INSTRUCTIONAL EQUIPMENT REQUEST
2016-2017

Requester Name: Jim Gioia   **Division Name:** Student Services/DSPS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Student Accommodation Manager (SAM)

Equipment Location Building: _____   **Room:** _____

SECTION 2: EQUIPMENT DESCRIPTION

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 LPC from what is currently in place:

SAM is a secure, multi-user, web-based application that helps manage student disability data, accommodations, case notes. This program represents an upgrade in many ways:
1) Student accessiblity to services. SAM provides easy access to disability documentation and related forms that are critical to the interactive process mandated by ADAA. Customized digital forms will allow students to link functional limitations to accommodations as well as Academic Accommodation Plan and educational planning.
2) Instructors will be able to receive and respond to test accommodation requests in a convinient and timely manner.
3) Linked to Banner, SAM will retreive student schedules expediting student planning/expediting test facilitation
4) Data aggregation and analysis. Currently, reports can be generated through SARs and through requests made to the Institutional Researcher. SARs reports are limited in scope and IR requests tax an already overwhelmed office. SAM will allow any number of queries including SLO/SAO assessment. DSPS faculty will be able to run program analysis queries targeting specific research goals i.e. accommodation usage, disability categories in real time. This will determine service needs as they arise.

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

SAM meet VPAT requirements (Voluntary Product Accessibility Template) SAM is a product of Accessibility Solutions and Research Center of the Georgia Institute of Technology. It provides compliance consultation therefore all it's products and services adhere to ADAA, Section 508/504 and Office of Civil Rights.

SECTION 3: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
❖ Provide necessary institutional support for curriculum development and maintenance.
❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Specify how the equipment supports *LPC's Mission Statement* and *Planning Priorities*:

Mission: This product provides for closer monitoring of student progress and support services that address and mitigate the disporportional impact of disabilities on student retention, persistence and completion of academic goals.

Planning Priorities: Already in use at other CCCs, this software represents the next generation of program based technology. Recent Title 5 revisions have been adopted to allow digital management of documents. SAM (as well as other management software) is an example of best practices for record keeping. Data integration and aggregation functionality will prove to be a powerful tool in designing and assessing SLOs/SAOs.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

2) The purchase of Student Accommodation Manager software to provide more accessible services including:
   a) access to accommodation plans
   b) test scheduling
   c) Faculty Accommodation Notification
   d) Electronic test accommodation requests/test submissions

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on <u>teaching</u>:

Describe in detail the impact this equipment will have on <u>learning</u>:

Each academic year, this equipment will impact: _____ # of classes/sections   435 # of students

SECTION 6: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved?

1) Identify and articulate nature of disability + Identify & articulate functional limitations.
   This software will enable students to engage in the interactive process linking functional limitations
   with accommodation. This process is key to increased awareness of the natue of their disability
   and compensating strategies and accommodations
2) Construct and demonstrate self-advocacy strategies.
   This software provides Accommodation Notification letters to faculty. These letters faciltate the discussion of accommodations and emper students
   advocate for themselves.

What are the consequences related to learning outcomes if request is not funded?

Business as usual

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY

What is the potential life span of the requested equipment?

Ongoing

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "_Part A: Initial Start-up Costs_" section below.)

"Storage" is web-based and will not take up any space on district servers.

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the "_Part B: On-Going Annual Operating Costs_" sections below as applicable.)

Subscription is renewed annually for a flat fee. Customized services are available for additional costs.

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

No more paper

Part A: Initial Start-up Costs

Item	Cost	Comments
Equipment or Materials	4,500.00	Annual subscription fee
Taxes (9.5%)	0.00	included
Shipping or Delivery Charge	0.00	NA
Installation Costs *	0.00	No installation required
Miscellaneous Costs:	0.00	NA
Facilities Modifications	0.00	NA
Operator Training	0.00	Included
Maintenance & Repair Training	0.00	NA
Other:	0.00	
Vendor Discount	0.00	
Grand Total:	4,500.00	

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
Annual Service or Maintenance	4,500.00	Annual Fee
Estimated Parts Replacement Per Year	0.00	NA
Outside Standardization or Calibration Costs	0.00	NA
Storage Costs	0.00	NA
New Supply Costs	0.00	NA
Miscellaneous Costs:	0.00	NA
Maintenance & Repair Labor	0.00	NA
Other:	0.00	NA
Annual Operating Costs:	4,500.00	

Indicate the source of funding for on-going annual operating costs:

DSPS Allocation
Equity
SSSP

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Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: DSPS Coordinator, Subscription includes 10 user accounts

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): 0.00

Indicate amount of time per month key operator will use equipment: Daily

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: NA

Is this in their current scope of duties? NA

Indicate cost to train for maintenance and repairs: NA

Indicate amount of time per month maintenance will be required: NA

SECTION 8: APPROVALS

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

Signatures:

_____   _10 - 17 - 16_____
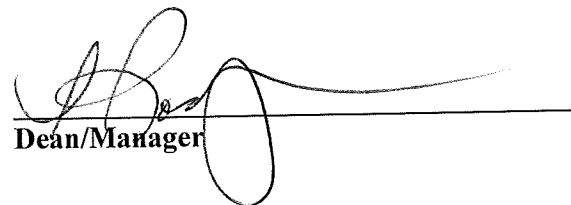**Requester**   **Date**

_____   _____
IT Department (if required)   **Date**

_____   _10/20/16_____
Dean/Manager   **Date**

_____   _____
Vice President   **Date**

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Georgia Institute of Technology

AMAC, Accessibility Solutions
& Research Center
512 Means Street, Suite 250
Atlanta, GA 30318

Estimate

Date	Estimate #
10/17/2016	289

Name / Address
Las Posits College
Disablied Students Programs & Svc.
Dr. James Gioia, Coordinator
3000 Campus Hill Drive
Livermore, CA 34551

If this Estimate is accepted please sign and fax to AMAC Finance @ 404-894-8323

*Name*_____ *Date*_____

P/S Fund #	PeopleSoft Project #

Description	Qty	Rate	Total
Annual SAM Package - California Community College 12 Months of Membership and Support 10 User Accounts Period: 07/01/2017 - 12/31/2017		4,500.00	4,500.00

Customer Contact	Customer Phone	Customer E-mail	**Total**	$4,500.00
Dr. James Gioia	(925) 424-1510	jgioia@laspositascollege.edu		

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition   #R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

RETURN COPY of REQUISITION TO: Maria Pena-Bradford A&R

SUGGESTED VENDOR Georgia Institute of Technology	DATE WRITTEN 17-Oct-16	DATE REQUIRED	DIVISION/ DEPARTMENT DSPS	For inventory purposes include room # where equipment will reside:			
NAME OF STAFF MEMBER See below							
DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)				UNIT	QTY	UNIT PRICE	Air
Annual SAM Package -California Community College						$	4,500.00
1 year Membership and Support							
10 User Accounts							
Deliver To, include room # (optional):					Subtotal	$	4,500.00
					Tax $ 0.0900	$	-
					Shipping (if available):		
					TOTAL COST	$	4,500.00

Comments:
AMAC Accessibility Solutions
512 Means St, Suite 250, Atlanta GA 30318

BT#

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT #

FUND	ORG	ACCT	PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Dean/ VP/ President

*Use Instructional Equipment Budget #