

# INSTRUCTIONAL EQUIPMENT REQUEST 2018-2019

Internal Use  
IE #: Fb11-21  
Total \$: \_\_\_\_\_

Requester Name: Jin Tsubota Division Name: SLPC

## SUMMARY INFORMATION

Title of Item: Eight Mobile Whiteboards

Equipment Location Building: 2400 Room: 2401

Location Comments:

## SECTION 1: EQUIPMENT DESCRIPTION

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 LPC from what is currently in place:

The addition of eight mobile whiteboards will be used to upgrade and add to the current equipment for the Tutorial Center.

Small mobile whiteboards for the Tutorial Center will be used by student tutors to enhance small-group instruction. Currently, there are not enough mobile whiteboards for tutors and students to use. With over 50 tutors working more than 3000 cumulative hours each semester, the current amount of six mobile whiteboards is insufficient to meet the needs of tutors and students.

**LPC - RECEIVED**  
**SEP 28 2018**  
**ADMINISTRATIVE SERVICES**

## **SECTION 1: EQUIPMENT DESCRIPTION (contd)**

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

Enhancing quality learning support at the Tutorial Center, with the addition of eight mobile whiteboards is supported by various mandates. It will aid in ...

- 1) Decreasing the equity gap and increasing the percent of CCC students who acquire degrees, credentials, certificates, or skills as outlined by the CCC Vision for Success.
- 2) Providing the concurrent support recommended to increase the number of students who complete transfer-level English and Math as outlined by AB 705.
- 3) Accelerating remediation to help poorly prepared students to promote learning and persistence as described by Guided Pathways.
- 4) Promoting student success as deemed necessary by the new funding model.

## **SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES**

### **LPC MISSION STATEMENT:**

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

### **LPC PLANNING PRIORITIES:**

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

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

The addition of eight small mobile whiteboards will "support [the] completion of students' transfer, degree, basic skills, career-technical, and retraining goals" and as outlined by the LPC Mission Statement by helping tutors create a more dynamic and student-centered learning environment. Students at Las Positas receive over 10,000 hours of support each year from the Tutorial Center from one-on-one and small-group tutoring.

Similarly additional mobile whiteboards will "expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses" as outlined by the LPC Planning Priorities

Mobile whiteboards create a dynamic learning environment in which tutors and students create mutual understanding and shared responsibility. Tutors are coached to empower their students and flatten perceived hierarchies by having their "tutees" stand and do their work on whiteboards.

### **SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW**

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

Although the requested equipment supports the tutoring program, the Tutorial Center supports over 60 different classes from at least 14 different departments such as Math, English, Chemistry, ESL, Biology, History, Computer Science, Political Science, Physics, Graphic Design and Digital Media, Engineering, Business, Anthropology, and Women's Studies.

**If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:**

The requested equipment is not in last year's Program Review. Jin Tsubota, the new Tutorial Center Faculty Coordinator, did not write last year's Program Review and is unsure as to why it was not included.

## SECTION 4: TEACHING AND LEARNING

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

Physical space for writing provides a platform for peer tutors to leverage their knowledge and social currency to effectively transfer knowledge with other students. More importantly, shared physical space for writing leads to dynamic teaching in which tutors and students can co-create understanding of concepts. Small mobile whiteboards provide intimate learning spaces for tutors to guide students to understand complex ideas with words, notations, and diagrams. For small-group tutoring, whiteboards are essential tools for transmitting information to a group of three to four students. Ironically, the impact of shared writing spaces can best be visualized without it. Without shared writing spaces, such as whiteboards, tutors would rely mostly on verbal communication, which does little to maximize and leverage the skills of tutors at Las Positas.

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

Whiteboards address the needs of students who learn best with multiple modalities; such as writing, symbolic notation, and diagrams; to digest, organize, and understand concepts. Small mobile whiteboards can also be used in small-groups settings to have students explain to their peers how they figured out a problem. There is no better check for understanding than having a student explain something in front of their peers.

**Each academic year, this equipment will impact:**    ~60 # of classes/sections    ~1000 # of students

## SECTION 5: OUTCOMES (SLOs)

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

The most important student learning outcomes enabled from the requested equipment will be from the 60+ classes the Tutorial Center currently supports.

The requested equipment will also enable the tutors in the tutor training classes (TUTR 17A, 17B, and 17C) to catalyze learning for other students. Learning outcomes from TUTR classes include:

- 1) Set tutoring session goals & prepare appropriate activities for the tutee's learning style.
- 2) Demonstrate the ability to assess tutee's needs, design & apply tutoring plans.

Tutors will be able to use whiteboards to set and “anchor” tutoring session goals at the beginning of each tutorial session. Likewise, tutors will be able to use whiteboards to task analyze student work to assess tutee needs.

**What are the consequences related to learning outcomes if request is not funded?**

Tutors will have a more difficult time achieving satisfactory learning outcomes because they may have to rely primarily on one modality, verbal communication, to guide tutees. More importantly, learning outcomes in 60+ classes from 14+ departments will also be more difficult to achieve.

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

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

All whiteboards have a limited lifespan. With adequate maintenance, whiteboards may last 15-20 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 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.**

There are no ongoing storage, location, nor costs associated with the old equipment.

**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.)**

There will be no maintenance required for a whiteboard.

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

Currently tutors are using excessive amounts of scratch paper when they can not secure a whiteboard. The addition of eight small mobile whiteboards will minimize the waste from using scratch paper.

**SECTION 6: TOTAL COST OF OWNERSHIP (contd)****Part A: Initial Start-up Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$1047.92	
Taxes (9.5%)	\$0	
Shipping or Delivery Charge	\$	
Installation Costs *	\$	
Miscellaneous Costs:	\$0	
Facilities Modifications	\$0	
Operator Training	\$0	
Maintenance & Repair Training	\$0	
Storage	\$0	
Other: _____	\$0	
Vendor Discount	\$0	
Grand Total:	\$1047.92	

\*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

**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	
Miscellaneous Costs:	\$0	
Maintenance & Repair Labor	\$0	
Other: _____	\$0	
Annual Operating Costs:	\$0	

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

There will be no on-going annual operating costs.

## SECTION 6: TOTAL COST OF OWNERSHIP (contd)

### Part C: Incremental Labor Costs

#### OPERATOR:

Indicate the key operator: Tutors

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: 40 hours / week

#### MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Tutors

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: ~5 minute

## 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 must be reviewed by the LPC IT Department.

Signatures:

Jin Tsubota  
Requester

9/12/2018  
Date

IT Department (if required)

Date

Dean/Manager

9-28-18  
Date

Vice President

9/28/18  
Date





