

Request To Continue Teaching Lab Status

Course Name _____ Course Prefix & Number _____

Date Last Approved by EDC _____

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

Total Units _____ Number of Hours Lecture/Week _____ Number of Hours Lab/Week _____

Teaching lab status may be established or amended only with the approval of the Lab Parity Committee. Teaching lab status shall be reviewed by the Lab Parity Committee as part of the regular four-year review of courses in the curriculum to determine whether the laboratory class continues to meet the appropriate criteria for teaching labs (Faculty Association Agreement Article 15.C.).

Check here if the course does not have any revision to its units, contact hours, topical outline, measurable objectives, or methods of evaluation. The Lab Parity committee will approve the continued parity after verification of no changes to the COR since the last four-year review. In this case, no further documentation is needed.

Submitted by Faculty _____
(Please Print) (Date) Requests will be processed in the order received

Department Chair _____
(Signature) (Date)

Division Dean/Associate Dean _____
(Signature) (Date)

If changes have been made since the last four-year review, this request must 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
- Final exams or Final projects for both lecture and lab (required of courses that have lab parity)
- Lecture Final during Week 16 and Lab Final or meeting during Week 16 (required of courses that have lab parity)

***Laboratories in which skills development is the final outcome of the course will not be granted parity.**

PLEASE NOTE:

Faculty who teach courses that have both a lecture and lab component (which have received lab parity) are required to conduct their lecture final exam as well as their separate lab final exam during finals week (week 16). These separate time blocks must be followed as per the final exam schedule published in the Schedule of Classes, which will result in different 2.5 hour time periods during week 16. If the lab final exam is given on week 15, then a final lab meeting with the students must still take place on week 16, during the lab’s final exam scheduled time period. This must be clearly stated in the lab syllabus.

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. Prep time for the teaching lab is also considered. Faculty who teach lab parity classes are expected to: construct a lab schedule that centers on topics not covered in lecture, not the repetitive practice of a skill; assign reports, practicals, and projects that are lab focused and that the professor grades outside the class time separate from the tests, quizzes, and assignments associated with and given during the lecture portion of the class; maintain an active continuing presence in the lab – presenting material not covered in the lecture portion of the class, providing demonstrations, and circulating as to evaluate and assist during lab time; and conduct a final exam (or lab experience) on lab topics during the last week of classes in a different time block than the final lecture exam.

Faculty Association Agreement Article 15.A)

This section to be completed by Instruction Office only

Lab Parity Committee Action

Parity Continued Parity Not Continued Returned

If approved, Parity will automatically continue for four years.

If not approved, the change will become effective the next primary term (Fall/Spring)

Comments _____

Verification of no changes _____

(Assistant Curriculum Specialist)

Authorization _____

(Associate Vice President, Instruction)