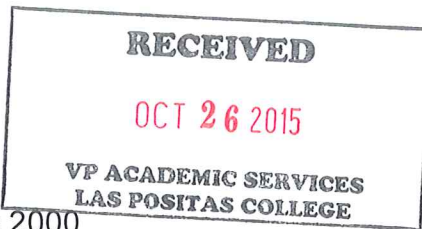


Instructional Equipment Request  
2015-16

FALL 19



SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Whiteboards for Library

Equipment Location: 2000

Name of Requestor: Tina Inzerilla

Division/ Unit: ALSS/Library

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

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 the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

We are requesting two rolling whiteboards. While both whiteboards can be moved around the library as needed; one whiteboard will be primarily housed in classroom 2033 and will be used to facilitate group activities (for example, allowing groups to easily report findings to peers) and for teaching in the library orientations and courses. The installation of the overhead projector screens limits the amount of whiteboard space that can be used, while also using the overhead projector. The other whiteboard will be primarily used to communicate messages and solicit participation to and from students and faculty entering and exiting the library (for example, library announcements and "Question of the Week" activity).

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

This supports the library program, both library specific courses and those courses that have library research orientations. By adding options to our current teaching methods, these will help us contribute to student success.

Is this equipment included in your Program Review?  Yes  No

If yes, please cut and paste the appropriate wording here. If not, explain why.

In 2015-16 program review update section D:

Purchase 2 mobile white boards to assist in teaching library courses and library orientations. The addition of white boards will help with SLO assessments for 5 library classes.

In 2015-16 program review update section E:

Adding 2 portable white boards focuses on providing institutional support for curriculum development and maintenance and developing processes to facilitate ongoing meaningful assessment of SLOs and SAOs. ***[Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes, Expand tutoring services to meet demand and support student success in Basic Skills, CTE and Transfer courses]***

In 2015-16 program review update, part II section C:

Once the rolling/portable whiteboards are an approved Instructional Equipment request the instructor will change their pedagogy to use the portable whiteboards while teaching citations to the students.

**SECTION 4: TEACHING AND LEARNING**

Describe in some detail the impact this equipment will have on teaching and learning.

**Impact on teaching:** Will allow for more robust teaching methods.

**Impact on learning:** Will allow students to participate more easily in library classes and library research orientations.

Per academic year, this equipment will impact:

- 5 library classes, approx. 55 students Number of classes or sections
- Over 5,000 students for library orientations Number of students
- Over 10,000 monthly students/faculty/staff/community members who enter the library.

**SECTION 5: OUTCOMES (SLOs)**

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

Each of the library classes have SLO's that require students to be able to create citations in MLA and APA formats, as well as develop and refine search strategies. These whiteboards will allow students to break down citations in groups and illustrate the research process to each other as part of in-class group work. Additionally, by providing the instructor with an additional teaching methodology the teaching of these outcomes will also be improved. The whiteboards will also allow us to improve our SAO's that address our public services, by allowing for greater communication with our constituency.

**SECTION 6: LPC PLANNING PRIORITIES**

Please address how this equipment will serve the current LPC planning priorities.

By allowing the library to integrate more robust teaching methods into classes and orientations, including more meaningful in-class/on-the-spot SLO assessment, more student-to-student engagement, as well as supporting more hands-on interaction with students these whiteboards will contribute to each of the planning priorities.

**SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)**

What is the potential life span of the requested equipment?: If well maintained should be 7 years.

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

None. We will use the same dry erase markers, erasers, and cleaners that we currently do for the permanent whiteboards that are mounted in the group study rooms and classrooms.

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

The equipment will be housed in library classroom 2033 when not in use.

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

**Costs**

**Comments**

Equipment or Materials	Costs	Comments
	1229.98	<a href="http://www.officedepot.com/a/products/352222/Safco-Impromptu-Magnetic-Whiteboard-Screens-72l;jsessionid=0000T_7qcuhanSPpOrqHyM2y4Xh:17h4h7bfo">http://www.officedepot.com/a/products/352222/Safco-Impromptu-Magnetic-Whiteboard-Screens-72l;jsessionid=0000T_7qcuhanSPpOrqHyM2y4Xh:17h4h7bfo</a>

		<a href="http://www.officedepot.com/a/products/746970/Best-Rite-Dura-Rite-Reversible-Dry/">http://www.officedepot.com/a/products/746970/Best-Rite-Dura-Rite-Reversible-Dry/</a>
Shipping or Delivery charges	69.99	
Installation costs	0	
Costs to modify facilities	0	
Vendor Discount	0	
Any Other Costs-training, etc.	0	Specify
Local Sales Tax	119.92	
Grand Total Costs =	\$1419.89	Click the \$ and press F9 to calculate the grand total

A completed purchase order(s) and quote(s) for this total cost must be attached.

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

**Costs**

Annual service or maintenance contract	\$ 0	
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	\$ 0	How often?
Storage costs	\$ 0	
New supply costs	\$ 0	
Any other costs, including labor	0	Specify
Annual Operating Costs =	\$ 0	How will costs be paid?

**Part C: Incremental Labor Costs**

Please describe who will be the key operator and who will perform the maintenance & repairs.

N/A

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

N/A

Estimate the amount of time required in a month to perform this maintenance or operation

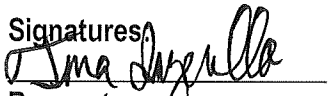
N/A


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

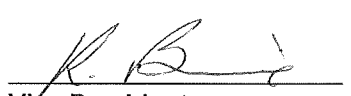
N/A

Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: \_\_\_\_\_

Signatures  
  
Requestor  
Date Originated: 10/2/15

  
Dean/Manager  
Date Received 10/19/15

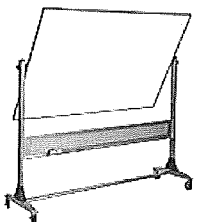
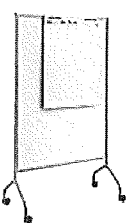
  
Vice President  
Date Received \_\_\_\_\_

**Shopping Cart**

< Continue Shopping

Check out with **PayPal**

Proceed To Checkout

	Description	Shipping / In-store Pickup	Price/Unit	Qty.	Total
	Best-Rite® Dura-Rite Reversible Dry-Erase Board, Porcelain, 48" x 72", White, Silver Frame Item # 746970	Delivery In stock and ready to ship	\$816.99 / each	1 <input type="button" value="Update"/>	\$816.99 <input type="button" value="Remove Item"/> <input type="button" value="Save for Later"/>
	Saftco Impromptu Magnetic Whiteboard Screens, 72"H x 42"W x 21 1/2"D, White Frame Item # 352222	Delivery In stock and ready to ship	\$412.99 / each	1 <input type="button" value="Update"/>	\$412.99 <input type="button" value="Remove Item"/> <input type="button" value="Save for Later"/>

Order by item #

Qty

|  |

Apply a coupon code

Estimated Total  
\$1,416.81

Check out with **PayPal**

Proceed To Checkout

We Proudly Accept



**Merchandise Summary**

Item (2) Subtotal \$1,229.98  
 Estimated Sales Tax Tax Exempt? \$116.84  
 Estimated Shipping Shipping charges apply \$69.99



APPROVALS

  
Supervisor/ Coordinator/ Director

  
Dean/ VP/ President