Minimum Qualifications Coursedog Guide

Curriculum Committee

Bakersfield College

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COR Minimum Qualifications Explained

When completing the Course Outline of Record (COR), you will need to state the disciplines and level of education expected in order to qualify to teach the specific course.

The fields provided for in Coursedog match that of the Minimum Qualifications for Faculty and Administrators in California Community Colleges 19th edition (2025).

Coursedog Minimum Qualifications Part

Coursedog Description	**MQ Handbook Corresponding Column**	**Minimum Requirements**
Discipline requiring a Master's Degree (Column 1)	1	Possess: Master's Degree in identified discipline(s) **or** Master's Degree in identified discipline(s) and Bachelor's in required discipline.
Alternate Master Discipline Do not enter new disciplines in this field. This field is for historical purposes and is being phased out.	1	n/a
Specific Bachelor's/ Associate Degree and Professional Experience (Column 2) (Disciplines in which a Master's Degree is not generally available BUT which requires a specific Bachelor's or Associate Degree)	2	Possess: Bachelor's Degree in identified discipline(s) w/ 2 years experience **or** Associate's Degree in identified discipline(s) w/ 6 years experience in specified field
Any Degree and Professional Experience (Column 3 (Disciplines in which a Master's Degree is not usually available)	3	Possess: ANY Bachelor's w/ 2 years' experience **or** ANY Associate's Degree w/ 6 years' experience in specified field

MQ Handbook Columns

Column 1: Master's Degree

Column 2: Specific Bachelor's/ Associate Degree and Professional Experience

Column 3: Any Degree and Professional Experience

How to Determine Which Field to Complete

Refer to the Minimum Qualifications for Faculty and Administrators in California Community Colleges, 19th edition (2025) (MQ Handbook) to find the discipline that matches the course. Enter the discipline on the Coursedog Description that corresponds to the appropriate column in the MQ Handbook.

If more than one discipline or level of education is acceptable, keep in mind that this is for the MINIMUM qualifications. It is understood that higher qualifications are acceptable.

Example 1

Course requiring a specific discipline. (MQ Handbook 19th ed. (2025) column 1.)

Coursedog Description	**Discipline**
Discipline requiring a Master's Degree *	English
Alternate Master Discipline Preferred	
Any Degree and Required Professional Experience	
Specific Bachelor's/ Associate Degree and Required Professional Experience	

Example 2

Course in which multiple disciplines are acceptable. (MQ Handbook 19th ed. (2025) column 1.)

Coursedog Description	**Discipline**
Discipline requiring a Master's Degree *	Kinesiology Physical Education
Alternate Master Discipline Preferred	
Any Degree and Required Professional Experience	
Specific Bachelor's/ Associate Degree and Required Professional Experience	

Example 3

Course which requires a degree in a specific discipline (Associate/Bachelor) with required professional experience. (MQ Handbook 19th ed. (2025) column 2.)

Coursedog Description	**Discipline**
Discipline requiring a Master's Degree *	*No Master's Degree Required
Alternate Master Discipline Preferred	
Any Degree and Required Professional Experience	
Specific Bachelor's/ Associate Degree and Required Professional Experience	Pharmacy Technology

Example 4

Course which requires a degree in any discipline (Associate/Bachelor) with required professional experience. (MQ Handbook 19th ed. (2025) column 3.)

Coursedog Description	**Discipline**
Discipline requiring a Master's Degree *	*No Master's Degree Required
Alternate Master Discipline Preferred	
Any Degree and Required Professional Experience	Construction Technology
Specific Bachelor's/ Associate Degree and Required Professional Experience	

*Current conventions require that something be listed in the first field; therefore, please choose the text as shown in the examples above.

Alternate Master Discipline Preferred

As of summer 2024, this field is no longer used by BC. Current courses using this field will be updated upon revision. Consult with Curriculum Co-Chairs with any questions.

Guidelines for Using the Disciplines Lists

These lists reflect the statewide minimums for persons to be considered qualified to teach in a discipline. Each district may establish additional qualifications, which are more rigorous than those herein. (MQ Handbook 19th ed. (2025), p. 8)

Types of Discipline Lists Included in the Handbook

Since its inception, the Disciplines List has been divided into two parts to differentiate those disciplines for which a master's degree is required as a precondition for employment, from those for which it is not. Generally, disciplines have been included on the Master's List if universities typically offer sufficient upper-division and graduate instruction in applicable subjects to permit their awarding of advanced degrees in that discipline. On the other hand, disciplines for which there is no or limited graduate training, as found in some career and technical education fields, have been included on the Disciplines Requiring any degree and Professional Experience List non-Master's List. In those cases where a master's degree is not generally expected or available, the

minimum standard has been a bachelor's degree in any subject, plus two years of professional experience directly related to the teaching assignment or an associate degree in any subject, plus six years of professional experience directly related to the teaching assignment. In May 2009, the California Community Colleges Board of Governors approved changes to the California Code of Regulations, title 5, §53407 and §53410, to allow the creation of a third option within the minimum qualifications to be defined requiring a bachelor's or associate degree in a specific discipline, plus requisite years of professional experience. The four types of discipline lists contained in the handbook are identified within. (MQ Handbook 19th ed. (2025), p. 9)

Disciplines Requiring Any Degree and Professional Experience

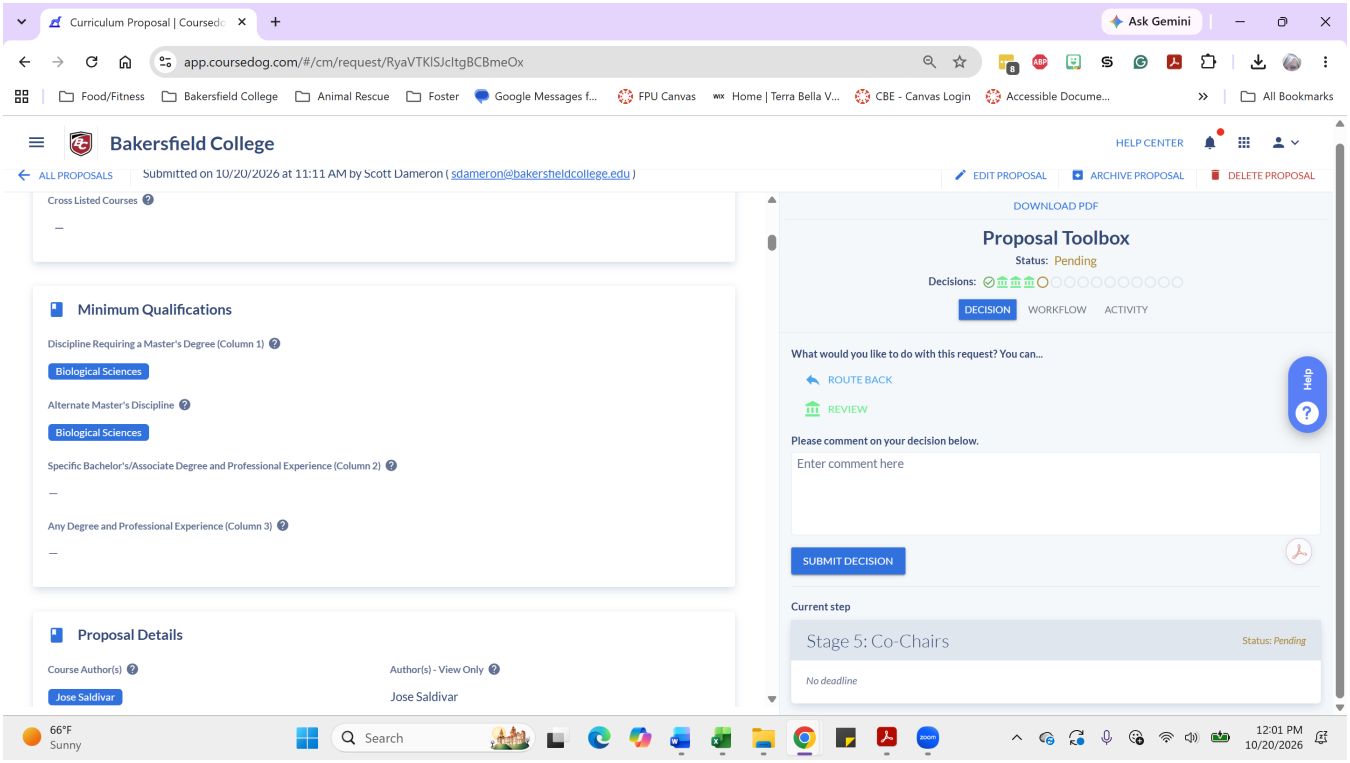
This section of the MQ Handbook contains a list of the disciplines in which a master's degree is not generally available. The minimum qualifications for disciplines on this list are any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. Professional experience is required when the applicant possesses a master's degree. The professional experience required must be directly related to the faculty member's teaching assignment. Newly adopted Title 5 §53413 regulations modified and expanded revisions to minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards. The list of areas included in the discipline is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included. Reference California Code of Regulations, title 5 §53404 for definitions of Occupational and Professional Experience located in the Statutory Laws and Regulations section of this handbook. (MQ Handbook 19th ed. (2025), p. 59)

LIST TYPE	DESCRIPTION
Disciplines Index	This is a list of all the disciplines from A to Z and the associated statutory law in the California Education Code and/or regulation in the California Code of Regulations. This combined list contains all of the disciplines on one list: Disciplines Requiring a Master's Degree; Disciplines in which a Master's Degree is Not Generally Expected or Available but Which Require a Specific Bachelor's or Associate Degree and commensurate professional experience; and Disciplines in which a Master's Degree is Not Generally Expected or Available, but which Require any Bachelor's or Associate Degree and commensurate professional experience.
Disciplines Requiring a Master's Degree	This is an alphabetical list of all of the disciplines that require a master's degree or its equivalent. This category contains mostly academic and transfer disciplines. Whenever this list mentions a master's degree, any degree in the discipline beyond the master's would also satisfy that qualification. Under each of the disciplines in this list, the phrase 'OR the

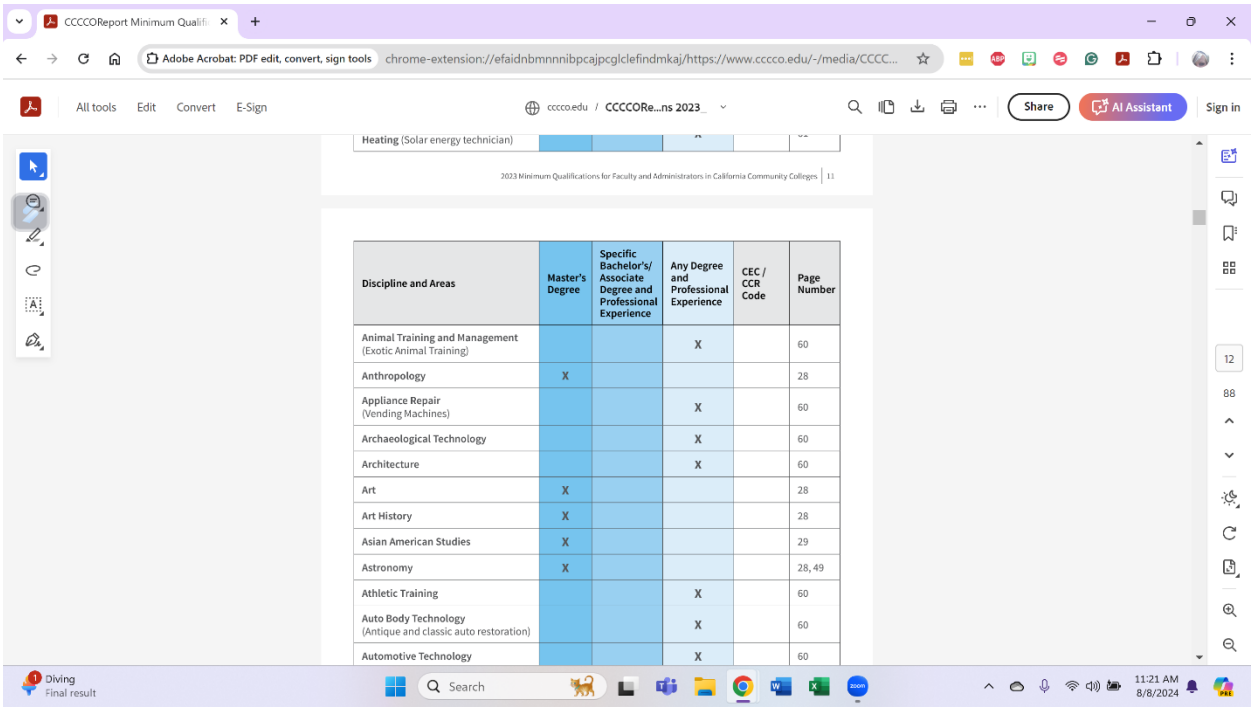
	equivalent' refers to the possibility of hiring faculty who do not possess the exact degrees listed, under a local process developed and agreed upon by representatives of the governing board and the Academic Senate, as provided for in California Education Code §87359 and California Code of Regulations, title 5, §53430.
Disciplines Requiring a Specific Bachelor's or Associate Degree and Professional Experience	The Academic Senate for California Community Colleges has recognized the growing gap between the structure for determining minimum qualifications and the evolving nature of teaching disciplines. As such, this is a category that was created in May 2009. Disciplines on this list require a bachelor's or associate degree in a specific area. The professional experience required (two years/bachelor's degree or six years/associate) must be directly related to the faculty member's teaching assignment.
Disciplines Requiring any Degree and Professional Experience	This is an alphabetical list of all of the disciplines in which a master's degree is not generally expected or available. This category contains mostly career technical educational disciplines. The minimum qualifications for disciplines on this list are any bachelor's or associate degree. Unless otherwise noted the professional experience required (two years/bachelors or six years/associate) must be directly related to the faculty member's teaching assignment. Newly adopted title 5 regulations modified and expanded revisions to minimum qualifications for service as an apprenticeship instructor teaching community college credit apprenticeship courses that are part of an apprenticeship program approved by the Division of Apprenticeship Standards. The list of areas also included in the discipline is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included in the discipline.

(MQ Handbook 19th ed. (2025), p. 10)

Coursedog Screenshot



MQ Handbook Screenshot



Discipline and Areas	Master's Degree	Specific Bachelor's/ Associate Degree and Professional Experience	Any Degree and Professional Experience	CEC / CCR Code	Page Number
Animal Training and Management (Exotic Animal Training)			X		60
Anthropology	X				28
Appliance Repair (Vending Machines)			X		60
Archaeological Technology			X		60
Architecture			X		60
Art	X				28
Art History	X				28
Asian American Studies	X				29
Astronomy	X				28, 49
Athletic Training			X		60
Auto Body Technology (Antique and classic auto restoration)			X		60
Automotive Technology			X		60