LAS POSITAS
COLLEGE

INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2012 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage:
http://grapevine/pbc/InstructionalEquipment.php

Name of Requestor: Greg Johns and Jennifer Farber

Division/Unit : BCATSS / C/S

Brief title of request (equipment or materials being requested must be similar, related or part of a system.

120 Headphones for Computer Center

Request amount (unit cost and total cost including tax and shipping.

Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):
This should come from the vendor quote

Attach copy of quote(s), estimate(s) and requisition(s):

(Must attach quote & requisition; absence of either will delay processing)

Item (s) cost $6.99ea	$ 838.80
Tax (.0875)	$ 73.40
Shipping	$ 0.00
Installation	$ 0.00
Facilities Modification	$ 0.00
Other	$ 0.00
Total Cost	$ 912.20

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

One-hundred twenty (120) Kensington Hi-fi Stereo Headphones (MacMall Part #: 654075, Mfr. Part #: 33137) for students to be able to hear audio from computer applications, DVD's, CD's, and the Internet.

Is this in your Program Review? Yes ■ No ☐

"Maintain equipment, software, and hardware for the fast paced emerging technologies in Computing Studies including additional computer lab space" is specified in the "Division Opportunity and Goals" section of the BCATSS Program Review.

Is it a replacement? Yes ■   **Upgrade?** Yes☐   **New technology?** Yes☐

Please explain?

One-hundred forty (140) new headphones obtained with the new computers in Fall 2007. Over time, normal wear and tear have taken their toll. Deterioration of speakers and breakage through use and handling are inevitable. Currently, twenty-five (25) of the 2007 headsets remain operational.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

Students need ready access to all course content. Computer Information Systems, Music, French, Spanish, Math, English, History and other disciplines deliver audio course content via computer applications, DVD's, CD's, and the Internet. Headphones will be primarily used by students. Instructor use will be incidental.

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

The availability of headphones is more likely to attract or increase enrollment than to negatively impact it.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

Headphones are used by visually impaired students to browse the Internet and operate applications through built-in text readers and other assistive technologies. Those with auditory learning styles benefit from text readers and audio content as well. Some course content is only available through audio. Students who could not provide their own headsets would not have access to audio content in the computer lab.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

SLOs are more likely to be achieved by providing opportunities to access course materials containing audio. If the request is not funded, SLOs may be impacted negatively by the audio content of courses not being available to students in the computer lab. Furthermore, there are CIS courses taught in the computer lab that require students to watch DVD's and answer questions about them as part of the curriculum. These DVD's (like library reserve materials) may not leave the room, so students need to be able to fully access this content while in the computer lab.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?

b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?

c) Are there operating costs and how will they be covered by the department?

d) What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?

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a) Headphone lifespan is about 5 years.

b) There is existing storage space for this equipment in the Computer Center, room 803. To reduce the incidence of headphone theft (which was a problem in the past), headphones are checked out to students in exchange for their student ID. Students receive their ID back when they return the headset.

c) There are no associated operating costs.

d) Computer Center staff will store and clean as needed at no additional cost.

Visibility/Profile within Community

Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

n/a

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?
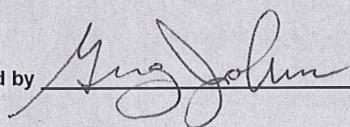
n/a

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

n/a

Signatures (_required_)

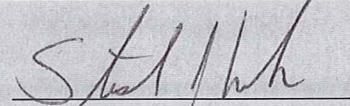(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)
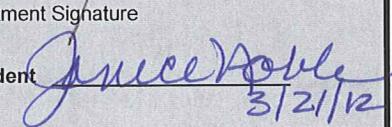
IT Department Signature

Requested by _____ Dean/ Unit Head _____ 3-6-12 Vice President _____ 3/21/12

LPC VP Business/President _____ LPC Business Office Use (Account Number) _____

PROGRAM MAINTENANCE REQUEST FORM

Discipline/Department: CIS/CNT/CS/ELEC
Division: BCATSS
Date: 2/4/11

Audience: Deans, IPBC, Foundation, IPRC, Vice President of Academic Services, Group(s) responsible for institutional planning
Purpose: The "Program Maintenance Request Form" provides a record of programmatic needs without which student learning objectives cannot be met. The information you provide will facilitate and focus the process for finding appropriate support. The need(s) identified on this form should reflect current needs described in Part I of the Program Review and should be things that the program has had in the past or present that are necessary to operate the program as it is currently structured.
Instructions: Please fill in the following information, as applicable. It is not necessary to complete all boxes.

What is(are) the need(s)? Please provide a brief description.
(If applicable, you may attach to this form an inventory of your specific needs)

- Respond to needs/demands of the students thru new/updated courses (face-to-face, hybrid, and online), certificates, and degrees.
- Respond to Information Technology innovations/trends by continuously updating hardware and software.
- Maintain and expand Information Technology teaching infrastructure including regular updating of computers, computer labs, mobile computer labs, servers, software, wireless access and additional power outlets in classrooms for laptops and other devices. Additional lab space is needed to accommodate as other disciplines are now using the computer labs for non-computer classes.
- Maintain instructional lab support (computer lab hours) and technical lab support (Campus IT support) for face-to-face, hybrid, and online equipment.
- Maintain smart classrooms and expand mobile lab capacity.
- Maintain a department budget to purchase supplies and equipment needed to support classes including ink for electronic calculators, calculator tapes, binders, whiteboard markers, laptop computers, etc.

How will meeting this need benefit student learning?

- Many of students who take courses in the Computer Studies area are looking to develop computer skills need in today's workplace environment. This means that we need to constantly update our programs, the software that we teach, and the computer labs and equipment that we teach with for face-to-face, hybrid,and online. Students look to us to provide the training on the skills that they need to be successful in the workplace and we need to have the tools to be able to provide that training.

How will fulfilling this need support the college's mission, strategic goals/objectives, and/or student learning outcomes? (Address all that apply)

- Career and technical training is a primary mission of our college.
- The majority of our courses are transferable to CSU. A large number of our Computer Science students plan to transfer to 4-year institutions.
- Computer skills are basic skills needed for success in college and in the work environment.
- Many Computer Studies classes require exceptionally high levels of critical thinking, analysis skills, and attention to minute details. This directly increases students' ability to excel in other classes.

Specific Strategic goals addressed:

- Provide excellence in teaching, student learning, services to students, and scholarship by providing state of the art learning facilities, equipment, supplies and resources, and staffing.
- Offer cutting edge educational opportunities designed to accelerate the economic development of the Tri-Valley region.

Will fulfilling this need benefit other areas on campus? If so, how?

- Our computer labs and courses support student success in all of their other college courses.
- Maintenance of the Smart classroom equipment benefits all classes held in the classrooms.
- The main computer lab (803) supports students from all disciplines. The instructional assistants that work in the lab assistant all students who use the lab regardless classes they are taking.

Additional information about this need:

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

						FOR OFFICE USE ONLY

SUGGESTED VENDOR	MacMall.com		TAX ID#			RETURN COPY of REQUISITION TO:
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/DEPARTMENT	For inventory purposes include room # where equipment will reside: LPC 803		
Greg Johns	28-Feb-12	asap	BCATSS			

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE		TOTALS	
Kensington Hi-fi Stereo Headphone, black, MacMall Part #654075	each	120	$	6.99	$	838.80
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
					$	-
Deliver To, include room # (optional):					$	-
Greg Johns/Jennifer Farber, LPC #803					$	-
					$	-
					$	-
					Subtotal	$	838.80
					Tax	$	0.0875	$	73.40
					Shipping (if available):	$	-

Vendor Information/ Remit To:

Mac Mall

www.macmall.com

phone: 800-622-6255

1940 E. Mariposa Ave, El Segundo, CA 90245

Comments:

mfr. part #33137

BT#

TOTAL COST $ 912.20

Business Office

ACCOUNT #				
	FUND	ORG	ACCT	PROGRAM

APPROVALS ___3-6-12___
Supervisor/ Coordinator/ Director

_____
Dean/ VP/ President

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MacMall Part #: 654075

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94551   GO

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UPS 2nd Day Air (2 days)	$94.48
FedEx Standard Overnight	$99.11
FedEx Economy (2 days)	$76.16

*This is an estimate based on the information received. Includes shipping and handling fee. Shipping charges shown on this web site apply to purchases made on this web site only.

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$12.99

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⭐⭐⭐⭐⭐ January 09, 2012

"Very good. My sales rep not only listened to what I wanted, but he had me relay to him my needs and appropriately guided my choices based on my needs. He prevented me from making a purchase that would not be what I needed. He gave me suggestions, & explained anything I didn't understand."

Reviewed by: MBoudr
⭐⭐⭐⭐⭐ January 04, 2012

"Perfect transaction all around! Lady who took my order was very polite and professional, answering all of my questions. Would gladly deal with again and plan to order from them once more in the near future. Thank you!!!"

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