

DISCIPLINE REVIEW PROCESS  
2018 – 19 TIMELINE

Month/Year	Process
February 2018	<p><b>Distribution of Process to the field 18-19.</b> The Senate Office sends requests for proposals to local senate presidents, college presidents, chief instructional officers, curriculum chairs, personnel officers, and discipline professional organizations informing them of the opportunity to propose a change to the Disciplines List. The material contains information on the process and a timeline for submission.</p> <ul style="list-style-type: none"> <li>• <b>Rostrum</b> announcement and description of process</li> <li>• <b>Website</b> posting of announcement and description of process</li> </ul>
March 2018	<p><b>Submission of Proposals.</b> Proposals may be submitted to the Senate Office:</p> <ul style="list-style-type: none"> <li>• <b><i>Through Local Senates:</i></b> Any faculty member may initiate a proposal to change the Disciplines List. The local senate must approve and forward any such proposals, with the signature of the local senate president to acknowledge local senate support, to the Senate Office.</li> <li>• <b><i>Through a discipline or professional organization:</i></b> Any member of an organization that represents a discipline or profession may initiate a proposal to change the Disciplines List. The members of the organization should discuss proposals. The governing body of the organization must approve the recommendation. The organization’s president must sign the Disciplines List Change Proposal Form.</li> </ul> <p><b>Discipline process is reinforced through:</b></p> <ul style="list-style-type: none"> <li>• Discussions at Area Meetings</li> <li>• Breakout Discussion at Spring Plenary</li> <li>• Update in <i>Rostrum</i> on the process</li> </ul> <p><b>Initial review BEGINS when proposals are received and continues <u>until the proposal has had two hearings</u>.</b> The Senate Staff and the Standards &amp; Practices Committee perform an initial review of proposals using the following required investigation of the following and statement of findings:</p> <ul style="list-style-type: none"> <li>○ Contact with the professional organization to determine support of proposal</li> <li>○ Evidence of degrees within the proposed revision of the discipline or new discipline. Please list the titles of the degrees and programs to document the need for a new or revised discipline. <ul style="list-style-type: none"> <li>▪ Minimum of three degrees</li> <li>▪ Regionally accredited institutions (all public institutions in California)</li> <li>▪ Disciplines in the Master’s List requires evidence of the availability of masters degrees</li> <li>▪ Disciplines in the Non-masters List requires evidence of the availability of degree, certification, and/or professional experience, if necessary</li> </ul> </li> <li>• Statewide need documented by evidence to show a change is necessary and not merely a response to a unique need of one college, district or region. <ul style="list-style-type: none"> <li>○ Balance of need across the state</li> <li>▪ Discipline seconder from another district</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Impact of Proposal <ul style="list-style-type: none"> <li>▪ Impact across the state</li> <li>▪ List the pro and con arguments</li> <li>▪ Include refutation of the con arguments</li> </ul> </li> <li>○ Other evidence such as significant changes to the field that requires a change to the Disciplines List.</li> </ul> <p>In addition, the proposal must</p> <ul style="list-style-type: none"> <li>● be complete and accurate;</li> <li>● does not exceed the scope of the Disciplines List review process;</li> <li>● has not previously been considered and rejected by the plenary session or, if it has, it is supported by a new rationale; and</li> <li>● is not being submitted to deal with a district-specific problem that does not apply broadly.</li> </ul> <p><b>Revising Proposals with Problems.</b> Standards &amp; Practices Committee Chair will contact the maker of the proposal to help resolve the problem.</p> <ul style="list-style-type: none"> <li>● If problems are resolved to the satisfaction of the Committee, the proposal will be considered.</li> </ul> <p>The maker may withdraw a proposal.</p>
<p style="text-align: center;">April 2018</p>	<ul style="list-style-type: none"> <li>● Process reinforced at Area Meetings.</li> <li>● Prepare <i>Rostrum</i> Article on proposals and process.</li> <li>● At this point, the summary will <b>not</b> include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the Spring Plenary Session.</li> <li>● Spring Plenary Session—<u>A preliminary session</u> on process and any proposals received. <i>[Note: At a minimum proposals must be vetted at two of the statewide hearings]</i></li> </ul>
<p style="text-align: center;">Sept 2018</p>	<p><b>Second and final call for proposals this cycle.</b></p> <ul style="list-style-type: none"> <li>● Senates and organizations can submit new proposals or revise proposals already submitted that were found to have problems.</li> <li>● The summary document will be distributed and include all proposals (new and updated). Any testimony information will be included in the summary.</li> <li>● Discussed at Area Meetings.</li> <li>● Any interested party may submit written comments to the Committee, via the Senate Office.</li> </ul> <p>Standards &amp; Practices Committee will update summary document with any new proposals, which will be included in the mailing for the Area Meetings. The summary will <b>not</b> include recommendations from the Executive Committee but instead provide information to the field on the proposals received and to be discussed at the Fall Plenary Session (even years).</p> <p><b>September 30, 2018</b>  <b>No new proposals will be accepted beyond September 30<sup>th</sup> to ensure that there are opportunities for publication and vetting of proposals prior to the fall plenary session. All proposals submitted beyond the September date will be held over to the next Discipline</b></p>

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	<b>Review cycle.</b>
Sept/Oct 2018	<ul style="list-style-type: none"> <li>• The summary document will be distributed and include all proposals (new and updated). Any testimony information will be included in the summary.</li> <li>• Discussed at Area Meetings.</li> <li>• Any interested party may submit written comments to the Committee, via the Senate Office.</li> </ul>
November 2018	<ul style="list-style-type: none"> <li>• Fall Plenary Session—First <u>hearing</u> on process and any proposals received. All testimony is collected. <i>[Note: At a minimum proposals must be vetted at two of the statewide hearings]</i></li> </ul> <p>Prepare <i>Rostrum</i> Article on proposals and process</p>
Jan/February 2019	<p>Submission to Executive Committee.</p> <ul style="list-style-type: none"> <li>• The Standards &amp; Practices Committee Chair presents the proposals, evidence, and testimony to the Senate Executive Committee.</li> <li>• The Senate Executive Committee considers each proposal for recommendation to move forward to the body for discussion and debate.</li> </ul> <p>If the Executive Committee recommends that the proposal not be forwarded to the body for consideration, the initiator is contacted and given the opportunity to pull the proposal and provide more information at a later date or engage the appeal process. <u>Proposals forwarded to the body for consideration at the Spring Plenary Session may not be changed.</u></p> <p>(Process for 2019-2020 begins.)</p>
March 2019	<ul style="list-style-type: none"> <li>• Summary document with Executive Committee positions will be included in the mailings for the Area meetings.</li> <li>• Discussion at Area Meeting</li> </ul> <p><i>Rostrum</i> Article (summary of additional proposals)</p>
April 2019	<p>Spring Plenary Session—The hearing that coincides with voting on the resolutions to adopt the Disciplines List Revisions is for the sole purpose of clarifying and discussing the final proposals to inform Saturday’s discussion and debate.</p> <p><b><i>[Note: At a minimum proposals must be vetted at two of the statewide hearings]</i></b></p> <ul style="list-style-type: none"> <li>• Delegates vote on resolution(s) to recommend changes to the Disciplines List.</li> <li>• Because the field must have an opportunity to review and comment on any changes made to proposals, proposals may not be amended by the delegates. However, proposals to revise the Disciplines List may be withdrawn by a vote of the delegates..]</li> </ul> <p><b>Appeal Process:</b></p> <ul style="list-style-type: none"> <li>• If a proposal is rejected by the Executive Committee due to lack of evidence, the initiator may submit a proposal via a resolution through an Area Meeting requesting submission of the proposal into the hearing process for discussion and debate by the body.</li> <li>• If a proposal is rejected by the body, then the proposal may be resubmitted but will need to be modified significantly and include new rationale and evidence for why it is</li> </ul>

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	being brought forward again.
May/June 2019	Consultation with CIOs, CEOs, and COFO (faculty organizations). Informal consultation with personnel officers. This is done through an item on the Consultation Council agenda. Council members comment on the process, not the recommendations.
July 2019	Submit proposal to BOG (First reading): Each proposal adopted by the Academic Senate is forwarded to the Board of Governors as a recommendation. The Board of Governors considers the recommendations of the Senate and formally acts on them.

Approved Spring 2014 by the Delegates.

Change to annual process approved Fall 2016 by the Delegates.