

# INSTRUCTIONAL EQUIPMENT REQUEST 2018-2019

Internal Use  
IE #: Fall-25  
Total \$: \_\_\_\_\_

Requester Name: John Rosen Division Name: SLPC

## SUMMARY INFORMATION

Title of Item: Lecterns/Podiums

Equipment Location Building: 2400 Room: 2450, 2460, 2470, 2480, 2490

### Location Comments:

These are all classrooms used by various programs from various divisions

## 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 lecterns/podiums in each of the classrooms listed above are old and falling apart - to the extent that they are barely functional. Lecterns/podiums are standard for each classroom and necessary for instructors while lecturing and/or leading discussions and for students when delivering presentations.

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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*:**

The presence of functioning lecterns/podiums in the classroom supports LPC's Mission of being a student-centered institution since something as simple as a podium can enhance teaching effectiveness and student learning. For the same reason podiums supports the "Curriculum" Planning Priority - especially for those of us who use assignments and activities that involve student presentations, speeches, and debates.

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

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

All programs that use the following classrooms: 2450, 2460, 2470, 2480, and 2490

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

## **SECTION 4: TEACHING AND LEARNING**

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

When the classroom is equipped with a lectern the instructor can better organize his/her materials (lecture notes, discussion prompts, readings that the class will be discussing). When the room is not equipped with a podium, the instructor either has to carry these various items as he/she interacts with the class or place them on a table to off to the side of the room (the way that most of our rooms are set up). This can make it more difficult for the instructor to present material in an organized and efficient manner. Many instructors, myself included, employ student-centered class activities that involve student presentations that are in part designed around a student using a podium (some of my activities even have a "rule of the podium"). Students can still present, debate, etc. without one, but it is more difficult for the same reason that it makes presentations more difficult for an instructor.

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

Students learn better when the instructor - and the lesson - comes across as well organized. A lectern/podium serves this purpose.

Each academic year, this equipment will impact: 25 # 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.**

Since this is a piece standard classroom teaching equipment, it will serve all documented SLOs for my program and for any program that uses the above-mentioned classrooms.

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

We will still achieve our learning outcomes - we will just do so using podiums that fall over if you touch them or will not stand up straight to begin with.

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

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

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.)**

**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.)**

None

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

I am not sure - I just think that college classrooms should be equipped with functioning lecterns/podiums

**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	1,756.52	(5-pack - Norwood Commercial Mobile)
Taxes (9.5%)	161.99	
Shipping or Delivery Charge	0.00	
Installation Costs *	0.00	
Miscellaneous Costs:		
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Storage	0.00	
Other: _____	0.00	
Vendor Discount	0.00	
Grand Total:		\$ 1,918.52

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

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.

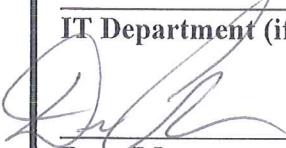
#### Signatures:

  
Requester

9-19-2018  
Date

\_\_\_\_\_  
IT Department (if required)

\_\_\_\_\_  
Date

  
Dean/Manager

9-28-18  
Date

  
Vice President

9/28/18  
Date

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SEP 28 2018

VP ACADEMIC SERVICES  
LAS POSITAS COLLEGE



# #R

TAX ID#

# Amazon

20-Sep-18

John Rosen

E Req.

2400

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DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)			UNIT	QTY	Air
Lecturns (5 pk)						\$ 1,756.53
see attached quote						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Vendor Information/ Remit To:			Deliver To, include room # (optional):			\$ -
						\$ -
Amazon			2450 2460			\$ -
			2470 -2480- 2490			
Comments:			Subtotal			\$ 161.99
			Tax			\$
			Shipping (if available):			

TOTAL COST \$ 1,918.52

ACCOUNT #

FUND	ORG	ACCT	PROGRAM

Business Office

## APPROVALS

Supervisor/ Coordinator/ Director

Dean/VP/ President



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by Norwood Commercial Furniture Mobile Lectern, Cherry,  
NOR-TIR1034-SO

## Norwood Commercial Furniture Mobile Lectern, Cherry, NOR-TIR1034-SO (5-(Pack))

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Price: **\$1,756.53 & FREE Shipping**

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Part Number NOR-TIR1034-SO

Number of Items 1

Brand Name Norwood Commercial Furniture  
Mobile Lectern, Cherry, NOR-  
TIR1034-SO

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Size 5-(Pack)

UPC 826703360117

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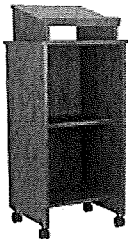
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