

## EXTENSIVE LABORATORY APPLICATION PROCEDURE

1. Department faculty member prepares the Extensive Laboratory (EL) Classification Proposal Packet (outlined below), presents the proposal to the department full-time faculty before submission and is encouraged to consult with the department chair at the sister college.
2. The department coordinator and division IMS will provide their signatures on the application form verifying review and provide comments, if applicable, prior to the department coordinator or designee forwarding the application form and proposal packet to the Extensive Laboratory Committee (ELC) Chair.
3. Submitting faculty will be contacted by the ELC with available meeting dates and times. The purpose of the meeting is to determine if the laboratory meets the criteria for EL classification.
4. If EL status is granted, it shall become effective no later than the following academic year of the semester the EL status was granted. For example, if the ELC grants extensive laboratory classification in Fall 2022, it will be effective Fall 2023. If the ELC grants extensive laboratory classification in Spring of 2023, it will be effective Spring 2024.
5. Before EL status is denied, the ELC may request further clarification from the submitting faculty. If EL status is denied, the ELC will provide a written rationale. Programs that were denied may reapply during the next application cycle.
6. The ELC will provide the applicant, department coordinator, and division IMS with written notification of the application outcome.
7. The ELC will provide the Vice President of Instruction with an itemized list of all applications reviewed; the courses granted extensive laboratory classification and the courses denied.
8. The ELC will publish a list of all approved EL courses.

### Extensive Laboratory Classification Proposal Packet Requirements

1. Application form.

2. Course Outline of Record:

Highlight or indicate those portions that apply specifically to the laboratory if this may not be evident to people outside of your discipline. For those portions that apply to both lecture and laboratory components of a course, provide a brief breakdown of the laboratory elements in the margin.

3. Course Syllabi:

Highlight those portions that apply specifically to the laboratory.

4. Lab outline or schedule and any other materials that may help establish the laboratory as extensive.

5. Brief Factual Statement:

Provide information to the Extensive Laboratory Committee (ELC) that may not be apparent from the provided documents. **Maximum of 250 words.**

The statement may address any or all of the following:

- a. Describe equipment-related set-up and breakdown responsibilities.
- b. Describe the instructor's activities during lab sessions.
- c. Describe safety hazards that require the presence of the instructor in the laboratory.

**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\_\_\_\_\_
(Date)

Submitted by Faculty\_\_\_\_\_
(Print Name) (Date)

Department Chair\_\_\_\_\_
(Print Name) (Signature) (Date)

Division Dean/IMS\_\_\_\_\_
(Print Name) (Signature) (Date)

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.

Date Application Received \_\_\_\_\_

Optional Presentation Date\_\_\_\_\_

**Extensive Laboratory Committee Action**

- ┆ **Approved**
- ┆ **Denied**
- ┆ **Rationale Attached**

If approved, the Extensive Laboratory Classification will be in effect the semester of
(Fall\_\_\_\_\_) (Spring\_\_\_\_\_)

EL Committee Chair\_\_\_\_\_
(Print Name) (Signature) (Date)

**Requests will be reviewed in order received**

## **EXTENSIVE LABORATORY DEFINITION CRITERIA**

As defined by the Lecture/Lab Workgroup on 12/01/2021

Committee Members:

District: Cherry Li-Bugg, Joanna Schilling, Dan Willoughby  
United Faculty: Christie Diep, Jeremy Peters, Mohammad Shahin

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.

The instructor:

- a. Actively presents prepared material for the lab.
  - b. Leads/supervises students during the lab activities.
  - c. Evaluates student activities that occur in the lab.
4. To receive the designation of an EL course, the following criteria must be met:
- a. The lab is scheduled separately and is not a lab activity embedded within the lecture environment.
  - b. A schedule of lab activities and assignments associated with the lab should be present in the course syllabus.
  - c. The lab requires extensive preparation and involvement of the instructor that includes preparing for lab, grading, and evaluation.
  - d. The lab results in the production of student work that requires out-of-lab evaluation by the instructor.
  - e. 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.

## EXTENSIVE LABORATORY CLASSIFICATION RUBRIC

Academic Division/Campus \_\_\_\_\_

Course Name \_\_\_\_\_

Course Prefix & Number \_\_\_\_\_

Evaluating Committee Member \_\_\_\_\_

### EXTENSIVE LABORATORY DEFINITION CRITERIA

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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.

## EXTENSIVE LABORATORY CLASSIFICATION CHECKLIST

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

<b>PRE-LABORATORY ACTIVITY</b>	<b>SUGGESTED SUPPORTING MATERIALS</b>
<ol style="list-style-type: none"> <li>1. Curriculum development for each lab.</li> <li>2. Published schedule of individual laboratory activities.</li> <li>3. Published laboratory activity objectives.</li> <li>4. Published methods of evaluation.</li> <li>5. The laboratory requires extensive student preparation from text and lecture materials prior to – and after – each laboratory session.</li> <li>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.</li> </ol>	<p>COR, Syllabi</p> <p>COR, Syllabi, Workbooks</p> <p>COR, Syllabi, Workbooks</p> <p>COR, Syllabi</p> <p>COR, Syllabi, Texts, Handouts, Worksheets</p> <p>Chart and/or Brief Statement</p>
<b>DURING LABORATORY ACTIVITY</b>	
<ol style="list-style-type: none"> <li>1. Instructor is actively engaged in lab when students are performing lab activities.</li> <li>2. Instructor is responsible for active facilitation of laboratory learning.</li> <li>3. Instructor is responsible for active delivery of curriculum.</li> <li>4. Instructor is required for safety and mentoring of lab activities.</li> <li>5. Instructor is responsible for significant evaluation of student work.</li> </ol>	<p>COR, Syllabi</p> <p>COR, Syllabi, Workbooks</p> <p>COR, Syllabi, Workbooks</p> <p>Brief description and/or Charts or Lists</p> <p>COR, Syllabi, Workbooks, Grade Sheets, Final Grade Formula</p>
<b>POST-LABORATORY ACTIVITY</b>	
<ol style="list-style-type: none"> <li>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.</li> </ol>	<p>COR, Syllabi, Workbooks, Grade Sheets, Final Grade Formula</p>