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**Julie Adams, Ph. D.**

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February 1, 2016

**SUBJECT: Disciplines List Revisions**

Dear Colleagues:

It is time to once again begin the formal review of the Disciplines List, which establishes the minimum qualifications for the faculty of California Community Colleges. This review occurs in a two-year cycle. We recently completed such a review, culminating with proposals being voted on at the Spring 2015 Plenary Session and then adopted by the Board of Governors at their January 19, 2016, meeting. This letter is to inform you that we will begin accepting revisions to the Disciplines List this month and to provide you with resource materials that will be useful in submitting changes.

* Enclosure 1—Discipline List Proposal Process: This document provides you with a guide to the discipline review process.
* Enclosure 2—Discipline List Review Timeline: This timeline provides information about key deadlines. Please pay attention to the hearing dates, as each proposal must be heard in at least one hearing. **Please note that the final day to accept proposals is September 30, 2016.**
* Enclosure 3—Revisions to the Discipline List Form: This form is used to submit revisions.
* Enclosure 4 –FAQs on Minimum Qualifications: This FAQs document clarifies some common misunderstandings about minimum qualifications.

**Please send this packet of materials to division/department chairs, curriculum committee members, your senators, vice president of instruction, and anyone else that might benefit from this information. All information contained in this packet is also be available on our website by clicking** [**here**](http://www.asccc.org/disciplines-list)**.**

Regretfully, the changes adopted by the Board of Governors at their January meeting are not yet published. However, for your reference a copy of the latest Disciplines List is available from our [website](http://www.asccc.org/sites/default/files/2014MinuimumQualifications.pdf). In addition, a summary of the November Board of Governors changes is also included on this page (Enclosure 5).

If you have any questions, please contact us at disciplineslist@asccc.org. Please indicate Disciplines List on the subject line of the email.