

EXTENSIVE LABORATORY APPLICATION PROCESS

Extensive Laboratory Committee Members

Fullerton Faculty

Pamela Lewin

George Bonnard

Cypress Faculty

Maha Afra

Stephanie Spooner

District Management

Cherry Li-Bugg

Kathleen Reiland

Jose Ramon Nunez

Committee Chairperson

Jeremy Peters



THE PROCESS

Documentation

Course Outline of Record

Course Syllabus

Lab Outline

Other Supporting Documents

Factual Statement

1. Describe equipment-related set-up and breakdown responsibilities.

2. Describe the instructor's activities during lab sessions.

3. Describe safety hazards that require the presence of the instructor in the laboratory.

Review EL application with:

1. Department Faculty

2. Department Coordinator

3. Division Dean

- Faculty are also encouraged to consult with the department chair at the sister college.*
- Signatures are not required*

Submit the EL Application

1. Complete the application through Dynamic Forms

2. Upload supporting documents

3. Sign Application

4. Click Submit



DOCUMENTATION

EXTENSIVE LABORATORY CLASSIFICATION CHECKLIST

This table highlights supporting documentation with the various criteria used to establish a lab as "extensive"

PRE-LABORATORY ACTIVITY	SUGGESTED SUPPORTING MATERIALS
1. Curriculum development for each lab.	COR, Syllabi
2. Published schedule of individual laboratory activities.	COR, Syllabi, Workbooks
3. Published laboratory activity objectives.	COR, Syllabi, Workbooks
4. Published methods of evaluation.	COR, Syllabi
5. The laboratory requires extensive student preparation from text and lecture materials prior to – and after – each laboratory session.	COR, Syllabi, Texts, Handouts, Worksheets
6. Supervision of equipment maintenance, laboratory setup, acquisition of lab materials and supplies, fieldtrip logistics, or preparation to ensure a safe environment conducive to learning.	Chart and/or Brief Statement
DURING LABORATORY ACTIVITY	
1. Instructor is actively engaged in lab when students are performing lab activities.	COR, Syllabi
2. Instructor is responsible for active facilitation of laboratory learning.	COR, Syllabi, Workbooks
3. Instructor is responsible for active delivery of curriculum.	COR, Syllabi, Workbooks
4. Instructor is required for safety and mentoring of lab activities.	Brief description and/or Charts or Lists
5. Instructor is responsible for significant evaluation of student work.	COR, Syllabi, Workbooks, Grade Sheets, Final Grade Formula
POST-LABORATORY ACTIVITY	
1. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that covers the majority of lab exercises performed during the course.	COR, Syllabi, Workbooks, Grade Sheets, Final Grade Formula

Course Outline Links:

<http://www.curricunet.com/cypress/>

<http://www.curricunet.com/fullerton/index.cfm>

COR example

Course Prefix & Number: HRC 135 C
 CC Approved: 04/17/18
 DCCC Approved: 05/11/18
 Board Approved: 06/12/18
 Effective Term: Fall 2019
 DE Effective Term: Fall 2019
 E-DE Effective Term: Fall 2020
 State Control #: CCC000530599

CYPRESS COLLEGE COURSE OUTLINE

Division: Career Technical Education
 Department/Subject Area: Hotel, Restaurant, Culinary Ar
 Course Prefix: HRC
 Course Number: 135 C
 Course Title: Culinary Fundamentals I
 Units: 3
 Lec Hours: Full Term Hrs/Wk. 2
 Lab Hours: Full Term Hrs/Wk. 4 Scheduled
 Credit Hours: 0
 Student Contact Hours: 108
 Outside-of-Class Hours: 72
 Total Student Learning Hours: 180
 Assignment Preparation Hours: 4
 Prerequisite(s):

Validated on 12/12/2017
 Completion of or concurrent enrollment HRC 120 C

Corequisite(s):

None

Advisory(ies):

None

I. DESCRIPTIONS

A. CATALOG DESCRIPTION

Prerequisite: Completion of or concurrent enrollment in HRC 120 C.
 Term Hours: 36 lecture and 72 laboratory. Great cuisine rests on the mastery of seemingly simple preparations and techniques that determine the quality of the final product. This course will focus on the basic principles, skills, and techniques associated with culinary arts, involving various cooking methods including classic and modern techniques. Students will identify various kitchen to include; food products and equipment used within the commercial food operation. \$95.00 Material Fee - PAYABLE AT REGISTRATION. (CSU, C-ID:HOSP 160)



FACTUAL STATEMENT

HRC 135 Culinary Fundamentals I is the first of a series of lab courses required for all Culinary and Pastry Arts majors. The laboratory section involves extensive pre-lab preparation and organization, in-lab supervision and instruction, and post-lab evaluation and lab organization. The following describes the instructional structure of this course.

Pre-laboratory Preparation / Organization

- The lab is scheduled separately from lecture at separate times, and in a lab specific classroom designed for culinary arts instruction.
- Lab activities and assignments are listed in the course syllabus, in a table format separate from the lecture schedule. Furthermore, students are provided with a lab packet that outlines the weekly lab production, assignments and in-lab demonstrations.
- The laboratory instructor must clearly explain lab safety procedures and health guidelines.
- The laboratory instructor must ensure that the laboratory classroom and equipment are in compliance with local and state health regulations.
- The laboratory instructor provides the lab technician with weekly product requisitions.
- The laboratory instructor sources and purchases specialty products required for lab instruction.

In-laboratory Supervision / Instruction

- Lab requires extensive supervision of student conduct, equipment, materials usage, and cleanup procedures to ensure a safe laboratory environment that is in compliance with local and state health regulations.
- The laboratory instructor actively interacts with students throughout the entire lab period to ensure lab procedures and safety protocols are being followed, that students are engaged and participating, and activities are being conducted in a timely manner.
- The laboratory instructor conducts scheduled and impromptu demonstrations whenever needed and appropriate during lab.
- During group activities, the instructor must coordinate group work and manage student interactions and laboratory safety.

Post-laboratory Activity

- The laboratory instructor must evaluate and provide feedback on weekly lab recipes, weekly laboratory journals, lab exams and other lab assignments/projects.
- The laboratory instructor must ensure that the laboratory classroom and equipment are in compliance with local and state health regulations.

EXTENSIVE LABORATORY DEFINITION CRITERIA

1. An extensive laboratory (EL) is a course in which laboratory components require extensive preparation work before and after the lab, and are equivalent to workload efforts in a lecture course.
2. EL courses are identified based on curricular criteria as identified in the course outline of record (COR), and do not reflect the practices of individual instructors.
3. EL courses require interactive involvement of the instructor. The instructor is required, by the nature of lab activities, to engage in extensive interaction with students in a structured manner.

To receive the designation of an EL course, the provided materials must identify the following:

Pre-laboratory Activity

- ┆ The lab is scheduled separately and is not a lab activity embedded within the lecture environment.
- ┆ Lab activities and assignments associated with the lab are present in the course syllabus and/or laboratory packet.
- ┆ The laboratory requires student preparation from a textbook, laboratory manual, handouts and/or lecture material prior to – during – and after – each laboratory session.
- ┆ Supervision of equipment maintenance, laboratory setup, acquisition of lab materials and supplies, field trip logistics, or preparation to ensure a safe environment conducive to learning.

During-laboratory Activity

- ┆ Instructor is actively engaged in lab when students are performing lab activities.
- ┆ Instructor is responsible for active facilitation of laboratory learning.
- ┆ Instructor is responsible for active delivery of curriculum.
- ┆ Instructor is responsible for significant evaluation of student work.
- ┆ Instructor is responsible for supervision of equipment and maintenance of a safe laboratory environment.

Post-laboratory Activity

- ┆ The lab results in the production of student work that requires out-of-lab evaluation by the instructor.
- ┆ Students either receive a grade for the lab or a grade for the lab activities that are separate from the course lecture grade, which may be measured and combined as part of the final course grade.



DYNAMIC FORMS APPLICATION

[EXTENSIVE LABORATORY CLASSIFICATION APPLICATION LINK](#)



APPLICATION FOR EXTENSIVE LABORATORY CLASSIFICATION

Academic Division/Campus: *

Course Name: *

Course Prefix & Number: *

Total Catalog Units: * Number of Lecture Hours/Week: * Number of Lab Hours/Week: *

Presented to Department Full-Time Faculty on: *

Brief Factual Statement:
(250 words or less)

Submitted by Faculty Member: * Date Submitted: *

Please upload the requested documents in the appropriate fields.

Course Outline of Record

No file chosen

Files over 25 MB will not be accepted

Course Syllabi

No file chosen

Files over 25 MB will not be accepted

Lab Outline or Schedule

No file chosen

Files over 25 MB will not be accepted

Additional Documentation 1 - Optional

No file chosen

Files over 25 MB will not be accepted

Additional Documentation 2 - Optional

No file chosen

Files over 25 MB will not be accepted

Additional Documentation 3 - Optional

No file chosen

Files over 25 MB will not be accepted

Please provide the names and contact information requested below as part of the application process.

Department Chair

First Name: * Last Name: * Work Email: *

Date Reviewed: *

Division Dean/IMS

First Name: * Last Name: * Work Email: *

Date Reviewed: *

The status of an "extensive laboratory" may be established or amended only with the approval of the Extensive Laboratory Committee (ELC).

Extensive laboratory status shall be reviewed as part of the regular curriculum cycle to determine if the laboratory continues to meet the "extensive laboratory" criteria.

Please e-sign below after you have provided all of the required information on this form and click on the **Submit Form** button at the bottom of form. If you need more time to complete the form, click the **Save Progress** button.

*
(click to sign)
Faculty Member Signature: _____ Date: _____

FOR COMMITTEE CHAIR USE ONLY

* Approved for Committee Review

Application Deadline - October 01, 2022



**EXTENSIVE
LABORATORY
APPLICATION
PROCESS**

ELC COMMITTEE REVIEW PROCESS

PLAN

ELC Committee will meet weekly during the month of September

ELC Committee members will review EL application online through Dynamic Forms

GOAL

To review all EL applications that are submitted by October 1, 2022 during the Fall 2022 semester

Publish a list of all approved EL course for transparency





please reach out to an ELC member directly via campus email.

Cypress College – ELC Faculty

- Maha Afra – mafra@cypresscollege.edu
- Stephanie Spooner – sspooner@cypresscollege.edu

Fullerton College – ELC Faculty

- PJ Lewin – plewin@fullcoll.edu
- George Bonnand – gbonnand@fullcoll.edu

Extensive Lab Committee Chairperson

- Jeremy Peters – jpeters@cypresscollege.edu