

INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage:
<http://grapevine/pbc/InstructionalEquipment.php>

Name of Requestor: Jason Craighead

Division/Unit : Physical Education

Brief title of request (equipment or materials being requested must be similar, related or part of a system. FINIS Gold fins

Request amount (unit cost and total cost including tax and shipping.

Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):
This should come from the vendor quote

Item (s) cost	\$ <u>480</u>
Tax (.00975)	\$ _____
Shipping	\$ <u>42.33</u>
Installation	\$ _____
Facilities Modification	\$ _____
Other	\$ _____
Total Cost	\$ <u>522.33</u>

Attach copy of quote(s), estimate(s) and requisition(s):

(Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Requesting 30 FINIS Z2 Gold fins

They will be used for all aquatic courses: Learn To Swim, Beginning/Intermediate Swim, Advanced Swim, Swim Fitness, Water Polo, Aqua Aerobics, and Intercollegiate Swimming.

Is this in your Program Review? Yes No

Our Program Review includes supporting the growth of the Aquatic Center; included are pool equipment, adding new aquatic courses, and supplying first rate equipment to enhance student learning.

Three new courses have been added: Learn To Swim, Advanced Swim, and Water Polo.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

We are replacing the last of the original fins that started with the opening of the aquatic facility as they all have been removed from service due to failure.

We are upgrading to FINIS's new Z2 Zoomers. They are a much more durable, practical fin, and comfortable fin.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

This equipment will have a positive impact on instruction as they allow the students to receive support from the legs, allowing them to achieve correct postural alignment for each of the strokes with less effort. Fins have become a tremendous teaching/learning tool in the aquatic environment and are used in all but aquatic courses: Aqua Aerobics, Learn To Swim, Beginning/Intermediate Swimming, Advanced Swimming, Intercollegiate Swimming, and Water Polo.

In addition, it will allow for greater variation in the fitness component of the course, enhance cardiovascular endurance, improve effectiveness of the legs and efficiency of the stroke, increase strength and flexibility for the legs, and promote the proper tempo of the legs used in swimming.

They are also the newest and most effective teaching fin available.

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

This equipment will attract more students as it offers more variation in a swim course. It will also bring more students back to the courses with a positive experience that yields greater results. Each semester, we have more and more returning students that have progressed a tremendous amount and wish to continue learning.

Without the fins, especially in the Learn to Swim and Beginning/Intermediate Swimming courses, progression would be hampered and students begin to drop when they feel that they are not progressing or reach a plateau.

This order of fins is replacing what has worn out and supplementing what we have left. Now that the original order of fins has been completely removed from usage, we are left with an insufficient amount for the class. Each session we are short fins in most sizes as the interest and usage has increased. Students are now rushing to choose their fins to make sure that they are not the ones left without a pair to use. This situation is discouraging to students as well.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

These fins are consistent with universal design and can make expert learners of all students. Fins allow students to achieve success well beyond their normal capabilities, from beginner to expert.

In addition, the Learn to Swim course strongly serves the minority populations, which traditionally do not have swim experience. Becoming a proficient and water safe swimmer is a huge accomplishment for adults that did not have the opportunity, or are overcoming traumatic experiences associated with swimming.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

The equipment requested supports the following SLO's:

Learn to Swim:

- A. Describe and apply aquatic safety methods, including drown-proofing technique
- B. Demonstrate competency of beginning level swimmers, including floating skills, and comfort in the water;
- C. Demonstrate the basic techniques of freestyle and backstroke for 25 yards.
- D. Utilize swimming equipment, such as kickboards, fins, etc., to strengthen swim technique

Intercollegiate Swimming:

- A. Demonstrate advanced swimming and diving skills appropriate to intercollegiate level athletic competition;
- B. Develop a high level of physical conditioning;
- C. Evaluate various contest situations and integrate appropriate solutions;

Aqua Aerobics:

- A. develop to a level of aerobic fitness that will enable him/her to have increased oxygen transportation and improved cardiovascular endurance and energy.;
- B experience greater flexibility and muscle strength due to mild water resistance.
- C demonstrate an ease of comfort level in the water.
- D Increase and establish greater flexibility and range of movement in muscle and joints.
- E Maximize strength and flexibility for specific muscle groups.

Beginning/Intermediate Swimming:

- A. Perform 100 yards of front crawl with proficient side-breathing and 100 yards backstroke, each with competitive flip-turn; 50 yards breaststroke and 50yards butterfly, each with the correct competitive turn; 100 yard Individual Medley with correct turns, and a 500 yard continuous swim using any combination of swim strokes.
- B. Utilize swimming equipment, such as kickboards, fins, etc., to strengthen swim technique.
- C. Utilize pace clocks to incorporate intervals into a training regimen.
- D. Demonstrate and utilize safety procedures, warm-up techniques and incorporate aquatic equipment into their aquatic fitness regimen;
- E. Understand and implement each fitness/swimming stroke and or a competitive stroke into a training program;
- F. Organize training goals based upon aquatic fitness training principles.

See second "Outcomes" page

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

Swimming Fitness:

- A. demonstrate and utilize safety procedures, warm-up techniques and incorporate aquatic equipment into their aquatic fitness regimen;
- B. understand and implement each fitness/swimming stroke and or a competitive stroke into a training program;
- C. employ and demonstrate efficiency techniques.
 - 1 streamline and drag reduction
 - 2 maximizing distance traveled per stroke
 - 3 proper body position with horizontal and lateral alignment
 - 4 advanced breathing techniques
- D. organize training goals based upon aquatic fitness training principles.

Advanced Swimming:

- A. demonstrate advanced swimming and diving skills appropriate to intercollegiate, high school, recreational league, open water, or triathlon swimming competition;
- B. develop a high level of physical conditioning;

Water Polo:

- A. develop a high level of physical conditioning;

If this is not funded, we limit the efficiency of the course and the SLO's.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?**
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?**
- c) Are there operating costs and how will they be covered by the department?**
- d) What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?**

- a) approximately 5+ years
- b) plenty of storage. It can be housed in either a storage cage or lock box on the pool deck. No costs associated with installation.
- c) no operating cost
- d) No maintenance costs, the only servicing is making sure they are cared for and put back into storage.

Visibility/Profile within Community

Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

This will raise the stature of the College and program. FINIS is the worldwide leader in technology advancement for swimming. Their products are regarded highly by the top swimmers in the world (and endorsed).

This pool/program is rare and has a one-of-a-kind status, and it would benefit greatly from having the technological tools to provide a higher education experience.

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

This material lasts more than twice as long as that of other brands and companies. Therefore we are using less material, spending less money in the long run, and therefore, committing to sustainable practices.

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

This equipment will add to the safety of the class, especially Learn to Swim. Fins help teach correct body position and effective kicking, essential to the success of a beginning swimmer. They allow the beginning student a chance to achieve success and confidence in the pool, and makes them much more water safe.

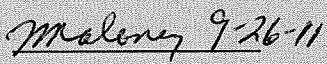
Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is required.)

Requested by 

Dean/
Unit Head 

IT Department Signature _____

Vice President  9-26-11

LPC VP Business/President _____

LPC Business Office Use (Account Number) _____



4647 Las Positas Road
 Suite B
 Livermore CA 94551
 US
 Tax ID # 925-454-0111

Estimate #	US446
Date	9/14/2011
Phone:	925-424-1253
Fax:	
Email:	jcraighead@laspositascolle...

Estimate

Bill To

Las Positas College Swimming
 3033 Collier Canyon Rd
 Livermore CA 94551

Shipping Method	PO #	Expires	Exp. Close	Memo
FedEx Ground®		10/14/2011	9/14/2011	

Part Number	Description	Units	QTY Ordered	Unit Price	Amount
2.35.004.73	Z2 Gold F		30	16.00	480.00
			Subtotal		480.00
			Shipping Cost (FedEx Ground®)		42.33
			Total		\$522.33

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

FOR OFFICE USE ONLY

SUGGESTED VENDOR **FINIS** NAME OF STAFF MEMBER **Dyan Miller** DATE WRITTEN **21-Sep-11** DATE REQUIRED **30-Sep-11** DIVISION/DEPARTMENT **PE/HEALTH ATHLETICS** RETURN COPY OF REQUISITION TO: **Carolyn Smutny**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
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INSTRUCTIONAL EQUIPMENT REQUEST

FINIS Gold Fins \$ 480.00

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Vendor Information/ Remit To: Deliver To, include room # (optional):

FINIS Las Positas College \$ -

4647 Las Positas Road, Suite B PE Complex Room PE 131 (Equipment room) \$ -

Livermore, CA 94551 Attn: William Eddy or PJ Johnsn \$ -

(925) 454-0111 3000 Campus Hill Drive \$ -

Livermore, CA 94551 \$ -

(925) 424-1290 Subtotal \$ 480.00

Tax \$ 0.0875

Shipping (if available): \$ 42.33

INSTRUCTIONAL EQUIPMENT **BT#** TOTAL COST \$ **522.33**

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____ Business Office

APPROVALS *[Signature]* 9-23-11 *[Signature]* 9-26-11
Supervisor/ Coordinator/ Director Dean/ VP/ President