



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Graphing Calculators
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/09/2024	IER forms due to Division Dean
10/16/2024	Division review of IER forms (Dean & VP signature)
10/23/2024	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
 - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
 - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 114,499.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
 - Purchase requests of \$ 114,500.00 or more must go out for bid* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
 - For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
 - Quote (required)
 - [New Vendor Application](#) (if new vendor)
 - Copy of [W9](#) (if new vendor)

***Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

Instructional Equipment Definitions

Allowable Items

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
 - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
 - b. 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 but only the initial year is permitted. Other software that are permitted are those that are 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, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

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 evaluates each IE request based on the rubric below. 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) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: Graham, Jennie

Division: STEM

Discipline: Mathematics

This Equipment Request is: New Equipment or 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 #: 2000

Room #: n/a

Comments:

The equipment being requested is New, but also a replacement for devices that have broken or never been returned. The devices are kept in the Library for check-out by students for the a semester of use, so no Room#.

Since this equipment is not a classroom set of materials, but rather something checked out by students as needed, I did not think it fell under the Lottery Funds option.

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

C-ID for Math 110: Introduction to Statistics includes under Content:

"13. Technology based statistical analysis."

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is 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 lifelong learning.

LPC Planning Priorities

- 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.

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

This request is driven by the importance of having zero materials cost options for students taking statistics, which comprises over 1/3 of our math courses offered. This is an equity issue. It is critical that we do everything we can do eliminate materials costs for students.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Math 40 specifically, but any math, business or science class that requires a graphing calculator can benefit.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

From the PR:

"OER materials for all of our first-transfer level courses, except Math 33 and Math 34, were created/adopted and piloted in the 2022-2023 year for a rollout in all sections starting Fall 2023"

"Graphing Calculator free loaner program through the Library has been too successful. Inventory is too low to keep up with student demand for this technology. The Library has also had a hard time getting students to return the calculators after their sequence of Math classes has ended." With all other course material free to students, having enough calculators to check out makes them truly ZTC.

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

These calculators are designed for statistics and have many functions to help students analyze data and do inferential queries. The built in functions allow faculty and students to spend time on analyzing the results of a process instead of spending time doing the tedious calculations. For example, to calculate the standard deviation of a data set, you have to go through a process of first finding the mean of the data set (add all of the data values up and then divide by the total number of data values), then you need to subtract that mean from each of the data values. Square all of those differences and then add up all of those squared differences. Once you've found that sum, you divide by the number of data values and then take the square root of that quotient. It can be quite the process when done using a basic calculator. With a graphing calculator, you type in the list of data and tell the calculator to produce all of the necessary statistics with the press of a button. There are many, many more time saving functions that help faculty and students spend time exploring the concepts.

They also have a variety of financial math functions and ways to visualize data for classes requiring students to analyze it.

Detail the impact the equipment has on learning:

While some instructors merely strongly recommend a graphing calculator so students are financially burdened, the students who have to spend time on the tedium as described above are not able to spend the same amount of time on the really interesting part of the stats due to a lack of technology. Having a supply of calculators in the library for students to check out for the semester has been instrumental in creating equitable learning environments for our students.

Please state the number of classes and students the equipment will impact:

Classes/Sections: Math 40/20-25 sections

Students: 700-875 (or more with other classes using them)

SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

I do not know what this means to "surpass" in the context of SLOs, but to help meet the SLOs, sure.

For Math 40, all of the SLOs involve the need to manipulate data sets and spend time analyzing the results. The technology allows the students to focus on those results without getting lost in the calculations. If The values are off due to "by hand" calculations, then students are often discouraged from completing the analysis process.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

The new equipment will add to our supply and recoup the numbers that were in the library due to lost or broken devices. Nothing will be disposed of.

Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):

There are rechargeable versions of these calculators to save on batteries, however, they are more expensive and when we've tried to use them in the past, the charging cables have been misplaced (so not returned) or damaged beyond use. The basic versions of these calculators make the most sense.

How does the equipment provide renewal resources to the college?

N/A

Operator

Primary operator:	Math Department (Jennie Graham) and and the Library Circulation Desk (Diana Navarro-Kleinschmidt)		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	N/A		
Comments:	The Primary Operators will be the students, but they'll get checked out and in by the library staff. The number of hours per month will vary depending on directions from instructors and assignments that require their use.		

Maintenance and Repairs

Who will perform maintenance and repairs?	Jennie Graham (with help from TI as needed)		
Estimated hours per month:	0		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

Lifespan of Equipment: 30 years (if well cared for)

FOAP (Budget) for Recurring Costs:

Vendor Name: Amazon Fund Org Acct Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	3,571.80	This is the current price listed on Amazon for 30 devices + tax.
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	
Start-Up Total	3,571.80	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
Annual Total	0.00	
Overall Cost:	3,571.80	

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>Jennie Graham</i>	10/08/2024
Division Dean:	<i>Paula M Checchi</i>	10/15/2024
Vice President:	<i>Nan Ho</i>	10/15/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/17/2024

Checkout (30 items)



1 Shipping address [Change](#)
 Jennie Graham
 LAS POSITAS COLLEGE
 3000 CAMPUS HILL DR
 LIVERMORE, CA 94551-7709
[Add delivery instructions](#)

2 Payment method [Change](#)
Paying with Prime Visa 6691
 Earns 5% back
 Billing address: Jennie Graham, 5711 GREIGE...
 ^ **Add a gift card or promotion code or voucher**


 v Use Amazon Visa rewards points
 \$9.75 (975 points) available

3 Review items and shipping

Want to save time on your next order and go directly to this step when checking out?
 Default to this delivery address and payment method.

Delivery option updated
 Your delivery options have changed based on your updated purchase selections. Please review before placing your order.

Arriving Oct 21, 2024 - Oct 24, 2024
 Items shipped from Amazon.com



Texas Instruments Ti-84 plus Graphing calculator - Black
\$107.99

 Sold by: OceansideComputers

Choose your Prime delivery option:
 Mon, Oct 21 - Thu, Oct 24
 FREE Delivery

Or choose your pickup location:
 Pickup available nearby

[Place Your Order and Pay](#)

You'll be securely redirected to Amazon.com Visa to complete this transaction.

Order total: \$3,571.80
 By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

[Place Your Order and Pay](#)

You'll be securely redirected to Amazon.com Visa to complete this transaction.

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Items (30):	\$3,239.70
Shipping & handling:	\$0.00
Total before tax:	\$3,239.70
Estimated tax to be collected:	\$332.10

Order total: \$3,571.80

Pay \$297.65/month for 12 months, interest-free with your Prime Visa.

[How are shipping costs calculated?](#)
 Prime shipping benefits have been applied to your order.

*Why has sales tax been applied? [See tax and seller information.](#)

Need help? Check our [Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

[Important information about sales tax you may owe in your state](#)

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