officer has the authority to suspend the screening process if it is determined such action is necessary.

3.5.6 Section 6: Minimum Qualifications

- 1. The committee chair or designee will work with the Director of Human Resources to pre-screen applicants to verify that they meet the statewide minimum qualifications.
- 2. A disposition form will be prepared for each candidate. Questions regarding interpretation of minimum qualifications will be referred to the appropriate administrator.
- 3. All candidates who fail to meet minimum qualifications will be considered under the equivalency procedure.

3.5.7 Section 7: Equivalency Procedures

Philosophy

- 1. The administration and the faculty, with their professional expertise, are best able to determine whether a candidate's qualifications are the equivalent of the minimum qualifications.
- 2. In order that applicants be given careful consideration, the equivalency process has been made flexible enough to allow applicants to provide evidence that they have education and experience at least as good as that required by the minimum qualifications, even if their formal education is not identical to degree requirements or they have acquired their qualifications by a route other than the conventional one.

3. The equivalency process will assist the college in achieving its Faculty and Staff Diversity goals.
4. The equivalency process is not a waiver of minimum qualifications and will not result in the hiring of less qualified individuals.

3.5.7.1

Criteria for Determining Equivalencies to Minimum Qualification

Equivalency will be determined by the application of one or more of the following:

1. Except in special cases, only formal education shall be considered the equivalent for degree requirements, including general education and the major required for the degree.
2. In special cases, experience, work, independent education, or academic/artistic/vocational products that can be shown to have generated the equivalent knowledge, including general education and the major required for the degree, may be considered the equivalent of the degree.
 - a. For the equivalent of required experience, alternative ways of achieving mastery of the skills of the vocation and knowledge of the working environment of the vocation may be considered.
3. In order to provide access to graduate students who wish to become educators at the community college level, the Equivalency Committee, in conjunction with the administration, may consider applicants for temporary positions in areas related to their field of study.

3.5.7.2

Evidence to Support Equivalencies

1. One or more of the following are needed to support equivalence criteria:
 - a. Transcripts showing that appropriate courses were successfully completed at an accredited college or appropriate foreign institution.
 - b. A certificate(s) and/or other document(s) showing that appropriate workshops, seminars, etc., were successfully completed.

- c. A detailed work history, including references.
 - d. Academic, artistic, or vocational accomplishments.
 - e. Formal admittance to a university graduate program and concurrent enrollment in the discipline in which the applicant is to teach or work.
2. A written record of all decisions made by the Equivalency Committee will be kept by the Human Resources Office.

3.5.7.3

Equivalency Committee Membership

1. The Equivalency Committee shall consist of three faculty members appointed by the Academic Senate President, two full-time faculty members from the division or department in which the candidate will be employed, and the Chief Instructional Officer or Chief Student Services Officer or their designee.
2. The chair of the Equivalency Committee shall be selected by the members of the committee.
3. Alternate members will be appointed, as necessary.

3.5.7.4

Equivalency Committee Procedures

1. To assure college-wide consistency in applying equivalency criteria, the Human Resources Office shall send to the Equivalency Committee all applications which fail to meet minimum qualifications.
2. For approval of equivalency, a majority vote of the Equivalency Committee is required. A majority of the members of the committee shall constitute a quorum, however at least one division/department representative must be in attendance for a decision to be rendered.
3. The Equivalency Committee shall make its recommendations to the Screening Committee in a timely manner.
4. A disposition form will be completed for each candidate considered for equivalency and kept on file in the Human Resources Office with a copy sent to the Office of Instruction.

3.5.7.5

Procedures for Contract Faculty to Qualify in an Additional Discipline

1. Faculty seeking to qualify in a discipline through equivalency shall submit a request to the Equivalency Committee Chair by the 1st working day of the Spring semester.
2. The request shall refer to the equivalency criteria and include a rationale and supporting evidence.
3. The Equivalency Committee shall evaluate the request using the criteria in subsection 3.5.7.2 and the evidence in subsection 3.5.7.3.
4. The Equivalency Committee shall follow the same procedures as outlined in 3.5.7.
5. If the Equivalency Committee approves the request it shall forward its written recommendation, including the reasons for determining equivalency, to the Academic Senate President. Following consultation with the Superintendent/President, the Senate President will present the recommendation to the Board of Trustees.
6. If the Equivalency Committee does not approve the request it shall confer with the faculty member within 10 working days to explain its reasons for not doing so and give the faculty member an opportunity to present further reasons and evidence, also within 10 working days.
7. If, after conferring with the faculty member, the Equivalency Committee does not approve the request, it shall notify the faculty member in writing and shall include its reasons for not approving the request.
8. The faculty member shall be advised of his/her right to appeal the Equivalency Committee's decision, as per Education Code, 87743.3.
9. A disapproval shall not disqualify a faculty member from reapplying at a later time.

3.5.8

Section 8: Screening

1. No candidate will be advanced to screening unless her or she meets the minimum qualifications or equivalency.
2. Each committee member is given a screening form for each candidate

preprinted with the candidate's name and the criteria, derived from the job announcement, that will be the basis for screening.

3. The committee chair, with the assistance of the committee, tabulates the scores and the committee as a whole determines which candidates will be interviewed.

3.5.9 Section 9: Interviewing

1. Each committee member is given an interview form for each candidate preprinted with the candidate's name and interviewing criteria.
2. Interview questions are developed by the Screening Committee and approved for non-bias and job relatedness by the Director of Human Resources/Affirmative Action Officer.
3. Candidates are given a written copy of the questions 30 minutes before the beginning of the interview.
4. Follow-up questions are permitted strictly in response to candidates' answers to established questions.
5. Candidates may be asked to prepare a short demonstration such as a lecture or problem-solving scenario.
6. The Screening Committee will recommend a slate of qualified candidates to the Superintendent/President.
 - a. The Superintendent/President will review the list of candidates recommended for hire and may conduct a second interview. Background checks will be conducted by the Superintendent/President or designee prior to submission of a single candidate for hire to the Board of Trustees.
 - b. Following the selection of a single candidate for hire the Superintendent/President or designee will communicate with the Chairperson of the screening committee regarding the outcome of the second interview/background check process. The Chairperson will reconvene the committee if members request a clarification of the final selection.
 - c. Should the Superintendent/President decline to forward a candidate to the Board of Trustees, the Director of Human

Resources will reconvene the Screening Committee to determine whether to forward additional candidates to the Superintendent/President or to re-advertise the position.

3.5.10 Section 10: Final Selection

1. The Director of Human Resources will notify the final candidate that he/she has been selected.
 - a. If the candidate accepts the job offer and subsequently passes the physical exam, the Director of Human Resources will notify the Superintendent/President to place the name of the successful candidate on the agenda of the Board of Trustees for approval to hire.
 - b. If the candidate declines the job offer or fails to pass the physical exam or should the job offer be withdrawn, the Director of Human Resources will confer with the Superintendent/President to select an alternate candidate from the screening committee's original recommendation. If no alternate candidate is selected, the Director of Human Resources will reconvene the screening committee to determine whether to re-advertise the position.
2. The Screening Committee chairperson is responsible for the completion of all forms and paperwork related to the screening and interview process.
3. In all cases, the Director of Human Resources will notify all unsuccessful candidates by a form letter in a timely manner.
4. The Director of Human Resources will maintain information on each screening process and deal with all complaints regarding the process.

3.5.11 Section 11 Policy Oversight

1. The Office of Human Resources will maintain appropriate documentation regarding the employment of full-time and part-time instructors, including minimum qualifications, equivalency, and unit loads.

2. The Director of Human Resources will have final oversight of all policies and procedures pertaining to the employment of faculty at Imperial Valley College. Potential employees will not receive an assignment until the Director of Human Resources is satisfied that all hiring procedures have been followed.

3.5.12 Section 12: Review and Revision

1. These procedures shall be subject to review and revision at any time by joint agreement of Administration and the Academic Senate.

3.6 Academic Hiring Procedures (Part-Time)
(Board Resolution No. 9655, 10161)

Philosophy

In general, the same underlying philosophy applies to hiring of part-time staff that applies to the hiring of full-time staff. In many ways the hiring of part-time staff will play a key role in the achievement of staff diversity since it is traditional for screening committees to place a high value on prior community teaching experience. The selection of protected group members for part-time positions will provide those individuals with that valuable experience factor.

3.6.1 Section 1: Announcements

1. In conjunction with the Academic Area Leader, the Director of Human Resources will publish announcements for part-time positions as necessary to maintain adjunct faculty pools.
2. Prospective candidates will be furnished with application forms and information regarding part-time employment.

3.6.2 Section 2: Minimum Qualifications

1. The Academic Area Leader will work with the Director of Human Resources to pre-screen applicants to verify that they meet the statewide minimum qualifications.
2. A disposition form will be prepared for each candidate.
3. Candidates who fail to meet minimum qualifications may be considered under the equivalency procedure.

3.6.3 Section 3: Equivalency

1. In determining whether a candidate for an adjunct faculty position meets equivalency, Section 3.5.7 of the Full-Time Academic Hiring Procedures must be followed.
2. While every effort must be made to determine equivalency on a discipline-wide basis, the Equivalency Committee may also grant equivalency on a course-by-course basis.

3. During the academic year, the Academic Area Leader shall send the evidence for the equivalency determination to the Equivalency Committee for approval prior to hiring.
4. When there is insufficient time for an application to be reviewed by Equivalency Committee prior to the candidate's first day of work, the Academic Area Leader, or when appropriate the Dean of External Campus, and the Chief Instructional Officer or Chief Student Services Officer must make a preliminary determination that a candidate meets equivalence using the criteria and evidence standards found in Sections 3.5.7.1 and 3.5.7.2 of the Full-time Academic Hiring Procedures. The Academic Area Leader or the Dean of External Campus must forward to the Human Resources Office a signed copy of the Emergency Determination of Equivalency form, authorizing the candidate to be employed for one semester only. The Equivalency Committee must determine equivalency before the candidate is hired for another semester.
5. The signed Emergency Determination of Equivalency will be filed in the Human Resources Office, with copies forwarded to the Instruction Office and the appropriate Academic Area Leader. The applications of all candidates working under an Emergency Determination of Equivalency will be forwarded to the Equivalency Committee for review at their next regularly scheduled meeting.

3.6.4 Substitute Faculty

1. All substitute faculty must meet minimum qualifications for the discipline in which they will substitute or be considered under equivalency.
2. In determining whether a proposed substitute meets equivalency, Section 3.6.3 of the Part-Time Academic Hiring Procedures must be followed.

3.6.5 Section 4: Screening

1. A screening committee will consist of at least 2 of the following: 1) the Academic Area Leader; 2) the CIO or the CSSO; and/or 3) another faculty member.

2. No candidate will be advanced to screening unless he or she meets the minimum qualifications or equivalency.
3. Interview questions are developed by the Screening Committee and approved for non-bias and job relatedness by the Director of Human Resources/Affirmative Action Officer.
4. Follow-up questions are permitted strictly in response to candidates' answers to established questions.
5. Candidates may be asked to prepare a short demonstration such as a lecture or problem-solving scenario.

3.6.6 Section 6: Adjunct Faculty Pool

1. Candidates who have a successful interview will be pre-approved for hiring and placed in the Adjunct Faculty Pool.
2. An adjunct faculty employment summary form will be used to identify the Adjunct Faculty Pool members.
3. Actual selection from among those in the Adjunct Faculty Pool will be made by the Academic Area Leader, or when appropriate the Dean of External Campus.

3.6.7 Section 7: Follow-up Responsibilities

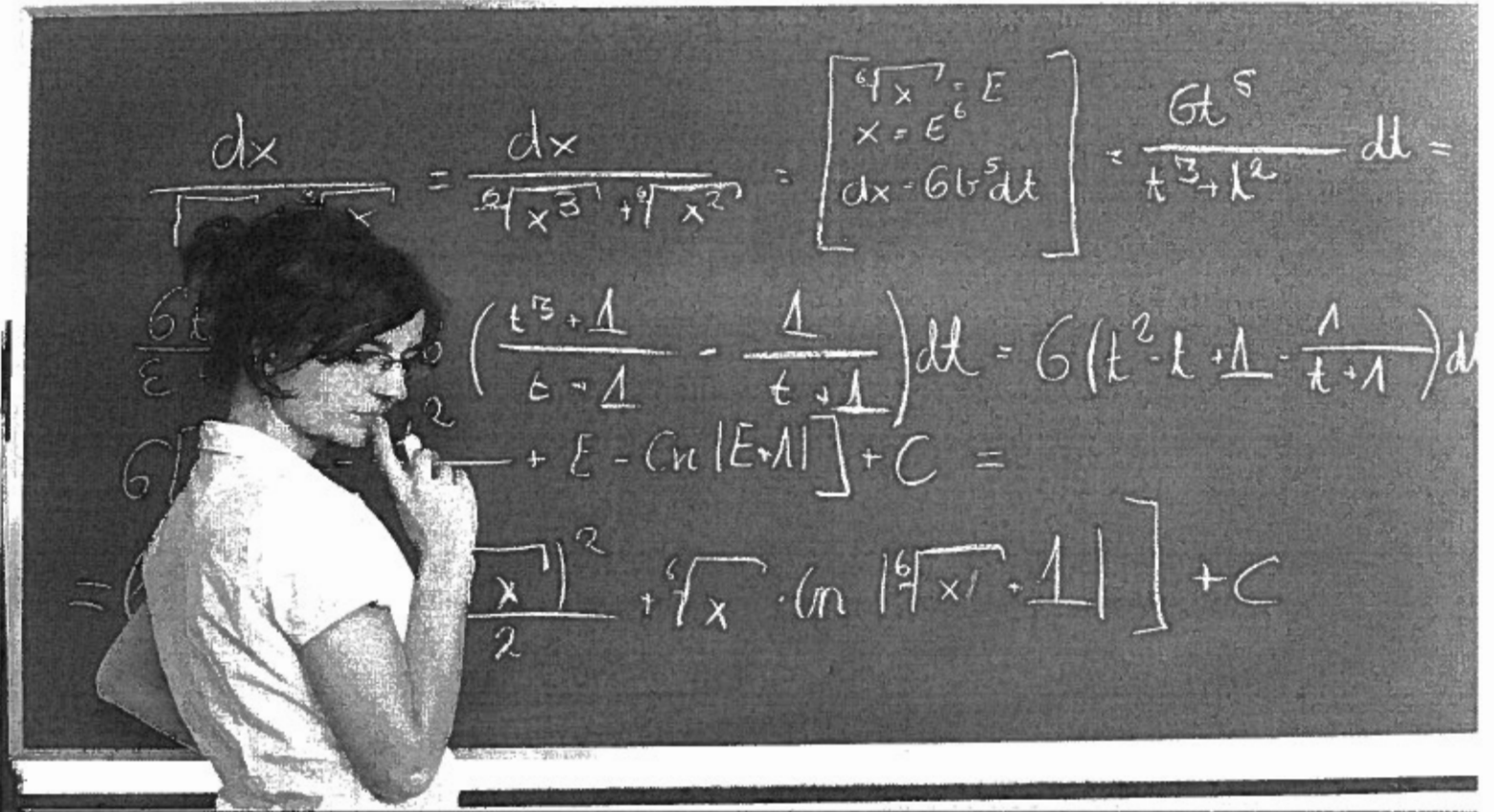
1. The Academic Area Leader will conduct reference checks.
2. Human Resources personnel will notify candidates of whether or not they have been placed in the Adjunct Faculty Pool and maintain their records.

3.6.8 Section 8: Review and Revisions

1. These procedures shall be subject to review and revision at any time by joint agreement of Administration and the Academic Senate.

EndNotes

1. Section 4 (o): "Any set of laws, regulations, directive, or guidelines regarding community college faculty and administrator qualifications, evaluation, hiring, or retention should promote the efforts of local community colleges to ensure that their faculty and administrations consists of: (1) Teachers who can teach and who are experts in the subject matter of their curriculum; (2) Counselors, librarians, and other instructional and student services faculty who can foster college effectiveness and who are experts in the subject matter of their speciality." Section 4 (p) (1) also applies: "The laws, regulations, directives, or guidelines should help the community colleges ensure that the faculty and administrators they hire and retain are people who are sympathetic and sensitive to the racial and cultural diversity in the colleges, are themselves representative of that diversity, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations service by community colleges."
2. AB 1725, Section S (2): "The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. As a result the governing board and the administrators it appoints have the principal legal responsibility for ensuring an effective hiring process."
3. AB 1725, Section 4, (s) (3): "Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. As a result, the faculty has an inherent professional responsibility in development and implementation of policies and procedures governing the hiring process."
4. AB 1725 4 (t) (1): "... While the precise nature of the hiring process for faculty should be subject to local definition and control, each community college should in a way that is appropriate to its circumstances, establish a hiring process that ensures that: (1) Emphasis is placed on the responsibility of the faculty to ensure the quality of their faculty peers."
5. For the purposes of this document only, an Academic Area Leader is a Division Chairperson, Student Services area designee, Dean of Learning Services or Director of Nursing.
6. For the purposes of this document only, an Academic Area is any instructional division or student services area which employees staff subject to these hiring procedures.



Minimum Qualifications for Faculty and Administrators in California Community Colleges

March 2010

Barry A. Russell PhD, Vice Chancellor
Academic Affairs Division
Chancellor's Office, California Community Colleges
1102 Q Street
Sacramento, California 95811-6511
www.cccco.edu

*"Empowering Community Colleges through
Leadership, Advocacy, and Support"*

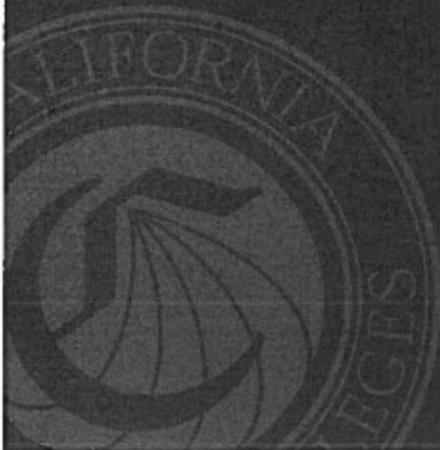


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INTRODUCTION

Overview of Minimum Qualifications and the Disciplines Lists

This eighth edition of *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is an update of the disciplines lists including those adopted by the Board of Governors of the California Community Colleges at their regularly scheduled meeting on November 2, 2009. It incorporates changes that resulted from recommendations from the Academic Senate for California Community Colleges and its delegates, and a comprehensive review of regulations regarding the minimum qualifications and disciplines lists. This change amends the previous edition. It is intended to be effective immediately and should be employed as appropriate in each community college district. A summary of the changes to the *Master's List* and the new category of disciplines requiring a *Specific Bachelor's or Associate Degree List* are noted below:

ACTION	DISCIPLINE	DESCRIPTION
MODIFICATION (Master's Degree List)	Agriculture	Eliminated the option of combining a Bachelor's degree in an agricultural science and a Master's degree in another related agricultural field.
MODIFICATION (Master's Degree List)	Humanities	Eliminated interdisciplinary studies from the description of the discipline.
MODIFICATION (Master's Degree List)	Instructional Design / Technology	Added a Master's degree in educational technology.
MODIFICATION (Master's Degree List)	Political Science	Eliminated the option of a Master's degree in public administration and added the Master's in public administration may be used in conjunction with a Bachelor's degree in another defined area of political science.
NEW (Master's Degree List)	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, OR the equivalent.
NEW (Specific Bachelor's or Associate Degree List)	Biotechnology	Bachelor's degree in the biological sciences, chemistry, biochemistry, or engineering, and two years of full-time related work experience.

INTRODUCTION

History of Minimum Qualifications and the Disciplines Lists

The complete disciplines lists with revisions to that adopted by the Board of Governors of the California Community Colleges were designed to replace the system of credentials that was in force until June 30, 1990. The relevant sections of the *Education Code* were adopted by the Legislature in September 1988, as part of AB 1725, the community college reform bill.

Significant amendments were made by AB 2155 and SB 1590 of 1989, SB 2298 of 1990, and SB 343 of 1993. Faculty internship programs were authorized by SB 9 of 1991. The disciplines lists used to implement the minimum qualifications for credit instructors, counselors, and librarians are incorporated by reference into the Board's regulations.

These lists were prepared and reviewed primarily by the Academic Senate for California Community Colleges. They were first adopted in July 1989, underwent minor revisions in November 1990, May 1991, September 1993, September 1996, April 1999, November 2002, September 2005, November 2007, and November 2009.

Process to Initiate Changes to the Disciplines Lists

Users of this booklet are encouraged to forward recommendations for additions, changes, and/or suggestions through their local academic senates to the Academic Senate for California Community Colleges or to the Academic Affairs Division of the Chancellor's Office. The Academic Senate and Academic Affairs Division in the Chancellor's Office continually monitor issues and questions relating to minimum qualifications.

The Academic Senate regularly considers changes to these lists, and recommendations from the Senate to the Board of Governors are developed through active collaboration between the local senates, professional organizations within the state, and the Chancellor's Office. The resulting minimum qualifications serve as a statewide benchmark for promoting professionalism and rigor within the academic disciplines in the community colleges and a guideline for day-to-day decisions regarding suitability for employment in the system.

Districts may establish local qualifications beyond the minimum standards defined in the Disciplines Lists, and they have flexibility in how they organize courses within disciplines, how to apply equivalency, and how to develop criteria and employ processes to select administrators and instructors. Development of local processes for applying the minimum qualifications requires mutual agreement between the board of trustees and the academic senate.

INTRODUCTION

Guidelines for the Using Discipline Lists

These disciplines lists must be used in conjunction with the Board of Governors minimum qualifications regulations (title 5, sections 53400-53430). Applicable rules specified in title 5 include the following:

- Degrees and credits generally must be from accredited institutions (section 53406).
- An occupational license or certificate is required in certain instances (section 53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (section 53430).

Title 5 regulations also specify minimum qualifications for additional faculty members, including health services professionals, non-credit instructors, apprenticeship instructors, DSP&S personnel, EOPS personnel, learning assistance and tutoring coordinators, and work experience coordinators.

Further, these lists only reflect the statewide minimums for persons to be considered qualified to teach in a discipline. Each district may establish additional qualifications which are more rigorous than those listed herein.

Types of Discipline Lists Included in the Handbook

Since its inception, the Disciplines List had been divided into two parts to differentiate those disciplines for which a Master's degree is required as a precondition for employment, from those for which it is not. Generally, disciplines have been included on the Master's List if universities typically offer sufficient upper-division and graduate instruction in applicable subjects to permit their awarding advanced degrees in that discipline. On the other hand, disciplines for which there is no or limited graduate training, as found in some career and technical education fields, have been included on the non-Master's List. In those cases where a Master's degree is not generally expected or available, the minimum standard has been a Bachelor's degree in any subject, plus two years of work experience directly related to the teaching assignment or an Associate degree in any subject, plus six years of work experience directly related to the teaching assignment.

In May 2009, the California Community Colleges Board of Governors approved changes to title 5, sections 53407 and 53410 to allow the creation of a third option within the minimum qualifications to be defined requiring a Bachelor's or Associate degree in a specific discipline, plus requisite years of professional experience. There are four types of discipline lists contained in this handbook.

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List Type	Description	Starts on Page
Alphabetical listing of the disciplines	This is a list of all the disciplines from A to Z. This combined list contains all of the disciplines on one list: Disciplines requiring a Master's degree; Disciplines in Which a Master's Degree is Not Generally Expected or Available but Which Requires a Specific Bachelor's or Associate Degree and Commensurate Professional Experience; and Disciplines in Which a Master's Degree is not Generally Expected or Available, but which requires any Bachelor's or Associate Degree and commensurate professional experience.	4
Disciplines requiring a Master's degree	This is an alphabetical list of all of the disciplines that require a Master's degree or its equivalent. This category contains mostly academic and transfer disciplines. Whenever this list mentions a Master's degree, any degree in the discipline beyond the Master's would also satisfy that qualification. Under each of the disciplines in this list, the phrase 'OR the equivalent' refers to the possibility of hiring faculty who do not possess the exact degrees listed, under a local process developed and agreed upon by representatives of the governing board and the academic senate, as provided for in Education Code Section 87359 and title 5, section 53430.	40
Disciplines in which a Master's degree is not generally expected or available but which requires a specific Bachelor's or Associate degree and commensurate professional experience	The Academic Senate for California Community Colleges has recognized the growing gap between the structure for determining minimum qualifications and the evolving nature of teaching disciplines. As such, this is a new category created in May 2009. Disciplines on this list require a Bachelor's or Associate degree in a specific area, plus a specified number of years of experience. The first and only discipline on this list was approved by the Board of Governors of the California Community Colleges in November 2009. The first discipline is Biotechnology, which requires a Bachelor's degree in biological sciences or chemistry or biochemistry or engineering, and two years of full-time related work experience.	49

INTRODUCTION

List Type	Description	Starts on Page
Disciplines in Which a Master's Degree is not Generally Expected or Available	<p>This is an alphabetical list of all of the disciplines in which a Master's degree is not generally expected or available. This category contains mostly career technical educational disciplines. The minimum qualifications for disciplines on this list are any Bachelor's degree and two years of experience, or any Associate degree and six years of experience, unless otherwise noted.</p> <p>The list of "areas also included in the discipline" is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included in the discipline.</p>	50

ALPHABETICAL LISTING OF ALL DISCIPLINES

This is a comprehensive list of all of the disciplines included in the handbook. The list contains four columns for: the discipline, the minimum qualifications for the discipline, if it requires a Master's degree and is therefore on the list for disciplines requiring a Master's degree, and if there is a specific statutory or regulation that applies to the discipline..

Discipline (other areas included in the discipline)	Minimum Qualifications	Masters Degree Required	Statutory Law or Regulation apply
Accounting	Master's in accountancy or business administration with accounting concentration OR Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master's in business, business administration, business education, taxation, or finance OR the equivalent.	Yes	(NOTE: A Bachelor's degree with a CPA license is an alternative qualification for this discipline, pursuant to title 5, section 53410.1.)
Addiction Paraprofessional Training	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
Administration of Justice (Police science, corrections, law enforcement)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
Aeronautics (Airframe and powerplant, aircraft mechanics, aeronautical engineering technician, avionics)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		

ALPHABETICAL LISTING OF ALL DISCIPLINES

Discipline (other areas included in the discipline)	Minimum Qualifications	Masters Degree Required	Statutory Law or Regulation apply
Culinary Arts/Food Technology (Food service, meat cutting, baking, waiter/waitressing, bartending)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
Dance	Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, OR Bachelor's in any of the above AND Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music OR the equivalent.	Yes	
Dental Technology (Dental assisting, dental hygiene)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
Diagnostic Medical Technology (Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology)	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
Diesel Mechanics	The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience.		
Dietetics See Nutritional Science/Dietetics			

DISCIPLINES REQUIRING A MASTER’S DEGREE

This section of the handbook contains a list of the disciplines requiring a Master’s degree. These disciplines lists must be used in conjunction with the Board of Governors minimum qualifications regulations (title 5, sections 53400-53430). Applicable rules specified in title 5 include the following:

- Degrees and credits generally must be from accredited institutions (section 53406).
- An occupational license or certificate is required in certain instances (section 53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (section 53430).

Whenever this list mentions a master’s degree, any degree beyond the master’s would also satisfy that qualification.

Under each of the disciplines below, the phrase ‘OR the equivalent’ refers to the possibility of hiring faculty who do not possess the exact degrees listed, under a local process developed and agreed upon by representatives of the governing board and the academic senate, as provided for in Education Code Section 87359 and title 5, section 53430.

Further, these lists only reflect the statewide minimums for persons to be considered qualified to teach in a discipline. Each district may establish additional qualifications which are more rigorous than those listed herein.

Discipline	Areas Included in the Discipline
Accounting	Master’s in accountancy or business administration with accounting concentration OR Bachelor’s in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis AND Master’s in business, business administration, business education, taxation, or finance OR the equivalent. <i>(NOTE: A Bachelor’s degree with a CPA license is an alternative qualification for this discipline, pursuant to title 5, section 53410.1.)</i>
Agriculture	Master’s in agriculture, agriculture science, 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 agriculture science) OR the equivalent.

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

This section of the handbook contains a list of the disciplines in which a Master's degree is not generally available but which requires a specific Bachelor's or associate degree. The minimum qualifications for disciplines on this list are specifically named bachelor's degree(s) and two years of experience or specifically named associate degree(s) and six years of experience. This is a new category created in May 2009. The Board of Governors adopted the first and only discipline on this list in November 2009.

Discipline	Areas Included in the Discipline
Biotechnology	Bachelor's degree in the biological sciences, chemistry, biochemistry, or engineering, and two years of full-time related work experience.

DISCIPLINES IN WHICH A MASTER'S DEGREE IS NOT GENERALLY AVAILABLE

Discipline	Areas Included in the Discipline
Building Codes and Regulations	Inspecting of construction, building codes, contractor training
Building Maintenance	
Business Machine Technology	
Cabinet Making	
Cardiovascular Technology	
Carpentry	
Ceramic Technology	
Coaching	
Commercial Art	Sign making, lettering, packaging, rendering
Commercial Music	
Computer Information Systems	Computer network installation, microcomputer technology, computer applications
Computer Service Technology	
Construction Management	
Construction Technology	
Cosmetology	
Court Interpreting	
Court Reporting	
Culinary Arts/Food Technology	Food service, meat cutting, baking, waiter/waitressing, bartending
Dental Technology	Dental assisting, dental hygiene
Diagnostic Medical Technology	Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology
Diesel Mechanics	
Dietetic Technician	
Drafting	CADD (Computer Aided Drafting/Design), CAD (Computer Aided Design), CAD (Computer Aided Drafting)
Electricity	Electrical power distribution

CALIFORNIA EDUCATION CODE SECTIONS ON MINIMUM QUALIFICATIONS

CHAPTER 2.5 QUALIFICATIONS FOR COMMUNITY COLLEGE PERSONNEL

ARTICLE 1. GENERAL PROVISIONS

§87350. Plan for new mechanism of faculty qualifications; inclusions

The plan for a new mechanism of faculty qualifications being developed by the Chancellor of the California Community Colleges pursuant to Chapter 1465 of the Statutes of 1986 shall include all of the following:

- (a) A transition provision, which would grandfather existing bargaining unit definitions.
- (b) Consideration of projected California demographics.
- (c) Consideration of affirmative action policies and programs.

§87351. Minimum qualifications for service, operative date

The minimum qualifications for service prescribed by this chapter shall become operative on July 1, 1990.

ARTICLE 2. MINIMUM QUALIFICATIONS AND HIRING CRITERIA

§87355. Persons authorized to serve under credential; possession of minimum qualifications; regulations

Notwithstanding Section 87356, every person authorized to serve as a community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential. The board of governors shall adopt regulations as necessary to implement this requirement.

§87536. Faculty members and specified employees; regulation adoption; state-mandated local program

- (a) The board of governors shall adopt regulations to establish and maintain the minimum qualifications for service as a faculty member teaching credit instruction, a faculty member teaching noncredit instruction, a librarian, a counselor, an educational administrator, an extended opportunity programs and services worker, a disabled students programs and services worker, an apprenticeship instructor, and a supervisor of health.

CALIFORNIA EDUCATION CODE SECTIONS ON MINIMUM QUALIFICATIONS

- (b) The Legislature finds and declares that this section does not create a state-mandated local program because compensation of faculty will continue to be determined through the collective bargaining process or meet and confer sessions.

§87357. Minimum qualifications; establishment and maintenance; "discipline"; definition and recommendations

In establishing and maintaining minimum qualifications pursuant to Section 87356, the board of governors shall do all of the following:

- (1) With regard to minimum qualifications for faculty, the board of governors shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate. With regard to minimum qualifications for educational administrators, the board of governors shall consult with, and rely primarily on the advice and judgment of, an appropriate statewide organization of administrators. With regard to minimum qualifications for apprenticeship instructors, the board of governors shall consult with, and rely primarily on the advice and judgment of, appropriate apprenticeship teaching faculty and labor organization representatives. In each case, the board of governors shall provide a reasonable opportunity for comment by other statewide representative groups.
 - (2) The board of governors shall establish a process to review at least every three years the continued appropriateness of the minimum qualifications, and the adequacy of the means by which they are administered. The process shall provide for the appointment of a representative group of community college faculty, administrators, students, and trustees to conduct or otherwise assist in the review, including particularly, representatives of academic senates, collective bargaining organizations, and statewide faculty associations. In addition, the group shall be broadly representative of academic and vocational programs in the curriculum from both urban and rural districts, and representative of ethnic minority communities.
- (b) The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prescribe by regulation a working definition of the term "discipline" and shall prepare and maintain a list of disciplines that are "reasonably related" to one another, as that phrase is used in the minimum qualifications. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for hire.

In formulating advice and recommendations to the board of governors regarding the definition of the term "discipline," the statewide Academic Senate shall consult with appropriate statewide organizations representing administrators and faculty collective bargaining agents. The statewide Academic Senate shall incorporate the advice of those groups into its recommendations to the board of governors, particularly as it relates to the

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practical ramifications of any proposed definition of the term "discipline" on issues of reassignment, transfer, and reduction in force. The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prepare and maintain a list of disciplines in which the master's degree is not generally expected or available. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for service.

§87358. Review of districts' application of minimum qualifications

The board of governors shall periodically designate a team of community college faculty, administrators, and trustees to review each community college district's application of minimum qualifications to faculty and administrators.

§87359. Employment of faculty and administrators not meeting applicable minimum qualifications; process

The board of governors shall adopt regulations setting forth a process authorizing local governing boards to employ faculty members and educational administrators who do not meet the applicable minimum qualifications specified in the regulations adopted by the board of governors pursuant to Section 87356. Unless and until amended pursuant to the process described in Section 87357, the regulations shall require all of the following:

- (a) No one may be hired to serve as a community college faculty member or educational administrator under the authority granted by the regulations unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the board of governors adopted pursuant to Section 87356. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.
- (b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty members, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination, and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to section 87358.
- (c) Until a joint agreement is reached and approved pursuant to subdivision (b), the

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district process in existence on January 1, 1989, shall remain in effect.

§87359.5. Review of job relevance requirements; time

By May 1, 1989, the board of governors shall have reviewed or contracted for review of, the job relevance of the requirements of Sections 87408, 87408.5, 87408.6, and any other physical fitness tests or examinations, and other conditions of employment, applicable to community college personnel.

ARTICLE 3. HIRING CRITERIA

§87360. Development of criteria; inclusions; agreement; process in effect prior to agreement; times

- (a) In establishing hiring criteria for faculty and administrators, district governing boards shall, no later than July, 1990, develop criteria that include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- (b) No later than July 1, 1990, hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.
- (c) Until a joint agreement is reached and approved pursuant to subdivision (b), the existing district process in existence on January 1, 1989, shall remain in effect.

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**CHAPTER 4. EMPLOYEES
SUBCHAPTER 4. MINIMUM QUALIFICATIONS
ARTICLE 1. SCOPE AND DEFINITIONS**

§53400. Scope.

This Subchapter implements should be read in conjunction with the requirements of Education Code Sections 87001, 87002, 87003, 87356 and 87359 concerning minimum qualifications for community college faculty and administrators. The provisions of this subchapter are effective July 1, 1990.

NOTE: Authority cited: Sections 66700, 70901, 87001, 87356 and 87359, Education Code. Reference: Sections 87001, 87002, 87003, 87356 and 87359, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment filed 5-15-93; operative 6-4-93 (Register 93, No. 25).
4. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§53401. Applicability to Community Services and Contract Classes.

Community service or contract classes which do not award college credit and are not supported by state apportionment are not subject to the provisions of this Subchapter. Contract classes which award college credit are subject to this Subchapter, even if they are not supported by state apportionment.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

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§53402. Definitions.

- (a) "Administrator" means any person employed by the governing board of a district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code.
- (b) "Educational administrator" means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.
- (c) "Faculty" or "faculty member" means those employees of a district who are employed in academic positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code and for which minimum qualifications for service are specified in Section 53410-53414 or other provisions of this division. Faculty include, but are not limited to, instructors, librarians, counselors, community college health service professionals, disabled student programs and services professionals, extended opportunity programs and services professionals, and individuals employed to perform a service that, before July 1, 1990, required nonsupervisory, nonmanagement community college certification qualifications.

NOTE: Authority cited: Sections 66700, 70901 and 87001, Education Code. Reference: Sections 87001, 87002 and 87003, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).

§53403. Applicability of Amendments.

Notwithstanding changes that may be made to the minimum qualifications established in this division, or to the implementing discipline lists adopted by the Board of Governors, the governing board of a community college district may continue to employ a person to teach in a discipline or render a service subject to minimum qualifications, if he or she, at the time of initial hire by the district, was qualified to teach in that discipline or render that service under the minimum qualifications or disciplines lists then in effect.

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Every person authorized to serve under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential. However, a credential shall be invalid when the holder has been convicted of any crime that, under former law, would have been mandatory grounds for revocation, or when the Chancellor's Office has determined that the credential was obtained by fraud.

NOTE: Authority cited: Sections 70901, 87355 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87355 and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. New second paragraph and amendment of Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§53404. Definition of Experience.

Where years of professional or occupational experience are referred to in this Subchapter, the requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the districts.

As used in this Subchapter, "professional experience" includes teaching experience. "Occupational experience" does not include teaching experience.

As used in this Section, "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.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

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§53405. Certificated Employees.

Whenever in this Division, reference is made to "certificated employees" or to employees in "positions with certification qualifications," where such references are to certificates or credentials issued by the Board of Governors, these references are deemed to also apply to persons employed by districts pursuant to minimum qualifications established pursuant to Subchapter 4 of this Division.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

New section filed 5-15-93; operative 6-4-93 (Register 93, No.25).

§53406. Requirement for Accredited Degrees and Units; Definition of Accredited Institution.

All degrees and units used to satisfy minimum qualifications shall be from accredited institutions, unless otherwise specified in this Article.

For purposes of this Subchapter, "accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

Determination of equivalency of foreign degrees shall be according to district rule.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No.42).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No.38).

§53407. Disciplines Lists.

The Board of Governors hereby adopts and incorporates by reference into this provision the two lists published by the Chancellor's Office, entitled "Disciplines Requiring the Master's Degree" and "Disciplines in which the Master's Degree is not Generally Expected or Available," as revised September 1993, for the following purposes:

- (1) to establish a working definition of the term "discipline" as used in Section 53410;

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- (2) to define which disciplines are "reasonably related" to one another, for purposes of Section 53410;
- (3) to define disciplines in which the master's degree is not generally expected or available, as opposed to those for which the master's degree is required, for purposes of Section 53410.

NOTE: Authority cited: Sections 70901, 87356 and 87357, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

ARTICLE 2. QUALIFICATIONS AND EQUIVALENCIES

§53410. Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians.

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

- (a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.
- (b) Possession of master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's discipline.
- (c) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, but where a specific bachelor's or associate degree is available:
 - (1) Possession of a bachelor's degree, or equivalent foreign degree, plus two years of professional experience directly related to the faculty member's assignment; or
 - (2) Possession of an associate degree, or equivalent foreign degree, plus six years of professional experience directly related to the faculty member's assignment.
- (d) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, which are, generally, disciplines in specialized technical, trade, or industrial fields, either of the following:

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- (1) Possession of a bachelor's degree, or equivalent foreign degree, plus two years of professional experience directly related to the faculty member's assignment; or
- (2) Possession of an associate degree, or equivalent foreign degree, plus six years of professional experience directly related to the faculty member's assignment.

NOTE: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003, and 87356, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of first paragraph and subsections (a) and (b) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
4. Amendment of Note filed 11-10-93; operative 10-8-93 (Register 93, No.46).
5. Editorial correction of subsection (c)(2) (Register 96, No. 40).

§53410.1. Professional License As Alternative Qualification.

For disciplines specified in this section, a bachelor's degree in the discipline of the assignment plus a professional license or certification may be substituted for the minimum qualifications specified in Section 53410. The license or certification so substituted must be valid in California. The following professional licenses and certifications are acceptable:

<i>Discipline</i>	<i>License or Certification</i>
Accounting	Certified Public Accountant
Counseling	Marriage and Family Therapist
Engineering	Professional Engineer
Nutritional Science/Dietetics	Registered Dietitian

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No.42).

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§53411. Minimum Qualifications for Health Services Professionals.

- (a) The minimum qualifications for a health services professional with overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:
 - (1) a master's degree in nursing and a California Public Health Nurse certificate; or
 - (2) a 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.
- (b) 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.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No.42).

§53412. Minimum Qualifications for Instructors of Noncredit Courses.

Except as provided elsewhere in this article, 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:

- (a) For an interdisciplinary noncredit basic skills course, a bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.
- (b) For a noncredit basic skills course in mathematics, a bachelor's in mathematics.
- (c) For a noncredit basic skills course in reading and/or writing, either: a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.
- (d) For a noncredit course in citizenship, a bachelor's degree in any discipline, and six semester units in American history and institutions.

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- (e) For a noncredit course in English as a second language (ESL), any one of the following:
 - (1) A bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages.
 - (2) A bachelor's degree 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.
 - (3) A bachelor's degree with any of the majors specified in subparagraph (2) 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 two years of employment as a noncredit instructor.
 - (4) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.
- (f) For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.
- (g) For a noncredit course in home economics, a bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management interior design, or clothing and textiles; or an associated degree in any of those subjects, and four years of professional experience related to the subject of the course taught.
- (h) For a noncredit course intended for older adults, either pattern (1) or pattern (2) following:
 - (1) A bachelor's degree with a major related to the subject of the course taught, and either (A) or (B) below:
 - (A) 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) One year of professional experience working with older adults.
 - (2) An 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 coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during

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the first year of employment as a noncredit instructor.

- (i) For a noncredit course in parent education, a bachelor's degree 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.
- (j) For a short-term noncredit vocational course, any one of the following:
 - (1) A bachelor's degree; and two years of occupational experience related to the subject of the course taught.
 - (2) An associate degree; and six years of occupational experience related to the subject of the course taught.
 - (3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter.
 - (4) For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment filed 6-19-91; operative 7-19-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 91, No. 50).
3. Amendment of first paragraph and subsection (b) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
4. Repealed and new section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
5. Editorial correction of printing error in subsection (a) and inadvertent omission of subsection (h)(1) (Register 92, No. 45).
6. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

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§53413. Minimum Qualifications for Apprenticeship Instructors.

- (a) Until July 1, 1995, the minimum qualifications for service as a community college faculty member teaching credit or noncredit apprenticeship courses shall be satisfied by meeting both of the following requirements:
 - (1) Six years of occupational experience in an apprenticeable trade, including at least two years at the journeyman level; and
 - (2) Sixty clock hours or four semester units of instruction in materials, methods, and evaluation of instruction. This requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor.
- (b) On or after July 1, 1995, the minimum qualifications for service as a community college faculty member teaching credit apprenticeship courses shall be satisfied by meeting one of the following two requirements:
 - (1) Possession of an associate degree, plus four years of occupational experience in the subject matter area to be taught; or
 - (2) Six years of occupational experience, a journeyman's certificate in the subject matter area to be taught, and completion of at least eighteen (18) semester units of degree applicable college level course work, in addition to apprenticeship credits.
- (c) On or after July 1, 1995, the minimum qualifications for service as a community college faculty member teaching noncredit apprenticeship courses shall be either of the following:
 - (1) The minimum qualifications for credit apprenticeship instruction as set forth in this section, or
 - (2) A high school diploma; and six years of occupational experience in the occupation to be taught including at least two years at the journeyman level; and sixty clock hours or four semester units in materials, methods, and evaluation of instruction. This last requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California

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Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).

2. Amendment of subsections (a), (b) and (b)(3) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. New subsections (c)-(c)(2) filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
4. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§53414. Minimum Qualifications for Disabled Students Programs and Services Employees.

- (a) The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements;
 - (1) Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, or
 - (2) 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; or
 - (3) 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.
- (b) The minimum requirements for service as a community college faculty member teaching a credit course in adapted physical education shall be the minimum qualifications for an instructor of credit physical education, and fifteen semester units of upper division or graduate study in adapted physical education.

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- (c) The minimum requirements for service to work with students with speech and language disabilities shall be satisfied by meeting the following requirements:
 - (1) Possession of a master's degree, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; and
 - (2) Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.
- (d) Except as provided in Subsections (a) through (c) above, the minimum requirements for service as a community college faculty member to provide credit specialized instruction for students with disabilities shall be satisfied by meeting the following requirements:
 - (1) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and
 - (2) Fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:
 - (A) Learning disabilities;
 - (B) Developmental disabilities;
 - (C) Deaf and hearing impaired;
 - (D) Physical disabilities; or
 - (E) Adapted computer technology.
- (e) The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following:
 - (1) The minimum qualifications for providing credit specialized instruction for students with disabilities as specified in this section.
 - (2) A 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.

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- (3) An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.
- (4) For noncredit vocational courses, 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.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(l)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment of subsections (a)(3), (b), (c)(2) and (d), and new subsections (e)-(e)(4) filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
4. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§53415. Minimum Qualifications for Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators.

The minimum qualifications for service as a learning assistance or learning skills coordinator or instructor, or tutoring coordinator, shall be either (a) or (b) below:

- (a) the minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; or
- (b) a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTIONS ON MINIMUM QUALIFICATIONS

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§53416. Minimum Qualifications for Work Experience Instructors or Coordinators.

The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§53417. Licensed or Certificated Occupations.

In addition to other minimum qualifications specified in this article, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or a license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval, or when current occupational certification is essential for effective instruction, as determined through local hiring procedures.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No.42).

§53420. Minimum Qualifications for Educational Administrators.

The minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree; and
- (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment

CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTIONS ON MINIMUM QUALIFICATIONS

NOTE: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 87002 and 87356, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of section heading and first paragraph filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment of section and Note filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No.42).

§53430. Equivalencies.

- (a) No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article or elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.
- (b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.
- (c) The process shall further require that the academic senate be provided with an opportunity to present its views to the governing board before the governing board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.
- (d) Until a joint agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.

NOTE: Authority cited: Sections 66700, 70901 and 87359, Education Code. Reference: Section 87359, Education Code.

CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTIONS ON MINIMUM QUALIFICATIONS

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of subsections (a) and (b) filed 10-25-91; operative 11-24-91 (Register 92, No.9).
3. Amendment filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No.42).
4. Amendment of subsections (a), (b) and (d) filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

SUBCHAPTER 5. FACULTY INTERNSHIP PROGRAMS

§53500. General Authority.

The governing board of any community college district may establish a faculty internship program pursuant to the provisions of this Subchapter and Section 87487 of the Education Code. In accordance therewith, governing boards may employ, as faculty interns within the program, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education subject to Chapter 3 (commencing with Section 94300) of Part 59 of the Education Code or in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications but who lack teaching experience may also be included in internship programs authorized by this Section to the extent authorized by the local governing board. A student employed as a faculty intern shall be employed as a temporary faculty member under Section 87482.5 of the Education Code, and shall meet the minimum qualifications specified in Section 53502.

For purposes of this Subchapter, the term "faculty intern" does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an "intern," and may serve as a volunteer or receive a stipend according to policies established by the district.

NOTE: Authority cited: Sections 70901 and 87487, Education Code. Reference: Section 87487, Education Code.

CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTIONS ON MINIMUM QUALIFICATIONS

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Amendment of first paragraph filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

§53501. Purposes.

The purposes of the faculty internship shall include, but not be limited to, the following:

- (a) To enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, or both, into faculty positions in community colleges in California, particularly for disciplines for which recruitment is difficult and for disciplines in which a shortage of qualified faculty is anticipated. In order to accomplish this purpose, the internship program shall serve to introduce graduate students, before they approach the end of their graduate studies, to the community college environment and student population.
- (b) To enhance the recruitment of qualified persons pursuing an associate degree into faculty positions in community colleges in California, particularly for disciplines for which current industry experience is important and disciplines for which recruitment is difficult and in which a shortage of faculty is anticipated. In order to accomplish these purposes, the internship program shall serve to introduce industry practitioners to the community college environment and student populations while encouraging them to complete their associate degree.
- (c) To enhance community college efforts toward building a diverse and representative faculty. In order to accomplish this purpose, the internship program shall place special emphasis on locating and attracting qualified graduate students who are members of underrepresented groups.

NOTE: Authority cited: Sections 70901, 87105 and 87487, Education Code. Reference: Sections 87101 and 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. New subsection (b) and subsection relettering filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTIONS ON MINIMUM QUALIFICATIONS

§53502. Minimum Qualifications.

A student employed as a faculty intern shall meet the following minimum qualifications:

- (a) For those disciplines in which a master's degree is required, 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 (commencing with Section 94300) of Part 59 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent in that graduate program.
- (b) For those disciplines for which a master's degree is not expected or required, the faculty intern shall possess any license or certificate required to do that work and (1) be within one year of completing the associate degree and have six years industry experience in the discipline, or (2) have completed the associate degree and have completed five years of industry experience in that discipline.
- (c) 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 or associate degree and six years of industry experience in that discipline. A faculty intern shall be limited to two years of participation in the program.
- (d) 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 district governing board shall ensure that faculty mentors provide substantial direct in-class supervision and evaluation of interns' teaching capabilities. 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.

NOTE: Authority cited: Sections 70901 and 87487, Education Code. Reference: Sections 70901 and 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. Amendment filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

CHAPTER 7. SPECIAL PROGRAMS

SUBCHAPTER 2.5 EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

ARTICLE 5. STAFFING STANDARDS

§56260. Staff.

EOPS shall be provided by certificated director, instructors and counselors and other support staff employed by the governing board of the community college district. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS Director for the services rendered to EOPS students pursuant to the approved EOPS program plan.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020, Education Code. Reference: Sections 69640-69655, Education Code.

HISTORY

1. New section filed 9-24-87; operative 10-24-87 (Register 87, No.40).

§56262. Director Qualifications.

- (a) The EOPS Director must meet the minimum qualifications for a student services administrator as specified in section 53420 of this part, or must possess a Community College Supervisor Credential.
- (b) In addition, an EOPS Director hired after October 24, 1987, must have, within the last four years, two years of experience or the equivalent.
 - (1) In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,
 - (2) As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.
- (c) In addition, an EOPS director hired after October 24, 1987, shall have completed a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

NOTE: Authority cited: Sections 69648, 70901(b)(1)(B) and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTIONS ON MINIMUM QUALIFICATIONS

1. New section filed 9-24-87; operative 10-24-87 (Register 87, No. 40).
2. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).
3. Editorial correction of printing error in subsection (a) (Register 91, No. 29).

§56264. Counselor Qualifications.

- (a) EOPS "Counselors" are those persons designated by the community college to serve as certificated counselors in the EOPS program and must possess the Community College Counselor Credential or possess a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and
- (b) In addition, 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 or,
 - (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 and,
- (c) 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.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020, Education Code. Reference: Sections 69640-69655, Education Code.

HISTORY

1. New section filed 9-24-87; operative 10-24-87 (Register 87, No.40).
2. Amendment filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code Section 70901.5(b).

Appendix F

Clinical Training Agreement



Imperial Valley College Division of Health and Public Safety

380 East Aten Road / P.O. Box 158, Imperial CA 92251 | (760) 355-6348 Office | (760) 355-6346 Fax

Clinical Training Agreement

Agency: Smyle Shop Family Dentist

College: Imperial Community College District

THIS AGREEMENT, made and entered into this day, August 1, 2011, by and between the Board of Trustees, controlling body of Imperial Community College District (Imperial Valley College) of Imperial County, an educational institution, party of the first part, hereinafter referred to as "College", and the Board of Directors, controlling body of Smyle Shop Family Dentistry, duly organized under the laws of the State of California, party of the second part, hereinafter referred to as "Agency".

The College has instituted a program and curriculum which prepares its graduates to become dental assistants.

The Agency desires to promote the program and agrees to provide to the College access to and use of its facilities for purposes of implementing such educational programs. In furtherance of such programs and upon the mutual considerations herein contained, it is hereby agreed as follows:

Mutual Responsibilities and Acknowledgements

- A. The College and Agency acknowledge a public obligation to contribute to education for dental assistant services for the benefit of students and for community needs.
- B. The College and Agency adhere to the Title IX, Civil Rights Act of 1964 and the Rehabilitation Act of 1973 and is an Affirmative Action Employer.
 1. The College will make all program decisions without regard to race, color, religion, sex, national origin, age, marital status or handicap.
 2. Reasonable accommodation will be made for disabilities which do not materially affect the applicant's ability to perform the job/meet learning objectives.
 3. The College and Agency encourage men and women to apply for both traditional and non-traditional programs.
- C. The College has established a program for dental assisting education which requires the educational clinical practice, and the Agency has clinical facilities suitable for the educational needs for the College program in dental assisting services.
- D. The College and Agency agree that it is to their mutual benefit that students have opportunities for clinical education as students and future practitioners.
 1. The College agrees to indemnify and hold harmless the Agency, its representatives, employees, agents, or students from and against any and all claims, actions, or liabilities that may be asserted against them by third parties in connection with the negligent performance of College,



Imperial Valley College Division of Health and Public Safety

380 East Aten Road / P.O. Box 158, Imperial CA 92251 | (760) 355-6348 Office | (760) 355-6346 Fax

- its director, officers, employees, agents, or students under this agreement.
2. The Agency agrees to indemnify and hold harmless the College, its representatives, employees, agents, or students from and against any and all claims, actions, or liabilities that may be asserted against them by third parties in connection with the negligent performance of College, its director, officers, employees, or agents under this agreement.
- E. This Clinical Agreement shall be in effect for **three (3) years** and will automatically renewed at the end of the third year on **June 30, 2014**, unless terminated or modified as hereinafter provided.
1. Either party may terminate this Agreement at any time, with or without cause, by providing at least sixty (60) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.
 2. Upon a termination by either party, the program shall be continued under the provisions of this Agreement for such a period of time as will enable those students enrolled in the program at the time of giving notice of termination to complete their education by graduation, but in no event to exceed fifteen (15) months beyond the giving of notice of termination.
 3. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party:
Imperial Valley College
c/o Division of Health and Public Safety
P.O. Box 158
Imperial, CA 92251
760.355.6348
-
- Smyle Shop Family Dentistry
2411 Imperial Business Park Dr
Imperial, CA 92251
(760) 355-8606
- F. The provisions of this Agreement may be modified or revised by mutual consent of both parties. Any dispute relating to this Agreement will be settled by binding arbitration conducted in accordance with the laws of California.

The College shall provide and be responsible for:

- A. Faculty that are approved by the appropriate governing entity; i.e. California Dental Board and who are clinically competent in the areas to which they are assigned
 1. Names, credentials, and area of educational expertise of faculty responsible for each student group shall be provided upon request at least two weeks in advance of assignments.
- B. Faculty that are responsible for:
 1. Providing clinical objectives for students to Agency, at least one week in advance, for review and



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- discussion to verify the objectives are relevant to students' learning needs, learning experience, and that they are appropriate and consistently achievable in the Agency,
2. Planning, developing, implementing, and supervising clinical instruction,
 3. Evaluating students' clinical performance,
 4. Coordination, with the appropriate Agency supervisors, the assigned clinical times to maximize practicum experience/opportunities, including scheduling on more than one shift where appropriate,
 5. Determining when individual student observational experiences may be under the supervision of appropriate Agency personnel and completing such arrangements prior to assignment,
 6. Apprising all students that abuse of drugs, alcoholic beverages or other chemicals can lead to unsafe practice in the clinical area as well as criminal and civil censure. Therefore, the College instructor has the unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct and performance,
 7. Abiding by the rules, policies, and procedures of the Agency,
 8. Assuring that students
 - a. Abide by all rules, policies, and procedures of the Agency,
 - b. Wear the designated, College approved, uniform in clinical areas and abides by the dress code of the College and the Agency.
- C. Providing one (1) instructor for the number of students as regulated by the corresponding Board or governing entity and in accordance with Agency policy.
- D. Coordination with the Agency regarding:
1. Plans for faculty orientation, student observations and student experiences
 2. Coordination of regular meetings with relevant Agency staff and College faculty responsible for student instruction in the Agency.
 3. Orientation for College faculty regarding Agency policies, practices, and facilities each fall prior to the arrival of the students (time is determined by the College and Agency).
 4. Orientation for Agency regarding the College's purposes and activities during the educational semester/session.
- E. Assurance that students and instructors are certified in cardiopulmonary resuscitation. The College shall show proof of current certification of instructors and students prior to beginning clinical affiliation and throughout the affiliation.
- F. Assurance of adequate insurance policies for its students and instructors while using the Agency facilities:
1. Each student, at own expense, shall be required to carry liability insurance coverage in limits of \$1,000,000/3,000,000.
 2. The College shall provide the necessary workmen's compensation insurance for its faculty members.



Imperial Valley College Division of Health and Public Safety

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3. The College shall show proof of items 1. and 2. at the beginning of each school year.
 4. The College shall certify that it has policies of insurance is in force to provide liability coverage in the event of wrongful acts or negligence on its part.
 5. The College agrees to supply Agency with evidence of insurance.
 6. The College will be responsible for making sure each student owns his/her personal health insurance.
- G. Assurance that all students assigned to the Agency meet minimum requirements for
1. College and Agency standard of health by having,
 - a. A physical examination on file in the Health & Public Safety Office at the College,
 - b. An annual seasonal influenza vaccination or declination of the offer,
 - c. A bi-annual tuberculosis screen,
 2. When required as an agency regulatory requirement for patient safety, as appropriate
 - a. Fingerprint clearance via California Live Scan process, or
 - b. Minimal background clearance.

The Agency agrees to provide and be responsible for:

- A. Assurance that students and instructors shall not be considered employees of the Agency but shall be designated "volunteers", receiving no compensation from Agency.
- B. Maintaining its eligibility as a clinical area for instruction in accordance with the Dental Board of California as appropriate.
- C. Collaboration with College and Faculty to ensure:
1. Students' clinical objectives are appropriate for and consistently achievable in Agency.
 2. Facilitating assignments including moving students for pertinent learning with short notice if necessary.
 3. Faculty orientation, prior to student arrival, to become familiar with Agency policies, practices, new programs, or other changes,
 4. Student orientation to become familiar with Agency policies, practices, and facilities.
- D. Ensuring Agency staffing is adequate in number and quality to insure safe and continuous health care services to patients,
1. Agency staff assigned patient care concurrently with students, retain the responsibility for maintaining the continuity and the quality of patient care,
 2. Agency staff, at the request/approval of the instructor, shall participate in the educational program and student experiences. Such participation shall be voluntary and shall not interfere with assigned duties.
- E. Providing access to sources of information for educational purposes, at reasonable times, including:



Imperial Valley College Division of Health and Public Safety

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patients' charts and standard clinical references such as medical dictionary, diagnostic test manuals and pharmacy references.

1. Policy and procedure manuals, together with any and all changes, shall be shared with the students, instructors, and College.
2. The Agency reserves the right to withhold any such information when it appears that the best interests of the Agency will be served by so doing.

F. Providing adequate space:

1. Clinical space and/or laboratory space for student education with the opportunity of being assigned selected patients and participating in their care as determined by departmental policies,

G. The Agency reserves the right to refuse all benefits of this contract to any College personnel and students who do not meet the standards for safety, health, or ethical behavior as defined in the Agency policy manual. The Agency further reserves the right to restrict the activities of any or all personnel as it sees fit in the event of any occurrence involving the welfare of an Agency patient.

IN WITNESS WHEREOF, the parties below have affixed their hands on the day and year written.

Smyle Shop Family Dentistry, 2411 Imperial Business Park Dr, Imperial, CA 92251

Facility Director

Date

Chief Executive Officer

Date

Imperial Valley College, c/o Nursing Division, P.O. Box 158, Imperial, CA 92251

Justina Aguirre
Dean of Health & Public Safety

Date

Kathy Berry
Vice President for Academic Services

Date

John Lau
Vice President for Business Services

Date

Appendix G

Dental Assistant Budget Proposal



January 31, 2012

Mr. Frank Marquez, Director
Imperial County Workforce Development Office
2695 S. Fourth Street, Building D
El Centro, CA 92243

Dear Mr. Marquez,

Imperial Valley College proposes to offer a second cohort of Dental Assistant Training, there is great demand from Imperial County residents (attached is a list of One Stop certified participants). The Dental Assistant Certificate entails 900 hours of instruction. Participants who successfully complete the program will earn 30 college credit units, a California Community Colleges Chancellor's certificate and a California State Dental Assistant Radiology license. Imperial Valley College is humbly requesting funding to offer Dental Assistant training to 20 participants. The proposed budget is \$285,583 and the cost per student is \$14,279.15.

Dental Assistant Program Details:

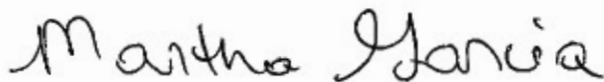
- 20 participants will achieve the following outcomes:
 1. Earn 30 college credit units and complete the following 13 courses:
 - Medical Terminology
 - Introduction to Dental Assisting
 - Beginning Radiology
 - Dental Materials
 - Occupational Health
 - Introduction to Chairside
 - Dental Specialties
 - Advanced Dental Assisting
 - Practice Management
 - Clinical
 - Ethics / Jurisprudence
 - Dental Assisting Seminar
 - Dental Health Education

2. Earn a Dental Assistant Radiology State License
 3. Complete 120 hours of internship
 4. Receive assistance with employment placement, upon successful completion of the program
- The program courses are offered in various locations: Imperial Valley College, the Smyle Shop Lecture Hall located at 2411 Imperial Business Park Drive, Imperial CA 92251 and at 301 N. Imperial Avenue, Suite "F", El Centro, CA 92243
- **The program will start in May 2012 and will end in June 2013**

Minimum Requirements for Eligibility and Enrollment:

- 18 years or older
- High School Diploma
- No felony convictions
- 9th grade Reading level; 8th grade Math level

If you have any questions please do not hesitate to contact me. You can call me directly at (760) 355-6136 or email me at martha.garcia@imperial.edu.



Thank you,
Martha Garcia
WIA Dental Assistant Coordinator

ATTACHMENT 4

**WORKFORCE INVESTMENT ACT
Dental Assistant Budget Proposal**

FISCAL YEAR:

AGENCY NAME: Imperial Community College District

	WIA Funded	Other Sources of Funding	Total Program Funding
I. Staff Salaries and Fringe Benefits <i>(attach breakdown)</i>			
Salaries	\$117,538	0	\$117,538
Fringe Benefits	\$31,735		\$31,735
Total Staff Salaries and Fringe Benefits	\$149,273	0	\$149,273
II. Non Personnel <i>(attach breakdown)</i>			
A. Staff Travel – In County	\$1200	0	\$1200
B. Staff Travel – Out of County	\$500	0	\$500
C. Training, Trainings Material and Supplies	\$18,840	0	\$18,840
D. Equipment Purchase	\$2,000	0	\$2,000
E. Equipment Rental/Lease/Maintenance		0	
F. Rent	\$42,400	0	\$42,400
G. Utilities	\$7,000	0	\$7,000
H. Communications	\$1,000	0	\$1,000
I. Office Supplies, Printing and Reproduction	\$8,350	0	\$8,350
J. Insurance/Bonding/ <i>(Non Worker's Comp)</i>		0	
K. Audit Costs		0	
L. Indirect Cost		0	
M. Other Expenses <i>(attach breakdown)</i>	\$55,020	0	\$55,020
Total Non-Personnel	\$136,310	0	\$136,310
Total Program Costs <i>(Salaries and Fringe Benefits + Non Personnel)</i>	\$285,583	0	\$285,583

I. Staff Salaries

Title of Position	Total Annual Salary	WIA % of time	WIA Salary	WIA Benefits**	Total Salary and Benefits
Instructors	\$46,530	100%	\$46,530	\$12,563	\$59,093
Lab. Assistants	\$15,500	100%	\$15,500	\$4,185	\$19,685
Adult Develop. Spec. (case mngr.)	\$41,600	50%	\$20,800	\$5,616	\$26,416
Coordinator	\$80,000	25%	\$20,000	\$5,400	\$25,400
Budget Technician	\$45,000	10%	\$4,500	\$1,215	\$5,715
Staff Secretary	\$40,832	25%	\$10,208	\$2,756	\$12,964
Totals	\$269,462		\$117,538	\$31,735	\$149,273

**Benefits – breakdown by amount or percentage

STRS 8.25%

PERS 10.707%

FICA 6.2%

MEDICARE 1.45%

SUI .72%

WC .593%

E. Equipment Rental / Lease / Maintenance**\$0**

Includes: Any equipment leased under an operating lease, maintenance to property classified as equipment, user fees. NO CAPITAL LEASES ARE ALLOWED.

F. Rent**\$42,400**

Includes: Space rent.

Dental lab 12 x \$2,000

Dental Office 12 x \$1,200

Imperial Valley College Classrooms \$4,000

G. Utilities and Building Maintenance**\$7,000**

Includes: Water, sewer, electricity, gas, and drinking water including cooler rental, janitorial services, routine building maintenance and small repairs.

H. Communications**\$1,000**

Includes: Telephone, pagers, internet access, website fees.

Telephone and internet access

I. Office Supplies, Printing and Reproduction**\$8,350**

Includes: Office supplies, postage, FedEx, UPS, small equipment for under \$500, booking fees, and payroll processing fees.

Misc. Office Supplies

J. Advertising**\$0**

Includes: Media advertising for new hires.

K. Insurance / Bonding (Non Workers' Compensation) \$0

Includes: Liability insurance, bonding insurance for staff/management members. WORKERS' COMPENSATION INSURANCE IS CONSIDERED PART OF FRINGE BENEFITS.

L. Audit Costs \$0

Includes: Fees directly related to the annual auditor's report – not to include CPA consulting or fees or other non-audit fees.

M. Indirect Costs \$0

Includes: Necessary costs not readily identifiable with a particular cost objective, represented in the form of a percentage of overall expenses, based on historical data. Indirect cost rates need to be approved by a cognizant Agency or ICWDO and a copy of the documentation needs to be on file.

N. Other Expenses \$55,020

Includes any expenses that do not fit into any other category. Detail breakdown is required.

Uniform and Shoes (Part. Cost) \$3,600

Books (PC) \$4,800

Dental Assistant Radiology License (PC) \$7,200

CPR Fee (PC) \$2,400

First Aid Fee (PC) \$2,400

Student Tuition \$15,420

Student Internship stipends \$19,200 (20 students x 120 hours x \$8.00 p/hr.)

Total Non Personal Expenses (A – N) \$136,310



The following participants have been certified by Imperial County One Stop Centers for the Dental Assistant Program:

1. Atuiar, Natlay
2. Cisneros, Jennifer
3. Cisneros, Elaina
4. Estrada, Monica
5. Guizar, Tara
6. Gutierrez, Stephanie
7. Gutierrez, Elena
8. Gutierrez, Linda
9. Hernandez, Rose
10. Magana, Nydia
11. Magus, Dora
12. Martinez, Maria
13. Mechaca, Carl
14. Moya, Anabel
15. Reyna, Sonia
16. Ruiz, Jessica
17. Salazar, Joanna
18. Sanchez, Samantha
19. Solorio, Veronica
20. Villalobos, Alma

Appendix H

**IVC Board of Trustees and California
Community College Chancellor's Office
Approval of Dental Assistant Major and
Certificate**



Agenda Item Details

Meeting Apr 20, 2011 - Board of Trustees Regular Meeting, 6:00 P.M.
Category 12. CONSENT AGENDA - ACADEMIC SERVICES
Subject 12.3 Resolution No. 14976: Major, Certificate, Course Additions and Deletions
Type Action
Preferred Date Apr 20, 2011
Fiscal Impact No
Budgeted No
Recommended Action Approve Resolution No. 14976: Major, Certificate, Course Additions and Deletions

WHEREAS, new programs, deleted programs and new courses within the programs have been approved by the Curriculum Committee and instructional administration, and satisfy all applicable requirements of Title 5 regulations. All factors, taken as a whole, support the establishment and maintenance of the proposed instructional programs and courses.

BE IT RESOLVED that the Board approves the recommendation of the Curriculum Committee (03/03/11) and the Academic Senate (04/06/11), with the consent of the Superintendent/President, as follows:

New Credit Courses

DA 101 – Introduction to Dental Assisting (3)
DA 102 – Beginning Radiology (3)
DA 103 – Dental Materials for the Dental Assistant (3)
DA 104 – Occupational Health for the Dental Assistant (1)
DA 105 – Introduction to Chairside Dental Assisting (2)
DA 106 – Dental Specialties (2)
DA 107 – Advanced Dental Assisting (2)
DA 108 – Practice Management for the Dental Assistant (3)
DA 109 – Clinical Dental Experiences (3)
DA 110 – Ethics and Jurisprudence (1)
DA 111 – Dental Assisting Seminar (2)
DA 112 – Dental Health Education (2)

New Majors and Certificates

Dental Assistant Major and Certificate

Motion & Voting

Approve Resolution No. 14976: Major, Certificate, Course Additions and Deletions

Motion by Jerry Hart, second by Steve Taylor.

Final Resolution: Motion Carries

Yes: Rudy Cardenas, Jerry Hart, Romualdo Medina, Norma Sierra Galindo, Karla Sigmond, Steve Taylor, Louis Wong

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



09/28/2011

Kathy Berry
Vice President, Academic Services
Imperial Valley College
380 East Aten Rd.
Imperial, CA 92251-0158

Dear Kathy Berry:

The Chancellor's Office hereby approves Imperial Valley College's **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Dental Assistant** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **124010** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **CERTIFICATE OF ACHIEVEMENT:18 or greater semester (or 27 or greater quarter) units in Dental Assistant** with program control number **30867**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Dixie Krimm

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>

✉

10/23/2011

Kathy Berry
Vice President, Academic Services
Imperial Valley College
380 East Aten Rd.
Imperial, CA 92251-0158

Dear Kathy Berry:

The Chancellor's Office hereby approves Imperial Valley College's **A.S. DEGREE in Dental Assistant** as listed below. It has been entered into the Curriculum Inventory under T.O.P. code **124010** with **CAREER TECHNICAL EDUCATION (CTE)** status.

- **A.S. DEGREE in Dental Assistant** with program control number **30902**.

The California Postsecondary Education Commission (CPEC) has authorized the Chancellor's Office to proceed to final approval, without its review, on many new community college programs, except programs of certain types that are of special interest to CPEC. This program is not a type that has been reserved for individual CPEC review and concurrence. Therefore, our approval is effective with this letter.

Good luck with this program.

Sincerely,
Sally J. Montemayor Lenz
Interim Dean
Academic Affairs Division

Cc: Dixie Krimm

Appendix I

Dental Assistant Course Outline-of- Records



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Introduction to Dental Assisting

COURSE NO.: DA 101

UNITS: 3

LEC HRS. 54.00

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Introduction to the dental assistant, dental terminology, basic anatomy of the oral cavity, dental anatomy and physiology, oral embryology, tooth morphology, classifications of restorations, preliminary oral inspection, charting existing conditions of the hard and soft tissues. Course involves taking and recording vital signs and systemic conditions which may affect dental care.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Properly define caries. (ILO2, ILO3)
2. Identify 2 common complaints, symptoms, or data that may indicate a medically compromised patient that should be discussed with the dentist or dental hygienist. (ILO2, ILO3)
3. Identify the members of the dental health team and their roles in gathering patient information and assessment. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Describe information on standard medical history and how medical conditions and patient's medications alter or compromise dental treatment.
2. Discuss and demonstrate the assistants role in diagnosis, data gathering and treatment.
3. List the OSHA regulations.
4. List the procedures of taking and recording vital signs and the ability to list normal limits.
5. List the various types of medical emergencies that may be encountered in a dental office and discuss the role of staff members in preventing and managing these emergencies.
6. List the assistant role in diagnosis, data collection, and treatment planning.
7. Describe and list regions of head and neck anatomy.
8. List and describe the overview of dentition.
9. List the specialties in dentistry and the role of the Dental Assistant in each speciality.
10. Define periodontal disease.

11. Define dental caries.
12. Define the medically compromised patient.
13. List the high risk areas of cancer in the oral cavity.
14. Describe the principles of pharmacology.

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
History of Dentistry	2.00%
The Professional Dental Assistant	3.00%
The Dental Health Care Team	3.00%
Head and Neck Anatomy	5.00%
Landmarks of the Face and Oral Cavity	5.00%
Tooth morphology and overview of Dentition	5.00%
Occupational Health and Safety	5.00%
Oral Diagnosis and Treatment Planning	5.00%
Dental Caries and Periodontal Disease	5.00%
Patient Information and Assessment	5.00%
Assisting in Medical Emergencies	5.00%
The Medically Compromised Patient	10.00%
Delivering Dental Care	4.00%
General Anatomy and Physiology	10.00%
Principles of Pharmacology	13.00%
Nutrition	5.00%
Oral Pathology	10.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Mid-Term/Final Exam(s)

Oral Assignments

Problem Solving Exercise

Quizzes

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Discussion

Lecture

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to lecture and identify 1-2 key pieces of information for discussion in class. A minimum of 6 hours per week reading prior to lecture.

Reading and Writing:

Read assignments, then write and submit a 1 page typed paper presenting a topic of choice using students own words.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

Torres and Ehrlich (2008). *Modern Dental Assisting* (9th/e). Saunders. ISBN: 9781416042457

Torres and Ehrlich (2009). *Modern Dental Assisting Student Workbook* (9th/e). Saunders. ISBN: 9781416049906



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Beginning Radiology

COURSE NO.: DA 102

UNITS: 3

LEC HRS. 36.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

This course teaches the fundamentals of radiation safety and the operation of dental radiology equipment, along with the clinical application of procedures involved in exposing, processing, mounting and interpreting dental radiographs.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the components of the x-ray machine and their individual functions. (ILO2, ILO3)
2. Define Dental intraoral film and describe intraoral film packaging. (ILO2, ILO3)
3. Describe duplicating film. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Follow the rules of radiation safety for the protection of both the patient and operator.
2. Explain the characteristics of radiation, physics, ionization, the electromagnetic spectrum, and the association of x-rays with matter.
3. Identify the components of the x-rays with matter.
4. Identify the components of the x-ray machine and their individual functions.
5. Describe the technical aspects of radiations production and the effects of adjusting the current voltage, and/or exposure time in the production of quality dental radiographs.
6. Identify the parts of the dental films packet and correctly manipulate it.
7. Demonstrate the different sizes and types of dental x-ray film, and their individual uses.
8. Demonstrate the use of the darkroom facilities and automatic processors in the development of radiographic film.
9. Utilize different position indicating devices (PIDs) when taking intraoral x-rays, using both the paralleling techniques.
10. Identify and correct errors in film placement, using the rules of shadow casting and the inverse square law.
11. Take diagnostic bitewing dental x-rays surveys.
12. Identify anatomical landmarks, anomalies, restorations, caries, periapical lesions, and other possible pathological defects in a formal written critique of each full mouth survey of radiographs.

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Introduction to the history of radiology and radiation safety	5.00%
The dental x-ray machine; the technical production of x-rays	5.00%
Dental x-ray film, film processing and asepsis in radiology	10.00%
Anatomical landmarks	15.00%
Intra-oral radiology and periapical radiology	10.00%
Interpretation of dental radiographs	20.00%
Identify and correcting faulty radiographs	5.00%
Occlusal and extra-oral radiology	5.00%
Radiography for children and edentulous patients	10.00%
Education of patients about radiography	5.00%
Panoramic radiography and digital radiography	10.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Mid-Term/Final Exam(s)

Oral Assignments

Problem Solving Exercise

Quizzes

Skill Demonstration

VIII. INSTRUCTIONAL METHODOLOGY:

Discussion

Group Activity

Lecture

Simulation/Case Study

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key or confusing topics, and be prepared to discuss or ask questions to clarify the material.

Reading and Writing:

Students will write responses to the daily learning objectives handed out at the beginning of the class of content material being prepared for the following week.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

Orlen N. Johnson (2011). *Essentials of Dental Radiography for Dental Assistants and Hygienists* (9th/e). Prentice Hall. ISBN: 9780138019396



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Dental Materials for the Dental Assistant

COURSE NO.: DA 103

UNITS: 3

LEC HRS. 36.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

This course teaches the composition and use of restorative materials, impressions materials, pouring dental impressions, the procedural steps in composite resin material, temporary restorative materials used in dentistry and the role of the dental team in the various procedures performed. Applicable lab fees will apply.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Determine impression for a sepcific procedure. (ILO2, ILO3)
2. List the desirable qualities of an impression material. (ILO2, ILO3)
3. Differentiate between a model, cast and die. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. List the various restorative materials used in dentistry.
2. Describe the physical, electrical and mechanical properties of materials used in dentistry.
3. Identify the effects the oral environment may have on dental materials as well as the effect dental material may have on the oral environment.
4. Describe the role that preventative dental materials play in preventing oral disease.
5. List the various types of materials used for esthetic dental restorations.
6. List the role amalgam restorations are playing in restorative dentistry in the past, present and future.
7. Explain and know the finishing, polishing and cleaning materials used in dentistry.
8. Demonstrate the ability to mix dental cement to proper consistency in a reasonable length of time.
9. Demonstrate the functions of an impressions material as it relates to oral tissue.
10. Describe the significance of accuracy in using impression material and restorative material.
11. Describe and demonstrate on a model a cast or die used in dentistry to duplicate accurately the hard or soft oral tissues or both.
12. List the various types of waxes used in dentistry.
13. Describe the noble metals used for restorative materials, prosthetics appliances and crown and bridge fabrication.

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Introduction to Dental Materials	10.00%
Properties of Dental Materials	10.00%
Preventive Dental Materials	20.00%
Pit and Fissure Sealants	10.00%
Esthetic Restorative Materials	20.00%
Impressions Materials	10.00%
Irreversible Hydrocolloid Materials	5.00%
Bonding Agents	10.00%
Hybrid Ionomers	5.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Mid-Term/Final Exam(s)

Oral Assignments

Skill Demonstration

VIII. INSTRUCTIONAL METHODOLOGY:

Group Activity

Individual Assistance

Lab Activity

Lecture

Simulation/Case Study

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum,

or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key or confusing topics, and be prepared to discuss or ask questions to clarify information.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic related to the assigned reading, such as different dental cements. Utilize other suggested resources as necessary.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

Torres and Ehrlich (2008). *Modern Dental Assistant (Textbook and Workbook)* (9th/e). Saunders. ISBN: 9781416049258

Emily Andujo (2003). *Complete Review of Dental Assisting* Prentice Hall. ISBN: 9780130883506



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Occupational Health for the Dental Assistant

COURSE NO.: DA 104

UNITS: 1

LEC HRS. 18.00

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

This course teaches the Dental Assistant the rules and regulations in the dental office that are required by the Federal, State and local regulations concerning the handling of hazardous chemical, employee safety and waste management.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Properly duplicate basic chairside duties of a dental assistant in a general dental practice. (ILO2, ILO3)
2. Define the types of exposed and occupational risks associated with the profession of dental assisting. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Pronounce, define, and spell the Key Terms
2. Explain the difference between regulations and recommendations
3. Identify four professional sources for dental information
4. Name the premier infection-control educational organization in dentistry
5. Describe the role of the Centers for Disease Control and Prevention
6. Explain a primary difference between occupational safety and health administration and Centers for Disease Control
7. Describe the role of the Environmental Protection Agency in relation to dentistry
8. Describe the role of the Food and Drug Administration in relation to dentistry
9. Describe the role of the National Institutes of Health
10. Describe the role of the National Institute of Dental Craniofacial Research

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Regulatory and Advisory Agencies	60.00%

Chemical and Waste Management	20.00%
Dental Unit Waterlines	20.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Mid-Term/Final Exam(s)

Oral Assignments

Problem Solving Exercise

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Discussion

Group Activity

Lecture

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss. A minimum of 2 hours per week outside of regular class time doing independent study.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to occupational health and safety; e.g. biofilm in dental waterlines. Utilize other suggested resources as necessary.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

Torres and Ehrlich (2008). *Modern Dental Assisting (Textbook and Workbook)* (9th/e). Saunders. ISBN: 9781416049258



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Introduction to Chairside Dental Assisting

COURSE NO.: DA 105

UNITS: 2

LEC HRS. 18.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Introduction to the chairside dental assistant, preparing the patient for dental treatment, positioning of patient, operator and assistant for four-handed and six-handed dentistry. Obtaining patient health history and vital signs, treatment planning and data gathering. Instrument grasp/transfer, oral evacuation and retraction. Identification and use of hand instruments, equipment maintenance, tub, tray and cassette set-ups of the basic general dental procedures.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the proper steps in the use of retraction cord before taking a final impression. (ILO2, ILO3)
2. List the most common operator positions when working with the dentist. (ILO2, ILO3)
3. List the common isolation techniques and their uses in restorative dentistry. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Apply information on a standard medical history and how medical conditions and patient's medications alter or compromise dental treatment.
2. Apply and record the dental assistant's role in diagnosis, data gathering and treatment.
3. Apply the OSHA regulations on the clinic floor.
4. Apply the procedures of taking and recording vital signs and the ability to list normal limits.
5. Dramatize the various types of medical emergencies that may be encountered in a dental office and apply staff members in preventing and managing these emergencies.
6. Illustrate the regions of the head and neck anatomy.
7. Apply skills in periodontal charting.
8. Demonstrate the major anatomical landmarks in the oral cavity.
9. Demonstrate and record the findings of gingival tissue.
10. Demonstrate the high-risk areas of cancer in the oral cavity.
11. Demonstrate basic chairside duties of a dental assistant in a general dental practice.

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
The Professional Dental Assistant and The Dental Health Team Care	2.00%
Head and Neck Anatomy	10.00%
Landmarks of the Face and Oral Cavity	10.00%
Overview of Dentition and Tooth Morphology	10.00%
Dental Caries	5.00%
Periodontal Disease	5.00%
Oral Pathology	5.00%
Occupational Health and Safety	5.00%
Patient Information and Assessment	3.00%
Vital Signs	2.00%
Oral Diagnosis and Treatment Planning	3.00%
The Medically Compromised Patient	10.00%
Assisting in Medical Emergencies	10.00%
Delivering Dental Care	10.00%
Principles of Pharmacology	10.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Problem Solving Exercise

Skill Demonstration

VIII. INSTRUCTIONAL METHODOLOGY:

Discussion

Group Activity

Lab Activity

Lecture

Simulation/Case Study

Audio Visual

Demonstration

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss. A minimum of 4 hours per week outside of regular class time doing independent study.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D.S. Robinson (2008). *Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416042457

D.Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders.

ISBN: 9781416049906



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Dental Specialties

COURSE NO.: DA_106

UNITS: 2

LEC HRS. 18.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Instruction in assisting and instrumentation for the following specialties in dentistry: orthodontics, endodontics, periodontics, removable prosthodontics, pediatric dentistry and oral maxillofacial surgery, and assisting in the administration of nitrous oxide.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify the proper steps in the use of retraction cord before taking a final impression. (ILO2, ILO3)
2. Describe the entire procedure of a root canal from beginning to end. (ILO2, ILO3)
3. Indicate key safety elements used in all dental procedures and how it relates to the role of the dental assistant. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. List indications and contraindications for a fixed prosthesis
2. Identify the steps for a diagnostic workup
3. Identify the role of the dental technician
4. Describe the difference among full crowns, inlays, onlays and veneers
5. Identify the components of a fixed bridge
6. Describe the use of a fixed bridge
7. Discuss the use of core-build-up pins and post in crown retention
8. Discuss the types of provisional coverage
9. Discuss the dental assistant's role in making a crown or bridge
10. Differentiate between a partial and denture
11. Discuss the steps in the constructions of a denture and a partial
12. Identify home care instructions for a removable and full denture
13. Identify the process of relining or repairing a partial or full denture
14. Identify the instruments in oral surgery

15. Discuss the indications for implants
16. Describe the selection of patients to receive dental implants
17. Describe the diagnostic testing performed for endodontic diagnosis
18. List the types of endodontic procedures
19. Describe surgical endodontics and how it affects treatment
20. Describe the role of the dental assistant in periodontics
21. Describe the role of radiographs in periodontal treatment
22. Discuss the role of an oral surgery assistant
23. Discuss the complications from surgery
24. Discuss the role of an assistant in endodontics
25. Discuss the role of an dental assistant in orthodontics

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Orthodontics and Procedures	20.00%
Periodontics and Procedures	10.00%
Endodontics and Procedures	10.00%
Oral and Maxillofacial Surgery	15.00%
Pediatric Dentistry and Procedures	10.00%
Prosthodontics and Procedures	15.00%
Assisting with the Administration of Nitrous Oxide	5.00%
Role of Dental Assistant in Specialty Treatments	5.00%
Role of Radiography in Periodontics	5.00%
Instrumentation in Oral Surgery and Other Procedures	5.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Mid-Term/Final Exam(s)

Problem Solving Exercise

Quizzes

Skill Demonstration

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Group Activity

Lecture

Audio Visual

Discussion

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics or 1-2 areas of confusion, and be prepared to discuss or to ask questions. A minimum of 6 hours of reading per week outside of regular class time and prior to lectures.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D.S. Robinson (2008). *Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416042457
D. Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416049906



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Advanced Dental Assisting

COURSE NO.: DA 107

UNITS: 2

LEC HRS. 18.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Development of the pre-clinical skills required for the registered dental assistant. Students are required to meet standards of competency for each registered dental assistant task. Preparation for the practical component of the California Registered Dental Assistant examination. Mannequins are used for most instruction.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Perform all RDA tasks in a smooth manner and be able to anticipate the dentist's needs. (ILO1, ILO2)
2. Pass a Mock board Dental Assistant Examination. (ILO1, ILO2)
3. Safely demonstrate the fabrication of and cementing of a crown, while ensuring all precautionary measures are completed. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Fabricate custom, preformed and aluminum temporary crowns.
2. Fabricate a custom 3-unit acrylic temporary bridge
3. Temporarily cement a crown and bridge on a model
4. Condense, carve and finish a Class II temporary restoration
5. Apply a rubber dam and remove a rubber dam at an expectable level
6. Demonstrate proficiency in the use of calcium hydroxide base used in pre-prepared tooth
7. Demonstrate proficiency in placing and removing a matrix and wedge on a mannequin
8. Demonstrate proficiency in placing insulating bases in a prepared tooth
9. Describe the criteria for adequacy for each RDA function
10. Describe all precautions and safety measures necessary while performing the above functions

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. %
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	OF COURSE
Board of Dentistry	5.00%
Examination Application Process	5.00%
Continuing Education	10.00%
Instrumentation for each RDA Task	65.00%
Preclinical Skills and Task Development for Temporary Restorations, Placing and Removing and other Procedures	10.00%
Safety Measures in Clinical Setting	5.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Mid-Term/Final Exam(s)

Problem Solving Exercise

Quizzes

Skill Demonstration

VIII. INSTRUCTIONAL METHODOLOGY:

Group Activity

Lab Activity

Lecture

Audio Visual

Discussion

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss in class.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D.S. Robinson (2008). *Torres and Ehrlich Modern ental Assisting (9th/e)*. Saunders. ISBN: 9781416042457
D. Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders.
ISBN: 9781416049906



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Practice Management for the Dental Assistant

COURSE NO.: DA 108 **UNITS:** 3

LEC HRS. 36.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Instruction in the non-clinical functions which dental assistants are required to perform with emphasis on: financial arrangements, collection techniques, completing insurance forms, maintaining current records, office mail, dental office computer systems, group practice, inventory, marketing , purchasing, payroll tax records, disbursements and petty cash. Students will learn soft dent integrated record system.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Prepare complete, accurate patient records and maintain them. (ILO2, ILO3)
2. Successfully interact in a mock dental office situation, with patients in person-to-person contacts and when gathering or receiving telephone calls. (ILO1, ILO2)
3. Write appropriate business letters. (ILO1, ILO2)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Successfully interact in a mock dental office situation, with patients in person-to-person contacts and when gathering or receiving telephone calls
2. Apply the basic skills of effective appointment scheduling
3. Prepare complete, accurate patient records and maintain them
4. Write appropriate business letters
5. Successfully operate an accurate filing system
6. Define an efficient and effective patient recall system
7. Prepare and process dental insurance forms accurately electronically
8. Develop a personal job resume
9. Demonstrate the role of the office manager in the dental office
10. Describe the use for a computer application in the dental office

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Communication pathways	10.00%
Communicating with patients	10.00%
Cultural diversity	10.00%
Phone skills	10.00%
Business Operating System	40.00%
Financial Management in the Dental Office	10.00%
Marketing techniques in Dentistry	5.00%
Employment	5.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Mid-Term/Final Exam(s)

Problem Solving Exercise

Quizzes

Skill Demonstration

VIII. INSTRUCTIONAL METHODOLOGY:

Discussion

Group Activity

Lab Activity

Lecture

Audio Visual

Demonstration

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss in class.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D. S. Robinson (2008). *Torres and Ehrlich Modern Dental Assisting* (9th/e). Saunders. ISBN: 9781416042457

D. Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting* (9th/e). Saunders. ISBN: 9781416049906



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Clinical Dental Experiences

COURSE NO.: DA 109

UNITS: 3

LEC HRS. 18.00

LAB HRS. 108.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Practice in working in a private practice in all fields of dentistry. Experiences in chairside and office management techniques, with emphasis on performance of the Registered dental assistant tasks. Bi-weekly seminars to evaluate and review clinical application and experiences. Written reports are required.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Operate as a member of the dental team in private and clinical settings. (ILO1, ILO3)
2. Function as a chairside dental assistant in both standard and specialty dental practices, in a manner which is satisfactory to the supervising dentist. (ILO1, ILO3)
3. Maintain records documenting clinical performance. (ILO1, ILO2)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Operate as a member of the dental team in private and clinical settings
2. Function as a chairside dental assistant in both specialty dental practices, in a manner which is satisfactory to the supervising dentist
3. Perform all assigned sterilization and laboratory duties in a satisfactory manner
4. Write a narrative essay comparing experiences in various clinical settings
5. Perform all the registered dental assistant tasks under the supervision of the assigned dentist
6. Submit a report describing one new procedure and one new material used in the dental office
7. Maintain records documenting clinical performance

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE

Orientation to clinical experience	5.00%
The Dental Office	5.00%
Delivering Dental Care	30.00%
Moisture Control	5.00%
Clinical Experiences in Specialty Practices	30.00%
Registered Dental Assistant Duties	25.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Essay

Skill Demonstration

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Individual Assistance

Lecture

Demonstration

Discussion

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics or 1-2 areas of confusion, and be prepared to discuss or ask questions in class.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D.S. Robinson (2008). *Torres and Ehrlich Modern Dental Assisting* (9th/e). Saunders. ISBN: 9781416042457
D. Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting* (9th/e). Saunders. ISBN: 9781416049906



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Ethics and Jurisprudence

COURSE NO.: DA 110

UNITS: 1

LEC HRS. 18.00

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

The study of the fundamental factors necessary to be employed. Practice within the ethical and legal framework of the State Dental Practice Act, and the Code of Ethics and the American Dental Association.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Define malpractice in application to dental assisting and demonstrate beginning knowledge of jurisprudence terminology in dentistry. (ILO2, ILO4)
2. List five instances in which the practioner would have legal requirements to report confidential matter that relate to health. (ILO2, ILO3)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Define the various levels of legal duties for the dental assistant, registered dental assistant and registered dental assistant with expanded functions.
2. Differentiate between direct and indirect supervision for the dental assistant, registered dental assistant and the registered dental assistant with expanded functions.
3. Discuss the structure and the professional organization for the registered dental assistant and registered dental assistant with expanded functions at the national, state and local level and enumerate the benefits of membership thereof.
4. Define malpractice in application to dental assisting and demonstrate beginning knowledge of jurisprudence terminology in dentistry.
5. Discuss the role of accurate and appropriate recordkeeping in the prevention of malpractice.
6. Submit two case study evaluations demonstrating ethical "decision making" ability.
7. Define the difference between morals and ethics.
8. Explain the principles found in healthcare ethics.
9. Explain how the principle of informed consent is derived from the basic principle of autonomy.
10. List five instances in which the practitioner would have legal requirements to report confidential matter that relates

to health care.

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Basic Principles of Ethics	5.00%
Confidentiality	5.00%
Professional Code of Ethics	10.00%
Applying Ethical Principles	5.00%
Steps for solving Ethical Dilemmas	10.00%
Legal and Ethical Implication	5.00%
Statutory Law	5.00%
State Dental Practice Act	20.00%
Malpractice	5.00%
Dentist-Patient Relationship	5.00%
Risk Management	5.00%
Patient Records	5.00%
Reporting Child abuse and Neglect	5.00%
Case Studies	10.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Essay

Mid-Term/Final Exam(s)

Problem Solving Exercise

Quizzes

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Discussion

Group Activity

Lecture

Simulation/Case Study

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss in class.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D.S. Robinson (2008). *Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416042457

D. Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416049906

Dental Board of California (2008). *California Dental Practice Act (2008/e)*. LexisNexis Publishing Solutions Government. ISBN: 9781422451038



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Dental Assisting Seminar

COURSE NO.: DA 111

UNITS: 2

LEC HRS. 36.00

LAB HRS. 0

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Review and preparation for the Dental Assisting Certificate Examination.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Pass a mock Board RDA certification examination. (ILO1, ILO2)
2. List and recall biomedical sciences. (ILO2, ILO4)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. List the requirements for the dental assisting certification examination
2. List and recall the biomedical sciences
3. List the three classifications of microorganisms
4. List the various types of dental materials used in the field of dentistry
5. Define infections control
6. Define occupational safety
7. List the various medical emergencies that might be encountered in a dental practice
8. Define practice management

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. % OF COURSE
Biomedical Sciences	20.00%
Dental Anatomy	10.00%

Chairside Assisting	5.00%
Dental Radiology	10.00%
Dental Materials	10.00%
Infection Control	10.00%
Occupational Safety	10.00%
Medical Emergencies	15.00%
Dental Practice Management	10.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Mid-Term/Final Exam(s)

Problem Solving Exercise

Quizzes

Written Assignments

VIII. INSTRUCTIONAL METHODOLOGY:

Lecture

Audio Visual

Discussion

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss in class.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

E. Anjujo (2004). *Prentice Hall Health's Complete Review of Dental Assisting* Prentice Hall. ISBN: 9780130883506



**IMPERIAL COMMUNITY COLLEGE DISTRICT
IMPERIAL VALLEY COLLEGE
COURSE OUTLINE-OF-RECORD**

DIVISION: Health & Public Safety

DATE: March 03, 2011

COURSE TITLE: Dental Health Education

COURSE NO.: DA 112

UNITS: 2

LEC HRS. 18.00

LAB HRS. 54.00

If cross-referenced, please complete the following

COURSE NO.(s)

COURSE TITLE

I. COURSE/CATALOG DESCRIPTION:

Course teaches the principle and practice prevention and control of dental disease with emphasis on nutrition, plaque control, motivation, and chairside patient education.

II. A. PREREQUISITES, if any:

B. COREQUISITES, if any:

C. RECOMMENDED PREPARATION, if any:

III. GRADING CRITERIA:

Letter Grade Only

IV. STUDENT LEARNING OUTCOMES:

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Recognize the effect of fluoride on teeth. (ILO2, ILO3)
2. Prepare personalized chairside aide. (ILO2)

V. MEASURABLE COURSE OBJECTIVES AND MINIMUM STANDARDS FOR GRADE OF "C":

Upon satisfactory completion of the course, students will be able to:

1. Prepare personalized chairside aid
2. Explain how to plan, implement and evaluate individualized oral hygiene care
3. Explain an understanding of the concept of preventive dentistry
4. Explain toothbrushes and tooth brushing techniques
5. Explain the use of auxiliary aids to maintain good oral hygiene
6. Identify the type of indices available
7. Name the types of fluorides available and their effect on teeth
8. Define human behavior and motivation
9. Define plaque
10. Define the objectives of patient health education
11. Describe plaque control methods adjusted to specific patients
12. Identify and explain the use of all auxiliary aids during patient education
13. Describe the etiology of periodontal disease and caries

VI. CORE CONTENT TO BE COVERED IN ALL SECTIONS:

CORE CONTENT	APPROX. %
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	OF COURSE
Overview of Dentition	10.00%
Prevention of Dental Disease	10.00%
Introduction to Diseases of teeth	10.00%
Toothbrushes and Oral Aids	10.00%
Diet Analysis and Counseling	10.00%
Selective Indices and Caries Risk Assessment	10.00%
Fluorides	10.00%
Understanding Human Behavior	10.00%
Oral Physiotherapy Aids	10.00%
Plaque and Periodontal Disease	10.00%
TOTAL	100%

VII. METHOD OF EVALUATION TO DETERMINE IF OBJECTIVES HAVE BEEN MET BY STUDENTS:

Class Activity

Mid-Term/Final Exam(s)

Quizzes

Skill Demonstration

VIII. INSTRUCTIONAL METHODOLOGY:

Audio Visual

Demonstration

Discussion

Group Activity

Lab Activity

Lecture

Simulation/Case Study

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

IX. ASSIGNMENTS:

Out-of-class:

Read assigned chapters prior to each class meeting, identify 1-2 key topics, and be prepared to discuss in class.

Reading and Writing:

Complete assigned reading and develop a 1 page typed paper on a topic of student's choice related to coursework.

X. TEXTBOOK(S) AND SUPPLEMENT(S):

D. Bird and D.S. Robinson (2008). *Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416042457

D. Bird and D.S. Robinson (2008). *Student Workbook for Torres and Ehrlich Modern Dental Assisting (9th/e)*. Saunders. ISBN: 9781416049906