



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on October 15, 2010 (FALL) and February 11, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage at:
<http://grapevine.laspositascollege.edu/pbc/InstructionalEquipment.php>

Name of Requestor: **Ext:**

Division/Unit :

Brief title of request (equipment or materials being requested must be similar, related or part of a system):

Request amount (unit cost and total cost, including tax and shipping;. please include all costs, such as installation, modification to existing facilities to accommodate new equipment, etc...; this information should come from the vendor quote):

Item (s) cost	\$511.97
Tax (.0975)	\$51.12
Shipping	\$12.21
Installation	\$
Facilities Modification	\$
Other	\$
Total Cost	\$575.30

Attach copy of quote(s), estimate(s) and requisition(s).

(Must attach quote & requisition; absence of either will delay processing)

Please provide a brief description of the specific equipment or materials requested, including the # of pieces being requested, and what they will be used for (e.g., 10 crayola crayons, sky blue, etc...) in 250 words or less:

1- First Aid/CPR/AED for Schools and the Community DVD
 1- First Aid/CPR/AED for the Workplace, Schools and the Community Instructor's Manual with CD-ROM
 1- Lifeguarding DVD Set
 1- Lifeguarding Instructor's Manual with CD-ROM

This equipment will be used for the First Aid & Safety and Lifeguarding Courses. These courses are both American Red Cross CPR certification courses.
 **These prices are subject to change. The Red Cross is updating their standards in March/April 2011 and will have new DVD's and Instructor Manuals.

Is this in your Program Review? Yes No

Please describe how this request is incorporated into your Program Review:

This was placed in Program Review as part of our Program Development. We are adding First Aid & Safety and Lifeguarding to our curriculum to certify students and members of the community to meet job requirements.

First Aid & Safety will also be part of our Kinesiology degree, and is a lower division requirement of Kinesiology at Cal State East Bay. The Lifeguarding course is a higher level training than First Aid & Safety and will also meet the lower division requirement.

Is it a replacement? Yes **Upgrade?** Yes **New technology?** Yes

Please explain?

We currently do not have these items. The materials requested are the latest versions of the DVD's with the updated American Red Cross requirements.

Below is the evaluation criteria; please see corresponding Instructional Equipment Rubric at:
http://grapevine.laspositascollege.edu/pbc/documents/PBCInstructionalEquipmentRubric_2010-11.pdf

Teaching & Learning/Impact on Enrollment (Total = 10 points for A& B)

**A. How will this item have a positive impact on instruction and/or teaching and learning in the classroom?
Is this for use by the Instructor or students, or both?**

This equipment will be used to enhance SLO's and certify students according to American Red Cross standards in the Lifeguarding and First Aid & Safety courses.

This equipment will be used by the instructor to explain/demonstrate CPR/lifesaving skills to the students, who will be able to practice the demonstrated exercises with the appropriate equipment in accordance with American Red Cross standards.

The instructor materials along with the accompanying DVD's are required to teach a valid American Red Cross course. Without the materials, students would not be able to receive certification.

B. How will the equipment impact enrollment, attract, or increase the number of students participating in a course or program?

This equipment will allow us to teach a legal and effective course. Utilizing the video allows instructors to maintain higher enrollment, as the students follow the video along with skill sessions while the instructor can move around the room to work with each student.

The First Aid & Safety course will go along with AB1440 as a lower division requirement for the Kinesiology degree (already accepted).

Outcomes (Total = 10 points)

How does this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

This equipment will enable and enhance all SLO's in each course by having a very useful and practical tool for students to:

First Aid & Safety:

- A. Recognize that an emergency exists;
- B. Identify life threatening conditions;
- C. Demonstrate appropriate care for sudden illnesses;
- D. Demonstrate the ability to perform CPR and rescue breathing;
- E. Demonstrate the ability to perform First Aid;

Lifeguarding:

- A. Assess common hazards associated with various types of aquatic facilities and develop the knowledge and skills to eliminate such hazards;
- B. Identify a person in distress or actively drowning and effectively rescue that person;
- C. Demonstrate the essential skills for lifeguarding;
- D. Demonstrate the ability to perform CPR and rescue breathing;
- E. Demonstrate the ability to perform First Aid;

If this equipment is not funded, we will not be able to meet the above listed SLO's. In addition, these courses cannot be successfully completed without demonstrating CPR skills.

Total Cost of Ownership (Total = 5 points)

(This section attempts to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) **What is the lifespan of the equipment? 5 years? 10 years? 20 years?**
- b) **Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?**
- c) **Are there operating costs and how will they be covered by the department?**
- d) **What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?**

- a) Approximately 5 years. (Roughly every 5 years the American Red Cross analyzes and updates its policies, procedures, and standards).
- b) There is room for use of the equipment. They can be stored in PE 140 (Storage Room). No cost associated with installation, no modifications to the space.
- c) No operational costs.
- d) No maintenance costs.

**The Red Cross is currently in their updating cycle. The materials should be purchased after the update to Red Cross standards come out in April. This is the best case scenario as we will have the most current materials, and will last the duration of the cycle.

Health and Safety (Total = 2 points)

Explain if this equipment responds to a security or health and safety need for faculty and students:

Our instructors are required to maintain a current CPR certification to teach in our department.

Our aquatic staff (including lifeguards) must have a higher level of CPR (For the Professional Rescuer) as well as AED certification.

This equipment will also be used to certify/recertify our staff in CPR. Currently we contract out with ValleyCare to do the certification. I (Jason Craighead) am certified to teach these courses and certify our faculty as a Flex Activity, which will keep us from having to spend what little resources we have.

Visibility/Profile within Community (Total = 1 point)

Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

This equipment allows us to teach courses that will attract more students and raise the stature of the college. The courses that utilize this equipment coincide with AB1440 and the Kinesiology degree. These courses also certify students/members of the community to obtain jobs here in the Tri Valley area. east Bay Regional Parks recruits college students from our aquatic classes.

Commitment to Sustainability (Total = 1 point)

If the equipment exceeds basic sustainability goals or provides renewable resources to the College, provide specific details:

The longevity and zero operational costs make this a sustainable item (Lasts approximately 5 years, or until a change in the policies, procedures, and standards).

Access (Total = 1 point)

Provide evidence that the requested equipment is consistent with universal design* and will ensure access above and beyond standard capability.

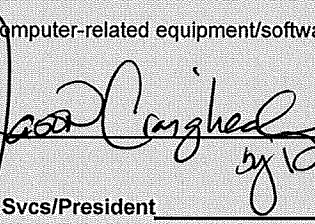
The design of this equipment allows everyone, regardless of experience, to learn how to do learn skills, policies, and procedures effectively. The American Red Cross provides course materials with the idea that all students are new students and have not had prior experience.

**Universal design is an approach that addresses and redresses the primary barrier to making expert learners of all students. Some examples include: light switches with large flat panels rather than small toggle switches; buttons and other controls that can be distinguished by touch; bright and appropriate lighting, particularly task lighting; auditory output redundant with information on visual displays; visual output redundant with information in auditory output; contrast controls on visual output; use of meaningful icons with text labels; clear lines of sight to reduce dependence on sound; volume controls on auditory output; speed controls on auditory output; choice of language on speech output. Items incorporating the principles of universal design feature: equitable use; flexibility in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. (Wikipedia)*

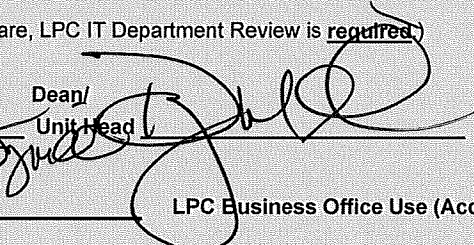
Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by



Dean/
Unit Head



IT Department Signature

Vice President



LPC VP Admin. Svcs/President

LPC Business Office Use (Account Number)