



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	\$99.90
Tax (.0975)	\$9.75
Shipping	\$12.95
Installation	\$
Facilities Modification	\$
Other	\$
Total Cost	\$122.60

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:

Track and field measuring tapes for field events such as long jump, triple jump, discus, javelin, and shot put. Two tape measures cover the distance up to 330' and two will be 100' in length.

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 and is also included on the equipment request list that was included in the Program Review. Phase III Physical Education (outside the loop road) design and development is almost complete (February 2011), and includes a Track & Field stadium which will also accommodate football, lacrosse, and soccer, with an adjacent field house for storage and rest rooms. The curricular offerings within the department are heavily reliant on the use of equipment. This includes a wide variety of exercise equipment as well as large numbers of game balls, nets, jerseys and other assorted sports equipment necessary to properly instruct classes. Proper techniques as defined in course outlines cannot be taught without the requisite equipment.

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

Please explain?

New track facility requires tape measures for certain events such as triple jump, long jump, shot put, discus, and javelin.

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?**

Will enable the instructor in measuring student outcomes for certain track and field events giving the student immediate results of their efforts during the class and/or meet.

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

A necessary piece of equipment to any track and field facility. Positive impact on enrollment by providing immediate results on the student progress throughout the course for certain events related to track and field.

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?

The most difficult aspect of not having measuring tapes is a incomplete facility and lack of standard equipment that is found, used and maintained at every track facility.
Will enable the instructor in measuring student outcomes for certain track and field events giving the student immediate results of their efforts during the class and/or meet.

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) 15 plus
- b) yes, in storage containers located on track
- c) no operating cost
- d) no up keep

Health and Safety (Total = 2 points)

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

For some of the field events, there is a necessity for the student to know exactly their start point for generating enough sprinting speed to take off propelling themselves into the air and landing in the sand pit. The measurements have to be precise in order to prevent injury by not making it into the landing pit during their jumps.

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?

Yes, The Track and Field will be a brand new addition to the PE Division. The community has expressed an interest in using the track and many local high schools and agencies have expressed renting the facilities.

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 makes this a sustainable item.

Access (Total = 1 point)

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

Yes, the measuring tapes are part of the overall universal design for the new track and field facility. It is a standard measuring device needed for specific events during a track and field meet providing immediate results.

**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 P. Johnson

Dean/
Unit Head [Signature]

IT Department Signature
Vice President [Signature]

LPC VP Admin. Svcs/President _____

LPC Business Office Use (Account Number) _____



QUOTE

IER DONE
 P.O. Box 8090
 Cranston, RI 02920-0090
 (401) 942-9363
 Toll Free 1-800-556-7464
 Toll Free Fax 1-800-682-6950
 e-mail: mfathletic@mfathletic.com

www.mfathletic.com

SHIP TO: Las Positas College
 Attn: PJ Johnson
 3033 Collier Canyon Rd.
 Livermore, CA 94551

INSTRUCTIONS

SHIP POINT	SHIP VIA	SHIPPED DATE	TERMS
MFAC, LLC	UPS GROUND		PREPAY

BILL TO: Las Positas College
 Accounts Payable
 3033 Collier Canyon Rd.
 Livermore, CA 94551

CUSTOMER #	INVOICE DATE	ORDER #
1147243	01/17/11	1235209-00
PO #	PAGE #	
	1	

LN #:	DESCRIPTION:	ORDERED:	BACK ORDERED:	SHIPPED:	UM:	PRICE:	AMOUNT:
1	4275 330' FIBERGLASS MEAS. TAPE - OPEN REEL	2			EA	36.95	73.90
2	4276 100' OPEN REEL FIBERGLAS	2			EA	13.00	26.00
						Total	99.90
						Freight	12.95
						Taxes	9.75
						Invoice Total	122.60

Everything Track & Field

