

INSTRUCTIONAL EQUIPMENT (IE) REQUEST
2022-2023

DEADLINES

Date	Action
October 12, 2022	IER Submittal Due to Division Dean
October 19, 2022	Division Review of IER Submittal
October 21, 2022	IER Submittal Due to Admin Services

CHECKLIST

- All IER Form Fields Complete
- Requisition Completed and Attached
- Valid Quote Attached with 180-day expiration including:
 - Shipping Costs
 - Installation Fees
 - Taxes
- Board Packet Completed (required for any requests with a total cost of \$99, 100.00)
- IER Form and Requisition signed by Requestor
- IER Form, Requisition, and Quote submitted as one PDF file to Division Dean including:
 - New Vendor Form

****MAC users – do not use Apple Preview to complete forms – data will not appear when printed**

IER PROCESS FLOW

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant, Administrative Services for review
5. EA Administrative Services submits to M&O and IT for review
6. EA Administrative Services creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and routes to EA Administrative Services
8. EA Administrative Services Combines Committee Scores for review
9. RAC Chair documents committee scoring in a memo
10. College President meets with RAC Chair to review committee recommendations
11. President's Office provides approval memo to RAC
12. RAC submits requests to Business Office for processing

Instructional Equipment 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:
 - i. Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.
 - ii. 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 evaluates each IE request based on the 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

**INSTRUCTIONAL EQUIPMENT REQUEST
2022-2023**

REQUESTOR:

DIVISION:

The Equipment Request is: A Replacement An Upgrade
 New Equipment or 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:

Equipment Location Building:

Room:

Location Comments:

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

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC Mission Statement:

Las Positas College is 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 lifelong learning.

LPC Planning Priorities:

- 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.

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

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the Educational Programs the Equipment Supports:

**Is the Equipment Part of an Upcoming Program Review – Was It Included Last Year?
If Not, Why? Use Language from Your Program Review to Explain**

SECTION 4: TEACHING AND LEARNING

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities.

Detail the impact the equipment has on learning:

Please state the number of classes and students the equipment will impact

Classes/Sections:

Students:

SECTION 5: STUDENT LEARNING OUTCOMES (SLOs)

Document how the equipment will enable you to surpass current your Student Learning Outcomes.

SECTION 6: TOTAL COST OF OWNERSHIP | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

What are the requirements and associated costs for the storage of the equipment?

Is there specific location required to store the equipment?

****Note: Include storage costs in Part A: Initial Start-up Costs**

Does the new equipment replace older equipment if so will you retire/surplus it?

If not, where will you store the older equipment and what are the associated storage costs?

SECTION 6: TOTAL COST OF OWNERSHIP | Maintenance and Sustainability

What are the maintenance costs associated with the regular upkeep of the equipment?

Detail how the equipment meets or exceeds [LPC Sustainability Efforts](#)

How does the equipment provide renewal resources to the College?

PART A: INTIAL START-UP COST		
Item	COST	COMMENTS
Equipment or Materials		
Shipping and Delivery Fees		
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts		
Sub-Total		
Taxes: 10.25%		
Final Total		

PART B: ANNUAL OPERATING COST		
	COST	COMMENTS
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Total Annual Operating Cost		

PART C: INCREMENTAL LABOR COST

OPERATOR

**Key Operator:
Operator:**

Associated Cost to Train Key

What are the anticipated number of hour the Key Operator will utilize the equipment?

Does the work align with current position duties? **Yes** **No**

Comments:

MAINTENANCE AND REPAIRS

Who will perform maintenance and repairs?

Estimated Hours per Month:

Does the work align with current position duties? **Yes** **No**

Are there training feeds associated with maintenance and repair?

APPROVALS AND SIGNATURE ROUTING

Requestor:

Date:

Division Dean:

Date:

Vice President

Date:

College Technical :
Service Manager

Date:

M&O Director:

Date:

Vice President
Administrative Services

Date: