



SAMPLE IER FEEDBACK REQUEST

Diana Z. Rodriguez, MA, MBA
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Date: March 21, 2016
To: Melissa Korber
Subject: Spring 2015 Approved IER Feedback Request

You were approved for the following equipment funding in Spring 2015.

All-in-one for student use, Cost: \$251.84

The Resource Allocation Committee (RAC) asks that you respond by April 18, 2016 with a brief statement to each of the following questions.

- 1. How did this purchase impact your program and students?**

- 2. How did the process work to obtain the equipment for your program?**

- 3. Do you have any suggestions for improvement to the process?**

Your responses will be reviewed by RAC members at the May, 2016 meeting to help close the loop on our equipment purchase processes. Thank you for helping RAC meet an important accreditation requirement in process improvement. Please feel free to contact me at x. 1405 should you have any questions.

Please send responses to Sheri Moore, Administrative Services Office, no later than April 18, 2016.

Sheri Moore

From: Sheri Moore
Sent: Monday, March 21, 2016 2:25 PM
To: Scott Miner
Subject: Instructional Equipment Feedback Requested for Spring 2014
Attachments: Spring 2014 36.docx

This e-mail is being sent on behalf of Diana Rodriguez, Resource Allocation Committee Chair:

Your request was approved and you received equipment using Instructional Equipment (IE) funds in **Spring, 2014**. RAC is requesting feedback on the impact of the equipment on your program and students as well as feedback on the RAC process. Please see the attached Word Document and provide brief answers to the three questions. Please return your response to Sheri Moore **no later than April 18, 2016**. Responses will be reviewed at the May, 2016 RAC meeting.

Questions can be directed to Diana Rodriguez at x. 1405 or Sheri Moore at x. 1631.

Thank you,
Sheri

Sheri Moore
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