

BUS CIS all



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

\$1,763,650

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: **December 1, 2011**
Allocation Date: **February 2012**

REQUIRED SIGNATURES

Division: BUS/CIS

Department:

Request # (as per spreadsheet)

Dean/Manager's Name: Cynthia Lee-Klawender & Michele Fritz

Signatures:

Two handwritten signatures are written over a horizontal line. The first signature is cursive and appears to be "Cynthia Lee-Klawender". The second signature is also cursive and appears to be "Michele Fritz".

E-mail: LeeKlawenderCynthia@deanza.edu

Date: Dec. 1, 2011

PART 1 – DIVISION PROCESS

1. Please Describe Your Division Process For Preparing Your Request.

Due to the enormity of our FF&E needs for our division in the Advanced Technology Center (ATC) after it's remodeled, the division focused only on ATC needs. The department chairs of the division were notified about the due date of the FF&E requests. Our division lab supervisor then wrote up a list of furniture and equipment for the ATC

after the remodeling is complete (scheduled by Winter 2014). The department chairs were then asked to share it with the faculty and staff in their departments to get feedback.

After consultation with Janet Vong about suggested changes to the ATC during remodeling, including furniture suggestions, the department chairs were again asked to share the suggestions with the faculty and staff in their departments. All the feedback was then incorporated into the requests in the attached spreadsheet.

PART 2 –NARRATIVE

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

1. Please Describe Your Measure C Project

1.a. Summarize What Is Being Requested

For our division computer lab and for our computer classrooms in the ATC:

- computers
- computer desks
- instructor stations
- chairs
- servers
- printers (lab and computer classrooms)
- scanners (lab and 2 computer classrooms)

1.b. How Will The Equipment Be Used?

The equipment will primarily be used for computer classes (currently in the CIS, ACCT, CDI, and CAOS division departments, and SPED, outside our division) in the computer classrooms AND the computer lab. However, many non-computer classes may be using the classrooms.

1.c. Can The Equipment Be Shared With More Than One Discipline?

Yes! All the departments in our division may use our computers, and in addition, departments outside our division have used our computer classrooms. We allow sstudents and instructors in classes outside our division to use the computers in the computer classrooms upon request.

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

The anticipated annual cost of maintenance will be about the same as it is now, as almost all of the requests are replacing old equipment.

1.e. Where Will It Be Located? Is There Sufficient Space?

Everything will be located in ATC rooms that have furniture plans that show there is sufficient space.

2. What Programs And Disciplines Will The Project Support?

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

CIS (Computer Information Systems)
CDI (Computer-Aided Design & Digital Imaging)
CAOS (Computer Applications and Office Systems)
ACCT (Accounting)
SPED (Special Education)

2.b. How Will The Equipment Improve Student Learning Or Student Services?

Student learning improves when they are able to apply computer skills in the classroom with guidance from an instructor on equipment that is up-to-date.

Students who do not have access to adequate computer equipment need the computer lab to complete their work, which often takes several hours per week per student. The computer lab provides tutoring and a place for students to engage in group computer work.

2.c. What Data Or Evidence Supports Your Request?

This is part of the 5-year updates of computers and overdue (over 15 years) updating of furniture in the division's ATC computer lab and classrooms. Up-to-date computers are necessary in order to teach using the latest versions of software.

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

3.a.i Student Learning Outcomes?

These requests support the student learning outcomes of each computer-based class using our computer classrooms and computer labs as they allow each and every student to demonstrate the computer skills listed in the outcomes.

3.a.ii. Administrative Unit Outcomes?

N/A

3.a.iii. Student Services Outcomes?

N/A

3.a.iv. Program Level Outcomes?

Since each of the programs (CIS, CDI, ACCT, CAOS) require up-to-date computers and software, these requests support the program-level outcomes of our programs.

3.b. How Will Outcomes Be Measured For Future Planning?

Student Learning Outcomes are frequently assessed in each program. Those assessments are reviewed in each program's Comprehensive Program Review and Annual Program Review Updates. In addition, each program is evaluated in their annual advisory meetings.

3.c. What Evidence Supports Your Requests?

Our Student Learning Outcomes Assessments have indicated a need for tutors, which are not provided by De Anza's Tutorial Program. Subsequently, we recently started a tutorial program (so far for CIS), which requires the computer lab and computer classrooms, where the tutors are helping students on the computers.

**Business/Computer Systems Division
Furniture Plans
Program Plan 2014**

Location	Project: Furniture for BUS/CS ATC Rooms	Sub - Total
Business/CS Lab AT203	- Workstations (300) <i>on sep. sheet</i> - Computer Pods to hold 300 computers - 300 Chairs	see FF&E sheet
Classroom : ATC 202	- Student Laptop Computer Desks (36) - Instructor Media Station - Printer table - Chairs (36 student + 1 instructor)	see FF&E sheet
Classroom : ATC 204	- 36" W x 30" D Student Computer Desks (40) * - Instructor Media Station - Printer table (for printer + scanner) - Chairs (40 student + 1 instructor)	see FF&E sheet
Classroom : ATC 205	- 36" W x 30" D Student Computer Desks (40)* - Instructor Media Station - Printer table (for scanner, BW printer + Color printer) - Chairs (40 student + 1 instructor)	see FF&E sheet
Classroom : ATC 311	- 36" W x 30" D Student Computer Desks (50)** - Instructor Media Station - Printer table (for printer) - Chairs (50 student + 1 instructor)	see FF&E sheet
Classroom : ATC 312	- 36" W x 30" D Student Computer Desks (50)** - Instructor Media Station - Printer table (for printer) - Chairs (50 student + 1 instructor)	see FF&E sheet
CDI Lab ATC301	- 36" W x 30" D Student Computer Desks (34) - Instructor Media Station - Printer table (for printer) - Chairs (34 student + 1 instructor)	see FF&E sheet
CDI Lab ATC313	- 36" W x 30" D Student Computer Desks (34) - Instructor Media Station - Printer table (for printer) - Chairs (34 student + 1 instructor)	see FF&E sheet
Business/Computer Systems Total:		see FF&E sheet

* includes 1 Wheelchair desk

** includes 2 Wheelchair desks

36" W x 30" D student desks NOT pop-up