

**Request for Teaching Lab Status**

Course Name \_\_\_\_\_ Course Prefix &amp; Number \_\_\_\_\_

Date Last Approved by EDC \_\_\_\_\_

To check approval date, go to <http://webcms.mtsac.edu/webcms/> and select Public Access. Enter Course prefix and number. View Date Approved column. Only courses with an approval date of 2009 or later will be considered.

Total Units \_\_\_\_\_ Number of Hours Lecture/Week \_\_\_\_\_ Number of Hours Lab/Week \_\_\_\_\_

Submitted by \_\_\_\_\_

(Please Print)

(Date) Requests will be processed in the order received.

Department Chair \_\_\_\_\_

(Signature)

(Date)

Departmental Approval for Submission for Lab Parity \_\_\_\_\_

(Date)

Division Dean/Associate Dean \_\_\_\_\_

(Signature )

(Date)

Signature of Dean/Associate Dean indicates awareness of submission of the course for Lab Parity and does not imply approval or support for the request.

**This request to be submitted with:**Official COR  Current Course Syllabus  Syllabi from two different professors preferred, when available

No other documents are necessary.

**Courses submitted for Lab Parity will be evaluated based on *evidence* of the following:**

- Primary outcome of the laboratory is the teaching of concepts rather than skills development\*
- Active, continuing presence of the professor during the laboratory portion of the course
- Ongoing involvement of the professor in lecturing, demonstrating or assisting students during the laboratory portion of the course
- Multiple topics that must be taught by the professor during the laboratory portion of the course
- Assignments associated with the laboratory that must be graded by the professor outside of regular teaching laboratory time
- Syllabus that shows breakdown of lecture and lab points for grading purposes
- Syllabus that shows week-by-week breakdown of lecture and lab topics/activities

**\*Laboratories in which skills development is the final outcome will not be granted parity**

(over)

**Article 15.A. Teaching Labs Definition**

Laboratory courses classified as teaching labs are laboratory courses requiring preparation and student evaluation outside of regular class time by the professor. These courses have, as a primary function, the teaching of concepts rather than skills development as the final outcome of the course. These teaching lab courses are assigned a load and compensation value of one (1) LHE per hour of lab time scheduled. Criteria for identifying a teaching lab are: the laboratory course requires the active continuing presence of the instructor with ongoing involvement in lecturing, demonstrating, or assisting the student; **the course includes multiple topics that must be taught by the professor in the teaching lab** in addition to assignments that must be graded by the professor outside of regular teaching lab time. Prep time for the teaching lab is also considered.  
*Faculty Contract July 1, 2011-June 30, 2014*

*This section to be completed by Instruction Office only*

**Lab Parity Committee Action**

Granted  Denied  Returned

Comments \_\_\_\_\_

Lab Parity effective date \_\_\_\_\_

Please note: Parity will be effective in the next Primary term (Spring or Fall) following the review and approval by Lab Parity Committee.

Authorization \_\_\_\_\_

(Executive Dean of Instructional Services)