DeAnza College

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: Academic Services

Department: Staff & Org Development Request #: 1, 2 & 3 (2012-2013)

Dean/Manager’s Name: Rowena Tomaneng
Signature: 
Date: 11/23/2011

PART 1 – DIVISION PROCESS

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

Division Manager communicated new process to the division via email and individual program meetings. Division manager also sent email reminder to depts./programs regarding deadlines and the need for depts./programs to review program review and APRU documents.
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
• 9 Additional 21.5” iMacs to complete training stations in the MLC faculty/staff computer lab.
• 2 licenses per computer (18 licenses total) for new faculty/staff computer lab computers for Adobe Creative Suite 5.5 software.
• 3 storage racks, 36” x 24” x 7’0” for the new Staff Dev storage room.

1.b. How Will The Equipment Be Used?
• These iMacs will fill the rest of the planned computer training stations in the MLC faculty/staff computer lab. This will give us an increase to 24 seats altogether.
• The Faculty/Staff Computer Lab currently has Adobe Creative Suite 3.0 software installed for staff and faculty to use in the creation and maintenance of their web pages and marketing materials. Faculty and Staff use Photoshop and Acrobat Professional the most, but also InDesign and Illustrator. When possible, we arrange for training on Acrobat. Photoshop is used for handling photographs that will be imported into OmniUpdate.
• We will have a new storage room in the MLC and we need racks so that our storage boxes can be stacked for storage for 7 years. These are conference records saved for Accounting Services audits and workshop attendance records saved throughout the accreditation cycle.

1.c. Can The Equipment Be Shared With More Than One Discipline?
Computers in the faculty/staff computer lab are available for employees in all disciplines, programs, and departments to use.

1.d. What Is The Anticipated Annual Cost Of Maintenance?
$0

1.e. Where Will It Be Located? Is There Sufficient Space?
Located at Faculty and Staff Computer Lab in the Mediated Learning Center. There is sufficient space.
2. What Programs And Disciplines Will The Project Support?

2.a. List The Programs/Disciplines That The Equipment Will Support
• Computers in the faculty/staff computer lab are available for employees in all
disciplines, programs, and departments to use.

2.b. How Will The Equipment Improve Student Learning Or Student Services?
• Additional seats would be made available for training in the computer lab.

2.c. What Data Or Evidence Supports Your Request?
• We are limited to a maximum workshop size of 15 in our current computer.
Software training, especially for New Employee Orientation, Part-time Faculty
Seminars on technology topics, and Banner topics, sometimes exceeds that
maximum and we have to double-up participants at the computers or limit the
class size. This limits the effectiveness of the hands-on training if we can’t supply
a station for each participant or if we have to turn away interested participants.

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

3.a.i Student Learning Outcomes?

3.a.ii. Administrative Unit Outcomes?

3.a.iii. Student Services Outcomes?

3.a.iv. Program Level Outcomes?
• An increase in the training stations in the computer lab will allow staff and faculty
more opportunities to participate in on-campus professional development.

3.b. How Will Outcomes Be Measured For Future Planning?
• As we track attendance for all Staff Development activities, we will be able to tell
by the attendance numbers whether we are able to increase the seat counts past
our current 15 maximum.

3.c. What Evidence Supports Your Requests?
See 2c above.