

INSTRUCTIONAL EQUIPMENT (IE) REQUEST: 2020-2021

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

CHECKLIST

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

INSTRUCTIONAL EQUIPMENT REQUEST 2020-2021

Internal Use

IE #: Fall-05

Total \$: 4948.21

Requester Name: David Everett **Division Name:** STEM

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:

ATAGO MASTER Handheld analog field refractometer (3)
ATAGO PAL-1 Handheld digital field refractometer-Automatic temperature compensating, water resistant (10)
ATAGO PAL-Brix/Acid2 kit; Grapes and Wine digital field refractometer(2)

Refractometers are critical for completing the critical task of measuring grape ripeness in the vineyard.

The devices give immediate digital results of grape ripeness and have the capability of transferring collected data to a computer wireless. The program has requested 10 digital handheld units, 2 digital handheld units that measure degrees Brix and titratable acidity concurrently, and 3 handheld "analog" models for comparison instruction. The digital units have the capability of transferring the collected data to a computer for analysis.

These refractometers will be "loaned" to students while participating in vineyard labs. The refractometers will ease the burden of our students that require financial aid and have a very hard time finding the money to purchase their own refractometer.

Equipment Location Building: 800

Room: 806

Location Comments:

The equipment will be locked and secure in room 806

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:

Equipment that makes any farming practice easier, makes it safer for the students.

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 acquisition of this equipment will support inclusive learning by providing additional instructional materials. Instructional equipment is a foundation of educational support for completion of students' transfer, basic skills and more definitive, career-technical education and retraining goals. Successfully completing these goals will provide more avenues for successful job placement and/or advancement in the current field of winery technologies.

The acquisition of this equipment is proof of our commitment to the ongoing process implementing best practices to meet ACCJC standards. As new technology, this equipment will also provide necessary institutional support for curriculum development and maintenance, the development of SLO's, CSLO's, and PSLO's and their assessments. After purchasing these refractometers, there could be an opportunity to expand tutoring in CTE courses providing additional instruction with respects to crunching the data collected in the vineyard. Finally, the most valuable result of acquiring this equipment will be our addressing the current and future professional development needs of the VWT faculty, classified and administrators in support of educational master plan goals which will in the end, benefit our students.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment will have a sweeping impact on a number of VWT courses including:

VWT 10: Understanding Brix; measuring grape ripeness

VWT 20: When are grapes considered "ripe?"

VWT 31: Advances in vineyard technology

VWT 32: Advances in vineyard technology

VWT 41: Pre-harvest practices

VWT 42: Pre-harvest practices

Accurately measuring grape ripeness could be the most important data collection practice in the vineyard (with respects to harvest).

ALL VWT classes will benefit due to the fact that fruit will be picked at the peak of ripeness and successfully harvested then processed. With fruit we can make wine; with wine we can perform numerous sensory evaluative analysis that various classes practice in labs. We are a legally bonded winery now and we need accurately measured fruit ripeness to make wine.

In the long run, these refractometers will benefit students in EVERY VWT class.

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.

While the specific equipment is not mentioned (Digital handheld refractometers), there is a statement that addresses the VWT budget: "The VWT operating budget is insufficient. Supplies and operating materials are needed beyond the amount the small amount budgeted each year. Operating budget has not increased."

With ongoing improvements and innovations to wine making and grape growing, the tools that are used and the new technologies that are constantly being introduced to the wine industry, it would be impossible to look into the future to identify any specific piece of equipment. The inadequate budget is a direct link to our IER needs.

SECTION 4: TEACHING AND LEARNING

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

Providing these digital refractometers will greatly improve the faculty's ability to connect with the students during the vineyard labs. The faculty will be able to provide these handheld units to teach various ripeness measurement practices in the college's vineyard and demonstrate how poor measurement practices can negatively impact the eventual wine from a vintage. Just by the fact there will be a 2020 harvest (as a result of the protection of our grapes due to our new netting system!), we will be able to perform unlimited ripeness trails of various grape blocks with hands-on instruction in the vineyard. We will show qualitative results of improved wine quality directly due to acquisition of these accurate measuring tools that support instructing measuring procedures. Over the years, we have experienced attrition in the VWT classes due to the expense of tools like the refractometers. This will be another MAJOR change to our program. Now we have the opportunity to provide materials for learning objectives to be completed and to expand course offerings and curriculum.

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

WILL HAVE THE TOOLS! This will open up so many opportunities for learning. The refractometers will provide the students the opportunity for unlimited learning in the field of viticulture and enology. The student project possibilities will be endless and extremely valuable. The highest value of the refractometers goes to helping the students that require financial aide. Equipment like this is costly.

Each academic year, this equipment will impact: ⁸ _____ # of classes/sections ¹⁵⁰ _____ # of students

SECTION 5: OUTCOMES (SLOs)

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

Upon completion of VWT 31, students should be able to demonstrate the knowledge of assessing the ripeness of grapes using multiple tools including digital and analog refractometers, a hydrometer, and by using a learned organoleptic approach.

Upon completion of VWT 20, students should be able to explain the process of alcoholic fermentation.

Upon completion of VWT 23, the student will be able to describe how wine chemistry impacts a wine's color, aroma, flavor, balance, stability and quality.

Upon completion of VWT 23, the student will be able to explain wine composition and list chemical families found in grapes and wine.

Upon completion of VWT 23, the student will be able to identify important chemical compounds found in wine.

Upon completion of VWT 23, the student will be able to outline the process of primary fermentation.

Upon completion of VWT 41, students should be able to demonstrate a working knowledge of the fermentation process.

Upon completion of VWT 42, students should be able to demonstrate proficiency at measuring and analyzing the required analysis parameters of must and wine.

This is new technology; field measurement is cutting edge especially with the dual unit that measures brix and acidity. This is what draws students to this field. MODERN TECH. It's fast, efficient and pretty damn cool.

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

What is the potential life span of the requested equipment?

If handled with care the units should last 10-15 years or more

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 NEW STORAGE IS NEEDED

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.

N/A

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:

New equipment/new technology; engineered to last.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$4,874.75	
Taxes (9.5%)	0	no tax
Shipping or Delivery Charge	\$73.46	
Installation Costs *	0	
Miscellaneous Costs:	0	
Facilities Modifications	0	
Operator Training	0	
Maintenance & Repair Training	0	
Storage	0	
Other: 0	0	
Vendor Discount	12%	Educational Institution discount
Grand Total:		\$4948.21

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	0	
Estimated Parts Replacement Per Year	0	
Outside Standardization or Calibration Costs	0	D.I. water
Storage Costs	0	
New Supply Costs	0	
Maintenance & Repair Labor	0	
Licensing or Software	0	
Other: _____	0	
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: Faculty

Is this in their current scope of duties? yes

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: 2-300 times in a 4 month period

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: N/A

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

David Everett

Digitally signed by David Everett
DN: cn=David Everett, o, ou,
email=deverett@laspositascolleg
e.edu, c=US
Date: 2020.09.09 09:10:23 -0700

9/9/20
Date

DIVISION DEAN/MANAGER

Nan Ho

Digitally signed by Nan
Ho
Date: 2020.09.09
12:38:54 -07'00'

Date

ADMIN SERVICES, VP

Anette Raichbart

Digitally signed by Anette
Raichbart
Date: 2020.09.22
12:27:03 -07'00'

Date

IT MANAGER

[Signature Box]

Date

M&O DIRECTOR

[Signature Box]

Date

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

Requisition For Equipment, Supplies, Apparatus, and Service Req. No. _____

Chabot-Las Positas Community College District

Chabot Las Positas District

David Everett
Requestor

STEM / VWT
Department

09/09/2020
Date

Purchasing Office Use Only

Delivery Required By: FALL 2020

Room #: bld 800/room 806
(If Fixed Asset, Room # Required)

Only ONE Vendor Per Requisition

SUGGESTED VENDOR (Address & Contact Information)
W# (if known): ATAGO USA 14432 SE Eastgate Way, Suite 450, Bellevue, WA 98007 USA TEL: 1-425-637-2107 FAX: 1-425-637-2110

Purchased From	Unit Price	Total

DESCRIPTION <small>(Model No., Size, Color, etc.)</small>	UNIT <small>(ea, Box, etc.)</small>	QTY	UNIT PRICE	TOTAL
MASTER-a: 0.0-33.0%Brix	1	3	\$ 259.25	\$ 777.75
PAL-1 : Brix 0-53%, ATC, Water resistant	1	10	\$ 276.25	\$ 2,762.50
PAL-BX/ACID2 kit : Grapes & Wine	1	2	\$ 667.25	\$ 1,334.50
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00

Notes:

Shipping/Handling \$ 73.46
 Tax \$ 0.00
 Labor/Installation \$ 0.00
TOTAL \$ 4,948.21

Account #: _____

F.O.B. Business Office Signature _____	Terms _____	Quote _____
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Nan Ho 9/9/20

Division Dean Signature

Vice President Signature



Quotation / Order

14432 SE Eastgate Way, Suite 450, Bellevue, WA 98007 USA
 TEL: 1-425-637-2107 FAX: 1-425-637-2110
 customerservice@atago-usa.com http://www.atago-usa.com

Quote Date	Quote / PO#
9/8/2020	Q090820TS1

Bill To:	Ship To:
Las Positas College David Everett 3000 Campus Hill Drive Livermore, CA 94551 Phone 925-285-3954 Email deverett@laspositascollege.edu	Las Positas College David Everett 3000 Campus Hill Drive Livermore, CA 94551 Phone Email

Sales Person	Shipping Method	Payment Terms
Taylor Stevens	UPS Ground	Credit Card

Cat. No.	Product	Quantity	Unit Price	Amount
2311	MASTER-a: 0.0-33.0%Brix	3	\$305.00	\$915.00
3810	PAL-1 : Brix 0-53%, ATC, Water resistant	10	\$325.00	\$3,250.00
7102	PAL-BX/ACID2 kit : Grapes & Wine	2	\$785.00	\$1,570.00
Disc.	Discount (PAL-BX/ACID2)	2	(\$117.75)	(\$235.50)
Disc.	Discount (MASTER-a)	3	(\$45.75)	(\$137.25)
Disc.	Discount (PAL-1)	10	(\$48.75)	(\$487.50)
Cat. No.	Service	Quantity	Unit Price	Amount
S/H	Shipping & Handling	1	\$73.46	\$73.46

Credit Card Number

Expiration Date

Type of Card

Security Code

Products Total	\$4,874.75
Services Total	\$73.46
Taxes	\$0.00
Quote Total	\$4,948.21

Approval Signature

Date

Print Name

* By signing above, I hereby accept this quotation and give authorization to ATAGO USA Inc. to charge my credit card for the purchase of the above products and total amount shown.

* Checkout fee will be applied for credit card payment with over \$5,000.

* Late fee will be applied for past invoice.
