**El Camino College**

Lab/Lecture Parity Application

Division: Date:

Department:

Course:

The Lab/Lecture Parity Committee will use the following criteria to determine if a laboratory is extensive as defined by the procedures of Article 8.6. Suggested supporting materials including course outline of record, SLOs, representative syllabi, workbooks, written statements, charts or graphs, etc. Provide a narrative for the applicable criteria. Please attach documents—indicating to which categories each apply—to this application and submit to the LPC. Note: every category should be addressed to achieve parity. Faculty may assign “N/A” in up to three of the criteria below.

**Return to the Office of the Vice President of Academic Affairs by November 16, 2020.**

**Course Development**

1. Development of curriculum specific to the lab (e.g. developing experiments, modifying experiments, developing assessment methods, selecting, writing, or updating lab manuals, etc.)

**Pre-Laboratory Activity**

2. Evidence of repeated and/or ongoing laboratory activities which require preparation on the part of the instructor before the laboratory activity.

3. The laboratory requires student preparation including lecture material, reading texts or additional handouts prior to and after each laboratory session (e.g. reading procedures or associated materials, pre-labs, maintaining a lab notebook, submitting graded assignments which require work outside of class, etc.).

4. Supervision of equipment maintenance, demonstrations, laboratory setup, including acquisition of lab materials and supplies, or fieldtrip logistics, or preparation to ensure a safe environment conducive to learning.

**During Laboratory**

5. Instructor is engaged with students performing lab activities (e.g. asking and answering student questions, assisting in locating and setting up materials, etc.).

6. Specialized training is required to ensure safety of the students or other individuals involved in the instruction and/or instructor is legally responsible for individuals not affiliated with the District (e.g. chemistry safety training, first aid, responsibility of nurses for patients, safe training in firearms, etc.).

7. Instructor is responsible for active delivery of content (e.g. lecturing on important concepts related to lab, demonstrating appropriate techniques, etc).

8. Instructor assesses student work during the laboratory (e.g. checking student results, assessing technique, etc.).

**Post Laboratory Activity**

9. Instructor is responsible for evaluation of material (e.g. lab exercises, exams, practicals,

notebooks, portfolios, etc.) used in determining the grade of students.

**Other Criteria (Describe)**

Appendix O: Extensive Laboratory Evaluation Procedures

An extensive laboratory is a course in which laboratory components require extensive work before, after, and during the lab, and are equivalent to workload efforts in a lecture course. Typically, the teaching of concepts is a primary function of such classes. Laboratory classes are established as “extensive” through the application process outlined below. An extensive laboratory hour is calculated at 100% of a lecture hour.

1. Procedure for Initial Classification as “Extensive Laboratories”
   1. A faculty member provides the Lab/Lecture Parity Committee (LPC) with a proposal packet that includes:
      1. Application (below)
      2. Course Outline of Record
      3. Representative Syllabi
2. Workbooks or photocopies of relevant parts of workbooks, or worksheets, if applicable
3. Brief statements describing features of the lab that qualify it as “extensive” but may not be apparent from other materials, if applicable
4. Charts or graphs, if applicable
5. Other materials that may help establish the laboratory as “extensive”
   1. The LPC meets to discuss the proposal and proposal materials. Faculty who submitted the proposal may be present during the meeting to make arguments.
   2. For each submitted course, each member of the LPC evaluates which criteria on the checklist below are satisfied by the course (see “Lab/Lecture Parity Committee Checklist”). The LPC then endeavors to determine by consensus which criteria are satisfied by the course. If consensus cannot be reached on a particular criterion, a majority vote shall prevail on that criterion. Tie votes will result in that particular criterion being denoted as “checked”/satisfied.
   3. The LPC grants or denies the proposal. The LPC provides the applicant with written notification of the application outcome. If the proposal is rejected, the LPC shall provide a rationale. If the LPC identifies that two-thirds of the checklist criteria are met through process (c), the LPC shall not deny the proposal.
   4. By December 1, proposals that are recommended by the LPC are forwarded to the Vice President of Academic Affairs for final review and approval. The Vice President of Academic Affairs will notify the Federation and the District of decisions by January 5.
6. The classification of an extensive laboratory shall remain in effect indefinitely provided there are no substantive changes to the course outline of record. In the event of substantive changes, extensive laboratory status may be reconsidered according to the following process:
   1. The Division Curriculum Committee (DCC) tasked with reviewing the outline shall refer to the checklist below to evaluate whether the revisions may affect the course’s extensive laboratory status.
   2. If the DCC feels the course’s extensive laboratory status may have changed, the DCC will refer the course to the LPC for reevaluation.
   3. The LPC will use the procedures described above with new course materials to either maintain or remove extensive laboratory status.

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| **El Camino College** Lab/Lecture Parity Application Faculty Checklist  The Lab/Lecture Parity Committee will use the following criteria to determine if a laboratory is extensive as defined by the procedures of Article 8.6. Suggested supporting materials including course outline of record, SLOs, representative syllabi, workbooks, written statements, charts or graphs, etc. Please attach these documents—indicating to which categories each apply—to this application and submit to the LPC. Note: every category should be addressed to achieve parity. Faculty may assign “N/A” in up to three of the criteria below. |
| **Course Development** |
| 1. Development of curriculum specific to the lab (e.g. developing experiments, modifying experiments, developing assessment methods, selecting, writing, or updating lab  manuals, etc.) |
| **Pre-laboratory Activity** |
| 2. Evidence of repeated and/or ongoing laboratory activities which require preparation on the part of the instructor before the laboratory activity. |
| 3. The laboratory requires student preparation including lecture material, reading texts or additional handouts prior to and after each laboratory session (e.g. reading procedures or associated materials, pre-labs, maintaining a lab notebook, submitting graded  assignments which require work outside of class, etc.). |
| 4. Supervision of equipment maintenance, demonstrations, laboratory setup, including acquisition of lab materials and supplies, or fieldtrip logistics, or preparation to ensure a  safe environment conducive to learning. |
| **During Laboratory** |
| 5. Instructor is engaged with students performing lab activities (e.g. asking and answering student questions, assisting in locating and setting up materials, etc.). |
| 6. Specialized training is required to ensure safety of the students or other individuals involved in the instruction and/or instructor is legally responsible for individuals not affiliated with the District (e.g. chemistry safety training, first aid, responsibility of  nurses for patients, safe training in firearms, etc.). |
| 7. Instructor is responsible for active delivery of content (e.g. lecturing on important  concepts related to lab, demonstrating appropriate techniques, etc). |
| 8. Instructor assesses student work during the laboratory (e.g. checking student results,  assessing technique, etc.). |
| **Post-Laboratory Activity** |
| 9. Instructor is responsible for evaluation of material (e.g. lab exercises, exams, practicals,  notebooks, portfolios, etc.) used in determining the grade of students. |
| **Other Criteria (Describe)** |
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| **El Camino College**  Lab/Lecture Parity Committee Member Checklist Course Name & Number:  Committee Member: Date:  The following criteria shall be used to determine whether a lab shall be considered extensive. Check the box for each criteria met by the proposal, indicating that the criterion is met. A proposal shall be approved when the committee assigns a “yes” to two-thirds of the criteria below. | |
| **Course Development** | |
| 1. Development of curriculum specific to the lab (e.g. developing experiments, modifying experiments, developing assessment methods, selecting, writing, or updating lab manuals,  etc.) |  |
| **Pre-laboratory Activity** | |
| 2. Evidence of repeated and/or ongoing laboratory activities which require preparation on the  part of the instructor before the laboratory activity. |  |
| 3. The laboratory requires student preparation requiring texts, lecture material, or additional handouts prior to and after each laboratory session (i.e. reading procedures or associated materials, pre-labs, maintaining a lab notebook, submitting graded assignments which require  work outside of class, etc.). |  |
| 4. Supervision of equipment maintenance, demonstrations, laboratory setup, including acquisition of lab materials and supplies, or fieldtrip logistics, or preparation to ensure a safe environment conducive to learning. |  |
| **During Laboratory** | |
| 5. Instructor is engaged with students performing lab activities (e.g. asking and answering  student questions, assisting in locating and setting up materials, etc.) |  |
| 6. Specialized training is required to ensure safety of the students or other individuals involved in the instruction and/or instructor is legally responsible for individuals not affiliated with the District (e.g. chemistry safety training, first aid, responsibility of nurses for patients, safe  training in firearms, etc.). |  |
| 7. Instructor is responsible for active delivery of content (e.g. lecturing on important concepts  related to lab, demonstrating appropriate techniques, etc.). |  |
| 8. Instructor assesses student work during the laboratory (checking student results, assessing  technique, etc.). |  |
| **Post-Laboratory Activity** | |
| 9. Instructor is responsible for evaluation of material (lab exercises, exams, practicals,  notebooks, portfolios, etc.) used in determining the grade of students. |  |
| **Other Criteria (Describe)** | |
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| **Overall Recommendation:**  **Approve**  **Deny (attach reasoning)** | |