DeAnza College

Request for Measure C New Equipment Funding
For the Three-Year Period 2011-2014
Furniture, Fixtures & Equipment (FF&E)

Please read the *Measure C FF& E Spending Guidelines* to determine what can be purchased with these funds.

The request comprises of three parts. All three parts must be completed:

   Part 1 – Division Process for Preparing Request for Measure C Funding

   Part 2 – Narrative Supporting Request (See questions below.)

   Part 3 – Measure C – Budget & Item Detail (See separate Excel Spreadsheet)

IMPORTANT DATES:

Due Date: **November 10, 2011**
Allocation Date: **February 2012**

REQUIRED SIGNATURES

Division: AS

Department: 1 CCE   Request # (as per spreadsheet)

Dean/Manager's Name: Rowena Tomaneng   Signature:

E-mail: tomanengrowena@deanza.edu   Date: 11/22/11

PART 1 – DIVISION PROCESS

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1. Please Describe Your Division Process For Preparing Your Request.
This request was approved by our Division Manager. Process within the division included communication from our manager that there was a new Measure C process for allocation in place. Feedback was given in individual meetings with the depts./programs. Manager also emphasized reviewing program review/APRU documents to connect request to outcomes.

PART 2 –NARRATIVE

Please answer all questions. Put N/A if questions don't apply.

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1. Please Describe Your Measure C Project

1.a. Summarize What Is Being Requested

Two 21.5" IMacs, two 15" Macbookpro laptops, and one desktop printer copier

1.b. How Will The Equipment Be Used?
The laptops will be used by ICCE student staff as well as our Community Organizer (grant funded position).
The IMacs will be used by students working on our Silicon Valley Documentation project.
The printer copier will be used by all office staff.

1.c. Can The Equipment Be Shared With More Than One Discipline?
Our work is campus wide

1.d. What Is The Anticipated Annual Cost Of Maintenance?
n/a

1.e. Where Will It Be Located? Is There Sufficient Space?
In the East Cottage, ICCE office. There is enough space.

2. What Programs And Disciplines Will The Project Support?

2.a. List The Programs/Disciplines That The Equipment Will Support

We support programs campus wide

2.b. How Will The Equipment Improve Student Learning Or Student Services?
Our civic engagement work helps promote student success.

2.c. What Data Or Evidence Supports Your Request?
The study "A Promising Connection" outlines the ways that civic engagement of the sort we do at De Anza directly improves student retention and success.

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3. Will The Project Support Student Learning Outcomes Or Other Outcomes?

3.a.ii. Administrative Unit Outcomes?
It will help us do the basic work we do, and thus will lead us toward achieving our AUOs

3.b. How Will Outcomes Be Measured For Future Planning?
We will continue to monitor the success of our program as a while through the AUO process

3.c. What Evidence Supports Your Requests?
Our office equipment is over ten years old