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FP ACADEMIC SERVICES
LAS POSITAS COLLEGE

INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 33

Total \$: 2,629.00

Requester Name: Tina Inzerilla Division Name: CATSS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Enhance Library Study Room by adding a Cable Cuddy.

Equipment Location Building: 2000 Room: 2010-G

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:

A cable cuddy and associated parts are needed to complete adding technology to a library study room (2010-G). An instructional equipment request in Fall 2015 was granted and the cable cuddy was accidentally left off of the request.

Students will be able to connect their laptops to a 50 inch screen TV, which will be funded and installed by the IT department. The students will benefit because they will have an additional smart technology study room in which they can collaborate on research projects. The student survey provided feedback that the students want more study rooms with smart technology so they can practice their presentations and do group study work. This will ensure better student success.

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:

- ❖ 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:*

Purchasing the cable cuddly will enable the library (a tutoring service) to meet the demand and support student success in Basic Skills, CTE and Transfer courses by providing ease of access to technology in a library study room for students assigned group work for all of their classes. In addition the planning priority: Establish regular and ongoing processes to implement best practices to meet ACCJC standards is also addressed.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment supports ALL disciplines that require presentations, viewing DVDs, and group study work. For example, Basic Skills, English, and History.

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

In 2015-16 program review update section D:
• Add collaboration technology to an additional study room. This will enable students to do group work with a technology enabled study room. Students will have the ability to connect their laptops to the 50 TV screen provided by the IT department.

In 2015-16 program review update section E:
• Add collaborative technology and an additional table and chairs to add a technology supported study room. This supports student success in Basic Skills, CTE, and Transfer courses. This provides students an additional opportunity for practicing presentations and continuing group work that has been assigned by their instructor. [Establish regular and ongoing processes to implement best practices to meet ACCJC standards, Expand tutoring services to meet demand and support student success in Basic Skills, CTE and Transfer courses.]

In 2016-17 program review update section B:
• Add collaboration technology to an additional study room. (Partially Achieved). One component was missed from the instructional equipment request. Instructional equipment funds provided all of the components except for one that controls the TV.

SECTION 5: TEACHING AND LEARNING

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

Faculty holding office hours in the library will be able to utilize this improved space to effectively engage students with access to Blackboard and other online learning tools.

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

Students that are assigned group work will have an additional library study room with technology. A lot of students have requested more rooms be equipped with technology so that they can work collaboratively.

Each academic year, this equipment will impact: _____ # of classes/sections 3,240 # of students

Part A: Initial Start-up Costs

| <u>Item</u> | <u>Cost</u> | <u>Comments</u> |
|-------------------------------|-------------|---------------------|
| Equipment or Materials | 2,200.00 | |
| Taxes (9.5%) | 209.00 | |
| Shipping or Delivery Charge | 220.00 | |
| Installation Costs * | 0.00 | LPC IT will install |
| Miscellaneous Costs: | 0.00 | n/a |
| Facilities Modifications | 0.00 | |
| Operator Training | 0.00 | |
| Maintenance & Repair Training | 0.00 | |
| Other: | 0.00 | |
| Vendor Discount | 0.00 | |
| Grand Total: | | 2,629.00 |

Part B: On-Going Annual Operating Costs

| <u>Item</u> | <u>Cost</u> | <u>Comments</u> |
|--|-------------|-----------------|
| Annual Service or Maintenance | 0.00 | n/a |
| 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 | |
| Annual Operating Costs: | | 0.00 |

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

N/A

SECTION 6: OUTCOMES (SLOs)

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

All SLOs that relate to group work will be positively impacted due to the access by students to a study room with smart technology. One example of a PSCN 13 SLO is "Students will successfully work together on a group project."

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

The library study room will not be able to have technology added and there will be lower student success rates for classes requiring group projects. All of the furniture was purchased last year, the only item needed is the cable cuddy and associated parts.

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

What is the potential life span of the requested equipment?

Approximately 20 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.)

N/A

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

By providing access to smart technology in the study rooms, it will potentially reduce the amount of paper printed by students, faculty, and staff who use the room. Instead of sharing handouts of slides or documents, the materials can be brought up on the large screen monitor for sharing and discussion.

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: LPC IT

Is this in their current scope of duties? yes

Indicate cost to train for maintenance and repairs: none.

Indicate amount of time per month maintenance will be required: estimate: 1 hour per year (or less)

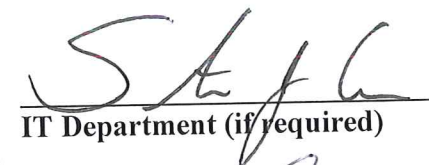
SECTION 8: APPROVALS

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

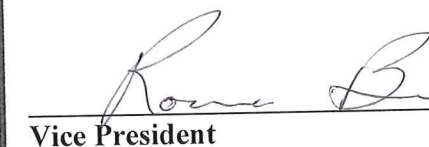
10/17/16
Date


IT Department (if required)

10/25/16
Date


Dean/Manager

10/20/16
Date


Vice President

10/24/16
Date



Extron Electronics

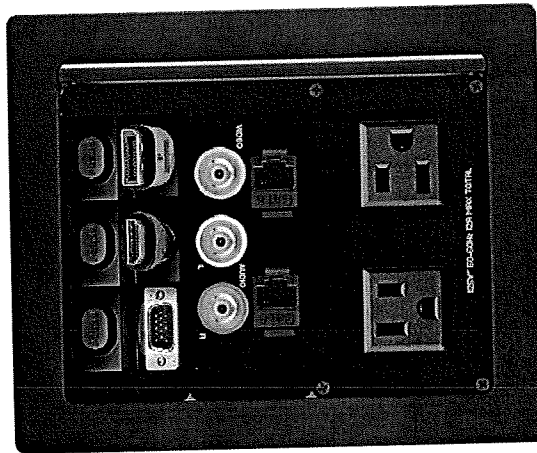
INTERFACING, SWITCHING AND CONTROL

Configured by: SHERMAN LINDSEY
 Company: LAS POSITAS COLLEGE
 Address: 3033 COLLIER CANYON RD.
 LIVERMORE, CA 925 424 1000
 UNITED STATES

Date Configured: 10/4/2016
 Phone Number: 925.424.1660
 Email: slindsey@laspositascollege.edu
 Account Number: 01*LAS925

Customer Name: Tina Inzerrilla
 Project Name: Lrc
 Installation Date: 10/04/2016

Notes:



| QTY | PART# | MODEL NAME | RESELLER | EXTENDED RESELLER | MSRP | EXTENDED MSRP |
|-----|------------|--|------------------|-------------------|--------------|---------------|
| 1 | 60-1405-02 | Cable Cubby 700 Black, US AC | \$406.00 | \$406.00 | \$700.00 | \$700.00 |
| 1 | 70-1065-01 | Retractor VGA | \$261.00 | \$261.00 | \$450.00 | \$450.00 |
| 1 | 70-1065-04 | Retractor HDMI | \$261.00 | \$261.00 | \$450.00 | \$450.00 |
| 1 | 70-1065-07 | Retractor DisplayPort | \$261.00 | \$261.00 | \$450.00 | \$450.00 |
| 1 | 70-093-72 | Three RCA Female to Female Barrels | \$46.40 | \$46.40 | \$80.00 | \$80.00 |
| 1 | 70-491-11 | Two RJ-45 Female to Female Barrel - CAT 5e | \$40.60 | \$40.60 | \$70.00 | \$70.00 |
| | | | Total Reseller : | \$1,276.00 | Total MSRP : | \$2,200.00 |

