



24

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.) Backstroke Flags

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>475</u>
Tax (.00975)	\$ _____
Shipping	\$ <u>78</u>
Installation	\$ _____
Facilities Modification	\$ _____
Other	\$ _____
Total Cost	\$ <u>1053</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)

160 Red Backstroke Flags - Vinyl
160 Black Backstroke Flags - Vinyl

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?

The current flags are worn out, faded, and tearing. The flags are a replacement of the ones that are currently being used.

They are an upgrade in durability; a higher-end item that is a lightweight vinyl to span the long distance across the pool.

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?

The backstroke flags are a requirement in aquatic facility which incorporates swimming laps in any setting as it is a safety issue. When swimming on your back, they are set a universal (all pools in the country) 5 yards from the end of the pool to warn swimmers so they do not run into the wall. Having visible flags allows students to safely participate in all aspects of the class.

This equipment will support Swim Fitness, Learn to Swim, Beginning/Intermediate Swimming, Advanced Swimming, and Intercollegiate Swimming. The design of our courses includes adding a variety of swim courses to meet the needs of the students and their ability to progress through a series of aquatic courses. All of these courses have strokes & drills that involve the use of the backstroke flags.

The backstroke flags are also a FINA/NCAA/USA Swimming requirement. We cannot operate our intercollegiate team or host any swim competitions without them in good working order.

Impact on Enrollment

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

Without backstroke flags, it will discourage students as they see it as a safety issue as well. Backstroke, as well as the many drills performed on the back would not be allowed for safety reasons if these flags were not replaced. In addition, we have a fantastic new facility, and the backstroke flags (being torn, full of holes, and faded) really show a lack of professionalism from a collegiate setting.

The flags chosen are a specialty item for their bright colors and light weight. Our flags must have minimal weight to span the long distance of the width of the pool.

Access

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

They will also hold their color and visibility much longer than cheaper models, making it easier to notice them as markers for everyone.

Outcomes

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

This equipment will reinforce SLO's as backstroke is one of the four competitive strokes and a requirement for five of our courses. Our SLO's for Learn to Swim, Beginning/Intermediate Swimming, Advanced Swimming, Swim Fitness, and Intercollegiate Swimming all include the Backstroke as a requirement for completion of the course or as a prerequisite to a more advanced level. Only the relevant prerequisites and SLO's are listed.

Beginning/Intermediate Swimming:

Prerequisites-

- A. Demonstrate the basic techniques of freestyle and backstroke
- B. Demonstrate the basic techniques of the non-competitive strokes, elementary backstroke and sidestroke

SLO's

- A. Perform 100 yards of front crawl with proficient side-breathing and 100 yards backstroke, each with competitive flip-turn; 50 yards breaststroke and 50 yards 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. Perform fundamental swim starts and turns.
- C. 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.

Swim Fitness:

SLO's-

- A. demonstrate and utilize safety procedures, warm-up techniques and incorporate aquatic equipment into their aquatic fitness regimen;
- B. 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
- C. organize training goals based upon aquatic fitness training principles.
- D. design personalized training programs based upon aquatic fitness training principles.

Learn to Swim:

SLO's

- A. Demonstrate competency of beginning level swimmers, including floating skills, and comfort in the water;
- B. Demonstrate the basic techniques of freestyle and backstroke for 25 yards.
- C. Demonstrate the basic techniques of the non-competitive strokes, elementary backstroke and sidestroke.

Please see second "Outcomes" Page for additional SLO's

Outcomes

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

Intercollegiate Swimming:

Prerequisites-

- A. Perform 100 yards of front crawl with proficient side-breathing and 100 yards backstroke, each with competitive flip-turn; 50 yards breaststroke and 50 yards 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. Perform fundamental swim starts and turns.

SLO's

- A. Demonstrate advanced swimming and diving skills appropriate to intercollegiate level athletic competition;
- B. Understand and apply NCAA and CCCAA rules and regulations.

Advanced Swimming:

Prerequisites:

- A. Perform 100 yards of front crawl with proficient side-breathing and 100 yards backstroke, each with competitive flip-turn; 50 yards breaststroke and 50 yards 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. Demonstrate advanced swimming and diving skills appropriate to intercollegiate, high school, recreational league, open water, or triathlon swimming competition;
- C. Develop a high level of physical conditioning;

If this is not funded, we cannot safely teach backstroke in our facility once they deteriorate completely (which may be by the end of this semester).

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 2-4 years
- b) They will not be stored. They will be put in place and used immediately in the aquatic center.
- c) No operating costs.
- d) No maintenance costs.

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?

The backstroke flags chosen are unique and a higher-end item for their design and look, as well as being light in weight to be able to run the width of the pool. Backstroke flags such as this are rarely seen, and add to professional look and appearance of the facility.

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?

N/A

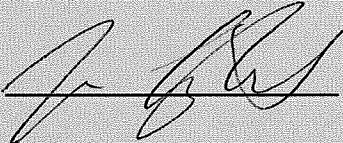

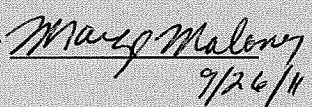
Health, Safety & Security

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

As mentioned above, this equipment is a safety issue. The backstroke flags are a required piece of equipment in any aquatic facility that lap swimming is performed. They are set a standard 5 yards from the wall to signal swimmers that the wall is near. Having them in place and visible creates a safe learning environment. Without them, we either compromise our SLO's, or put the students and instructor at risk.

Signatures (required)

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

Requested by  Dean  Unit Head  Vice President *Mary Maloney*
LPC VP Business/President _____ LPC Business Office Use (Account Number) _____
9/26/11

Jason Craighead - Proforma

Print Date: 09/19/2011



Proforma Invoice

To: Jason Craighead
 Date: 9/19/2011 1:53 PM
 Subject: Proforma

Adolph Kiefer & Associates

Address: 1700 KIEFER DR
 ZION IL 60099-5105

United States

Phone: +1-847-872-8866

Toll Free Phone: 800-323-4071

Fax: +1-847-746-8888

Email: eSales@kiefer.com

Website: www.kiefer.com

BILL TO:

Jason Craighead
 Las Positas College
 3000 Campus Hill Dr.
 Livermore CA 94551
 United States

SHIP TO:

Jason Craighead
 Las Positas College
 3000 Campus Hill Dr.
 Livermore CA 94551
 United States

Pro Forma Invoice Number:	Pro Forma Invoice Date:	Pro Forma Expiration Date:	Customer Number:	Customer Name:
OFF13636	09/19/2011	10/19/2011	C882523	Jason Craighead
Payment Type:	Shipment Type:	Carrier:	Currency:	
Payment on Account	A. Premium Ground	FedEx	US Dollar	
PO Number:	E-Mail:	Start Date	End Date	
	jcraighead@laspositascollege.edu			

S.No.	Item Number	Model	Item Name	Promo. Code	Quantity	Price	Extended Price
1	600803.Black - BLK	600803	VINYL BACKSTROKE PENNANTS.Black - BLK Facility Competitive Backstroke Flags Color	0117 Black - BLK	150	3.25	487.50
2	600803.Red	600803	VINYL BACKSTROKE PENNANTS.Red Facility Competitive Backstroke Flags Color	0117 Red	150	3.25	487.50
			Shipping				78.00
			Sales Tax .00% on 1053.00				.00
Grand Total							1053.00

MerchantGSTID :

MerchantFederalID :

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

TAX ID#

SUGGESTED VENDOR **KIEFER**

FOR OFFICE USE ONLY

NAME OF STAFF MEMBER **Dyan Miller** DATE WRITTEN **21-Sep-11** DATE REQUIRED **30-Sep-11** DIVISION/ DEPARTMENT **PE/HEALTH ATHLETICS** For inventory purposes include room # where

RETURN COPY OF REQUISITION TO:

Carolyn Smutny

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

UNIT QTY UNIT PRICE

Air

INSTRUCTIONAL EQUIPMENT REQUEST

\$ 975.00

Backstroke Flags

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Vendor Information/ Remit To:

Deliver To, include room # (optional):

KIEFER

Las Positas College

\$ -

1700 Kiefer Drive

PE Complex Room PE 131 (Equipment room)

\$ -

Zion, IL 60099-5105

Attn: William Eddy or PJ Johnson

\$ -

(847) 872-8866 or (800) 323-4071

3000 Campus Hill Drive

\$ -

Fax (847) 746-8888

Livermore, CA 94550

\$ -

(925) 424-1290

Subtotal

\$ 975.00

Tax \$ 0.0875

INSTRUCTIONAL EQUIPMENT

BT#

Shipping (if available):

\$ 78.00

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

TOTAL COST \$ **1,053.00**

ACCOUNT #

FUND

ORG

ACCT

PROGRAM

Business Office

APPROVALS

[Signature]
Supervisor/ Coordinator/ Director

9-23-11

[Signature]
Dean/VP/President

9-26-11