

INSTRUCTIONAL EQUIPMENT REQUEST

2017-2018

NOV 02 2017

STEMPS Division
Las Positas College

Internal Use

IE #: FALL - 21

Total \$: 2,857.29

Requester Name: Carol Edson/Ruth Hanna

Division Name: MSEPS/Geology

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Set of AGI Physical Geology printed lab manuals to be utilized in the Geology labs for multiple semesters. Students can each then save over \$60 dollars by purchasing the ebook version of the lab manual. This will better serve students, who are shocked that a 1 unit lab has a required workbook- that they can not sell back- that costs currently over \$110.

Equipment Location Building: L1800

Room: 1828

Location Comments:

These will be available in the lab room for reference, for checking that the student's map printout is accurate to scale, for referencing the mineral and rock databases, etc.

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:

Currently students are 'required' to buy the AGI Physical Geology lab manual. Many attempt to save money by refusing to buy it, or by purchasing a used one. This means they pay for a workbook with a spiral binding and MANY missing pages...but they don't realize that pages are gone. The increasing resistance to the high cost (over \$110) but excellent lab manual has lead us to this novel solution, that lowers cost for students but does not compromise the quality or content of the labs.

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:*

Relieving the now prodigious financial burden of this vital resource, while still keeping it available to all our lab students, is the most creative and cost effective method. We want all our students to gain the most experiential learning possible in the labs, and this will help. The ebook version of the lab manual is far less expensive, but can not as easily be used as a research tool, as the hardcopy lab manual can. It also can print out of scale and we need the accurate maps in the lab manual available on paper for reference. This is the best of both worlds for our students...lower cost and all the same benefits, materials and opportunities.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

These lab manuals will be used in all the Geology 1 labs, so approximately 80 students per semester. They will also serve as references for the Oceanography lab rock portions, map exercises, and in Environmental geology courses. It is a wonderful, useful book, beautifully illustrated.

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

D) Pedagogy – continuing to work on, explore, expand and develop experiential lab exercises and activities for what is predominantly a student population of non-science majors taking their one and only 1-unit Physical/Natural Science laboratory.

This is from section F. We are relentless in trying to find better ways to engage, encourage and foster success.

SECTION 5: TEACHING AND LEARNING

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

By having these lab manuals available in paper copies to be used in the lab room, students will get the same access but only pay for the ebook lab manual. No compromise of quality, total content or learning tools is necessary. Teaching a Geology lab is acting as a facilitator to student-lead discovery. We want the students to use trial and error, collaborate, and try again when they get negative feedback. We have found this method to work wonderfully, both for our few science majors and our generic-non science major students. Persistence is rewarded. The best tools being available helps create a setting where students can be the most adventurous in this unfamiliar lab learning environment.

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

Collaborative student learning flows naturally when students have well-thought-out lab experiences that they can pursue by experimentation. Feedback in the form of quizzes in Canvas lets them see how well they did, persist, try something else, and eventually succeed. We find many students, given the ability to retake the lab quizzes to improve their scores, persist until they have 100%. Deeper understanding is the by-product!

Each academic year, this equipment will impact: ¹⁰ _____ # of classes/sections ²⁵⁰ _____ # of students

SECTION 6: OUTCOMES (SLOs)

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

GEOL1L - Physical Geology Laboratory

- Upon completion of Geology 1 laboratory, students will be able to evaluate and differentiate mineral samples
- Upon completion of Geology 1 laboratory, students will be able to evaluate and differentiate rock samples
- Upon completion of Geology 1 laboratory, students will be able to evaluate and interpret geologic diagrams encapsulating geologic histories.

These topics are all covered thoroughly for the students in the AGI Physical Geology lab manual. However, researching aspects of the rocks and minerals is far easier using the hardcopy lab manual. The databases are hard to use on a phone. Learning how to analyze geologic diagrams is also very difficult on a small screen but easily seen in a full size lab manual. This is the best of both worlds...the usability of the paper lab manual with the reduced cost to the students. This will serve all three of our SLOs for the course.

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

Students will continue to fail to buy a lab manual of any sort, be ill equipped to learn the material or research the topics, and will be less likely to pass the course. This cost reduction WITHOUT any loss of content is the ideal solution.

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

What is the potential life span of the requested equipment?

The lab manuals will be useable for a minimum of 10 semesters. This drops the per book cost to a very low level and will benefit over a thousand students in that 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.)

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.)

Clear tape will be all that is required for torn pages if they happen.

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

This is an efficient and effective way to leverage the cost over many years to protect students from the ever increasing cost of text books in general. One lab manual can serve hundreds of students over the years.

Part A: Initial Start-up Costs

| <u>Item</u> | <u>Cost</u> | <u>Comments</u> |
|-------------------------------|--------------------|-----------------|
| Equipment or Materials | 2515.50 | |
| Taxes (9.5%) | 232.68 | 238.97 |
| Shipping or Delivery Charge | 102.82 | |
| Installation Costs * | | |
| Miscellaneous Costs: | | |
| Facilities Modifications | | |
| Operator Training | | |
| Maintenance & Repair Training | | |
| Storage | | |
| Other: | | |
| Vendor Discount | | |
| Grand Total: | 2851.00 | \$ 2,857.29 |

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

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

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 by the LPC IT Department.

Signatures:

Carol Edson Pittelame
Requester

10-31-17
Date

N/A
IT Department (if required)

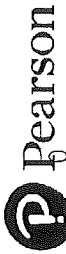
Date

[Signature]
Dean/Manager

11-2-17
Date

[Signature]
Vice President

Date



PEARSON HIGHER EDUCATION*PEARSON TECHNOLOGY GROUP*PEARSON LONGMAN RLIT
 PLACE & TRACK ORDERS 24/7 AT OASIS.PEARSON.COM
 PEARSON HIGHER ED ORDER DEPT/PO BOX 6820/CHANDLER,AZ 85246 FAX 800-445-6991
 PHONE ORDERS & CUSTOMER SERVICE 800-922-0579 8:45-5:00 ET
 INQUIRIES: HIGHER ED CUSTOMER SERVICE/200 OLD TAPPAN RD/OLD TAPPAN NJ 07675

FED ID: 22-1603684
 DUNS: 053601050
 SAN: 2002175

OUR INVOICE NO. PF 86988475
 YOUR PO NUMBER PF 86988475
 PRICE QUOTE
 DOCUMENT CONTROL NO. 26121459
 FOB & TERMS
 FOB ORIG-FRT PPD
 SHIP VIA BESTWAY
 SHIPPING POINT CRANBURY NJ
 INVOICE DATE 10/30/17

PAGE 001 OF 001

PLEASE REFER TO BACK OF INVOICE FOR IMPORTANT SERVICE INFORMATION

BILL TO:
 LAS POSITAS COLLEGE
 3000 CAMPUS HILL DRIVE
 LIVERMORE CA 94551

SHIP TO:
 SHIP-TO NO.
 SHIP-TO SAN

BILL-TO NO. 005-62197-000
BILL-TO SAN

| PO NUMBERS IF MULTIPLE ORDERS | AUTHOR | TITLE | Edition | DISCOUNT CODE | ISBN | QUANTITY | PRICE | DISCOUNT | AMOUNT |
|--|----------|---|---------|---------------|------|----------|-------|----------|---------|
| | AMER GEO | I L/M IN PHYSICAL GEOLOGY ISBN-13= 9780134446608 | 11K | 0-13-444660-7 | | 30 | 83.85 | NET | 2515.50 |
| <p>***** SPECIAL INSTRUCTIONS THIS ORDER ***** PRICES WILL BE HELD FOR 30 DAYS. RETAIN THIS NOTICE IN THE EVENT THERE HAS BEEN A PRICE CHANGE DURING THAT PERIOD OF TIME.</p> <p>*** PROFORMA *** Go GREEN with Pearson! Please visit OASIS AT OASIS.PEARSON.COM TO PRINT additional copies of this invoice, if needed.</p> <p>As of December 31, 2016 Pearson will no longer accept Credit Card information via postal/mail, facsimile, or email.</p> | | | | | | | | | |

SEND BOOK RETURNS PREPAID TO:
 30 PEARSON ED RETURNS FACILITY
 258 PROSPECT PLAINS ROAD
 CRANBURY N.J. 08512-3605

SEND PAYMENT TO:
 PEARSON EDUCATION
 P.O. BOX 409479
 ATLANTA GA 30384 9479

SUB TOTAL 2515.50
SHIPPING 102.82
9.25% TAX 232.68
INVOICE TOTAL 2851.00

THANK YOU FOR YOUR ORDER

ARCHIVE INVOICE

#R LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

FOR REIMBURSEMENT: List payee name & ssn. **TAX ID#** Fearson
 SUGGESTED VENDOR

NAME OF STAFF MEMBER **DATE WRITTEN** **DATE REQUIRED** **DIVISION/DEPARTMENT** For inventory purposes include room # where
 C. Edson 10.31.17 ASAP MSEP/Geol L1828 equipment will reside: L1828

RETURN COPY of REQUISITION TO:
 Unit# 1183 Ext#: 1183

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

| DESCRIPTION | UNIT | QTY | UNIT PRICE | UNIT PRICE | Air | |
|--|------|-----|------------|------------|-------------|-----------|
| AGL 11th Ed Physical Geology lab materials | 1 | 30 | 83.85 | \$ 2515 | 50 | |
| (see quote) | | | | | | |
| Vendor Information/ Remit To: Deliver To, include room # (optional): | | | | | | |
| L1824 | | | | | | |
| Comments: | | | | | | |
| BT# | | | | | | |
| Subtotal | | | | \$ | 2515 | 50 |
| Tax | | | | \$ | 232 | 68 |
| Shipping (if available): | | | | | 102.82 | |
| TOTAL COST | | | | \$ | 2851 | 00 |

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]*
 Supervisor/ Coordinator/ Director

[Signature]
 Dean/VP/ President

