

INSTRUCTIONAL EQUIPMENT REQUEST

2018-2019

Internal Use
IE #: Fall-24
Total \$: _____

Requester Name: Daniel Cearley and L.H. Hasten Division Name: Social Science, Library, Public Safety

SUMMARY INFORMATION

Title of Item: Classroom based Laptops; with Rolling Locked Cabinet

Equipment Location Building: 1000

Room: 1061

Location Comments:

The Laptops will be stored within a Locked Rolling Cabinet in Room 1061.

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 Anthropology Program has successfully secured a new laboratory/Lecture space in Building 1000. This request addresses the continued commitment to increasing student success in our laboratory based courses. We are requesting a suite of laptops to provide students the ability to work in an online environment, interactively and collaboratively within the classroom.

Specifically we are requesting for the Anthropology Lab:

Fifteen (15) laptop computers; capable of web-based browsing, GIS processing (Open source software QGIS or ArcGIS), and Graphic related software such as Adobe Creative Suite. It would be desirable to have these with SSD hard drives for durability and increased performance when rendering in GIS and graphic software. A model which may be suitable would be the Dell 13" XPS laptop computers (i5-8250U; 8GB; 256SSD (15 @ \$1129.99 each)

one (1) rolling locked laptop cabinet (1 @ \$ 599.99+54.20 Shipping)

Total before tax \$16049.73

Total with Tax \$17574.45

Shipping \$54.20

Total \$17628.65

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:

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*:

This request is targeted towards the in-class laboratory and outdoors field based courses. Last year's funding request allowed for a successful transition to the new Anthropology Lab. This new mixed use space and the Program assets housed therein will continue to provide a significant and growing number of students with general educational course offerings as part of their Life Science and Social Science requirements for transfer. This request continues the effort to offer the most current materials to support the student's completion of basic skills and general education courses. As students in four-year institutions and career-technical trajectories become ever dependent upon web-based working environments, it is imperative that students become familiar and fluent in collaborative digital environments.

The requested materials will also be fundamental to the success of our archaeology and forensic anthropology curricula, which is expected to serve as the basis for an upcoming expansion into a new CTE Certificate Program in Cultural Resource Management. We currently are using GPS and Laser Survey Equipment, which require post-processing using computers which are currently not based in the lab, but in building 1850; Room 1859.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment and teaching materials listed in this request will directly support the Anthropology Program, however there is significant cross-pollination between Anthropology, Forensics, and Geography. The requested equipment will support all of our ANTR 1L lab-based courses, with the ability to incorporate more dynamic and interactive web-based exercises. In courses that are more field-based, students will be able to use our GPS and Laser Surveying Equipment to be able to document an area in 3D and produce maps. This training is essential for our courses in Forensic Anthropology and Archaeology, as well as Geography majors and Administration of Justice students who interested in crime scene documentation. Forensic Anthropology (ANTR 13) is a course listed as an elective option with Administration of Justice.

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

3. Funding must be secured to outfit the new laboratory classroom with fifteen laptop computers and a locked, rolling storage case. This additional technology would integrate lab courses with online resources and enable students to utilize web-based document sharing services such as Google Docs, linking them together in a laboratory environment.

SECTION 4: TEACHING AND LEARNING

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

These items will have an immediate impact on the ability to teach. Last year's request added a number of measuring devices (digital microscope, Laser Theodolite, Calipers, scales) that increased the ability of instructors to include precise observations in digital formats within class exercises. The laptop computers are essential for working with data; students can immediately enter data into shared spread sheets, run queries, and produce charts. These digital formats are easily shared and will allow knowledge exchange to occur among and between students, creating a more collaborative teaching environment.

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

These items will undoubtedly increase the ability of students to learn more effectively. Students will be able to utilize the laptops to interact with information that is beyond a paper based exercise. By having laptops, students will learn common software that will be useful in their academic/professional career in addition to answering research questions, including transferring data, post-processing data, and presenting data to their peers. +

Each academic year, this equipment will impact: 9 # of classes/sections 227 # of students

SECTION 5: OUTCOMES (SLOs)

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

The equipment and resources presented provide very direct means to address the main SLOs at the program level: "Students will be able to use anthropological research methods to gather data (including research in contemporary journals, field work, and the systematic analysis of findings)."

At the course level, use of laptops will primarily benefit ANTR 1L, 2, 13, and 2L. Each of these courses employ SLOs that involve analyzing data, for 2 and 2L it focuses on "theory to interpret archaeological data" and for 1L and 13 it focuses on human bones to identify "sex, ancestry, age, trauma and stature measurement" including "identify fossil hominoid species."

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

Failure to secure these resources would significantly hinder our ability to lead students to success in the above-noted SLOs. There are direct implications for ANTR 2 and 2L course, which are very digitally and computer based dependent. Further, lacking this equipment for hands-on training, we cannot hope to prepare students for careers in the field.

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

What is the potential life span of the requested equipment?

The laptops generally have a life span of a minimum of 3 to 5 years, however in my experience at another college our classroom laptops are still going strong after nearly ten years of service. Much of that extended life may have been due to shock resistant Solid State Drives.

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.)

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.

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 laptops will require regular software updates.

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

The laptops will in many ways reduce the amount of paper being consumed with paper-based exercises being transferred to a digital format.

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	16,049.73	
Taxes (9.5%)	1,784.71	
Shipping or Delivery Charge	54.20	Dell Laptops have shipping included.
Installation Costs *	0.00	
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total: \$ 17,628.65		

*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		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs: \$ 0.00		

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

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SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: _____

Is this in their current scope of duties? _____

Indicate cost to train key operator (include in Initial Start-up Costs above): _____

Indicate amount of time per month key operator will use equipment: _____

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: _____

Is this in their current scope of duties? _____

Indicate cost to train for maintenance and repairs: _____

Indicate amount of time per month maintenance will be required: _____

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:

Requester

Date

IT Department (if required)

Date

Dean/Manager

Date

Vice President

Date

RECEIVED

SEP 28 2018

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

#R

[illegible]

ACCOUNT #

FUND	ORG	ACCT	PROGRAM

Business Office

APPROVALS

Supervisor/ Coordinator/ Director

Dean/VP/ President

Quote: INSTRUCTIONAL EQUIPMENT (IE) REQUEST: 2018-2019

Title: Laptops and Rolling Charging Cart

Rolling Charging Cart:

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM54006/products_id/PRO72589

Qty	Description	SKU	Price	Total Price
Delete 1	Structure Series 30-Outlet Colorful Assembled Laptop/Tablet Charging Cart	LNT-ADN1008-SO	\$599.88	\$599.88
Change Options Color: Red				

[Email my Cart](#)

[Update Cart](#)

Total: \$599.88

Coupon Code: [Apply](#)

[Check Out](#) or [amazon pay](#) USE YOUR AMAZON ACCOUNT

Customers Also Purchased

Laptops: Dell Computers

I have attempted to contact our Dell Sales Representative Paul Kaseua 512-513-0155. Unfortunately, he has been unavailable to create an active quote for LPC. Below is the web page for the listed price for a single unit.

<https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/xps-13/spd/xps-13-9360-laptop?view=configurations>

Tech Specs & Customization XPS 13

[Customize](#) | [Support & Services](#) | [Software & Accessories](#)

[Customize](#)

Processor

Help Me Choose

8th Generation Intel® Core™ i5-8250U Processor (6M Cache, up to 3.4 GHz)

Included in price

[View all configurations](#)

Extra \$100 off \$999+ with coupon **SAVE100** in cart

XPS 13

[View Special Offers](#)

Starting at Price	\$1,199.99
Total Savings	\$130.00
Standard Delivery	Free
Dell Price	\$1,029.99

Dell Business Credit
As low as \$31/mo.* Apply

#R

#N

School Outfitters

DATE WRITTEN
12-Sep-18

1061 om # where

FOR OFFICE USE ONLY

TOTAL COST \$ 711.07

PROGRAM

Supervisor/ Coordinator/ Director

Dean/VP/ President

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Tech Specs & Customization XPS 13

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