INSTRUCTIONAL EQUIPMENT (IE) REQUEST: 2020-2021

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

CHECKLIST

_x_ All Sections of Form Completed
_x_ Requisition Attached
_x_ Quote Attached
___ Dean and VP Signatures Obtained

DEADLINES

09/09/2020: IE Request to Division Dean
09/16/2020: IE Request: IE Request Presented at Division Mtg.
09/23/2020: Request to Admin. Services Office, Via Email

IE Definition

Allowable Items: 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 but the list is not limited to what is shown.

1. Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs:
    a. Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.
    b. Instructional furniture, including desks, tables, podium, chairs, etc.
2. 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.
3. 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.
4. Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.

Non-Allowable Items: Administrative or Non-Instructional Purposes including equipment being used for administrative or non-instructional purposes is not allowed including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

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

INSTRUCTIONAL EQUIPMENT REQUEST 2020-2021

Internal Use

IE #: _____

Total $: _____

Requester Name: Natalie Kellner **Division Name:** Arts & Humanities

The equipment is: ☐ **A Replacement** ☐ **An Upgrade** ☒ **New Equipment/Technology**

SECTION 1: EQUIPMENT DESCRIPTION

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 equipment listed below will be new technology. We require this technology to create an effective space to prerecord online lectures and competitive speech performances for the 2020/21 academic year.
3 Blue Yeti Recording Microphones
Heorryn Photography Studio LED Lighting Kit with 192PCS LED 3200-5500K Dimmable Video Light and 2M Adjustable Light Stand Tripod for YouTube Video Filming Portraits
SUPON 3 Pack LED Video Light Stand Lighting Kit with Battery/Charger for Studio Photography YouTube Video Shooting,Bi-Color 3300K-5600K Ultra Slim Countinuous Output Lighting Panel
Sony Cyber-Shot DSC-RX100 VI Digital Camera with Sony NP-BX1/M8 Battery, Spare NP-BX1 Battery, 64gb SDXC 1200x Card, Card Reader, Carrying case, AC Adapter Bundle Kit - International Version
Emart Photo Video Studio 10Ft Adjustable Background Stand Backdrop Support System Kit with Carry Bag
Issuntex 10X16 ft Gray Background Muslin Backdrop,Photo Studio,Collapsible High Density Screen for Video Photography and Television

Equipment Location Building: The Performing Arts Center **Room:** 4211

Location Comments:

Please drop off in the Forensics Speech and Debate Room.

SECTION 1: EQUIPMENT DESCRIPTION (continued)

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:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

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*:

The technology request listed will support LPC students by offering faculty high quality technology that will allow them to pre-record lectures and assignment descriptions.

This technology will help students compete in collegiate Speech and Debate for the 2020/21 academic year. Now that we are adapting to COVID-19, the Forensics Speech and Debate team will be required to pre-record high quality competitive speeches. We want our students to remain competitive in our national speech league. Not all students can afford this technology. Without access to these learning tools, some students would be excluded from the activity which would postpone their completion of CMST transfer degrees. Our goal is to support our students through creating equitable access to technology for students in the CMST department.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Communication Studies AA-T Degree
Communication Studies Forensics Speech and Debate

Will this equipment be a part of your upcoming Program Review or was it included last year? Please explain using the exact words from your Program Review. If not, explain why.

We did not include this in last years program review. We will be including it this year due to the emergency COVID19 situation.

SECTION 4: TEACHING AND LEARNING

In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.

Without this technology, many students will be excluded from participating in intercollegiate forensics. In the past, students were required to attend scheduled practices and competitions. Now all appearances are held online due to COVID. With access to advanced technology students will be able to actively attend competitive tournaments with technology that will enhance their performances. Many students at home lack access to advanced technology like reliable wifi, recording devices, professional lighting, secluded performances spaces, etc. Our plan is to offer student performance tools to check out so they can create home studios. This is critical purchase because students can not actively attend campus to utilize the resources we provide in our Forensics squad room.Without these tools, students won't have access to the technology they need to actively participate in speech and debate.

Post COVID, all of these materials will remain active within our program. Speech and Debate is now evolving due to the new climate we all reside in. In the future tournaments will continue to be held in online formats. This technology will keep us active in forensics for years to come.

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

This technology will impact students ability to submit required pre-recorded performances for all CMST courses.
In the future, this equipment will be used for CMST courses to record individual and group presentations. Students can use this technology to enahnce their performance by having high quality technology to record, evaluate and submit speech assignments. Each academic year, it will effect up to 25 sections of CMST courses, with 30 students in each section.

The notation below of 2 classes and 15 students refers to the fall and spring section of Forensics and 15 students on the Team who will be the primary beneficiaries of this equipment during the current online learning reality. This technology will enable forensics students to fully participate in competitions in order to see their classroom learning applied, experience the outcomes, and learn how to improve for future competition.

Each academic year, this equipment will impact: 2 **# of classes/sections** 15 **# of students***

* see explanation above regarding post-COVID use which would be greatly expanded.

SECTION 5: OUTCOMES (SLOs)

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

CMST48 - Activities in Forensics
1.Upon completion of CMST 48, the student should be able to perform a platform speech in a competitive situation.
Without this technology students will not be able to compete in a competitive speaking situation .
2. Upon completion of CMST 48, the student should be able to perform an oral interpretation presentation in a competitive situation.
Without this technology students will not be able to compete in a competitive speaking situation .

Post-COVID, this technology will also support the student learning outcomes for CMST 1. Students are required to prepare and present high quality speeches. Students who lack resources to create quality content could check out this technology to complete their assignments.

CMST 1 - Fundamentals in Public Speaking
Course student learning outcomes:
1. Deliver a clearly organized speech.
2. Deliver a speech with effective content
3. Perform a speech using effective delivery.

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

What is the potential life span of the requested equipment?

5 years

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.)

No COST

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.

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.)

None

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

This allows for ongoing online Forensics competitions which have a positive impact on sustainability in terms of limiting travel, requiring fewer printed materials for marketing and competition hand-outs, and enhances online learning overall.

Part A: Initial Start-up Costs

Item	Cost	Comments
Equipment or Materials	$1888.52 ~~1819.55~~	Item in quote (Amazon cart) changed price. Requisition updated to reflect
Taxes (9.5%)	$174.69 ~~172.86~~	Item in quote (Amazon cart) changed price. Requisition updated to reflect
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:	2063.21 ~~1992.41~~	

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Maintenance & Repair Labor		
Licensing or Software		
Other: _____		
Annual Operating Costs: $0		

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

N/A

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Natalie Kellner and James Dobson

Is this in their current scope of duties? Yes, they are the forensics coach and assistant coach

Indicate cost to train key operator (include in Initial Start-up Costs above): $0

Indicate amount of time per month key operator will use equipment: Limited during student check-in/check-out

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Natalie Kellner and James Dobson

Is this in their current scope of duties? Yes - to just check functionality upon check-in/check-out

Indicate cost to train for maintenance and repairs: $0

Indicate amount of time per month maintenance will be required: Limited during check-in/check-out

SIGNATURE 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 will be reviewed by the LPC IT Department.***

REQUESTOR	DIVISION DEAN/MANAGER	ADMIN SERVICES, VP
Natalie Kellner		
Date 9/17/2020	Date 9/22/20	Date

IT MANAGER	M&O DIRECTOR
Date	Date

9/29/20 - Reviewed by IT and M&O
No Further Action Required

LAS POSITAS COLLEGE

Office of Administrative Services

Requisition Request Form

(Wait 5-10s) Reset Submit

R_____-_____

Fiscal Year	Vendor ID #	Vendor Name	Date Required
2020/21			

Deliver To	Room #	Return Copy of Requisition To
	4211 (Forensics Squad Room)	Natalie Kellner

Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	988-000400	Blue Yeti Nano Premium USB Mic for Recording and Streaming - Blackou	3	$ 194.99	$ 584.97
2	B07R1VYDBJ	Heorryn Photography Studio LED Lighting Kit with 192PCS LED 3200-5500K Dimmable Video Light and 2M Adjustable Light Stand Tripod for YouTu	1	$ 99.98	$ 99.98
3	DSCRX100M6/B	SUPON 3 Pack LED Video Light Stand Lighting Kit with Battery/Charger for Studio Photography YouTube Video Shooting,Bi-Color 3300K-5600K Ult	1	$ 175.49	$ 175.49
4	SK-001-24	Sony Cyber-Shot DSC-RX100 VI Digital Camera with Sony NP-BX1/M8 Battery, Spare NP-BX1 Battery, 64gb SDXC 1200x Card, Card Reader, Carr	1	$ 942.00	$ 942.00
5	EM-BS2030	Emart Photo Video Studio 10Ft Adjustable Background Stand Backdrop Support System Kit with Carry Bag	1	$ 48.99	$ 48.99
6	B07T6XNBKJ	Issuntex 10X16 ft Gray Background Muslin Backdrop,Photo Studio,Collapsible High Density Screen for Video Photography and Television	1	$ 36.99	$ 36.99
7					$ 0.00
8					$ 0.00
9					$ 0.00
10					$ 0.00
11					$ 0.00
12					$ 0.00
13					$ 0.00
14					$ 0.00
15					$ 0.00

Comments		
	Subtotal	$ 1,888.42
	9.25% Tax	$ 174.68
	Shipping	
	Total Cost	$ 2,063.10

FOAP to be Charged	%	Amount
- - -	100	
FUND ORG ACCOUNT PROGRAM		
- - -		
FUND ORG ACCOUNT PROGRAM		

Natalie Kellner — 9/22/20
Requestor (print name) *Date*

ay mt — 9/22/2020
Dean (signature) *Date*

Coordinator/Manager (signature) *Date*

Vice President (signature) *Date*

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ *Administrative Services*

Verified: _____ *Administrative Services Officer*

Approved: Anette Raichbart *VP, Administrative Services*

PO Number: _____ Budget Transfer #: _____ Entered: _____

TR 4/6/20

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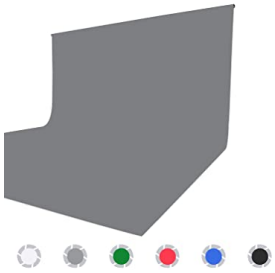

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$36.99

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Emart Photo Video Studio 10Ft Adjustable Background Stand Backdrop Support System Kit with Carry Bag

$48.99

#1 Best Seller in Photo Background Support Equipment
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Sony Cyber-Shot DSC-RX100 VI Digital Camera with Sony NP-BX1/M8 Battery, Spare NP-BX1 Battery, 64gb SDXC 1200x Card, Card Reader, Carrying case, AC Adapter Bundle Kit - International Version

$942.00

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SUPON 3 Pack LED Video Light Stand Lighting Kit with Battery/Charger for Studio Photography YouTube Video Shooting,Bi-Color 3300K-5600K Ultra Slim Countinuous Output Lighting Panel

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Heorryn Photography Studio LED Lighting Kit with 192PCS LED 3200-5500K Dimmable Video Light and 2M Adjustable Light Stand Tripod for YouTube Video Filming Portraits

In Stock

Eligible for FREE Shipping & FREE Returns

This is a gift Learn more

Qty: 1 Delete Save for later

Compare with similar items

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This is a gift Learn more

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