

# East Los Angeles College Academic Senate Faculty Toolkit for In-Language Instruction Teaching in Languages Other Than English (LOTE)

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## Introduction

East Los Angeles College is committed to serving its diverse student population by offering In-Language courses, also known as Languages Other Than English (LOTE). This toolkit serves as a foundational guide for faculty interested in expanding access and promoting equity through multilingual instruction.

Designed as a living resource, the toolkit will be updated over time to include professional development opportunities and additional teaching materials.

### Why Offer In-Language Courses?

Courses taught in a language other than English expand educational access for students who benefit from instruction in their primary language. These courses support pathways to upskilling, certificates, and degrees. In-Language offerings are developed in response to needs identified by faculty, students, employers, and the community.

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## I. Policy Framework

### California [Assembly Bill 1096 \(2023\)](#)

AB 1096 explicitly authorizes California community colleges to offer courses taught in languages other than English. Key provisions include:

- Community colleges may offer courses taught in languages other than English
- Students may enroll in these courses **without** being required to concurrently enroll in an English as a Second Language (ESL) course
- Students retain the right to enroll in ESL courses if they choose

### LACCD Administrative Procedure AP 4020

Curriculum Development policy outlines two approaches to offering LOTE courses:

1. **Bilingual Instruction:** Teaching simultaneously in English and a language other than English within the same section of a course

2. **Language-Specific Sections:** Teaching certain sections of a course exclusively in English and other sections exclusively in a language other than English

## **Title 5, California Code of Regulations**

Courses designated as eligible for LOTE must comply with relevant provisions in Title 5, including:

- Each proposed or existing course must be separately reviewed and approved by the curriculum committee before being offered
- LOTE courses must be listed in the College Catalog
- Any sections taught in a LOTE must be designated as such in the schedule of classes prior to student enrollment

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## **II. Planning for Courses - ELAC Curriculum and Course Designation Process**

Departments wishing to offer courses in languages other than English must complete the following process:

1. **Review Eligibility:** Determine if the course content is appropriate for LOTE instruction
2. **Complete [LOTE Proposal Form](#):** Submit the official form to the curriculum committee
3. **Curriculum Committee Review:** Present the proposal for review and approval
4. **Catalog Listing:** Upon approval, the course will be listed as LOTE-eligible in the college catalog
5. **Schedule Designation:** When offered, sections must be clearly designated with the specific language of instruction

### **LOTE Course Proposal Requirements**

The proposal must address:

- Proposed language(s) of instruction
- Course requisites and whether they are also offered in LOTE
- Distance education status and LOTE applicability
- Rationale for offering in LOTE
- Textbook examples in the target language
- Additional resources needed (e.g. equipment, keyboards to support other languages)
- Advisory committee or accrediting agency consultation (if applicable)

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## **Resource and Planning**

## Readiness, Considerations and Process

- **Discipline Faculty “Champion”** – Faculty initiator
- **Department Chair:** Must submit the LOTE proposal
- **Curriculum Committee:** Must review and approve the course based on [LOTE Proposal Form](#):
- **Advisory Committee:** Should be consulted if applicable, for CTE disciplines
- **Accrediting Agency:** Must be consulted if required for program accreditation

Departments offering LOTE courses should consider the following resource needs:

## Instructional Materials

- Instructional materials and supplementary materials must available in the target language
- Open Educational Resources (OER) or Zero Textbook Cost (ZTC) Resources
  - [Merlot](#) and [OER Commons](#)
  - [OER in Other Languages](#)
  - [Health related OER \(Spanish\)](#)
  - <https://espanol.libretexts.org/>
  - [OER Resources in Spanish](#)
- ADA-compliant materials accessible to all students

## Library and Additional Resources

- Reference materials in the target language
- Digital databases accessible in multiple languages
- Research guides in the target language

## Additional Support Consideration

- Tutoring services in the target language
- Translation services for OER/ZTC materials
- Professional development for faculty teaching LOTE courses

Documentation of consultations should be included with the ELAC LOTE Proposal Worksheet.

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## ELAC In-Language/LOTE Proposal Worksheet

The [Credit LOTE Proposal Worksheet](#) is available from the Curriculum Office. The form requires the following information:

1. **Course Information**
  - Course Number and Title

- Date of submission
- 2. **Proposed Languages**
  - List language(s) other than English in which sections would be offered
- 3. **Requisites**
  - List all requisites of the proposed course
  - Indicate whether each requisite is also offered as a LOTE course
- 4. **Distance Education Status**
  - Indicate whether the course is approved for Distance Education
  - Specify if sections will be offered via Distance Education in LOTE
- 5. **Proposal Rationale**
  - Describe the department's rationale for offering sections in LOTE
- 6. **LOTE Textbook Examples**
  - List representative examples of textbooks for LOTE sections
  - Indicate whether textbooks are OER or ZTC
  - Confirm ADA compliance of materials
- 7. **Materials & Resources**
  - Describe additional resources required
  - Detail any additional costs to students or the college
- 8. **Proposal Consultation**
  - List any Advisory Committee and/or Accrediting Agency consultations
  - Document approvals/recommendations
  - Obtain Department Chair approval

The completed form should be submitted to the Curriculum Office and attached to the eLumen course outline if concurrently updating the Course Outline of Record.

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## III. Faculty Selection – District Academic Senate Guide to Selecting Faculty

Faculty teaching LOTE courses must meet minimum qualifications for the discipline and demonstrate proficiency in the language of instruction. Selection criteria include:

### Scope of Guide

1. It is the intent for this Guide to serve as guidance to LACCD discipline faculty on currently known effective practices within the LACCD and in other California community colleges and, as such, may be subject to updates. The examples provide here are not at all obligatory
2. This Guide is designed in accordance to LACCD Administrative Procedure 4020 for courses approved to be offered in a Language Other Than English
3. The Guide is to be used in adherence with LACCD HR-130 and LACCD AFT 1521 Collective Bargaining Agreement provisions, as applicable
4. Faculty must meet the state minimum qualifications for the content area. Minimum qualification areas must be selected from the “disciplines” listed in [Minimum Qualifications for Faculty and Administrators in](#)

[California Community Colleges](#) or from minimum qualifications found in Title 5, California Code of Regulations (CCR)

### Some Examples of Criteria Used for Faculty Selection

- Prior educational background – attainment of a postsecondary credential at an institution where instruction is provided in the language other than English, such as in another country
- Demonstration of fluency in the language other than English as indicated by any one of the following:
  - Demonstration of proficiency by scoring at the "SUPERIOR" level on ACTFL's Oral Proficiency Interview (OPI)
  - Consultation with your college's Modern Languages department
- Assessment by an industry content expert whose work in the field is conducted in the language other than English
- Previous teaching experience in the content area in the language other than English  
Note: The Department should determine the specific content knowledge needed in the language other than English through guidance from industry content experts and be open to suggestions for additional criteria.

## IV. Resources

### LACCD Resources

- [LACCD District Academic Senate Guide for Selecting Faculty to Teach Courses in Languages Other than English](#)
- [LACCD Administrative Procedure AP 4020 on Curriculum Development](#)
- LACCD HR-130 and [AFT 1521 Collective Bargaining Agreement](#) provisions (Article 29 D.1.k)

### State Resources

- Academic Senate for California Community Colleges (ASCCC) Publications:
  - ASCCC Spring Plenary 2022 Resolution: "Noncredit Spanish Language Course Outlines of Record and Regional Support"
  - ASCCC Noncredit and CTE Presentation (Spring 2022): "Spanish Noncredit Certificate Presentation"
  - ASCCC Rostrum (February 2022): "¿En que les podemos ayudar?: Addressing the Non-Credit Needs of a Growing Spanish-speaking Student Body at California's Community Colleges"

## V. Future Updates to In-Language Toolkit

Marketing Courses

Integration of Course Description in College Catalog

Professional Development Opportunities

Update on OER/ZTC Resources

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# Appendix

## Current Courses at ELAC Approved to be Offered In-Language/LOTE (March 2025)

### *Child Development*

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
CH DEV 001	Child Growth and Development	3
CH DEV 002	Early Childhood: Principles and Practices	3
CH DEV 003	Creative Experiences for Children I	3
CH DEV 004	Creative Experiences for Children II	3
CH DEV 007*	Introduction to Curriculum in Early Childhood Education	3
CH DEV 010	Health, Safety and Nutrition	3
CH DEV 011	Child, Family and Community	3
CH DEV 030*	Infant/Toddler Development	3
CH DEV 031*	Infant/Toddler Care and Education	3
CH DEV 034*	Observing and Recording Children's Behavior	3
CH DEV 044	Early Intervention for Children with Special Needs	3
CH DEV 045	Programs with Children with Special Needs	3
CH DEV 060	Introduction to Family Child Care	3
CH DEV 061	Introduction to Family Child Care III	3
CH DEV 062	Development Profiles: Pre-Birth to Age	3

### *Health*

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
HEALTH 002	Health and Fitness	3
HEALTH 011	Principles of Healthful Living	3

*Academic Preparation*

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
ACAD PR 012CE	Mathematics: Fractions	0
ACAD PR 014CE	Mathematics: Ratio, Proportion, and Percent	0
ACAD PR 040CE	Foundations: Critical Thinking	0
ACAD PR 041CE	Foundations: Study Skills	0

*Basic Skills*

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
BSCSKL 034CE	High School Equivalency Test Preparation	0
BSCSKL 075CE	Introduction to Post-Secondary Education	0
BSCSKL 082CE	GED/HiSET Preparation: Reading	0
BSCSKL 084CE	GED/HiSET Preparation: Mathematics	0
BSCSKL 085CE	GED/HiSET Preparation: Science	0
BSCSKL 086CE	GED/HiSET Preparation: Social Studies	0
BSCSKL 088CE	GED/HiSET Preparation: Language Skills	0

*Vocational Education*

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
VOC ED 070CE	Introduction to Automotive Technology	0
VOC ED 090CE	Career Exploration / Classroom to Real World	0
VOC ED 096CE	Blueprint for Workplace Success	0
VOC ED 098CE	30 Ways to Shine as a New Employee	0
VOC ED 101CE	Workplace Skills 1: Computer Basics	0
VOC ED 102CE	Workplace Skills 2: Computer Keyboarding	0

<b>Course No.</b>	<b>Course Title</b>	<b>Units</b>
VOC ED 104CE	Introduction to Spreadsheets	0
VOC ED 313CE	Workplace Fitness and Conditioning	0
VOC ED 320CE	Exploring Health Care Careers	0
VOC ED 350CE	Nutrition, Diet, and the Importance of Exercise	0
VOC ED 352CE	Diabetes, Heart Disease, and Other Chronic Illnesses	0
VOC ED 353CE	First Aid and Basic CPR Training	0
VOC ED 354CE	Nonmedical In-Home Support Services Provider	0
VOC ED 355CE	Nutritional Requirements: Components and Guidelines of a Healthy Diet	0
VOC ED 356CE	Weight Management, Energy Balance, and Planning Your Diet	0
VOC ED 357CE	Nutrition for Exercise and Making Informed Choices About Food	0
VOC ED 368CE	Entrepreneur Start-Up and Business Registration	0
VOC ED 400CE	Introduction to Medical Terminology	0
VOC ED 430CE	Basic Medical Terminology	0
VOC ED 500CE	Child Development Experiences – Growing and Learning	0
VOC ED 501CE	Child Development Experiences – Care	0
VOD ED 502CE	Child Development Experiences – Environment	0
VOD ED 628CE	QuickBooks for Accounting	0

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*This toolkit was developed in accordance with East Los Angeles College and LACCD policies and procedures. For the most current information, please consult with the Academic Senate or ELAC Curriculum Committee. ELAC Courses Approved In-Language (Spring 2025)*