

**REVISIONS TO DISCIPLINES LIST
PLEASE TYPE**

(Note: Only typed forms will be accepted.)

DATE SUBMITTED: September 29, 2014
(Deadline for submission is September 30, 2014)

DISCIPLINES LIST TITLE: Director, DSPS.

This proposal is for a New discipline
 Revision to existing discipline

Reason for the proposal Create a new discipline
 Update language in existing discipline to reflect new terminology
 Make minimum qualifications in existing discipline more restrictive
 Make minimum qualifications in existing discipline less restrictive

PROPOSAL LANGUAGE: (If this is an existing minimum qualification, please include the original language and change using strikeouts and *italics*).

Each district receiving DSPS funds pursuant to Sections 67310-12 and 84850, Education Code. shall designate a DSPS Coordinator *or Director* for each college in the district. The designated *Director* must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414(a) through (d), **or** meet the minimum qualifications for an educational administrator set forth in Section 53420 **and**, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

- (1) instruction or counseling or both in a higher education program for students with disabilities;
- (2) administration of a program for students with disabilities in an institution of higher education;
- (3) teaching, counseling, or administration in secondary education, working predominately or exclusively in programs for students with disabilities; or
- (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.

PROPOSAL EVIDENCE:

Any Disciplines List proposal must have the following evidence, which is essential because it provides the rationale about why the change is needed as well as inform the field that the research has been completed to ensure that the change is necessary. A lack of documentation about the need of Discipline List Revision may cause the proposal to be delayed or rejected by the Executive Committee. Please use the following check list to ensure all you have conducted all necessary research.

The current Title 5 Section 56048 Staffing, provides the regulation for the DSPS Coordinator. “Each district receiving funds pursuant to this subchapter shall designate a DSPS Coordinator for each college in

the district. For the purpose of this section, the Coordinator is defined as that individual who has responsibility for the day-to-day operation of DSPTS. The designated Coordinator must meet the minimum qualifications for a DSPTS counselor or instructor set forth in Section 53414(a) through (d) **or** meet the minimum qualifications for an educational administrator set forth in Section 53420 and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:

- (1) instruction or counseling or both in a higher education program for students with disabilities;
- (2) administration of a program for students with disabilities in an institution of higher education;
- (3) teaching, counseling, or administration in secondary education, working predominately or exclusively in programs for students with disabilities; or
- (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.”

The designation of DSPTS Director, in addition to the designation DSPTS Coordinator, reflects the fact that colleges may decide to hire a faculty coordinator under section 53414 or an educational administrator under section 53420. The 112 colleges are fairly evenly split on each designation. The minimum qualifications described above in (1) through (4) are identical to those already in place for the DSPTS Coordinator.

Therefore, as we draft our new Title 5 regulations for DSPTS we are revising the staffing regulation to read DSPTS Coordinator **or** DSPTS Director to clarify that DSPTS can have either, depending on the District’s hiring practices. The distinction between Coordinator and Director is important relative to the authority to supervise DSPTS personnel. On most campuses, the DSPTS Coordinator does not typically have supervisory authority over faculty or classified DSPTS personnel. Usually, a Dean works with the Coordinator to perform these duties. Conversely, the Director does have supervisory responsibility.

In 2010 The Galvin Group (Technical Assistance Contractor to the Chancellor’s Office) conducted a survey of all 112 colleges to ascertain who was a Faculty Coordinator and who was Administrator Director. 105 colleges responded:

Faculty Coordinators 44
 Administrative Directors 46
 Faculty Directors 12
 Administrative Coordinators 1

Degree	# of CSUs	# of UCs
Counseling guidance	1	0
Clinical and counseling psychology	6	4 (3 are doctoral programs)
Educational Counseling	2	0
Social Work	32	0
Marriage, Family and Therapy	11	0
Marriage, Family and Child Counseling	1	0
Special Education	19	3
Education	22	3
Psychology	20	10
Speech Language Pathology or Communication Disorders	4	2

Educational of School Psychology	8	3
Counseling	17	1
Rehabilitation Counseling	5	0
Educational Administration	5	4

Required investigation of the following and statement of findings:

- Contacted an associated professional organization to determine support of proposal
- Included evidence of degrees within the proposed revision of the discipline or new discipline.
- Provided a list of the titles of the degrees and programs to document the need for a new or revised discipline using the below criteria:
 - Minimum of three degrees
 - Regionally accredited institutions (all public institutions in California)
 - Disciplines in the Master’s List requires evidence of the availability of masters degrees
 - Disciplines in the Non-masters List requires evidence of the availability of degree, certification, and/or professional experience, if necessary
- Provided 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. Demonstrated a balance of need across the state and included a discipline seconder from another district.
- Explained the impact of proposal across the state using a list the pro and con arguments and including refutation of the con arguments
- Provided other evidence such as significant changes to the field that requires a change to the Disciplines List.

SUBMISSION

Once a proposal is received by the Senate Office, it is reviewed by staff to ensure that all the information is complete and includes the revision, contact information, appropriate signatures and rationale. The Senate Office will also check to ensure that the proposal has not previously been considered and rejected by the delegates at a plenary session or, if it has, it is supported by a new rationale. The proposal is then sent to the S&P Chair to review the Senate Office information and to ensure that the proposal meets the initial requirements of the Disciplines List review process as well as to verify that the proposal is not being submitted to deal with a district-specific problem that does not apply broadly. If there are any concerns with the proposal, the S&P Chair, working with the S&P Committee, will immediately follow up with the initiator.

The contact person (or a designee) will be required to attend hearings where the proposal is presented. These hearings are typically held at the ASCCC plenary sessions. It should be noted that the contact person is responsible for investigating and documenting the need for changes to the Discipline List.

Please reference the Disciplines List Handbook for information about the process including the role of the initiator, the Standards and Practices Committee, the Executive Committee, and the delegates. This handbook can be found on our website at <http://asccc.org/disciplines-list>.



Contact person (author of proposal) Grace T. Hanson

Phone number (please provide at least two numbers) work (909) 274-5640; cell (909) 238-6357

Email Grace.Hanson@MtSAC.edu

Secondar (must be from another District) Denise Simpson

Phone number (please provide at least two numbers) work (714) 484-7058; cell (714) 318-9082

Email dsimpson@sce.edu

Signature of College Academic Senate President¹ _____

College _____

Email _____ Date approved by College Academic Senate _____

OR

Organization California Association for Postsecondary Education and Disability (CAPED)

President Grace T. Hanson

Date Approved by Organization September 29, 2014 Phone for President (909) 238-6357

RETURN FORM TO:

The Academic Senate for California Community Colleges
555 Capitol Mall, Suite 525, Sacramento, CA 95814
Email: disciplineslist@asccc.org

¹ By signing this document, the Senate President is certifying that the required investigation and statement of findings have been sufficiently addressed.



CALIFORNIA
ASSOCIATION FOR
POSTSECONDARY
EDUCATION AND
DISABILITY

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CAPEd, 10073 Valley View St. #242 • Cypress, CA 90630 • Telephone 562.397.2810 • FAX 866.577.3387 • Email: caped38@gmail.com

September 30, 2014

The Academic Senate for California Community Colleges
555 Capitol Mall, Suite 525
Sacramento, CA 95814

Dear Academic Senate Members:

Attached please find three proposals for your consideration. Two are revisions to the minimum qualifications for faculty in Disabled Student Programs & Services, Title 5, Section 53414, and Section 56048. The third is a proposal for a new discipline under Section 53414.

Specifically, the California Association for Postsecondary Education and Disability is requesting that the DSPS Counselor minimum qualifications (Section 53414) be updated to reflect new and available degrees that address the necessary skill sets to provide counseling services to students with disabilities. Additionally, this proposal changes the language to closely mirror the language used in the general counseling and EOPS counseling minimum qualifications. We believe that this change will reduce the confusion that currently exists among Human Resources Departments and others at the local community colleges.

The addition of the new discipline, Learning Disabilities (LD) Specialist, will address the growing concern that the current Title 5 minimum qualifications do not address the full role of an LD Specialist or the requisite educational and experiential background in cognitive assessment. There are cases where colleges, strictly following the current minimum qualifications for instructional faculty or counselor, have hired faculty who could not fully perform the functions of an LD Specialist.

Finally, we are requesting that Section 56048, if approved as amended, be added to the Minimum Qualifications Handbook just like the EOPS Director, Section 56262. The amendments to Section 56048 we are recommending, add the word "Director" along with the existing language about "Coordinator." This change is necessary to reflect the reality of the field and provide colleges with more hiring and staffing options. Current minimum qualifications allow for hiring the DSPS faculty coordinator under Sections 53414 or 53420. Typically the faculty coordinators have limited to no supervision over DSPS faculty and staff. At the local level, about 50% of the colleges hire coordinators, which are typically faculty positions; and the other 50% or so, hire directors. The existing language does not provide for the administrator level position title, which some colleges choose to hire to provide direct supervision to faculty and classified staff in DSPS.

These three proposals have gone through rigorous discussion, several revisions, vetting with a variety of groups in the DSPS field and CAPED membership, and finally a vote of the CAPED Officers to forward the attached proposals. As current President of CAPED, I am the responsible party to these proposals and am available to you for questions or comments. I thank you in advance for your consideration of these proposals.

Truly yours,

Grace T. Hanson
President