

August 23, 2023

2023 Extensive Laboratory Classification Process and Application Link

Hello Faculty, Welcome Back!

All EL applications are due on or before **September 01, 2023**. EL Applications will only be accepted during the Fall semester per UF Article 29.3.2. All applications will be reviewed on a first-come first-serve basis. During the review process, the committee may contact you for additional clarification, documentation or to schedule an in-person review of your Extensive Laboratory Classification application and documentation.

The ELC, with the support of District IT, developed an online submission process utilizing Dynamic Forms. Faculty will be required to submit a course application with supporting documents for each course utilizing the Dynamic Forms online submission process.

[EXTENSIVE LABORATORY CLASSIFICATION APPLICATION LINK](#)

Article 29 – Extensive Laboratory - This article grants faculty who teach laboratory courses the right to submit a course that they believe meets the “Extensive Laboratory Definition Criteria.” The course application and documents are reviewed by the Extensive Laboratory Committee (ELC) for consideration of “extensive laboratory” status. Once reviewed and approved by the ELC, the laboratory course shall be compensated at 100% of a lecture hour.

Please review the “Extensive Laboratory Definition Criteria” below and the attached documents to ensure your course meets all of the criteria below prior to submitting the course for consideration of “extensive laboratory” status.

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.

Please review the attached documents:

- UF Article 29-Extensive Laboratory.pdf
- Extensive Laboratory Application Procedures.pdf

If you have any questions, please reach out to an ELC member directly via campus email. Don't reply to this email – we won't get your response.

Cypress College – ELC Faculty

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

Fullerton College – ELC Faculty

- PJ Lewin – plewin@fullcoll.edu
- George Bonnard – gbonnard@fullcoll.edu

ELC District Management

- Kathleen Reiland – kreiland@cypresscollege.edu
- Jose Ramon-Nunez – jnunez@fullcoll.edu
- Cherry Li-Bugg – clibugg@nocccd.edu

Extensive Lab Committee Chairperson

- Jeremy Peters – jpeters@cypresscollege.edu

Best,

Jeremy Peters

Professor of Culinary Arts & Hospitality Management

Extensive Lab Committee Chairperson

United Faculty Negotiator

CBF - UF Representative

DCC - UF Representative

CTE and Bus Division - UF Representative

Board Member – District Retiree Fund

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'Never confuse education with intelligence; experience with wisdom; and age with expertise.'

ARTICLE 29 – EXTENSIVE LABORATORY (NEW ARTICLE)

ARTICLE 29 – EXTENSIVE LABORATORY, shall remain unchanged except for the following amendment(s):

29.1 EXTENSIVE LABORATORY AGREEMENT

29.1.1 Laboratory courses are established as “extensive” through the approval process outlined in this Article and the Extensive Laboratory Application, Definition Criteria, Classification Rubric, and Classification Checklist found in Appendix M.

29.1.2 The laboratory hour for all courses established as Extensive Laboratory shall be compensated at 1 to 1 or 100% of a lecture hour.

29.1.3 All lab units/hours for Extensive Laboratory courses must be in compliance with current regulations and laws outlined in the Program and Course Approval Handbook (PCAH).

29.1.4 The implementation of approved Extensive Laboratory courses shall be effective Fall 2023.

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

29.2 EXTENSIVE LABORATORY COMMITTEE

29.2.1 The District Extensive Laboratory Committee, will be established to implement the recommended procedures and guidelines. The purpose of the ELC is as follows:

29.2.1.1 Uphold the criteria and guidelines to identify extensive laboratory courses that qualify under the definitions.

29.2.1.2 Solicit applications from departments.

29.2.1.3 Review and evaluation applications

29.2.1.4 Application approval or denial will be conducted based on consensus; majority vote will prevail.

29.2.1.5 Report extensive laboratory approvals to the appropriate groups to ensure implementation.