DeAnza College

Request for Measure C New Equipment Funding $ 5,823
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: Learning Resources

Department: Library   **Request #: 1** (2012-2013)

Dean/Manager's Name: Gregory Anderson   **Signature:**

E-mail: andersongregory@deanza.edu   **Date**: December 1, 2011

PART 1 – DIVISION PROCESS

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

The leaders (faculty directors and classified supervisors) met repeatedly about this request. Together, we:
- examined the rules regarding Measure C expenditures
- read and discussed the program review documents for each of the programs
- re-evaluated student changing student demographics, college mission, SLOs, and other needs
- discussed equipment needs with division staff and faculty
- created individual lists for each each of the 5 centers in the SSC and 2 main areas in the Library
- combined lists and reached consensus for the division's request

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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 large cabinets for library DVD storage are requested.

1.b. How Will The Equipment Be Used?

The library currently has about 4,000 DVDs for student check out. DVD cases are located on publicly accessible shelving. The DVDs themselves are kept behind the circulation desk in standard file cabinets.

Each new cabinet can hold up to 3,200 DVDs, so we will have room to grow the collection. These new cabinets are designed specifically to store DVDs, thus they are more space efficient, ergonomically better for staff, and will allow staff to locate the requested item more quickly.

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

Students from every academic division use the library's DVD collection for academic research and personal enjoyment.

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

$0

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

The new DVD cabinets will be located behind the circulation desk. These units are more space efficient than the existing solution.

2. What Programs And Disciplines Will The Project Support?

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

Students from every academic division use the library's DVD collection for academic research and personal enjoyment.

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

The two new units will allow the library to grow this popular part of the library collection.

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

Recent DVD circulation numbers
FY2008-09:   7209
FY2009-10:   8744
FY 2010-11: 6410

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

3.a.iv. Program Level Outcomes?

Program Level Outcome Statement #2:
Identify and utilize the broad range of resources and services (e.g.: reference; orientations; databases; technology; reserves, print collection, e-books, etc.)available through the library in support of class assignments and course instructional objectives

The library is committed to provide a broad array of academic resources to support students of all learning styles. The library has aggressively expanded its DVD collection in recent years. The DVD collection now numbers over 4,000. The DVD collection is especially strong in feature films (think Hollywood), international films, and documentaries.

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

Circulation data is collected annually. Inadequate funding for library acquisitions has hampered the library's ability to acquire DVDs (and other needed items) over the past two years. Newer titles are always more popular with students.

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DeAnza 🏛 College

Request for Measure C New Equipment Funding $ 64,821
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: Learning Resources

Department: Library

Request #: 2 (2012-2013)

Dean/Manager's Name: Gregory Anderson

Signature:

E-mail: andersongregory@deanza.edu

Date: December 1, 2011

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PART 1 – DIVISION PROCESS

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

The leaders (faculty directors and classified supervisors) met repeatedly about this request. Together, we:
- examined the rules regarding Measure C expenditures
- read and discussed the program review documents for each of the programs
- re-evaluated student changing student demographics, college mission, SLOs, and other needs
- discussed equipment needs with division staff and faculty
- created individual lists for each each of the 5 centers in the SSC and 2 main areas in the Library
- combined lists and reached consensus for the division's 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

A 35 seat instructional lab is being requested.

1.b. How Will The Equipment Be Used?

The library currently uses a 20 seat instructional lab (Library Computer Lab, aka Internet Lab) for library orientations and instruction. This lab is an open academic lab when classes are not scheduled. The current lab is crowded and uncomfortable. Class sizes have constantly grown. We need an instructional lab that can accommodate larger classes comfortably.

Librarians use our instructional lab to teach students how to access and use library resources. Librarians also teach research skills.

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

The library regularly provides instruction to classes from the Language Arts Division, the Social Sciences and Humanities Division, and the Biological, Health and Environmental Sciences Division. Creative Arts and Business/CIS instructors also bring their classes for library instruction most quarters.

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

$0

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

This project requires remodeling of existing library space.

2. What Programs And Disciplines Will The Project Support?

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

The library provides library orientations to students from all academic divisions. The most regular users of library instruction are Language Arts and Social Sciences and Humanities.

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

The larger lab will accommodate larger class sizes. The design of the current instructional lab seats students perpendicular to the projector screen and instructor. The new lab will be designed so students can easily and comfortably view the instructor and projector screen.

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

In the current budgetary situation class sizes continue to grow. The library instructional lab needs to be able to accommodate these larger class sizes.

In recent years the library estimates that nearly 4,000 students per year participate in a library orientation.

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

3.a.iv. Program Level Outcomes?

Program Level Outcome Statement #1:
Through interaction in the library's instructional programs (credit courses, orientations, reference), develop research skills and demonstrate a proficiency in locating, retrieving, organizing, critically evaluating, analyzing, synthesizing, and communicating information.

The new lab will host library orientations and LCEN course sessions in which the skills described in the program level outcome statement above are taught.

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

The librarian who coordinates library orientations is currently designing a SSLO to measure the effectiveness of library orientations. This SSLO will continue to be enhanced over time, hopefully in a new instructional computer lab.

3.c. What Evidence Supports Your Requests?

Students regularly have to work 2 or more per computer workstation for hands-on practice of research skills in the current lab.

DeAnza 🏛 College

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

$ 50,000

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: Learning Resources

Department: Library

Request #: 3 (2012-2013)

Dean/Manager's Name: Gregory Anderson

Signature:

E-mail: andersongregory@deanza.edu

Date: December 1, 2011

PART 1 – DIVISION PROCESS

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

The leaders (faculty directors and classified supervisors) met repeatedly about this request. Together, we:
- examined the rules regarding Measure C expenditures
- read and discussed the program review documents for each of the programs
- re-evaluated student changing student demographics, college mission, SLOs, and other needs
- discussed equipment needs with division staff and faculty
- created individual lists for each each of the 5 centers in the SSC and 2 main areas in the Library
- combined lists and reached consensus for the division's 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

A redesign of reference area and circulation desk is requested. The current reference desk area is in a U shape. Students approaching the reference counter are separated from the reference librarian by a counter. The student and librarian are separated by at least ten feet. Additionally many students are unsure that they can enter inside the U shaped counter to approach the librarian and use the reference area computers located there. Librarians envision a more conventional configuration that would offer an inviting and professional library reference desk to foster a collaborative style of discovery and library instruction.

The current configuration of the circulation desk makes it nearly impossible for staff to respond to an alarm from the security gates. Staff must either take a circuitous route around the back and through two doors to approach the security gates, or hop over a high counter.

1.b. How Will The Equipment Be Used?

The reference desk area is used for librarians to assist students one-on-one in their research projects. Ten computers are located in this area for students to use for library research.

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

Students from every academic division use the library's reference and circulation services.

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

$0

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

These are redesigns of existing areas within the library. Space is sufficient.

2. What Programs And Disciplines Will The Project Support?

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

Students from every academic division use the library reference and circulation services.

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

The redesign of the reference desk are will encourage students to approach librarians for research assistance. The reference desk will provide a wide screen computer monitor and comfortable side-by-side seating for librarian and student to work together.

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

3.a.iv. Program Level Outcomes?

Program Level Outcome Statement #1:
Through interaction in the library's instructional programs (credit courses, orientations, reference), develop research skills and demonstrate a proficiency in locating, retrieving, organizing, critically evaluating, analyzing, synthesizing, and communicating information.

All of the skills listed in the above program level outcome statement are taught at the reference desk.

CR   LIB   iPads

DeAnza ⬙ College

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Request for Measure C New Equipment Funding
For the Three-Year Period 2011-2014
Furniture, Fixtures & Equipment (FF&E) $ 2,995

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: Learning Resources

Department: Library   **Request #: 4** (2012-2013)

Dean/Manager's Name: Gregory Anderson   **Signature:**

E-mail: andersongregory@deanza.edu   **Date**: December 1, 2011

PART 1 – DIVISION PROCESS

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

The leaders (faculty directors and classified supervisors) met repeatedly about this request. Together, we:
- examined the rules regarding Measure C expenditures
- read and discussed the program review documents for each of the programs
- re-evaluated student changing student demographics, college mission, SLOs, and other needs
- discussed equipment needs with division staff and faculty
- created individual lists for each each of the 5 centers in the SSC and 2 main areas in the Library
- combined lists and reached consensus for the division's request

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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

5 Apple iPads are requested.

1.b. How Will The Equipment Be Used?

The iPads will be used by librarians to provide roving reference.

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

Students from every academic division use the library's reference and circulation services.

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

$0

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

Space is sufficient.

2. What Programs And Disciplines Will The Project Support?

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

Librarians provide reference services to students from all academic divisions.

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

The iPads will allow librarians to provide reference throughout the building and potentially anywhere on campus with a wifi connection. Some students are shy to approach the reference desk. The idea is to establish a working relationship with students that will extend throughout their academic careers at De Anza.

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

The library estimates nearly 11,000 reference transactions for academic year 2009-10.

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

3.a.iv. Program Level Outcomes?

Program Level Outcome Statement #1:
Through interaction in the library's instructional programs (credit courses, orientations, reference), develop research skills and demonstrate a proficiency in locating, retrieving, organizing, critically evaluating, analyzing, synthesizing, and communicating information.

Provide reference services to students throughout the library building and potentially in other busy areas of campus.

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

Reference services have yet to be accessed. A SSLO will be created for this important library function. The use of iPads will be accessed at this time as well.