**Course Discipline and Number:**

**Course Title:**

**Originator: Date** Click or tap to enter a date.

**Department:**

**Colleges Offering Course:**

[ ]  **Moreno Valley College** [ ]  **Norco College** [ ]  **Riverside City College**

**Required Documentation**

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via TechReview@rccd.edu. Please do not submit your proposal until all of the documentation below is complete.

**All Degrees and Certificates**

[ ] District discipline minutes showing approval

[ ] Originating department minutes showing approval

[ ] Proposal, which addresses the criteria as outlined in the RCCD Faculty Association CCA/CTA/NEA agreement *(see criteria\* below)*

**Criteria for determining an extensive preparation laboratory are as follows:**

1. The laboratory class requires the active continuing presence of the instructor with ongoing involvement in lecturing, demonstrating, or assisting the students;
2. The laboratory class requires extensive student preparation from text and lecture material prior to and after each laboratory session;
3. The laboratory class requires evaluation of student performance on a regular basis in the same manner as in nonlaboratory classes;
4. The laboratory class requires the instructor to see that it is related to and correlated with an extensive classroom lecture program and is supplemented with assigned readings in texts;
5. The laboratory class requires that instructors are involved with professional development, equivalent to that in lecture courses, in order to maintain proficiency in the areas covered 19 by the laboratory work;
6. The laboratory class is described in the course outline of record which clearly identifies compliance with the criteria above;
7. The laboratory class is comparable to similar labs in at least some community colleges and four-year institutions in the state of California, by one-to-one equivalency or by use of laboratory or teaching assistants.

*\*The criteria above are based on the 2018-2021 agreement and were current at the time of the creation of this form. Please refer to the most updated agreement for any changes to the criteria.*