

# Petition for Course Approval – Extensive Preparation Lab Courses

All sections of this proposal need to be addressed. If it does not apply, please write N/A.

## I. Proposed Class

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                     |                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Course Code:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Course Title:</b>                                                | <b>Check Only One:</b><br>Credit <input type="checkbox"/> Non-Credit <input type="checkbox"/>  |
| <b>Units:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Contact Hours Per COR:</b><br>Lecture:                      Lab: | <b>Check Only One:</b><br>New <input type="checkbox"/> Active/Current <input type="checkbox"/> |
| <b>Is the Course Shared with our Sister College?</b><br>No <input type="checkbox"/> Yes <input type="checkbox"/> <i>If yes, please contact the department chair at the sister college to discuss.</i><br><b>Was a Mutual Agreement Reached with our Sister College?</b><br>No <input type="checkbox"/> Yes <input type="checkbox"/> <i>If yes, only one campus must submit this petition. The petition will be applicable at a district level.</i><br><b>Name of Department Chair at Sister College:</b> |                                                                     |                                                                                                |

## II. Criteria for Determining an Extensive Preparation Lab Class

Which of the criteria below justifies the proposed 1.0 LHE lab rate for the extensive preparation course? **Check all that apply. Please Explain.**

|                                                                                                                                                                                                  |                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> The lab class requires the active, continuing presence of the instructor with ongoing involvement in lecturing, demonstrating, or assisting the students.               | <input type="checkbox"/> The lab class requires the instructor to ensure that it is related to and correlated with an extensive classroom lecture program and is supplemented with assigned readings in texts.                       |
| <input type="checkbox"/> The lab class requires that instructors be involved with professional development, as in lecture courses, to maintain proficiency in the areas covered by the lab work. | <input type="checkbox"/> The lab class is comparable to similar labs in other community colleges and four-year institutions in the state of California, by one-to-one course equivalency or by the use of labor teaching assistants. |
| <input type="checkbox"/> The lab class requires extensive instructor and student preparation from text and lecture material prior to and after each lab session.                                 | <input type="checkbox"/> The lab class requires evaluation of student performance on a regular basis in the same manner as in non-lab classes.                                                                                       |
| <input type="checkbox"/> The lab class is described in the course outline of record, which clearly identifies compliance with the five criteria above.                                           |                                                                                                                                                                                                                                      |

### III. Equipment/Facilities

If your course requires equipment for each student or student group (e.g., computers, easels, Bunsen burners, etc.), for which there is an extensive supply, or if there is space to accommodate students, please explain below:

### IV. Instructional Practices and Teaching Methods

Briefly explain how your proposal will support your pedagogy. For example, this may include the ability to effectively assess summative and formative level student learning outcomes, determine the originality or authenticity of student work, maintain effective interaction with students, work with individual students, monitor the collaborative work of student groups, and/or properly address the various skill levels of students.

### V. Agreement Status

Was a mutual agreement reached with your Division Dean?

**Check Only One:**

Yes ☐ No ☐

If no, Faculty and Dean, please attach a rationale and supporting documentation.

### VI. Other – Is there anything you would like to add to support your request?

|                                      |                                           |                              |
|--------------------------------------|-------------------------------------------|------------------------------|
| <input type="text"/><br>Faculty Name | <input type="text"/><br>Faculty Signature | <input type="text"/><br>Date |
| <input type="text"/><br>Dean Name    | <input type="text"/><br>Dean Signature    | <input type="text"/><br>Date |