

**Procedure for Categorizing Labs as a:**

**1. General Laboratory**

**Or**

**2. Extensive Laboratory**

All labs, by default, are classified as a general laboratory.

A lab may be reclassified as an extensive laboratory only if the following definition, criteria, and procedures are met.

**Definition of Extensive Laboratory**

Laboratory courses or laboratory portions of lecture/laboratory courses that require extensive workload efforts by a faculty member equivalent to workload efforts in a lecture course will be defined as an extensive laboratory.

**Criteria**

Laboratory based instruction courses need to meet a preponderance of criteria in three areas to be categorized as extensive:

**1. Criteria for Pre delivery preparation for the laboratory.**

Instructor is responsible for:

- a. Curriculum development for each lab.
- b. Published schedule of individual laboratory activities.
- c. Published laboratory activity objectives.
- d. Published methods of evaluation.
- e. Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.

**2. During laboratory activity of the laboratory.**

- a. Instructor is physically present in lab when students are performing lab activities.
- b. Instructor is responsible for active facilitation of laboratory learning.
- c. Instructor is responsible for active delivery of curriculum.
- d. Instructor is required for safety and mentoring of lab activities.
- e. Instructor is responsible for presentation of significant evaluation.

**3. Post laboratory activity of the laboratory.**

- a. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exam, practicals, notebooks, portfolios, etc.) that becomes a component of the student grade that cover the majority of lab exercises performed during the course.
- b. Instructor is responsible for supervision of laboratory cleanup of equipment and materials.

**Procedure**

The course description and any supporting documents (e.g. lab schedule, lab activity objectives, course objectives, lab evaluation, criteria evaluation, etc.) will be used to evaluate each laboratory course against the three area of established criteria listed above.

The procedure for reclassification of a lab as an extensive laboratory is as follows:

1. Reclassification of lab as an extensive laboratory must first be recommended at the divisional level.
2. If recommended as meeting the criteria, the Division will submit a recommendation for lab reclassification to the Curriculum Committee.
3. If recommended, the Curriculum Committee will submit a recommendation for lab reclassification to the appropriate Vice President.
4. The appropriate Vice President will act on the Curriculum Committee's recommendation and notify the appropriate division chair of the decision.
5. If the laboratory is reclassified as extensive, the extensive classification will in effect the following term.
6. If a lab is not approved as an extensive lab, grievance procedures may be initiated through the Academic Employer Employee Relations (AEER) committee.

**Compensation and Workload Calculation**

For purposes of calculating the teaching load, a general lab will be calculated at 75% of a lecture hour. An extensive lab will be compensated at 100% of a lecture hour.

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Proposed laboratory workload language

6.1.1 For purposes of calculating the teaching load, lecture hours are calculated on a one-for-one (1:1) basis. ~~A regular laboratory hour is calculated at seventy percent (70%) of a lecture hour and a concurrent lab hour is calculated at seventy five percent (75%) of a lecture hour.~~ Laboratory courses will be classified as a general laboratory or an extensive laboratory. An extensive laboratory is a course in which laboratory components require extensive workload efforts by the faculty member ~~what~~ that are equivalent to workload efforts in a lecture course. Unless specifically identified as an extensive laboratory through the curriculum review process that is mutually agreed to by the association and the district, a laboratory ~~courses~~ course shall be identified as a general laboratory.

6.1.1.1 A general laboratory hour is calculated at 75% of a lecture hour.

6.1.1.2 An extensive laboratory hour is calculated at 100% of a lecture hour.

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