Taft College Academic Senate
Proposal Process for Local Modification Of Discipline

Local modifications to discipline qualifications may be proposed for existing disciplines through the Taft College Academic Senate Council. If an area is identified for which no minimum qualifications currently exist in the Discipline List, follow the ASCCC process which can be accessed on the ASCCC website at: https://asccc.org/sites/default/files/DLHandbook_Final_Revision_Spr_20.pdf.

Proposal Elements:
Proposed local modifications to minimum qualifications must be supported by appropriate evidence. Evidence is essential because it provides the rationale about why the change is needed and provides documentation showing research was completed to ensure the modification is necessary. The Academic Senate Council will reject any proposed local modification submitted without documented evidence of supporting the rationale and need for modification. Please use the following check-list to ensure you have conducted all necessary research.

Required investigation of the following to the proposed local modification, and statement of findings:
- Contacted an associated professional organization to determine support of proposal (includes colleges and universities).
- Included list of degrees/certificates within the proposed local modification of the discipline.
- Explained the impact of proposal on availability and diversity of faculty/applicants for course assignment.
- Explained the pro and con arguments, including refutation of the con arguments associated with the proposed modification.
- Provided other evidence such as significant changes to the field that requires a change to the Disciplines List. [NOTE: Proposals asserting ‘significant changes to the field’ will be submitted to the ASCCC Discipline review process for systemwide consideration, if approved as a local modification. The Academic Senate-of-the-Whole may take separate action to refer proposals for system-wide review whether the proposal was or was not adopted for use locally.]
- Provided a ½ page written rationale to be included in public documents.

Additional required investigation for Career Technical Education proposals:
- Contacted an associated professional organization and/or Taft College CTE Advisory Committee to determine support of proposal.
- Included evidence of employment specific knowledge and experience requirement standards when defining/modifying CTE area ‘experience in the field’ criteria
  a. for providers of training
  b. for determination of attributes/tasks/knowledge that represent ‘experience in the field’ (example: receptionist in a medical office versus medical office support staff)

Submission and Review:
Proposed local modification(s) may be submitted through a Senate Council representative or officer of the Academic Senate to be placed on an agenda. Any faculty member may initiate a proposal for local modification. Following submission of a proposal:
1. The Senate Council will engage in discussion regarding the proposal and make a recommendation to the Academic Senate-of-the-Whole.
2. The Academic Senate-of-the-Whole will engage in discussion regarding the proposal and act to recommend adoption or rejection of the proposed local modification.
3. Approval of the Board of Trustees is required to finalize any recommended local modification.
4. Adopted Local Modification(s) will be
   a. documented with date of effect notation, and posted for use (location TBD; comparable to CCCCO/ASCCC Discipline List locations), and
b. reevaluated for continuation using the evidence processes listed above \textit{at least once} every accreditation cycle.

Any proposal for Discipline List revision must be submitted to the ASCCC Discipline Review process through the local/district senate:

a. Any faculty member may initiate a proposal to change the Disciplines List.

b. Local academic senates should engage in discussion regarding the proposals among its faculty.

c. Local academic senates must approve any/all recommendations before forwarding them to the Academic Senate Office. The local senate president must sign the Discipline List Revision Form.

Previously proposed local modifications that were not adopted may be resubmitted only if a new justification and rationale are provided.