DeAnza ▯ College

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

$ 12,203

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: INTERCULTURAL/INTERNATIONAL STUDIES

Department: **Request # (as per spreadsheet)**

Dean/Manager's Name: Edmundo Norte   **Signature:**_____

E-mail: norteedmundo@deanza.edu   **Date: 12/02/11**

PART 1 – DIVISION PROCESS

---

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

Starting in the Fall of 2010, at our division meetings we began the process of generating and prioritizing a list of items that faculty and staff need to support effective instruction and operation of the division office. Our equipment, furniture and supplies list was maintained on our internal division website, even as items from the list were acquired. From the resulting list, a substantial number of items were acquired through the

IMPACT/AAPI Grant that was housed in our division as part of setting up a resource lab last Spring and over the Summer quarter. Since then additional items have been requested by faculty as they have experienced new needs emerge now that we are back in the Multicultural Center and generally operating in the renovated Smart Classroom environments.

At our two earlier Division Meetings this academic year, it was announced that Measure C funds were available from the second "traunch" and that faculty should review the previously generated list of items to see what was still needed and/or two suggest new items. Not until this past week did the division dean receive the prioritized items from a cross-section of faculty members. On the attached IIS Measure C FF&E Budget Request are the prioritized items that faculty and staff chose to submit, but this does not include all the items that were generated in the division. A final division-wide vote on the submitted items is scheduled for 12/02/11 to confirm the submitted items. Only if there is a discrepancy between the items requested in these documents and what the final division-wide vote decides will a separate submission be made to alter this request.

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 items were those prioritized by the Division as necessary to optimize effective instruction and division operations:

1. Four microphones for voice amplification;

2. Six Tiltable/Adjustable Lecterns;

3. Two Bulletin Boards for the Division Office for Student and Faculty Communication;

4. Four External Hard Drives (2TB)

1.b. How Will The Equipment Be Used?

1. Microphones: These will be used to project faculty voices for large lecture halls and for language classes that require clear and audible voice articulation.

2. Lecterns: These are basic "tools of the trade" that faculty need for holding written materials essential to providing lectures or other presentations.

3. Bulletin Boards: Division Office need for communicating information across division and campus.

4. External Hard Drives for Classrooms: With the increasing use of multi-media educational material (commercial video, student video projects, digital photographs for ethnic art history classes, etc.), faculty need on-site classroom storage for such electronic materials that are quite powerful, but also require very large amounts of memory for storage and for operation.

5. Division faculty need ready access to equipment to convert voluminous slide, film, and print photographs into digital format for use in Smart Classrooms. This equipment would be made available to faculty from across the campus.

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

Yes, as available.

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

None anticipated beyond the labor required by ETS to install the external hard drives in the Smart modules in the Multicultural Center Classrooms.

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

Yes, there is sufficient space. Microphones will be kept in the division office and checked out to faculty who request them. Lecterns will be kept in the MCC classrooms for faculty use. Hard drives will be installed in MCC classroom Smart modules.

2. What Programs And Disciplines Will The Project Support?

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

Microphones will support our language faculty in particular who rely on clear, audible voice transmission to students, but can be used by all faculty who teach in larger lecture halls and/or need voice amplification for medical/health reasons.

External hard drives will support all division faculty for material storage and greater use of multi-media presentations for more effective student engagement.

Our International and Intercultural studies programs that incorporate photographic materials will be supported by the Film Scanner equipment, particularly courses such as Arts of Asia, Visual Arts of Africa, Native Arts of Mesoamerica and South America, Visual Arts of Islam, The Chicano and the Arts, Survey of American Indian Arts, etc.

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

All of the equipment requested will enhance the instructors' ability to teach more effectively and enhance the student learning experience (as detailed above).

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

Past practice and reported need by experienced faculty who are expert in effective pedagogy. Our division is more than willing to participate in additional quantitative methods for substantiating these requests and underlying assertions.

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

3.a.i Student Learning Outcomes?

Yes, by providing more access to the core curricular content through multimedia presentations (external hard drive storage) students with multiple primary learning modalities and for those who are auditory impairment (microphone amplification). Lecterns are basic "tools of the trade" for classroom instruction upon which faculty rely.

3.a.ii. Administrative Unit Outcomes?

3.a.iii. Student Services Outcomes?

3.a.iv. Program Level Outcomes?

Same as above.

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

Surveys can be developed and administered to division faculty. Departmental focus groups will be held at the end of the first quarter in which the new equipment is used to assess the utility of the equipment and its impact on promoting effective instruction and achieving student learning outcomes.

3.c. What Evidence Supports Your Requests?

Past practice and reported need by experienced faculty who are expert in effective pedagogy. Our division is more than willing to participate in additional quantitative methods for substantiating these requests and underlying assertions.