

# INSTRUCTIONAL EQUIPMENT REQUEST

## 2018-2019

Internal Use  
IE #: Fall-23  
Total \$: \_\_\_\_\_

Requester Name: Jin Tsubota

Division Name: SLPC

### SUMMARY INFORMATION

Title of Item: HP Printer for Tutorial Center

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 one printer station will be used to provide new technology for the Tutorial Center.

A new printer station would dramatically improve the quality of tutoring by complimenting the 15 laptops and six computers that students already use to write their essays. It is much easier for tutors to give feedback on essays when they are printed out. Currently students must leave the Tutorial Center to print their essays before returning to receive feedback. The Reading and Writing Center, which is located in the Tutorial Center, would also benefit tremendously from a new printer station.

**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 one new printer station, 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*:

One new printer station for the Tutorial Center 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 evaluate written work. 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 a new printer station 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. A new printer station will facilitate the expansion of reading and writing tutoring. Students currently must leave the Tutorial Center, or the Reading and Writing Center which is located in the Tutorial Center, to print their essays. Students have been asking for a printer daily.

### **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:**

A printer station is essential for providing quality tutorial services, especially for reading and writing. Without printed text, tutors rely mostly on verbal communication to give feedback on essays, which does little to maximize and leverage the skills of tutors at Las Positas. Printed text is essential for giving written feedback on essay organization and drawing connections between ideas.

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

A printer station addresses the needs of students who learn best with multiple modalities; such as writing, symbolic notation, and diagrams; to digest, organize, and understand concepts. It also allows students to create an artifact to remember conversations. Students would have no way of remembering the corrections they need to make on an essay if they do not have written feedback.

**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) Demonstrate the ability to assess tutee's needs, design & apply tutoring plans.

Tutors will be able to use printed essays from a printer station to assess the needs of students and give written feedback.

**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 printers have a limited lifespan. With adequate maintenance, printers may last 10-20 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 occasional maintenance required to keep a printer station in service. Likewise, ink and paper will need to be purchased for the printer station.

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

A new printer station will encourage students to stay in the Tutorial Center, which may lower HVAC energy costs since fewer students will exit and enter the building.

**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	\$872.98	
Taxes (9.5%)	\$82.93	
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	
Vendor Discount	\$0	
Grand Total:		\$955.91

\*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	\$500	Toner
Outside Standardization or Calibration Costs	\$0	
Storage Costs	\$0	
New Supply Costs	\$0	
Miscellaneous Costs:	\$0	
Maintenance & Repair Labor	\$0	IT Dept may need to service printer occasionally
Other: _____	\$0	
Annual Operating Costs:		\$500

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

Funding may come from Tutorial Center budget or from students using LPC GoPrint.

## 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: 15 hours / week

#### MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: IT Department

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

Date

Vice President

Date





## LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT; List payee name &amp; W# TAX ID#

SUGGESTED VENDOR store.hp.comNAME OF STAFF MEMBER Jin Tsubota DATE WRITTEN 12-Sep-18DATE REQUIRED 12-Sep-18 DIVISION/ DEPARTMENT SLPCFor inventory purposes include room # where equipment will reside: 2401

FOR OFFICE USE ONLY

RETURN COPY of REQUISITION TO:

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

UNIT

QTY

UNIT PRICE

Air

HP Color LaserJet Enterprise M553dn

1

\$ 639.99 \$ 639.99

HP 508X High Yield Black Original LaserJet Toner Cartridge, CF360X

1

\$ 232.99 \$ 232.99

Vendor Information/ Remit To:

Deliver To, include room # (optional): 2401

<https://store.hp.com>

Comments:

VP ACADEMIC SERVICES  
LAS POSITAS COLLEGE

RECEIVED

SEP 28 2018

Subtotal

\$ 872.98

Tax

\$ 0.0950 \$ 82.93

Shipping (if available):

BT#

TOTAL COST \$ 955.91

ACCOUNT #

FUND

ORG

ACCT

PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Dean/ VP/ President