



**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: DSP&S

Department: Educational Diagnostic Center (EDC)

Request # (as per spreadsheet) 1

Dean/Manager's Name: Stacey Cook

Signature: _____

E-mail: cookstacey@deanza.edu

Date: November 21, 2011

PART 1 – DIVISION PROCESS

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

Each of the four DSP&S programs (APE, DSS, HOPE, and EDC) and the Deaf/Hard of Hearing area (DHHS) worked with their faculty and staff to develop and prioritize a list of needed furniture, fixtures or equipment for 2011-12, 2012-13, and 2013-14. Plans were presented at the Coordinator's meetings (Nov. 3 and Nov. 15) resulting in a prioritized list for the DSP&S division submitted to SSPBT on Nov. 16, 2011.

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

The following equipment is needed to convert two conference rooms into smart classrooms, to add classroom functionality to EDC's main office/lab/tutoring area:

- (1) (10) iPad2 = Instructional equipment-for portal training, training workshop series, and as an instructional tool/support that will allow access to instructional websites without increasing the need for additional desktops
- (2) (2) LCD projectors = convert conference rooms to smart classrooms
- (3) (2) Overhead projector screens = convert conference rooms to smart classrooms
- (4) (3) Del OptiPlex 780 Minitower + monitor = convert conference rooms to 2 smart classrooms and 1 Del OptiPlex to be used in conjunction with large flat TV screen in main office/tutoring lab for portal training, instructional tool/support, and for training workshop series
- (5) (1) Smart/White Board = portal training, instructional support tools, training workshop series (primarily used in main lab area)

In addition, the following equipment is needed to ensure FERPA compliance and to provide a secure location for confidential information/student files, and to increase storage capacity. Also, other types of equipment and furniture requested are needed to increase the access of instructional support materials to students and instructional staff and to ensure privacy of confidential letters, forms, and etc. by being produced from a more secured printer:

- (1) (3) 5 drawer lateral file cabinets, FERPA compliance and provides a secure storage space for student files.
- (2) (1) 2 drawer lateral file cabinet, FERPA compliance and provides a secure storage space for student files.
- (3) (1) HP LaserJet P1006 (single-user) double sided Printer, to be located in a more private location for printing confidential letters, forms, and etc.
- (4) (1) 6 Pocket Wall Mount Display, provide student accessibility to frequently requested information and schedules
- (5) (2) 4 Shelf bookcases, (furniture) provide student and staff accessibility to instructional materials and textbooks
- (6) (3) 6 Shelf bookcases, (furniture) provide student and staff accessibility to instructional materials and textbooks

1.b. How Will The Equipment Be Used?

EDC's SSLOs are focused on assisting our students to improve their ability to follow directions and procedures, to identify various resources that will provide them with essential and valuable information regarding their academic progress and goals, and to help them to become more independent and self-reliant in regards to establishing and following their personal education plans. EDC's first step in accomplishing these goals is to develop and implement a series of training workshops that will focus on specific aspects of each SSLO. For example, one training workshop may focus on the registration process, which would include learning how to plan and develop each quarter's course schedule while keeping in mind the type of courses that would be affected by the student's learning disability. Thus, the requested equipment will be used to convert two conference rooms into smart classrooms and the instructional capacity of EDC's main lab area will be increased by the addition of the smart/white board and by assigning the Dell OptiPlex Minitower and monitor to the panel TV. The iPad's will also be used to increase instructional capability and accessibility of our ongoing Guidance 218 and Guidance 219 courses, as well as other math courses that require students to access Enable Math online. The iPads enable our instructional staff to work with a group of students rather than attempting to gather students around one or two desktop computers.

The files drawers will be used to store active and inactive student files. The bookcases will be used to house textbooks and other types of instructional materials that are used on a daily basis by students and instructional support staff. The wall mount will provide convenient and open access to important department information, tutoring schedules, and other types of essential information that is frequently requested by both students and staff. The laser printer is to be located in a more private and secured location in order to print confidential letters, forms, and etc.

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

The equipment can be used for instructional and tutoring purposes and for outreach events. EDC provides basic skills courses in Math and Writing and tutorial support for all math levels and English courses. The staff of EDC also hosts DSP&S outreach events and is currently developing and hosting a series of training workshops focused on increasing our students awareness of EDC's services and accommodations, as well as campus wide services. In addition, it is our goal to help our students become more independent in planning and achieving their educational and academic goals.

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

N/A

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

All equipment requested will be located in the Educational Diagnostic Center (EDC)

2. What Programs And Disciplines Will The Project Support?

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

All students with disabilities who participate in EDC's Guidance courses, which includes students from other DSP&S programs.

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

As stated previously, EDC's SSLOs are focused on assisting our students to improve their ability to follow directions and procedures, to identify various resources that will provide them with essential and valuable information regarding their academic progress, and to help them to become more independent and self-reliant in regards to establishing and following their personal education plans. EDC's first step in accomplishing these goals is to develop and implement a series of training workshops that will focus on specific aspects of each SSLO. In addition, these ongoing workshops will assist students to identify and utilize specific services and accommodations that meet their individual learning needs and assist in achieving their academic goals.

Rather than supporting specific SLO's or SSLO's, the file drawers and printer ensure FERPA compliance. However, the bookcases and pocket wall mount provide student accessibility to instructional support materials and textbooks.

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

EDC #1 Priority: 10 iPad2, 2 LCD Projectors, 2 Overhead projectors, 3 Dell OptiPlex 780 Minitower + monitor, supports ongoing portal training and usage and supports division and EDC's goals and outcomes to increase our student's independence, self-reliance, and knowledge and utilization of EDC's services and accommodations.

EDC #1 Priority: (3) 5 drawer lateral file cabinets, FERPA compliance and provides a secure storage space for student files.

EDC #1 Priority: (1) 2 drawer lateral file cabinet, FERPA compliance and provides a secure storage space for student files.

EDC #2 Priority: 1 Smart/White Board, supports ongoing portal training and usage, as well as supports division and EDC's goals and outcomes to increase our student's independence, self-reliance, and knowledge and utilization of EDC's services and accommodations.

EDC #3 Priority: (1) HP LaserJet P1006 (single-user) double sided Printer, to be located in a more private location for printing confidential letters, forms, and etc.

EDC #4 Priority: (1) 6 Pocket Wall Mount Display, provide student accessibility to frequently requested information and schedules

EDC #5 Priority: (2) 4 Shelf bookcases, (furniture) provide student and staff accessibility to instructional materials and textbooks

EDC #5 Priority: (3) 6 Shelf bookcases, (furniture) provide student and staff accessibility to instructional materials and textbooks

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

3.a.i Student Learning Outcomes?

This project will also support SLO's for Guidance 218 and Guidance 219.

3.a.ii. Administrative Unit Outcomes?

N/A

3.a.iii. Student Services Outcomes?

EDC's SSLO's are focused on students being able to identify, locate, and utilize at least three EDC services and at least two accommodations as per their specific learning disability. One of the primary outcomes is to train students to identify those resources that will assist them to reach their academic goals and to discover how to best utilize these services to achieve a level of academic success that promotes and encourages further academic growth and achievement.

In addition, the pocket wall mount supports students' efforts in seeking additional information about EDC's services and accommodations. As stated previously, the other equipment and furniture requested ensures FERPA compliance and student confidentiality.

3.a.iv. Program Level Outcomes?

The overall goal of EDC is to provide the tools necessary for each student to fully comprehend and understand how their specific learning disability impacts their academic progress and to identify and utilize the services and accommodations that support and enhance their academic achievement. In addition, the EDC staff needs to encourage and support student independence and self-reliance which will enable a student to not only reach their academic goals, but to also apply this knowledge to other educational opportunities and their chosen career. The primary focus of this project is to provide the knowledge necessary for students to successfully navigate through the various services and accommodations and to identify those that meet their specific learning needs. In addition, the EDC staff believes that by providing students with the tools and support that they need to increase their independence and self-reliance, they will be able to successfully advocate for services and accommodations in other educational and career environments.

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

Student evaluations will be used to determine the effectiveness of this project. Comments and ratings will be used to modify or refine project methodology.

3.c. What Evidence Supports Your Requests?

Budget reductions have initiated an evaluation of EDC's current processes and procedures in order to identify a plan or strategy designed to reduce the amount of time an advisor or staff member spends on resolving issues, answering questions, or providing information that a student should be able to resolve, find, and apply on their own. After further evaluation, it was determined that students lack the knowledge needed to successfully navigate De Anza College's programs and services. Although new incoming students who attended Counseling 100 courses were provided valuable information and directions about finding their way around the portal and locating information on each department's website, student's with learning disabilities often need to be exposed to information more than once and may need to perform a procedure several times before they are comfortable doing it on their own. Therefore, a series of training workshops are currently being developed to encourage our students to be more independent, to take the initiative to find information, to learn how to resolve problems or issues with other students and faculty, and to know when they do need the help of an EDC advisor. As previously stated, the equipment requested will be used to support the proposed series of training workshops, portal training, and other teaching, instructional, and tutoring needs.

An increase in the number of student files and the lack of secured file space (file drawers) has resulted in the need for additional file storage capacity. As for the needing furniture, an increase in the number of requests for having textbooks and other types of instructional support materials available to students and staff prompted the request for additional bookcases. The need for an additional printer located in a more private and secured location for printing confidential forms and letters (LaserJet printer) prompted the request for a printer.

DSP&S: Educational Diagnostic Center

Division Name: DSP&S Division

Summary:		
	2011-12 Total	\$ 34,859.8
	2012-13 Total	\$ -
	2013-14 Total	\$ -
Total of Requests		\$ 34,859.80

Division Rankings

1	Electronic System/Scanners
2	Student Portal/Reg
3	FERPA
4	Student Accommod/Access
5	Teaching/Learning
6	Miscellaneous

Sub Rankings

	Economic Efficiency	CORE Student Use	Student Use	Staff Use	Really Cool
a	100%	100%	100%	100%	100%
b	100%	100%	100%	100%	100%
c	100%	100%	100%	100%	100%
d	100%	100%	100%	100%	100%
e	100%	100%	100%	100%	100%

NOTES:

Put the requests in order of importance to the division i.e. rank them
Please fill in the quantity & the unit cost. The "total" column will auto complete