



**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**

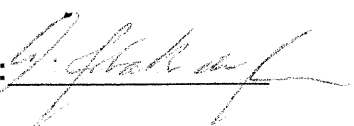
REQUIRED SIGNATURES

Division: Counseling Division

Department: International Student Programs

Request # (as per spreadsheet)

Dean/Manager's Name: Angela Caballero de Cordero

Signature: 

E-mail: corderoacd@fhda.edu

Date: 11/2/11

PART 1 – DIVISION PROCESS

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

The needs were discussed with the Dean of Counseling.

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

Technology equipments and office furniture.

1.b. How Will The Equipment Be Used?

For the purpose of providing services to international students and ISP operation.

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

The furniture and equipments cannot be shared with other discipline. The laptop is possible if another department wish to borrow it occasionally.

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

To be determined by ETS.

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

All equipments will be located within International Student Programs.

2. What Programs And Disciplines Will The Project Support?

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

The equipment will support the operation and needs of International Student Programs.

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

The equipment enable ISP staff to provide improved communications with students and other constituents, comply to Federal and SEVIS mandates of institutions enrolling international students, improve the development and implementation of publications, presentations, etc., to ensure workplace safety and comply to ergonomic regulations

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

Updated equipments has improved and enhanced operation efficiency and student services.

<p>3. Will The Project Support Student Learning Outcomes Or Other Outcomes?</p>
--

3.a.i Student Learning Outcomes?

Yes

3.a.ii. Administrative Unit Outcomes?

N/A

3.a.iii. Student Services Outcomes?

Yes

3.a.iv. Program Level Outcomes?

N/A

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

Through Student Services Outcomes surveys conducted in the future.

3.c. What Evidence Supports Your Requests?

Updated equipments has improved and enhanced operation efficiency and student services.