

INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 03

Total \$: 6,734.09

Requester Name: Michael Schwarz **Division Name:** Student Services

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Mobile Projectors for Psychology-Counseling Program

Equipment Location Building: Counseling **Room:** First floor, Building 1600

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:

Outreach to our local high school students remains a high statewide, campus, and department priority. Recent legislation allows for courses to be offered exclusively to high school students on high school campuses. Psychology-Counseling 25, Transition to College, is a perfect course to take advantage of these new regulations. Ideally, this 0.5 unit course would be taught over a two day period to incoming Early Admission students at all the high schools within the Las Positas College service area. All of the full-time counselor/instructors have access to laptops and/or Surface Pros, but no consistent way to present with them at high schools. Because high school facilities vary greatly, I am requesting mobile projectors - one for each full-time counselor - to be utilized to teach PSCN 25, as well as facilitate outreach presentations, at the local high schools.

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

There is no legal mandate; however, recent legislation (Assembly Bill 288, November 2015) encourages community colleges to offer courses at the high school level, to facilitate transition to college. From the press release: "Holden's Assembly Bill 288 will create partnerships between high schools and community colleges to allow a broader range of students to take college-level courses at their high schools."

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*:

By expanding educational opportunities for incoming students, this equipment supports the LPC mission. A recent study of high school counselors (June 2016, as presented at the Town Meeting in September 2016) includes specific feedback to expand LPC's presence at the high school campuses. This equipment strongly supports the first planning priority. Accreditation standard 2.A.16 reads "The institution regularly evaluates and improves the quality and currency of all ***instructional programs offered in the name of the institution***, including collegiate, pre-collegiate, career-technical, and continuing and community education courses and programs, ***regardless of delivery mode or location***."

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment supports the Psychology-Counseling instructional program. This equipment would also support outreach efforts for the Counseling program.

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

This equipment supports the following initiatives from the Counseling Program Review update: "As LPC grows in enrollment, there is an increased need for support for student orientation programs (College Day, HS Parent Night, Program Planning, Campus Orientation/tours) beyond Counseling." and "One of the big projects being planned and implemented in the 16-17 academic year, is a restructured and redeveloped student orientation process. The 3SP workgroup is improving the student orientation model to make it more engaging, involve other departments (e.g. Student Life, Admissions and Records, etc.), and to increase retention of information throughout the orientation process. Portions of the reworked orientation will be implemented beginning with Sp'17 Early Admissions program."

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

This equipment will allow PSCN instructors to take full advantage of the newly legislated ability to offer the Transition to College course at the high school site, without concern for the technological capabilities of the high school site.

Describe in detail the impact this equipment will have on learning:

This equipment will facilitate student learning by meeting students where they are, regardless of how well or poorly resourced their high school may be. With functioning teaching equipment, student learning will be enhanced, and students will be more likely to consider Las Positas College as a viable higher education option.

Each academic year, this equipment will impact: $\frac{1-15}{2}$ # of classes/sections $\frac{30-450}{2}$ # of students

SECTION 6: OUTCOMES (SLOs)

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

With this equipment, ***all*** of the following SLOs will be able to be fulfilled *** on-site *** for our Early Admission high school students (over the long-term):

- Student will develop at least a one semester abbreviated student education plan (SEP).
- Students will complete the English/Math assessments to determine their placement for English and Math classes.
- Students will demonstrate awareness of 5 campus resources.

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

It will be difficult to fully take advantage of the enhanced legislated ability to offer Transition to College strategies at the high school site, given the inconsistent nature of instructional support at the local high schools. Students will meet each SLO individually, in various locations which vary in accessibility and convenience, instead of as part of a PSCN 25 course offered at the high school site.

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

What is the potential life span of the requested equipment?

The equipment should last at least 10 years, possibly longer.

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.)

No new storage will be required.

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.)

There are no anticipated maintenance or upkeep costs, with the possible exception of rechargeable batteries if no power outlet is immediately available at the high school sites.

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

By choosing an ultra-portable, lightweight projector, there is less power consumption than larger, more traditional models.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	6,149.85	as per invoice
Taxes (9.5%)	568.65	as per invoice
Shipping or Delivery Charge	0.00	If using Amazon Prime, shipping is free.
Installation Costs *	0.00	
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other: _____	0.00	
Vendor Discount	0.00	Shipping discount built into Amazon Prime
Grand Total:		6,718.50

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	0.00	
Estimated Parts Replacement Per Year	0.00	
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor	0.00	
Other: _____	0.00	
Annual Operating Costs:		0.00

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

There are no anticipated operating costs, with the possible exception of optional rechargeable batteries, which would be funded out of the Counseling supply budget.

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Counselor/Instructor

Is this in their current scope of duties? Yes (instruction)

Indicate cost to train key operator (include in Initial Start-up Costs above): none

Indicate amount of time per month key operator will use equipment: 8 hours per PSCN 25 section offered

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: n/a

Is this in their current scope of duties? n/a

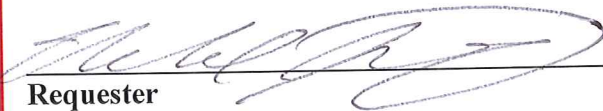
Indicate cost to train for maintenance and repairs: n/a

Indicate amount of time per month maintenance will be required: none

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.

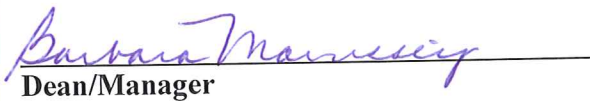
Signatures:


Requester

10/19/2016
Date

IT Department (if required)

Date


Dean/Manager

10/18/16
Date

Vice President

Date

Amazon.com Checkout x +
 https://www.amazon.com/gp/buy/spc/handles/display.html?ie=UTF8&script=1
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 Check this box to save your delivery and billing preferences.

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 Choose FREE No-Rush Shipping and receive a \$1 credit towards your next purchase or rental of select Amazon Video, digital music, eBooks, apps, digital video games, or digital software when this order ships.
 Guaranteed delivery date: Oct. 20, 2016 If you order in the next 5 hours and 18 minutes (Details)

Items shipped from Amazon.com

HDMI Cable 6ft. - HDMI 2.0 (4K) Ready - 28AWG Braided Cord - High Speed 18Gbps - Gold Plated Connectors - Ethernet, Audio Return - Video 4K 2160p, HD 1080p, 3D - Xbox PlayStation PS3 PS4 PC Apple TV
 \$10.89 Prime
 15
 Sold by: SecurOMax
 Add a gift receipt
 and see other gift options

Choose your Prime delivery option:
 Wednesday, Oct. 19 \$164.70 - One-Day Shipping
 Thursday, Oct. 20 FREE Two-Day Shipping
 4-5 business days
 FREE Standard Shipping
 5 business days
 FREE No-Rush Shipping
 Get a \$1 credit for select digital items. Details

Celluon PicoPro: Ultra-portable Laser HD Projector with Miracast or HDMI Connectivity (Black)
 \$395.00 Prime
 15
 Sold by: Amazon.com LLC
 Add a gift receipt
 and see other gift options

Place your order
 By placing your order, you agree to Amazon.com's privacy notice and conditions of use.

Order total: \$6,718.50

*Why has sales tax been applied? See tax and seller information.
 Need help? Check our Help pages or contact us
 For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order; your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.
 Important information about sales tax you may owe in your state
 You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's Returns Policy.

Place your order
 By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (30):	\$6,149.95
Shipping & handling:	\$0.00
Total before tax:	\$6,149.95
Estimated tax to be collected:	\$568.65
Order total:	\$6,718.50

How are shipping costs calculated?
 Why didn't qualify for Prime Shipping?

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

SUGGESTED VENDOR Amazon.com

NAME OF STAFF MEMBER DATE WRITTEN DATE REQUIRED DIVISION/DEPARTMENT For inventory purposes include room # where equipment will reside: 1616 Offices

Michael Schwarz 18-Oct-16 17-Jan-17 Counseling

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

Celluon PicoPro Portable Projector

HDMI Cable - 6ft

Vendor Information/ Remit To:

Amazon.com

Deliver To, include room # (optional):

Michael Schwarz, Room 1616U

Comments:

Instructional Equipment Request

BT#

Subtotal

Tax

Shipping (if available):

TOTAL COST \$ 6,718.50

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 10/18/16

FOR OFFICE USE ONLY

RETURN COPY OF REQUISITION TO:

Ext#:

UNIT QTY UNIT PRICE Air

15 \$ 399.00 \$ 5,985.00

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