

Request for Teaching Lab Status

Course Name _____ Course Prefix & 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)

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 _____

(Associate Vice President, Instruction)