

## Extensive Lab Committee "Call for Courses" for Fall 2024 Review

May 17, 2024

Hello Faculty,

It's time to gather information and submit your lab courses for Extensive Laboratory consideration.

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 –

<https://dynamicforms.ngwebsolutions.com/Submit/Start/48f5e7e9-b953-4441-a24d-e058c119f96a?SSO=N>

**The application deadline to submit for EL consideration 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 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
- Ext Lab Application Process

**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

- Pending Appointment –
- Stephanie Spooner – [sspooner@cypresscollege.edu](mailto:sspooner@cypresscollege.edu)

Fullerton College – ELC Faculty

- PJ Lewin – [plewin@fullcoll.edu](mailto:plewin@fullcoll.edu)
- George Bonnand – [gbonnand@fullcoll.edu](mailto:gbonnand@fullcoll.edu)

ELC District Management

- Kathleen Reiland – [kreiland@cypresscollege.edu](mailto:kreiland@cypresscollege.edu)
- Jose Ramon-Nunez – [jnunez@fullcoll.edu](mailto:jnunez@fullcoll.edu)
- Cherry Li-Bugg – [clibugg@nocccd.edu](mailto:clibugg@nocccd.edu)

Extensive Lab Committee Chairperson

- Jeremy Peters – [jpeters@cypresscollege.edu](mailto:jpeters@cypresscollege.edu)

Sincerely,

*Jeremy Peters  
Professor of Culinary Arts & Hospitality Management  
United Faculty Negotiator  
CBF - UF Representative  
DCC - UF Representative  
Extensive Lab Committee Chairperson  
Reassigned Time Workgroup Committee Member  
Board Member – District Retiree Fund*

**Cypress College**

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