

**Cerritos Community College**  
**EXTENSIVE LABORATORY CLASSIFICATION**

*The Process*

**THE SUBMISSION:** To apply to have a laboratory classified as “extensive”, gather the following documents and submit to the Academic Affairs Office.

**Use the following checklist to identify the documents that need to be included in your submission as well as a guide to structure the TABLE OF CONTENTS that is required:**

<b>A. COURSE INFORMATION</b>	✓
<p><b>1. Completed Application</b>  An application is submitted on behalf of a department. A person authorized to represent the department, usually the chair, signs the form.</p>	
<p><b>2. Chancellor Approved Course Outline of Record</b>  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.</p>	
<p><b>3. Published Course Syllabi</b>  Highlight those portions that apply specifically to the laboratory.</p>	
<p><b>4. Brief Factual Statement(s) and/or Chart(s)/List(s)</b>  The purpose of the brief statement(s) is to provide <u>factual</u> information to the Extensive Laboratory Committee (ELC) that may not be apparent from the provided documents. Its purpose is not to explain why the lab should be granted parity or to provide a rationale.   Please keep the statement(s) brief. A maximum of 250 words (half of a single-spaced page) will be more than sufficient.  The statement may address any or all of the following:</p> <ul style="list-style-type: none"> <li>a. Describe equipment-related set-up and breakdown responsibilities</li> <li>b. Describe the instructor’s activities during lab sessions</li> <li>c. Describe safety hazards that require the presence of the instructor in the laboratory</li> </ul> <p>In addition to – or in place of – the brief factual statement; provide charts, graphs, or lists if these will provide clear information to the ELC about the laboratory. A list or chart of equipment-related set-up and breakdown responsibilities may be clearer and easier to develop than a statement.</p>	
<p><b>5. Published Laboratory Student Learning Outcomes</b></p>	
<p><b>6. Published Methods of Evaluation</b></p>	
<b>B. PRE-LABORATORY ACTIVITY</b>	✓
<p><b>1. Curriculum Development for Each Lab</b>  Please provide a minimum of two (2) examples of any of the following: workbooks or photocopies of relevant pages from workbooks or worksheets (if applicable), etc..</p>	
<p><b>2. Published Schedule of Individual Laboratory Activities</b></p>	
<p><b>3. Published Laboratory Activity Objectives</b></p>	
<p><b>4. The laboratory requires extensive student preparation from text and lecture material prior to, during, and after each laboratory session.</b></p>	
<p><b>5. Supervision of equipment maintenance, laboratory set-up, acquisition of lab materials and supplies, field trip logistics, or preparation to ensure a safe environment conducive to learning.</b></p>	

<b>C. DURING LABORATORY ACTIVITY</b>	✓
<b>1. Instructor is actively engaged in lab when students are performing lab activities.</b>	
<b>2. Instructor is responsible for active facilitation of laboratory learning.</b> Please provide a minimum of two (2) examples of any of the following: workbooks or photocopies of relevant pages from workbooks or worksheets (if applicable), etc.	
<b>3. Instructor is responsible for active delivery of curriculum.</b> Please provide a minimum of two (2) examples of any of the following: workbooks or photocopies of relevant pages from workbooks or worksheets (if applicable), etc.	
<b>4. Instructor is responsible for significant evaluation of student work.</b>	
<b>D. POST-LABORATORY ACTIVITY</b>	✓
<b>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 cover the majority of lab exercises performed during the course.</b>	

*Suggested Supporting Materials: COR, SLOs, syllabi, charts and/or brief factual statements, textbooks, workbooks, worksheets, handouts, grade sheets, final grade formulas*

**THE EVALUATION:** The Extensive Laboratory Committee will hold several meetings with which to evaluate the submissions received by the deadline. Specifically, the purpose of each meeting is to determine whether or not the labs meet the criteria of an “extensive lab” as defined by the MOU. The outcome of these evaluations will be based on the provided documents and on the discussion that takes place during the meetings.

**THE RESULTS:** If extensive status is authorized, the office of Academic Affairs shall indicate the date on which extensive status begins on the appropriate paperwork. If extensive status is denied, the committee shall provide a rationale and may provide recommendations for resubmittal of the application. A representative of the ELC will schedule an appointment to meet with the instructor who submitted the paperwork and allow two weeks from that meeting for a revised packet to be submitted for reconsideration by the committee. If, after this second time, the committee is satisfied with submission, they will be granted ELC status. If not, the application will be denied again and eligible for resubmittal the following fall.