INSTRUCTIONAL EQUIPMENT (IE) REQUEST
SPRING 2018-2019
THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

CHECKLIST

___   All Sections of Form Completed
___   Requisition Attached
___   Dean and VP Signatures Obtained

DEADLINES

02/28/19   Request to Administrative Office
04/04/19   RAC Ranks IE Requests

IE Definition

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples but the list is not limited to what is shown.

1. Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs:
   a. Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.
   b. Instructional furniture, including desks, tables, podium, chairs, etc.
2. Information Technology: instructional information technology equipment for student use in classrooms and/or laboratories, including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. Software: software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.

Non-Allowable Items: Administrative or Non-Instructional Purposes including equipment being used for administrative or non-instructional purposes is not allowed including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric:

RAC will evaluate each IE request based on the IE rubric. RAC stresses the importance of **quality** requests. RAC may choose not to rank **incomplete** IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities *(5 points)* [Section 3] **Ranking Scale**	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. **4-5**	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. **2-3**	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. **0-1**
Educational Items: Programmatic Impact and Institutional Support *(10 points)* [Section 4] **Ranking Scale**	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning *(10 points)* [Section 5] **Ranking Scale**	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes *(5 points)* [Section 6] **Ranking Scale**	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1
Total Cost of Ownership (Financial & Sustainability) *(5 points)* [Section 7] **Ranking Scale**	All items/issues in the Financial and Sustainability sections fully addressed. 4-5	Items/issues in the Financial and Sustainability sections are partially addressed. 2-3	Items/issues in the Financial and Sustainability sections minimally or not satisfactorily addressed. 0-1

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INSTRUCTIONAL EQUIPMENT REQUEST
SPRING 2018-2019

Requester Name: _____**Division Name:** _____

SUMMARY INFORMATION_____

Title of Item:

Equipment Location Building: _____   **Room:** _____

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:

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 PLANNING PRIORITIES:
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.	❖ 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*:

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

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 <u>teaching</u>:

Describe in detail the impact this equipment will have on <u>learning</u>:

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

SECTION 5: OUTCOMES (SLOs)

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

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

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

What is the potential life span of the requested equipment?

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.

If your proposed equipment will require assembly or installation, please explain what is required, who will perform it, and what the cost will be?

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.)

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

Part A: Initial Start-up Costs

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

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

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
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:		

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

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 and signed off by the LPC IT Department.**

- ❖ **Requests that require M&O assistance with assembly or installation must be signed off by M&O**

Signatures:

_____   _____
Requester   **Date**

_____   _____
IT Department *(if required)*   **Date**

_____   _____
M&O Department   **Date**

_____   _____
Dean/Manager   **Date**

_____   _____
Vice President   **Date**