

2024-25 Members

Chair: David Hurst (English) **Members present:** Rolando Gonzalez (Architecture); Craig Arnold (Business); Catherine Medrano (Social Science); Donal Howell (Automotive Technology); Erik Arteaga (Biology) **Members absent:** Shane Souza (I & T)

Meeting Minutes

Friday, November 8, 2024, 9:30am – 11:00am, Kern 721

Zoom link: <https://cos->

[edu.zoom.us/rec/share/pQ_64Cy3t16k7JKkX1Z9tiHgbjpvKefbqd9MOPqJ6jc88glYU4JDVbtsMEsWeeGR.LqdWPrwkm1dtMuxE?startTime=1731087637000](https://cos-edu.zoom.us/rec/share/pQ_64Cy3t16k7JKkX1Z9tiHgbjpvKefbqd9MOPqJ6jc88glYU4JDVbtsMEsWeeGR.LqdWPrwkm1dtMuxE?startTime=1731087637000)

Call to Order

9:40am with quorum

Public Comments (limited to 3 minutes/speaker, 10 minutes total)

None

Action Items

1. Approval of Craig Arnold remote attendance due to medical necessity: MSA
2. Minutes from 10/25 were approved
3. Action Item 2 (Non-Master's Degree Fillable Form) was moved to Discussion

Chair Report

Nothing of substance to report.

Information Items

Catherine Medrano had some excellent insights shared from an ASCCC Plenary workshop she attended. Some of the highlights included:

- A presentation that has links which the ASCCC will release soon
- That equivalency decisions are local ones and cannot be temporary or provisional
- Hiring committees have the power to declare a degree with a different name than what appears in the Min Quals as equivalent. They have to register the

2024-25 Initiatives:

1. Produce an informational video on applying for equivalency at Sequoias Community College District
2. Create and revise fillable forms and consolidate forms and instructions into organized downloadable packets
3. Perform outreach to IC and HR as to procedures and documents, the committee's needs (timelines, etc.), and other information
4. Revise the Equivalency Bylaws and AP to align with current practice and legal requirements
5. Investigate work experience as an option for Master's Equivalency
6. Review EEO Representative, State ASCCC and other recommendations on procedures and incorporate as needed
7. Perform routine tasks (posting agendas, minutes, holding meetings, all required paperwork)

equivalence with HR so it is codified somewhere, but it is a process over which they have some control and can skip the equivalency committee.

- An appeals process is up the District to decide for itself, but it has to be clear to both applicants and the hiring committee.
- The ASCCC is available to help us if we want to make an appointment for someone to meet with us.
- The ASCCC said it is critical to have discipline faculty give input to the equivalency committee when considering an applicant.
- They suggested a good way to incorporate equity in a committee of this sort is to have documents and instructions available in multiple languages.

Discussion Items

1. The fillable form for CTE Equivalency was discussed in more detail and conditionally accepted, but Chair will bring the form back in a clean version. Discussion turned to the instructions for applicants and as that discussion began, Howell noted that the form under discussion only includes GE requirements, but that applicants also have to show they meet the major requirements of the position they are applying for. In looking at the current official form, Chair recognizes the error and will bring a draft back to address those requirements.

The following items were either not discussed or were touched upon, but need to stay on the agenda:

2. Non-Master's Degree Packet revision
 - a. Packet information/instructions
 - i. Specialized Skills – Two Methods
 1. Chair suggests one method?
 - ii. GE – Two Methods
 1. Chair suggests one method?
 - iii. Life experience
 - iv. Discussion of Examples in CTE Toolkit
 - b. Fillable Form instructions
3. Recommendations from an EEO re: Master's degrees
 - a. ASCCC recommendations
4. Pending legal questions and further revision to Master's Degree packet

Adjourn

10:56am

In accordance with the Brown Act, the public may access this meeting through the Zoom link above, or at the following addresses and offices:
COS Visalia Campus, 915 S. Mooney Blvd, Visalia, 93277, Sequoia 18; COS Tulare Campus, 4999 East Bardsley Ave, Tulare 93274