

INSTRUCTIONAL EQUIPMENT REQUEST
2017-2018

RECEIVED

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IE #: FALL - 20

Total \$: 1,015.07

Requester Name: Thomas Orf

STEMPS Division
Las Positas College
Division Name: MSEPS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

New global map set for the geography classroom

Equipment Location Building: 1800

Room: 1826

Location Comments:

The map set will be located in the geography / geology classroom.

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:

The old map set is 15 years old and needs to be replaced. The old set is outdated and is starting to show wear and tear over the years. Plus, several countries have changed including their boundaries.

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:

N/A

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:*

This replacement map set is totally within the curriculum planning priorities. For the GEOG 1, GEOG 2 and GEOG 5 classes, a political / physical map is considered on the basic requirements for teaching. Geography uses maps and this map set is considered standard equipment for any geography classroom. While many geography maps sets are now seen online (example google earth) it is still customary to use maps to show students different locations of places, physical features, etc.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

All the geography classes benefit from this but more specifically the map set is used as the primary teaching tool for GEOG 5, World Regional Geography. It is also used in GEOG 1 and GEOG 2 classes as well.

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

Under changes in Program Needs, it says "A new map set is front and center but new lab equipment is always needed". This states that a new map set is the number one priority in the program review.

SECTION 5: TEACHING AND LEARNING

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

It will not change how the classes are taught but it will give the geography department the most updated map set possible to show students the geography locations of different places, physical features, etc. on the earth's surface. This is the first time since the current full time geography was hired 15 years ago that a new map set is being considered for purchase.

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

This new map set will give the students the most updated information possible for understanding where places are on the planet. In the past 15 years, there have been new countries created, expanding cities and land areas. It is important that the students understand the most updated information as far as spatially where places and physical features are located.

Each academic year, this equipment will impact: 3 # of classes/sections 150 # of students

SECTION 6: OUTCOMES (SLOs)

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

Three of the SLOS for World Geography specifically point to maps. One of the SLOs is related to location of countries of the world, one is related to cities and one is related to landforms. 100 percent of all GEOG 5 SLOS use the maps specifically. Within the GEOG 1 SLOS, they are not used directly but indirectly in understanding spatial characteristics.

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

We will be using outdated data if the map set is not replaced.

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

What is the potential life span of the requested equipment?

15 years. That is the time frame the old map set lasted and it is reasonable to think that the new map set will last the same length of time

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.)

Storage is the same as the old map set. They will be kept in 1826, the geography / geology classroom.

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.

Old equipment needs to be retired.

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.)

No maintenance is required.

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

N/A

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	927	Advanced Physical Maps 8 map set plus tripod
Taxes (9.5%)	88.65	88.07
Shipping or Delivery Charge	0	
Installation Costs *	0	
Miscellaneous Costs:	0	
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other:		
Vendor Discount		
Grand Total:		1015.65 \$ 1,015.07

*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	
Estimated Parts Replacement Per Year	0	
Outside Standardization or Calibration Costs	0	
Storage Costs	0	
New Supply Costs	0	
Miscellaneous Costs:	0	
Maintenance & Repair Labor	0	
Other:	0	
Annual Operating Costs:		0

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

One time money from new instructional equipment request.

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: N/A

Is this in their current scope of duties? N/A

Indicate cost to train key operator (include in Initial Start-up Costs above): N/A

Indicate amount of time per month key operator will use equipment: N/A

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: N/A

Is this in their current scope of duties? N/A

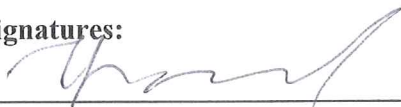
Indicate cost to train for maintenance and repairs: N/A

Indicate amount of time per month maintenance will be required: N/A

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.

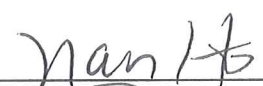
Signatures:


Requester

Nov 11, 17
Date

IT Department (if required)

Date


Dean/Manager

11-14-17
Date


Vice President

Date

