INSTRUCTIONAL EQUIPMENT (IE) REQUEST
SPRING , 2021-2022
THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

DEADLINES

01/12/22: IE Request to Division Dean
01/19/22: IE Request: IE Request Presented at Division Mtg.
02/03/22: Request to Administrative Services Office, Via Email

CHECKLIST

__All Sections Completed   __Requisition Attached
___ Quote Attached   __Required Signatures
___ Board Package - **for IER $96,700 & above** 🖐

**Requests Submitted without Requisition and Vendor Quote will be returned **

IE Definition

RAC IER INFORMATION PAGE 🖐

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or the preparation of learning materials in an instructional program. Five categories classify instructional support. The following are examples, but the list is not limited to what is shown.

1. Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs
- Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.
- Instructional furniture, including desks, tables, podium, chairs, etc.

2. Information Technology: instructional information technology equipment for student use in classrooms and/or laboratories, including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.

3. Software: software licenses are allowed in their initial year only. Other software permitted are those used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.

4. Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.

5. Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.

Non-Allowable Items: Administrative or Non-Instructional Purposes including equipment being used for administrative or non-instructional purposes is not allowed including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric:
RAC will evaluate each IE request based on the IE rubric. RAC stresses the importance of **quality** requests. RAC may choose not to rank **incomplete** IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning Priorities [Section 2] *(5 points)*	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities.	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities.
Ranking Scale	**4-5**	**2-3**	**0-1**
Educational Items: Programmatic Impact and Institutional Support [Section 3] *(10 points)*	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Ranking Scale	**8-10**	**4-7**	**0-3**
Teaching & Learning [Section 4 *(10 points)*	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Clear evidence/data that equipment provides enhanced instruction that is not met through current means.	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means.
Ranking Scale	**8-10**	**4-7**	**0-3**
Outcomes [Section 5] *(5 points)*	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability.	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability.
Ranking Scale	**4-5**	**2-3**	**0-1**
Total Cost of Ownership (Financial & Sustainability) [Section 6] *(5 points)*	All items/issues in the Financial and Sustainability sections fully addressed.	Items/issues in the Financial and Sustainability sections are partially addressed.	Items/issues in the Financial and Sustainability sections minimally or not satisfactorily addressed.
Ranking Scale	**4-5**	**2-3**	**0-1**

INSTRUCTIONAL EQUIPMENT REQUEST
2021-2022

Internal Use
IE #:2022 -_____
Total $:_____

LPC ADMINISTRATIVE SERVICES - REQUISTION INFORMATION PAGE

Requester Name: _____**Division Name:** _____

Equipment Name:_____

The Equipment is: ☐ **A Replacement** ☐ **An Upgrade** ☐ **New Equipment/Technology**

SECTION 1: EQUIPMENT DESCRIPTION_____

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:

Equipment Location Building: _____   **Room:** _____

Location Comments:

SECTION 1: EQUIPMENT DESCRIPTION (continued)

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 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:	LPC PLANNING PRIORITIES:
Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.	❖ Implement the integration of all ACCJC standards throughout campus structure and processes. ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities. ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

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

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Will this equipment be a part of your upcoming Program Review or was it included last year? Please explain using the exact words from your Program Review. If not, explain why.

SECTION 4: TEACHING AND LEARNING

In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.

Describe in detail the impact this equipment will have on <u>learning</u>:

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

SECTION 5: OUTCOMES (SLOs)

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

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)___

What is the potential life span of the requested equipment?

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.)

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.

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.)

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

Part A: Initial Start-up Costs

Item	Cost	Comments
Equipment or Materials		
Taxes (9.5%)		
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		

Part B: On-Going Annual Operating Costs

Item	Cost	Comments
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Maintenance & Repair Labor		
Licensing or Software		
Other: _____		
Annual Operating Costs:		

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

Part C: Incremental Labor Costs

<u>**OPERATOR:**</u>
Indicate the key operator: _____

Is the work in their current scope of duties? _____

What is the cost to train key operator? _____
(include $$ in the Initial Start-up Costs above)

Number of hours per month will the key operator use the equipment? _____

<u>**MAINTENANCE & REPAIRS**</u>

Indicate who will performing maintenance and repairs: _____

Is the work in their current scope of duties? _____

Indicate cost to train for maintenance and repairs? _____

Number of hours maintenance is required per month: _____

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REMINDER
Instructional Equipment Requests submitted without a quote and requisition will be returned.
Shopping Carts are not considered quotes and will not be expected.

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SIGNATURE APPROVALS and ROUTING

REQUESTER: DIVISION DEAN/MANAGER:
DATE: DATE:

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Click the Submit Button to Route
Signed Instructional Equipment Requests (IER)Directly to Admin Services

Admin Services will coordinate review of all IER by IT and M&O and collect signatures

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College Technical Services, Manager: M&O Director:
Date: Date:

VP Academic Services: VP Administrative Services:
Date: Date: