



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: Pj Johnson Ext: 1291

Division/Unit : PEAHW

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

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):

Table with 2 columns: Item (s) cost, Amount. Rows include Tax (.0975), Shipping, Installation, Facilities Modification, Other, and Total Cost (\$316.45).

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:

One track utility wagon to be used to move equipment from storage to certain track event areas.

Is this in your Program Review? Yes [checked] No []

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

In Program Review to help necessitate the instructor with class instruction by allowing the equipment to be transported easily around the track and is also included on the equipment request list. Phase III Physical Education design and development is almost complete (February 2011), and includes a Track and Field stadium which is 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, net, jerseys and other 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 [checked]

Please explain?

New track and field facility

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 have a positive impact by allowing for more instruction time and less time having students retrieving equipment from distant storage containers.

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

The most difficult aspect of not having the track wagon is a incomplete facility and lack of standard equipment that is found, used and maintained at every track facility. Will have a positive impact by allowing for more instruction time and less time having students retrieving equipment from distant storage containers.

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 SLOs are enhanced and will have a positive impact on student learning. This piece of equipment for the track allows for more portable of class need equipment to certain event areas on the track allowing for more instruction time and less time having students retrieving equipment from distant storage containers which can be an unnecessary class disruption.

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) 10 plus
b) yes, in storage container up on track
c) no operating cost
d) no upkeep or maintenance required

Health and Safety (Total = 2 points)

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

Allow for the safe transport multiple pieces of class equipment greatly reduce the chance of injury for instructor and students.

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)

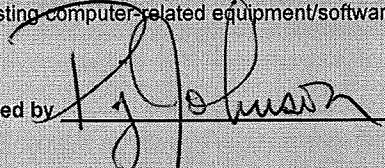
Provide evidence that the requested equipment is consistent with universal design* and will ensure access above and beyond standard capability.

With the multiple sport facility, the track wagon can make the accessibility of transporting equipment around the area faster, easier and safer than carrying it. Also will be a great time saver allowing for games, matches, meets, and events to flow from start to finish in a timely manner.

**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) _____



QUOTE

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	1235214-00
PO #	PAGE #	
	1	

LN #:	DESCRIPTION:	ORDERED:	BACK ORDERED:	SHIPPED:	UM:	PRICE:	AMOUNT:
-------	--------------	----------	---------------	----------	-----	--------	---------

3	4247 TRACK WAGON	1			EA	220.00	220.00
					Total		220.00
					Freight		75.00
					Taxes		21.45
					Invoice Total		316.45

Everything Track & Field

