

Instructional Equipment Request  
2015-16

FALL 09

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VP ACADEMIC SERVICES  
LAS POSITAS COLLEGE

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Intro to Archaeology field equipment

Equipment Location: 2203

Name of Requestor: L.W. Hasten

Division/ Unit: ALSS

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

The equipment is:  A replacement  An upgrade  New equipment/technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

This request includes equipment fundamental to the teaching and practice of archaeology. Without it, we simply cannot prepare our students realistically for fieldwork. We are in the process of transforming a course (ANTR 2) that was purely classroom-based into one that incorporates hands-on practice; as such, our students will be much better prepared for employment as well as transfer.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

This equipment will serve the anthropology program.

Is this equipment included in your Program Review? Yes  No

If yes, please cut and paste the appropriate wording here. If not, explain why.

A need for equipment is mentioned, but the items are not specified.

SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

**Impact on teaching:** This equipment will serve to exemplify the tools used in archaeological survey and excavation methods.

**Impact on learning:** This will provide students with hands-on application for survey and excavation methods. Students will gain practical knowledge and skills that are essential for employment and career advancement in archaeology.

Per academic year, this equipment will impact:

2 Number of classes or sections  
90 Number of students

SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

If this equipment is not funded, the course will lose its educational impact; metaphorically speaking, we are teaching auto technology without any cars. This means that instruction is limited to lecture and devoid of practice. Fieldwork methods must be studied in a hands-on manner to ensure student learning. Failure to do so results in an abstract understanding of methods without any experience in practical applications. Our students are therefore currently less prepared for both transfer and employment when compared to their peers in other academic institutions.

The only SLO currently specified for ANTR 2 is the following: "Students will be able to use theory to interpret archaeological data." We cannot write an SLO that allows them to *collect* data without the equipment requested in this document.

#### SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current LPC planning priorities.

If the growth of academic programs is a priority, then this equipment is, by definition, fundamental to that process. It will certainly allow us to serve our students much better by improving teaching and learning.

#### SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?:

With proper maintenance the life span of this material is indefinite.

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

N/A

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

Anthropology program assets are currently stored in locked cabinets in room 2203.







#### Part A: Initial Start-up Costs

	Costs	Comments
Equipment or Materials	\$3,179.45	
Shipping or Delivery charges	\$64.76	
Installation costs	\$ 0	
Costs to modify facilities	\$0	
Vendor Discount		
Any Other Costs-training, etc.		Specify
Local Sales Tax		Included in equipment
<b>Grand Total Costs =</b>	\$3,244.21	<b>Click the \$ and press F9 to calculate the grand total</b>

A completed purchase order(s) and quote(s) for this total cost must be attached.

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	Qty	Item#	Name	Price	Item Total	Remove
	30	53000	Forestry Suppliers Forester's Clipboard	\$9.70	\$291.00	
	<input type="button" value="Update"/>					
	5	39098	Garmin GPSMAP 78s GPS	\$349.99	\$1,749.95	
	30	37182	Suunto MC2 Navigator Mirror Sighting Compass with Built-In Clinometer, Azimuth	\$37.95	\$1,138.50	
<b>Subtotal:</b>					\$3,179.45	
<b>Zip Code:</b> Livermore, CA					94551	
<input type="button" value="Estimate Shipping"/>						
<b>Shipping Estimate:</b> (UPS Ground Shipping)					\$64.76	
<b>Total:</b>					<b>\$3,244.21</b>	

Part B: On-going Annual Operating Costs

Costs

Annual service or maintenance contract	\$ N/A	
Estimated parts replacement each year	\$ N/A	
Outside standardization or calibration costs	\$ N/A	How often?
Storage costs	\$ N/A	
New supply costs	\$ N/A	
Any other costs,	N/A	Specify

including labor		
Annual Operating Costs =	\$	How will costs be paid?

**Part C: Incremental Labor Costs**

Please describe who will be the key operator and who will perform the maintenance & repairs.

The equipment will be used by Anthropology instructors and students in the ANTR 2 archaeology class.

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

All archaeology instructors are properly trained to use this equipment.

Estimate the amount of time required in a month to perform this maintenance or operation

N/A


Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college?


N/A

Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: \_\_\_\_\_

Signatures:  
 \_\_\_\_\_  
 L.W. Hasten  
 Requestor  
 Date Originated: 10/19/15

  
 \_\_\_\_\_  
 Dean/Manager  
 Date Received 10/19/15

  
 \_\_\_\_\_  
 Vice President  
 Date Received 10/26/15

# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & W# **Forestry Suppliers** TAX ID# **2203** FOR OFFICE USE ONLY

SUGGESTED VENDOR: **Forestry Suppliers** RETURN COPY OF REQUISITION TO:

NAME OF STAFF MEMBER: **L.W. Lucas Hasten** DATE WRITTEN: **28-Oct-15** DATE REQUIRED: **Spring 2016** DIVISION/ DEPARTMENT: **ALSS/ANTR** For inventory purposes include room # where equipment will reside: **2203**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
Forestry Suppliers Forester's Clipboard		30	\$ 9.70	\$ 291.00
Garmin GPSMAP 78s GPS		5	\$ 349.99	\$ 1,749.95
Suunto MC2 Navigator Mirror Sighting Compass with Built-in Clinometer, Azimuth		30	\$ 37.95	\$ 1,138.50
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
<b>Vendor Information/ Remit To:</b>				
<b>Deliver To, include room # (optional):</b>				
Forestry Suppliers			\$	-
L.W. Lucas Hasten				
www.forestry-suppliers.com				
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
				\$ 3,179.45
<b>Subtotal</b>				\$ 3,179.45
<b>Tax</b>				\$ 302.50
<b>Shipping (if available):</b>				\$ 64.76
				\$
<b>TOTAL COST</b>				<b>\$ 3,244.21</b>

ACCOUNT # **BT#** BUSINESS OFFICE

\$ 3,546.26

**APPROVALS**

Supervisor/ Coordinator/ Director:

Dean/ VP/ President: