

INSTRUCTIONAL EQUIPMENT REQUEST 2017-2018

Internal Use
IE #: <u>FALL-16</u>
Total \$: <u>2,677.95</u>

Requester Name: Tina Inzerilla Division Name: CATSS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Wi-Fi mobile hotspots and service fees to check out to students in the library.

Equipment Location Building: Library Room: 2000

Location Comments:

The Wi-Fi mobile hotspots will be stored in a locked cabinet in the library.

SECTION 2: 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:

Internet access is critical for student success in classes at Las Positas College. The Mobilebeacon Wi-Fi Mobile hotspots will provide equitable access to the internet to students that are disproportionately impacted and do not have the funds to purchase access to Internet services. The equipment consists of 10 Franklin R910 Mobile Hotspots which provide access to the Internet for 10 Wi-Fi mobile devices and a service fee for the internet access. Currently, Las Positas College does not provide access to Wi-Fi mobile hotspots for students. The library would like to check out these items overnight to students.

SECTION 2: 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 3: 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:*

Reliable, high-speed Internet access is crucial for student success and a skilled, informed 21st Century citizen. Since the LPC Library's Saturday hours were cut for Fall 2017 due to budget constraints, students who relied on the library for high-speed internet access now have less access to the library and our electronic resources. Purchasing Wi-Fi mobile hotspots will enable the library to support student success in Basic Skills, CTE, and Transfer courses by providing ease of access to the Internet for students that currently have no way of accessing the Internet from home. Wi-fi mobile hotspots will not only allow remote access to library digital resources like eBooks and databases, but also access to Canvas/Blackboard while off-campus. A majority of courses at Las Positas College require students to utilize Canvas/Blackboard to access course content and submit assignments. This device and service will help facilitate that access.

This equipment supports LPC's Mission of "providing educational opportunities and support" for students. Planning priorities addressed by this equipment are: 1) Accreditation: Establish regular and ongoing processes to implement best practices to meet ACCJC standards; and 2) Tutoring Services [academic support]: Expand tutoring services to meet demand and support student success in Basic Skills CTE, and Transfer courses.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment supports ALL disciplines that require students to have access to Canvas/Blackboard and require the students to access the Internet to complete their assignments. For example, Basic Skills, English, and History, all Computer classes.

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

- WiFi Hotspots: To support students with limited home access to computers and internet the library would like to work with IT to pilot a WiFi hotspot checkout program. This would complement the addition of overnight/weekend laptops for checkout to ensure that students would have an option for home access to a computer and internet.

SECTION 5: TEACHING AND LEARNING

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

The students will have access to submit their assignments from home when they do not have access to the Internet from home. This equipment will enable students to complete their research projects.

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

Students will be able to work to submit their assignments from home when they do not have access to Internet services. The students will be able to apply what their professors taught them earlier in the day immediately in the evening when they are required to access the Internet. Students that cannot access the library or computer lab to work on their assignments will have the ability to complete their assignments at home.

Each academic year, this equipment will impact: _____ # of classes/sections 1000 _____ # of students

SECTION 6: OUTCOMES (SLOs)

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

Any SLOs that require the students to research or submit assignments via Canvas or Blackboard will be achievable for students that do not have access to the Internet at home. Examples, are two library SLOs:

1. Students will create MLA and APA bibliographies from the appropriate information sources.
2. Students will develop and refine search strategies to locate eight appropriate information sources using the library catalog for an approved topic.

Both of the above SLOs require access to the Internet. The disproportionately impacted students that do not have access to the Internet at home will now be able to check out a Wi-Fi Mobile Hotspot and will be able to complete their assignments at home.

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

The disproportionately impacted students that do not have access to the Internet at home may not be as successful completing their assignments.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

5 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.)

N/A

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.

N/A

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.)

Annual service fees to the network provider will be required. There should be minimal servicing of the equipment.

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

The equipment can be recycled.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	1,200	10 Mobile hotspots (\$120 each)
Taxes (9.5%)	228	tax is for equipment and service fees
Shipping or Delivery Charge	49.50	
Installation Costs *		N/A
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: Service fees for first year	1,200	for 10 devices
Vendor Discount		
Grand Total:		2,677.50

*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	1,200	for 10 devices
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other:		
Annual Operating Costs:		1,200

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

Measure A, technology budget or Library budget (to be determined).

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: IT

Is this in their current scope of duties? yes


Indicate cost to train for maintenance and repairs: minimal

Indicate amount of time per month maintenance will be required: less than 1 hour per year.


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

11/7/17
Date


IT Department (if required)

11-20-17
Date


Dean/Manager

11-25-17
Date


Vice President

Date

... a ... of ... from ...

Tina Inzerilla

From: Anthony Cruz <acruz@mobilebeacon.org>
Sent: Friday, November 03, 2017 9:10 AM
To: Tina Inzerilla
Cc: info@mobilebeacon.org
Subject: Re: Please provide a quote

Hello Tina,

My name is Anthony and I am the library point of contact here at Mobile Beacon.

The total price for 10 Franklin R910 would be \$2449.50. (\$120 for each device, \$120 per device the service plan, and \$4.95 for shipping and handling per device for orders of 10 or more)

Thank you,

Anthony Cruz
Customer Service Representative
acruz@mobilebeacon.org

Mobile Beacon
2419 Hartford Avenue, Johnston, RI 02919
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www.mobilebeacon.org

On Thu, Nov 2, 2017 at 2:58 PM, Tina Inzerilla <TInzerilla@laspositascollege.edu> wrote:

Hi,

I work for Las Positas College, a community college in Livermore, CA.

Please provide a quote of 10 Franklin R10 Mobile Hotspots and the service fee for one year for each of the devices.

The Library will use the devices for students to have access to the internet from home. Please email me the quote as soon as possible and by Nov. 7, 2017 at the latest because I need to provide the quote to our District for funding approval.

