

# LPC INSTRUCTIONAL EQUIPMENT (IE) REQUEST FALL 2019 - 2020

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

**Please note the following deadlines when submitting your IER Request.**

**September 13, 2019:** Fall 2019 IER Requests Due to Dean

**September 20, 2019:** Fall 2019 IER Requests Due to Administrative Services Office by **5:00pm with all signatures**

All IER requests must have Fall 2019 IER Checklist attached as cover page.

## Please Do Not Submit this Page

**IE Rubric:** RAC will evaluate each IE request based on the IE rubric. RAC stresses the importance of **quality** requests. RAC may choose not to rank **incomplete** IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>LPC Mission &amp; Planning Priorities</b> <i>(5 points)</i> [Section 3] <b>Ranking Scale</b>	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. <b>4-5</b>	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. <b>2-3</b>	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. <b>0-1</b>
<b>Educational Items: Programmatic Impact and Institutional Support</b> <i>(10 points)</i> [Section 4] <b>Ranking Scale</b>	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. <b>8-10</b>	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. <b>4-7</b>	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. <b>0-3</b>
<b>Teaching &amp; Learning</b> <i>(10 points)</i> [Section 5] <b>Ranking Scale</b>	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. <b>8-10</b>	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. <b>4-7</b>	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. <b>0-3</b>
<b>Outcomes</b> <i>(5 points)</i> [Section 6] <b>Ranking Scale</b>	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. <b>4-5</b>	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. <b>2-3</b>	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. <b>0-1</b>
<b>Total Cost of Ownership (Financial &amp; Sustainability)</b> <i>(5 points)</i> [Section 7] <b>Ranking Scale</b>	All items/issues in the Financial and Sustainability sections fully addressed. <b>4-5</b>	Items/issues in the Financial and Sustainability sections are partially addressed. <b>2-3</b>	Items/issues in the Financial and Sustainability sections minimally or not satisfactorily addressed. <b>0-1</b>

# Fall 2019 Instructional Equipment Request Checklist

This checklist is your cover page to your IER Request (pages 3-9)

*Incomplete forms will be returned.*

✓	Action Item	Action Required
	Review Instructional Equipment Definition	<p>Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples:</p> <ul style="list-style-type: none"> <li>➤ Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs:               <ul style="list-style-type: none"> <li>○ Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.</li> <li>○ Instructional furniture, including desks, tables, podium, chairs, etc.</li> </ul> </li> <li>➤ Information Technology: instructional information technology equipment for student use in classrooms and/or laboratories, including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.</li> <li>➤ Software: software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.</li> <li>➤ Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.</li> <li>➤ 5 Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.</li> </ul>
	Review form for completion	<p>Each field of the IER must be completed with required information. Please do not leave fields blank.</p> <p><b>Furniture Requests: All requests for furniture quotes must go through the College Projects Manager, Ann Kroll.</b></p>
	Requisition and Quote Attached	<ul style="list-style-type: none"> <li>➤ IER request must have a requisition for each vendor, valid quote*, W-9 and vendor profile form.</li> <li>➤ The required tax rate to be used is 9.25%.</li> <li>➤ Shipping estimates need to be included on the vendor quote.</li> </ul> <p><i>*A quote is not a print screen from a website, or shopping cart details.</i></p>
	IT Signature	The IER form must be vetted by Stephen Gunderson to ensure the request meets current IT standards and if IT staffing is required to install or support request.
	Maintenance & Operations Signature	All IER forms must be vetted by Walt Blevins to ensure the request does not require DSA approval and if M&O staffing is required to install or maintain the request.
	Division Dean Signature	The Division Dean will review the IER forms for completion, required signatures, and verify all RAC requirements.
	Vice President Signature	The Vice President will review the IER forms for completion, and required signatures.

# INSTRUCTIONAL EQUIPMENT REQUEST

## FALL 2019-2020

Internal Use

IE #: \_\_\_\_\_

Total \$: \_\_\_\_\_

**Requester Name:** \_\_\_\_\_ **Division Name:** \_\_\_\_\_

### SUMMARY INFORMATION

**Title of Item:**

**Equipment Location Building:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**Location and Delivery Comments:**

### SECTION 1: 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:

## **SECTION 1: EQUIPMENT DESCRIPTION (contd)**

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

## **SECTION 2: 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:**

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

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

### **SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW**

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**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:**

## **SECTION 4: TEACHING AND LEARNING**

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

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

Each academic year, this equipment will impact: \_\_\_\_ # of classes/sections \_\_\_\_ # of students

## **SECTION 5: OUTCOMES (SLOs)**

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

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

## **SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)**

What is the potential life span of the requested equipment?

If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “Part A: Initial Start-up Costs” section below.)

If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.

If your proposed equipment will require assembly or installation, please explain what is required, who will perform it, and what the cost will be

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.)

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

**SECTION 6: TOTAL COST OF OWNERSHIP (contd)**

**Part A: Initial Start-up Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials		
Taxes (9.5%)		
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		

\*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

**Part B: On-Going Annual Operating Costs**

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

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



## **SECTION 6: TOTAL COST OF OWNERSHIP (contd)**

### **Part C: Incremental Labor Costs**

#### **OPERATOR:**

Indicate the key operator: \_\_\_\_\_

Is this in their current scope of duties? \_\_\_\_\_

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

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

#### **MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: \_\_\_\_\_

Is this in their current scope of duties? \_\_\_\_\_

Indicate cost to train for maintenance and repairs: \_\_\_\_\_

Indicate amount of time per month maintenance will be required: \_\_\_\_\_

### **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 and signed off by the LPC IT Department.
- ❖ Requests that require M&O assistance with assembly or installation must be signed off by M&O.

#### **SIGNATURES:**

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
M&O Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date