MINIMUM QUALIFICATIONS DISCIPLINE DESIGNATION FORM
Curriculum Committee
Cuesta College

Please consult the following three links to assist you in determining the appropriate minimum qualifications discipline designation(s) for each course offered by your department:

- **Cuesta College Curriculum Process for Assignment of Minimum Qualifications Disciplines to Courses**

- **Disciplines List posted on the California Community College Chancellor's Office (CCCCO) website:** http://californiacommunitycolleges.cccco.edu/Portals/0/FlipBooks/2014_MQHandbook/

- **Explanation of Disciplines and Minimum Qualifications:** (Minimum Qualifications Power Point)

Instructions:
- Complete the MQ Discipline or Disciplines for each course listed below.
- If you are assigning multiple disciplines to a course, please separate each discipline label with an "or" to require either one or an "and" to require both of the discipline designations. Type a rationale if multiple MQDDs are being proposed for a course.
- The Department Action box must be checked and signatures 1-4 must be obtained before submission to the Curriculum Chair.
- Under Department Action, the Division Chair will list the most recent MQDD that was used for the courses when hiring.
- **Note:** Only faculty who meet the minimum qualifications for the disciplines selected will be allowed to teach the course, whether or not they have taught the course before.

Discipline Designation Proposal for Courses:

Course prefix and number	Course Name	Proposed Minimum Qualifications Discipline Designation (include "OR" or "AND" if proposing multiple disciplines)	Rationale if Multiple MQDDs are being proposed for the course

DEPARTMENT ACTION: (box must be checked before submission to Curriculum Chair)
☐ Check box to confirm that all full-time faculty in the department have been consulted.
Most recent MQDD used for the above courses when hiring: _____

Order of Approvals: (signatures 1-4 must be obtained before submission to the Curriculum Chair)	
1-Department Lead Faculty Member(s) Date	4- Academic Dean Date

2- Curriculum Rep	Date	5-Curriculum Committee Approval	Date
3-Division Chair	Date	6-Academic Affairs Office	Date