

August 27, 2024

Extensive Laboratory Classification Applications Accepted Through October 1, 2024

Hello Faculty, Welcome Back!

As of today, the Extensive Laboratory Committee has vetted and approved 634 courses from across our District.

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.

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](#)

The EL application deadline is October 1, 2024. The ELC will review applications 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.

Please review the “Extensive Laboratory Definition Criteria” below and the attached documents to ensure your course meets all 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

Ext Lab Application Procedure

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

Vacant - Pending UF Appointment

Lenore Landis – llandis@cypresscollege.edu

Fullerton College – ELC Faculty

PJ Lewin – plewin@fullcoll.edu

George Bonnard – gbonnard@fullcoll.edu

ELC District Management

Kathleen Reiland – kreiland@cypresscollege.edu

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Extensive Lab Committee Chairperson

Jeremy Peters – jpeters@cypresscollege.edu

***This email was sent from an account used only for sending notifications. Please send your questions to an ELC faculty member directly via campus email. Don't reply to this email – we won't get your response.**

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

Cypress College

School of Culinary Arts & Hospitality Management

1830 W. Romneya Drive

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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.

29.2.2 The District ELC shall consist of five (5) tenured unit members and three (3) management team members for a total of eight (8) members as follow:

29.2.2.1 One (1) tenured unit member from each campus (Cypress College and Fullerton College) appointed by each campus Faculty/Academic Senate.

29.2.2.2 One (1) tenured unit member from each campus (Cypress College and Fullerton College) appointed by each Curriculum Committee.

29.2.2.3 One (1) tenured unit member appointed by United Faculty.

29.2.2.4 One (1) management team member from each campus and District Services (Cypress College, Fullerton College, and District Services).

29.2.2.5 Committee members shall be appointed for a two-year term and may be reappointed to serve additional terms.

29.2.2.6 The committee will appoint a chair from the faculty unit members.

29.3 TIMELINE

29.3.1 Before the end of the Spring semester, the ELC chair will inform each campus (Cypress College and Fullerton College) of the ELC scope and function relating to extensive laboratory evaluation and issue an invitation to departments with laboratory assignments to prepare applications and supporting documents that seek to apply for EL classification.

29.3.2 Unit members/departments that wish to have the ELC consider designating one or more of their laboratory courses as EL with have until September 1 of each academic year to submit the applications and supporting documents.

29.3.3 The ELC will meet the first week of September each academic year to establish dates and deadlines for the review and approval process. These shall include meeting dates, deliberations, and deadlines for revisions, resubmissions, and final approvals.

29.3.4 Submitting unit members may be contacted by the ELC to meet with the committee to review the application and course materials if further clarifications are needed.