

INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 46

Total \$: 5,908.62

OCT 20 2016

ACADEMIC SERVICES
LAS POSITAS COLLEGE

Requester Name: Zina Rosen-Simon Division Name: CATSS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

The Early Childhood Department is requesting cameras and computers for within the Child Development Center in order for students to carry out assignments and gain observational skills.

Equipment Location Building: 2300 Room: 2347 and 2363

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:

The new equipment that is needed for the Child Development Center observation booths are the following:

4 - Axis P5514 Network Cameras

4 - Pendant installation kits

4 - Axis Communications T8120 Power over Ethernet Midspan (15W, 1-Port)

~~4 - HP Elite One 800 G23 All-in-One PC~~ *may have to remove see S. Gundusori's note*

Two of the Children's Center classrooms are equipped with cameras. (But, each room needs a computer to make the system fully operational.) In the initial phase there were 2 cameras installed in the toddler classroom and 2 cameras installed in the preschool classroom. Having visual and audio capabilities within the observation booth was important to the faculty from the inception of the planning and building of the facility for educational purposes. The infrastructure for the system was built into the ceiling of each of the children's classroom. We previously requested 6 cameras of RAC in 2013 and at the time it was felt that the request was best suited for the small projects grant. We were granted the 6 cameras at the time. We agreed that we would pilot the cameras within two of the classrooms, which just ended up requiring two cameras in each room. It was agreed upon that the faculty would assess the initial cameras to see if the placement was appropriate and the quantity sufficient for each room. We didn't have all the equipment (the computers) at that time to make it usable to students; we were viewing the footage from one faculty computer.

The faculty was pleased with the placement and clarity of the screen.

Since that time the number of children within the Child Development Center and college students utilizing the lab have grown exponentially. There are too many at time to carry out their assignments within the children's classroom so those not in a lab course would use the cameras and computer to carry out their assignments. There are a number of areas within the room that are not able to be seen without the cameras and the cameras have a zoom capability which enables the student to capture facial expressions, gestures and movements that are important in observations.

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

The observation booth computers and cameras are needed to limit the large number of adults that would need to be within the children's classroom. The large number of bodies would impede the fluid usage of the room for children and increase safety hazards such as tripping.

The Center meets the California Community Childcare Licensing square footage requirements for the number of children within each classroom, but additional bodies in the room could elicit a potential safety citation by the California Community Childcare Licensing analyst.

In addition, increased visibility of the classroom by instructors and the Center Director assists in maintaining health and safety standards for the children and our lab environment.

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:*

ECD students would be able to complete the embedded observational assignments that are required of coursework in each of our certificates and degrees. (One of which is an AS-T in Early Childhood) ECD students would also have the opportunity to acquire the observational competencies that are needed for their work in the field. A SLO for the Curriculum course states, design and implement developmentally appropriate inclusive curriculum based on observation and assessment of young children to support play and learning in all developmental domains. One Program Learning Outcomes is the ability to assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching. Also in terms of curriculum development our department has addressed the idea of scaffolding observational skills within our coursework. Observation assignments will be put in a portfolio that students are beginning to create spring 2017.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment would support the Early Childhood Department that has approximately 400 students majoring in the discipline. Psychology courses have also used the observation booths for their assignments.

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

The program will continue to procure cameras for the observation room that were intended to be there when the center opened. These cameras serve an educational function for ECD coursework and were part of the original approved planning for the building.

The rationale for these cameras includes the following:

1) In their document Standards for Early Childhood Preparation Programs (2009), the National Association for the Education of Young children has identified observing, documenting and assessing young children as an integral element in supporting children and families. It states that it is imperative that "students prepared in early childhood degree programs understand child observation, documentation, and other forms of assessment that are central to the practice of all early childhood professionals." (page 13)

2) Teachers working in programs receiving state and federal funding are required to conduct observations throughout the year.

PR - Needed Technological Resources for 2014-2015

SECTION 5: TEACHING AND LEARNING

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

Teaching observation is an integral part of our ECD coursework. Observation is an essential competency and it is integrated and taught in the vast majority of our coursework. We are working as a department to scaffold student's observational skills as they progress through our program. Instructors have discussed assignments, looked at Bloom's Taxonomy, and worked to focus their teaching on building student's observational skills within sequential classes. The department has decided to have our students create a portfolio that they will have when they finish their certificates and degrees. The students will begin their portfolios in spring 2017. Observation assignments will be a part of their portfolio. Honing observational skills through varied method and for varied purposes is extremely relevant to teaching and is an essential element in our ECD teaching. The work within their portfolios and our observational student learning outcomes will provide insight into our effectiveness in teaching of these skills.

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

Learning the vital teaching skills of observation will be enhanced by the usage of the cameras and computers. Many courses integrate observation but in one course, Observation and Assessment, it is the primary focus. This is course one of the 8 courses that is part of the Curriculum Alignment Project throughout the state. The observational content area is shared by over 100 of the California Community Colleges. It has been determined established by ECD faculty and the California Department of Education that learning this course content is essential for our students.

Each academic year, this equipment will impact: 5/14 # of classes/sections 250 # of students

SECTION 6: OUTCOMES (SLOs)

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

The equipment will enable the students to carry out the foundational skills of observation required for one of the overall ECD Program SLO – Assess children's development through observation, documentation, reflection and interpretation to guide curriculum and intentional teaching. Coursework SLOs such as - Design and implement developmentally appropriate inclusive curriculum based on observation and assessment of young children to support play and learning in all developmental domains will be supported through the usage of the equipment. In varying classes students will utilize their observations for varying purposes involving assessing, reflecting and appropriately planning environments and curriculum for children.

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

Without the equipment the level of competency in student's observational skills would be hampered.

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

What is the potential life span of the requested equipment?

10 years is the potential life expectancy.

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 is needed.

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.)

Our IT department was able to install the equipment without the need of an outside contractor, which curtailed the cost. The IT department can make needed adjustments if necessary.

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

The Child Development Center lab was created so that students would have an accessible place to acquire skills and knowledge needed for teaching. It enabled students the ability to carry out their assignments on campus. Staying on campus rather than visiting community schools helps to eliminate pollution from unnecessary driving.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	10,400.00	
Taxes (9.5%)	988.00	
Shipping or Delivery Charge	0.00	
Installation Costs *	0.00	
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other:		
Vendor Discount		
Grand Total:	11,388.00	

*See attached
adjusted costs on the Reg.
RB*

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: miscellaneous	50.00	unforeseen expenses
Annual Operating Costs:	50.00	

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

If costs are accrued we could seek funding from CTE for the purpose of meeting workforce needs.

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Faculty - In Coordination with the Department Coordinator and Center Director policies established.

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): No additional costs

Indicate amount of time per month key operator will use equipment: 1 hours

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: IT department

Is this in their current scope of duties? If the unforeseen - is doable with their personal resources and equipment.

Indicate cost to train for maintenance and repairs: No costs

Indicate amount of time per month maintenance will be required: unexpected need

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:

Zina Rosen-Simon
Requester

10/6/2016
Date

Steph G...
IT Department (if required)

10/10/2016
Date

[Signature]
Dean/Manager

10-20-16
Date

[Signature]
Vice President

10/24/16
Date

Home > Security System Hardware and Accessories > Surveillance Camera > Axis P5512 PTZ Network Dome

Axis P5512 PTZ Network Dome Surveillance Camera

Starting at: **\$1,099.00**



[Larger view](#)

Compact PTZ dome for discreet indoor video surveillance

The Axis P5512 PTZ Network Dome is a compact and affordably priced day and night pan/tilt/zoom camera for indoor use. It is suitable for surveillance applications in areas such as stores, banks, hotels and warehouses. The PTZ camera enables users at a remote location to pan 360... [more »](#)



[Full specifications \(PDF\)](#)

AXIS COMMUNICATIONS

AXIS P5512 PTZ Network Camera

Discontinued. Replaced by P5514

SKU:

0409-001

Availability:

Discontinued. Replaced by P5514

Quantity:



Valerie Ball

From: Zina Rosensimon
Sent: Tuesday, October 18, 2016 12:14 PM
To: Valerie Ball; Stephen Gunderson
Cc: Don Carlson
Subject: Re: Instructional Equipment Request

Thanks...Zina

From: Valerie Ball
Sent: Tuesday, October 18, 2016 9:17:14 AM
To: Zina Rosensimon; Stephen Gunderson
Cc: Don Carlson
Subject: RE: Instructional Equipment Request

The requisition can be adjusted, and after you talk to Steve we can take care of that. No worries we have a bit of time.

v

From: Zina Rosensimon
Sent: Monday, October 17, 2016 10:34 PM
To: Valerie Ball <VBall@laspositascollege.edu>; Stephen Gunderson <sgunderson@laspositascollege.edu>
Cc: Don Carlson <dcarlson@laspositascollege.edu>
Subject: Re: Instructional Equipment Request

To Steve and Val, (and Don)

Steve - We need computers to make the system operable for students spring semester. Let us know
1. Should we replace the computers that do not meet specification with another model or -
2. Take them off altogether?

Steve is there anytime between 2:00-3:30 on Tuesday that I can call you? If so, what time and at what number? If not I will try to catch you Wednesday. Steve could you please respond to the last line of this email - just in case I can't get ahold of you? That means you need to read this whole lengthy email :)

Val - I need the requisition in there. It is required of the process. I do not want the committee to not evaluate it based on me not meeting the requirements. I did everything on their checklist which included having a requisition attached. I would appreciate the work submitted.

When Dean Carlson presents - if Steve expresses that he wants the computers out because they don't meet specifications, Don could say the computers are no longer part of the requisition. I can come up with what the total costs for the other items minus the 4 computers would be. Or after talking to Steve possibly another model could be substituted. How long can you give me to get the information from Steve. I watch my Grandson tomorrow but can call Steve during his nap time. I am on campus Wednesday from 9:00am - 9:30pm so I could get ahold of him sometime then possibly. If it needs to be turned in before Wednesday, I think I would turn it all in as it is. This was all in the packet that received signatures. If Steve feels we should take it off the list - we can then adjust the requisition and report this alteration for the RAC meeting. "Following the

submission it was brought to our attention that the computers are no longer a part of this instructional equipment request..." I was on the RAC committee before and we had items on the submitter's initial request that became omitted for various reasons...one was that they became funded by a grant...

Don - Would you be comfortable with this? Hopefully we can get it figured out prior to submitting it to RAC

Steve - I know you wrote the email below and then I wrote you another email, with concern and need for the computers. You then signed the copies and sent them forward. So I am not certain what your final view on this computer issue is. Let us know and the requisition will be reflective of your recommendation.

Thanks,
Zina

From: Valerie Ball
Sent: Monday, October 17, 2016 4:13:36 PM
To: Stephen Gunderson
Cc: Don Carlson; Zina Rosensimon
Subject: FW: Instructional Equipment Request

Steve & Zina,

Doesn't she have it on the Requisition? Then she also has a printout?
I am confused as to what I am pulling out? I guess just the print out of the computer and cross it off the Requisition?

Val

From: Don Carlson
Sent: Monday, October 17, 2016 4:04 PM
To: Valerie Ball <VBall@laspositascollege.edu>
Subject: Fw: Instructional Equipment Request

FYI

From: Stephen Gunderson
Sent: Monday, October 10, 2016 11:23 AM
To: Zina Rosensimon
Cc: Don Carlson; Roanna Bennie; Sherman Lindsey
Subject: RE: Instructional Equipment Request

The request has been reviewed and signed. The computer does not meet our specification but I do not see it on the quote anyway. I would pull that out of the document.

Zina, we can discuss the "all-in-one" that could be used with this application after the cameras are approved?

Everything else is good and we will take care of the install and configuration.

Thank You

Steve

From: Zina Rosensimon

Sent: Monday, October 10, 2016 9:24 AM

To: Stephen Gunderson <sgunderson@laspositascollege.edu>

Cc: Don Carlson <dcarlson@laspositascollege.edu>; Roanna Bennie <rbennie@laspositascollege.edu>

Subject: Instructional Equipment Request

Hi Steve,

I hope you had a relaxing enjoyable weekend. Attached you will find an ECD Instructional Equipment Request. It is to complete the cameras and computers needed for the observation booths in the two additional rooms that are now in operation. Mike helped me to identify the equipment needed. I am not certain of the Pendant Installation Kit item number. If you could forward this to Dean Carlson when you are done I would appreciate it. Any questions, you know where to find me.

Have a nice day,

Zina

Early Childhood Development

Faculty

