

# 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
<b>LPC Mission &amp; Planning Priorities</b> [Section 2] (5 points) <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> [Section 3] (10 points) <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> [Section 4] (10 points) <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> [Section 5] (5 points) <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> [Section 6] (5 points) <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>

# INSTRUCTIONAL EQUIPMENT REQUEST

## 2020-2021

Internal Use

IE #: Fall - 10

Total \$: \$6,310.75

**Requester Name:** Samantha Isabelle K. Portea **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:**

We need funding for a new refrigerator to replace an old one that could no longer hold the proper temperature. The previous fridge would freeze and ruin materials required for labs. We use the refrigerator to store temperature sensitive media and reagents used for Biology 7C (Microbiology) and for Biology 1C (Cell Biology). Having a working fridge prolongs the shelf life of media and reagents and provides laboratory technicians the opportunity to prepare temperature sensitive material in advance, ensuring the seamless transition between microbiology and cell biology labs.

**Equipment Location Building:** 1850 **Room:** 1856

#### Location Comments:

It will be located where the previous refrigerator was. The clearance between the equipment in the door is very small which may provide a challenge to those trying to deliver the fridge.

## **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:

There are no applicable legal requirements, or mandates. Due to the weight of the fridge, if handled improperly, or due to unforeseen circumstances, it can cause harm or damage.

## **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*:**

Mission: Our biology major prepares students to transfer and complete a 4-year degree. Our allied health courses prepare students to transfer for a 4 year degree and/or to attend nursing school and become a registered nurse. In order to teach students solid, practical lab skills, we need adequate storage for temperature sensitive materials required for labs. Proper equipment is needed to learn microbiology kills and molecular skills for use in academic, industry, and health care environments.

Planning Priorities: The equipment will store materials that are used for hands-on experiences which involve active learning for the students. Students will be able to use different types of microbiology media and will be able to store temperature sensitive reagents.

The refrigerator will support the growth and service of Bio 1C and Bio 7C.

### SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

**Specify the educational programs this equipment supports:**

Biology  
Bio 1C Cell Biology  
Bio 7C Microbiology  
Future Biology Courses  
Honors Projects  
Independent Study

This equipment would directly support biology labs (mostly Bio 1C and Bio 7C, Microbiology). Much of the media used in microbiology requires refrigeration to prolong its shelf life and prevent growth (bacterial, fungal, etc.). When independent and honor projects occur, this equipment will be used to help with storage. This equipment would also be keep temperature sensitive reagents used in Bio 1C stable.

**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.**

The refrigerator is not named in our 2019 Program Review but it falls under industry-standard equipment.

The 2019 program review states:

"The general budget for supplies doesn't match the growth of our course offerings or the industry-level technology used in our curriculum."

Section E, 2B:

"There is currently no budget for fixing industry-level equipment when it falls into disrepair."

d. We do not yet have institutionalized, reliable funding to accomplish goals each semester, and are required to constantly pursue stop-gap measures. Faculty time is spent seeking funding each semester to fulfill curriculum goals, when it should be put to other uses. Our department is currently exploring adding a Biotechnology course(s), degree or certificate to the program, however it is difficult to imagine this manifesting when we lack sufficient and sustainable funding for our current programs

The refrigerator is an industry-standard equipment used in biotechnology industry, healthcare, and academic laboratories worldwide. Funding to this equipment will directly support Bio 1C and Bio 7C Microbiology. This piece of equipment will replace an old fridge used to store materials for many labs.

## SECTION 4: TEACHING AND LEARNING

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

This replacement refrigerator will provide adequate storage for temperature sensitive media and reagents used in Bio 1C and Bio 7C. These media and reagents are directly used in labs to provide hands-on experiences and active learning opportunities. Instructors could develop new experiments that involve media or reagents that require cool, stable temperatures. Teaching complex concepts like PCR is made easier with a refrigerator as it can maintain a stable and appropriate temperature for long periods of time, preventing essential reagents from spoiling during the duration of the experiment.

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

The refrigerator will make sure that media and reagents maintain their efficacy, allowing students to hone their practical lab skills and experience hands-on techniques. Having ready materials ensures that labs can be properly ran and storing reagents at the proper temperature keeps them safer and stable.

Each academic year, this equipment will impact: <sup>10</sup> \_\_\_\_ # of classes/sections <sup>240</sup> \_\_\_\_ # 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 BIO 7C, students will acquire and demonstrate competency in laboratory safety and in routine and specialized microbiological laboratory skills applicable to microbiological research or clinical methods, including accurately reporting observations and analysis.
- Upon completion of BIO 1C, a student will gain hands-on experience with and demonstrate proficiency in standard biological techniques, using industry-level biology laboratory equipment and/or discipline-specific computer hardware and software.

The equipment stores media and reagents that students will directly use to practice laboratory skills on or with. These materials will increase the student's ability to be actively engaged in hands-on learning and will teach them how to accurately report on observations and analysis. The media stored in the fridge will be used by students to grow bacteria.

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

**What is the potential life span of the requested equipment?**

10 to 15 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.)**

The refrigerator will be stored where the old, broken fridge was. No specific storage or other costs are associated with this replacement.

**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.)**

The refrigerator does not have an annual cost to regularly service or upkeep it.

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

This equipment has a relatively long functional life span which reduces resource use. It can be used for many years. Additionally, because it can maintain proper storing temperatures for temperature sensitive materials, the fridge will prolong the shelf lives of many lab materials.



## Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$5,776.43	
Taxes (9.5%)	\$534.32	
Shipping or Delivery Charge	\$0	
Installation Costs *	\$0	
Miscellaneous Costs:	\$0	
Facilities Modifications	\$0	
Operator Training	\$0	
Maintenance & Repair Training	\$0	
Storage	\$0	
Other: \$ 0	\$0	
Vendor Discount	\$0	
<b>Grand Total:</b>		\$6,310.75

## 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	
Storage Costs	\$0	
New Supply Costs	\$0	
Maintenance & Repair Labor	\$0	
Licensing or Software	\$0	
Other: _____	\$0	
<b>Annual Operating Costs:</b>		\$ 0

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

Biology Maintenance Fund - This may be used in the event of emergency maintenance

**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Lab Technicians, Instructors

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: 100%

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: Lab Technicians

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: 0

Indicate amount of time per month maintenance will be required: 0-1 hours per month

**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**



Date 09/09/2020

**DIVISION DEAN/MANAGER**



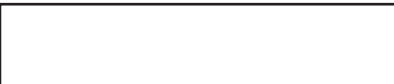
Date 9/17/20

**ADMIN SERVICES, VP**



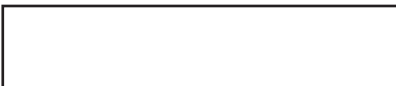
Date

**IT MANAGER**



Date

**M&O DIRECTOR**



Date

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

# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

# P

FOR REIMBURSEMENT: List payee name & ssn.		TAX ID#	Phone: 1-800-932-5000
VENDOR	<b>VWR International Inc.</b> 1310 Goshen Parkway, West Chester, PA 19380 Fax: (610)431-9174		

Track # 20-43

FOR OFFICE USE ONLY

STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DEPARTMENT		RETURN COPY of REQUISITION TO:
Gary Wilkes	21-Apr-20	15-May-20	Biology	Room: 1856	Gary Wilkes Linda Cross

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	PRODUCT #	UNIT	QTY	UNIT PRICE	EXT PRICE
VWR Chromatography Refrigerators, EPA Energy Star Cert	76300-164	ea	1	\$ 5,776.43	\$ 5,776.43
See attached Quote # 8030937115					

This was ordered on PO P2000467

Shipping (if available):				
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<b>Comments:</b> Already purchased: Delayed delivery due to Covid. Delivered 7/23/20. Lost funding due to timing: Originally charged to 103001-34920-640105-040100	Subtotal		\$ 5,776.43
	Tax	9.25%	\$ 534.32

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

**TOTAL COST \$ 6,310.75**

ACCOUNT #

FUND ORG ACCT PROGRAM

Business Office

Nan Ho 9/9/20

Dean, STEM

Date

VP/ President

## QUOTATION

Quote Number	Valid From	Valid To	Page
8030937115	03/04/2019	04/03/2019	1 of 1
Currency	Sales Representative	Customer Reference	
USD	OPEN Im		


### To Place an Order

**Phone :** 1-800-932-5000  
**Fax :** 1-866-329-2897  
**Web :** www.vwr.com

When placing your order, please include your quotation number and account number to ensure you receive the correct price.

**THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS.**

Quote Prepared For	Contact Phone / Fax / E-Mail
Gary Wilkes	925 424 1331  gwilkes@laspositascollege.edu
<b>Ship To :</b> 80248487	<b>Sold To :</b> 80248487
<b>LAS POSITAS COLLEGE SCIENCE DEPT 1856 GARY WILKES RM 1856 3000 CAMPUS HILL DR LIVERMORE CA 94551-7623</b>	<b>LAS POSITAS COLLEGE SCIENCE DEPT 1856 GARY WILKES RM 1856 3000 CAMPUS HILL DR LIVERMORE CA 94551-7623</b>

Row	VWR Catalog Number	Product Description	Qty	UOM	Unit Price	Extended Price
10	76300-164	VWR REFRIGERATOR GP 49 CU FT WHITE 115V	1	EA	5,776.43	5,776.43
 <p>           VWR® Chromatography Refrigerators, EPA Energy Star Certified            Product Link : <a href="https://us.vwr.com/store/catalog/product.jsp?catalog_number=76300-164">https://us.vwr.com/store/catalog/product.jsp?catalog_number=76300-164</a>            Shipping Dimensions Weight / Size (L*W*H) per UOM : 597.450 LB / 32.010*52.720*80.980 IN            UOM Component Info : EA(1items)            Availability : Product Ships Directly from Manufacturer         </p>						
20	INFO-LINE	FREE DOCK TO DOCK SHIPPING	1	EA	0.00	0.00
Availability :						

**Quote Total : 5,776.43**

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Identified stock status is based on product availability at time of the quote and may change at time of order. Delivery dates are based on standard lead times from suppliers.

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Customer is responsible for unloading and providing standard receiving facilities for large and/or heavy shipments. Special unloading or delivery can be arranged, provided VWR International is notified at the time of order placement. For such arrangements, please contact VWR International for a quotation. All quotes for installation assume that services related to the equipment are in place at the Customer site (including, but not limited to, gas, plumbing, electrical and ventilation) as per the equipment manufacturer's specifications prior to the installation of the equipment. Installation or other services are not included in this quotation, unless otherwise noted on the quotation.

Customer has a limited amount of time to document and report any shipping damage. Please inspect all shipments upon receipt and refer to Section 4 of VWR International's Terms and Conditions of Sale for additional information.

Items prefixed with "MISC" are subject to regulatory approval once VWR International receives acceptance from the customer. They are special order, and as such may not be returnable. Please allow 6-8 weeks delivery from the time of your first order or acceptance of this quotation.