

# INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 09

Total \$: 957.35

Requester Name: Peet Cocke Division Name: Theatre Arts

## SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Purchase of cutting mats for theatrical design.

Equipment Location Building: 4000 Room: 4240

## 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:

These are table top self-healing cutting mats for all of the theatrical design classes.

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

Currently there are no cutting surfaces for the construction of scenic models.



### 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:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities*:

This equipment supports the mission statement through the career-technical and retraining goals by way of the Technical Theatre certificate program and the AA-transfer degree. Skills with this foundation technical theatre level equipment will be expected in either an academic or work environment. This equipment supports the planning priorities through curriculum development and maintenance and through supporting student success in CTE and transfer courses.

### SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

AA Theatre Arts  
AA-Theatre Arts Transfer  
Stage Technician Certificate of Achievement

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

This need had not been identified at the time of the 2015 update, additionally it is part of the new CTE Stage Technician Certificate program, for which the program review is forthcoming.

### SECTION 5: TEACHING AND LEARNING

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

This equipment is needed to adapt the room for theatrical design courses.

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

Students will learn model making techniques for scenic, lighting and costume design.

Each academic year, this equipment will impact:  $\frac{3}{2}$  # of classes/sections  $\frac{16}{2}$  # of students



## SECTION 6: OUTCOMES (SLOs)

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

This equipment provides the opportunity for students to develop the skills necessary to achieve the following outcomes:  
Utilize costume construction methods to execute a costume design, and, Work collaboratively with designers, technicians, and other theatre personnel. Specifically with this outcome as the students will likely always be working with a partner on this piece of equipment.

Additionally THEA 52 will be taught in the fall of 2017 with the following applicable outcomes:  
Utilize scenic design research and construction methods to execute the process of scenic design.

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

There are currently no cutting surfaces, a disposable would be utilized which is not cost effective nor sustainable.

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

What is the potential life span of the requested equipment?

5-8 years

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

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.)

No maintenance is required for this equipment.

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

This equipment will eliminate the need for a disposable surface, and extend the life of the consumables used in the model making process.



**Part A: Initial Start-up Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	602.37	
Taxes (9.5%)	57.22	
Shipping or Delivery Charge	24.00	Amazon will ship for free, there is a \$24
Installation Costs *	0.00	
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other: <small>Model making supplies not currently available</small>	250.00	This would include a supply of cutting
Vendor Discount		
<b>Grand Total:</b>	<b>933.59</b>	

**Part B: On-Going Annual Operating Costs**

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	0.00	
Estimated Parts Replacement Per Year	0.00	
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor	0.00	
Other:	0.00	
<b>Annual Operating Costs:</b>	<b>0.00</b>	

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

Department funds





**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Peet Cocke and Titian Lish

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): 0

Indicate amount of time per month key operator will use equipment: 24

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: Peet Cocke

Is this in their current scope of duties? Yes


Indicate cost to train for maintenance and repairs: 0

Indicate amount of time per month maintenance will be required: >1 hour

**SECTION 8: 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


10/12/16  
Date

IT Department (if required)

\_\_\_\_\_  
Date

  
Dean/Manager

10/17/16  
Date

  
Vice President

10/24/16  
Date



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<input type="checkbox"/>  Alvin Cutting Mat - 40" x 60", Green/Black Item#: 57518-7060 Ships Factory-Direct - Expected Ship Date 10/17/2016 Ships Factory-Direct	3 Remove Move to list	\$ \$602.37 \$200.79 each Handling: \$24.00
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