### Instructional Equipment Sections of 2009 Program Review

<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
</tr>
<tr>
<td>Auto</td>
</tr>
<tr>
<td>Auto Collision Repair</td>
</tr>
<tr>
<td>Basic Skills -English</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Chemistry</td>
</tr>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>Court Reporting</td>
</tr>
<tr>
<td>Credit ESL</td>
</tr>
<tr>
<td>Dance</td>
</tr>
<tr>
<td>Dental</td>
</tr>
<tr>
<td>Distance Ed</td>
</tr>
<tr>
<td>Drama</td>
</tr>
<tr>
<td>Emergency Medical Tech</td>
</tr>
<tr>
<td>Engineering</td>
</tr>
<tr>
<td>Environmental Landscaping</td>
</tr>
<tr>
<td>Film Video</td>
</tr>
<tr>
<td>Geography/Geology</td>
</tr>
<tr>
<td>Journalism</td>
</tr>
<tr>
<td>Machine Metals Tech</td>
</tr>
<tr>
<td>Medical Assisting</td>
</tr>
<tr>
<td>Multimedia Studies</td>
</tr>
<tr>
<td>Music</td>
</tr>
<tr>
<td>PE/Health/Athletics</td>
</tr>
<tr>
<td>Physics</td>
</tr>
<tr>
<td>Speech</td>
</tr>
</tbody>
</table>
Instructional Equipment
ART-2009

This section will be filled out by faculty and reviewed by the Department Chair, the AR ea Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS... (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>100 Students</td>
<td></td>
<td>Traditional Photography</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Beseler 23CIII with 50mm lens ans full frame 35mm negative carrier

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>$957.00</td>
<td>$90.00</td>
<td>$100.00</td>
<td>$7,846.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B
   two times requested previously

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   Our darkroom enlargers are aging. Some are as much as 30 years old. Compared to computer costs they are simple to maintain, don't need upgrades every two-three years and will upgrade our darkroom. Most other Jr. colleges/universities are continuing to preserve their darkroom facilities and courses. Traditional Photography is still an important foundational course which is very relevant among fine art students,
professors, and collectors.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

100 annually can use these enlargers as part of the classroom lab.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students need accurate functional equipment to succeed.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

I evaluate their prints in critique.

Additional Justification for this item:

I have to prioritize and order for Traditional Photography and Digital Photography in the same Program Review. It is like choosing between your daughter or your son.

---

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>100 Students</td>
<td>Under $200 Each</td>
<td>Traditional Photography/Art</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Hewes Heavy Duty Stainless Steel Film Developing Reel For 35mm Size Film

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>$19.95</td>
<td>$1.89</td>
<td>$40.00</td>
<td>$440.89</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   A
   These are used to develop film. They are essential.
   2 times prior request

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so,
3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

This uses a hands-on skill that leads to basic Photographic skills and understanding of the process. It is learned in the beginning course and used in all following levels of traditional Photography.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

100 students yearly. The program will be even more popular with good equipment. We are not part of modernization, even though we are part of the Art Department. So we need some extra support on resources.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Examine and classify the basic properties of black and white materials including film and how to develop.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Student work is evaluated technically. Examining student mastery of content, skills, processes

Additional Justification for this item:

I have to compete with the digital portion of my own discipline. I need support for both programs. The traditional photography darkroom equipment can last for 10-15 years.

---

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>2-3 Classes</td>
<td>Under $200 Each Traditional Photography</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Beseler and Omega negative carriers-fullframe

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$89.95</td>
<td>$8.54</td>
<td>$20.00</td>
<td>$928.04</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B
two times prior requested.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   These allow students to print their images without forced cropping. In documentary and some art images it is critical to include everything one originally saw, into the printed frame.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Technical proficiency and creative vision in end product.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Student success.

Additional Justification for this item:
This is part of an ongoing attempt to upgrade equipment in the photography discipline to improve student success in transfer and Art world skills.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>2-3 Classes</td>
<td>Under $200 Each Traditional Photography</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Darkroom timers (which accurately measure time for film development). GL 6710

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>$139.99</td>
<td>$106.00</td>
<td>$40.00</td>
<td>$1,265.92</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B
   Our current 3 remaining timers are rusting and inaccurate. 20 students share them when developing their film rolls. It wastes time and lack of consistent accuracy is a problem.
   two times requested

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   If they can't develop their film then they can't succeed in the course/s

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   4 per film developing room will dramatically help in the 20 student per course usage.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Learn to develop film and to control developing to create expansion of the range of tonality.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Success of student and course goals.

Additional Justification for this item:
We need to support of the facilities which include traditional photography but are not part of Modernization. The equipment is 20 years old and there is a new demand among younger students to learn these skills and to transfer to Universities which support Traditional skills and some of the very first Photographic processes used in 1860.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>2-3 Classes</td>
<td>Under $200</td>
<td>Each Traditional Photography</td>
</tr>
</tbody>
</table>

http://programreview.marin.edu/IEReportPart1.jsp 2/20/2010
Description and part number for ordering:
Black bags for loading film into reels in total darkness. Large Changing Bag, 27" x 27",

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>$23.95</td>
<td>$2.27</td>
<td>$20.00</td>
<td>$501.27</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment?  Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B
two times requested

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   The students will have developing bags which do not have light leaks which ruin the film. It is a basic skill tool.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   50-75 students will benefit.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Student success. Basic film development.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>2-3 Classes</td>
<td>Over $200 Each</td>
<td>Traditional Photography</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Arkay RC-2100 Stainless Steel Model Print Dryer for Resin Coated Prints

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,399.95</td>
<td>$132.99</td>
<td>$50.00</td>
<td>$1,582.94</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B
   Our current dryer is broken.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Students can dry their prints and take them home immediately after class to evaluate. Every class needs the same equipment.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   50-75 students

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

   Demonstrate the development of compositional skills.

   - Integrate basic composition skills including 2-d design.
   - Practice an increased awareness of different qualities of light.

   yes.
6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Student success.

Additional Justification for this item:
This a basic piece of industry standard equipment which all traditional labs use.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>2-3 Classes</td>
<td>Under $200</td>
<td>Each Traditional Photography</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Adorama / Ganz 8"x10" Bordered Photographic Enlarging Speed Easel In 35mm Full Frame Format

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$28.95</td>
<td>$2.75</td>
<td>$20.00</td>
<td>$312.25</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B
two times prior

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Yes. This is very basic equipment used to hold the printing paper in place and create borders.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   There prints will be improved.
5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Basic Printing skills.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Student success of course goals. Technical proficiency.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>2-3 Classes</td>
<td>Under $200</td>
<td>Each Traditional Photography</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Gra Lab enlarging timer 450R

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$184.99</td>
<td>$17.50</td>
<td>$50.00</td>
<td>$1,917.40</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B two times requested

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Functional timers help in successful printing.

4. How will access for students be improved? How many students (annually) will benefit from
this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

new equipment will attract students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>2-3 Classes</td>
<td>Under $200 Each Traditional Photography</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Seal /Bienfang Tacking Iron - Sealector II

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$89.95</td>
<td>$8.54</td>
<td>$20.00</td>
<td>$928.04</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B
   0 times

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support: Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>2-3 Classes</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Beseler 11x14 Universal 4 Blade Photo Enlarging Easel

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$214.99</td>
<td>$20.42</td>
<td>$50.00</td>
<td>$2,220.32</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   C
   1 year prior

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   These are intermediate/advanced paper easels which have movable borders and are essential for 2nd semester students to learn how to use.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   We only have three at this point in time.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   This is a standard tool and would help meet our goals.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Student success.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>2-3 Classes</td>
<td>Under $200</td>
<td>Each Traditional Photography</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Water Temp II with Temp Lokâ® Heavy duty chrome. Lab tested and plumbed. After initial adjustments, provides on/off control without re-adjustment of hot/cold water supplies. Precise temperature reading ± ½°F accuracy. Large 3" dial thermometer with recalibration screw. Swivels. Fits most faucets. Standard hose bibbs on each end. Includes 200 micron in-line stainless basket strainer. Five Year LTD Warranty. #65010 - $74.95

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$75.00</td>
<td>$7.00</td>
<td>$15.00</td>
<td>$247.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

Installation of dial into plumbing faucet/lines.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes
Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   C
   0 times

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements
   Priority: 11
   To Support: 2-3 Classes
   Category: Under $200
   Discipline Area: Each Traditional Photography

   Description and part number for ordering:
   Magnetic critique boards 4x8' 165 4 100 760.0

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$165.00</td>
<td>$15.67</td>
<td>$50.00</td>
<td>$725.67</td>
</tr>
</tbody>
</table>

   One-time expenses: (e.g. construction, electrical, installation)
   Installation on the wall in FH 111.

   On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   c
   2 times prior

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Students and artists need critique boards that they can add and subtract prints from quickly, allowing for changing the order of the prints and thus the end statement.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>2 Classes</td>
<td>Over $200 Each</td>
<td>AUTO</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
AUTOMATIC TRANSMISSION TRANSAXLE TESTER SUPERFLOW 97000-ECRH

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$100,000.00</td>
<td>$9,000.00</td>
<td>$3,000.00</td>
<td>$112,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
NONE

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
NONE

Item to be shared with the following Department/Program: (Include any shared expenses)
NONE

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. This piece of equipment was approved by the College Board as part of the modernization project. Dean Nanda Schorske choose to not purchase it on her judgement only.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   no

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
The transmission tester we are using was purchased in 1977. It only can test hydraulically operated transmissions. It can not test any transaxles (88% of the vehicles manufactured today use transaxles). It can not test electronically controlled transmissions or transaxles (all vehicles manufactured after 1986 use electronically operated systems). We have 6 Chrysler 2008 model transmissions and 10 Toyota transmissions and transaxles that can not be tested on the current tester. The current tester can not test differentials the new tester would.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

When the program moves into the modernized building the number of students using this equipment would be 48.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

The students would have the skills necessary to preform entry level job tasks with minimum supervision.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

The Office of Organizational Planning and Development needs to work with the faculty to develop a "Student Progress Tracking System". the tool must identify the following:

- Identify the student's goals.
- Develop a personalized plan for the student to achieve their goal including; an education plan, financial plan and a job placement plan.
- It should follow the student for five years to evaluate the effectiveness of their college.

Additional Justification for this item:
This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>450 Students</td>
<td>Over $200 Each</td>
<td>ACRT</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
MIL-951065 Millermatic 252 W/Spoolmatic 30A W/Dual Cylinder Cart 230/460 575 V

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,875.00</td>
<td>$241.56</td>
<td>$0.00</td>
<td>$3,116.56</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment?

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

A

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   The addition of this piece of equipment will allow for an additional work station in the Auto Collision Repair Lab. This spreads students out more evenly in the lab enhancing supervision. This piece of equipment is mobile and can be moved to the welding shop so that the Advanced Welding students can learn how to weld tubing for custom fit.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   This piece of equipment is needed to teach students the art of metal fabrication and design. Students will use this piece of equipment to retrofit internal combustion vehicles so they can be converted to electricity. A Aluminum Spool Gun Welder is a...
very important piece of equipment when making alterations to the body and frame of a
car to accept batteries and electric motors. The piece of equipment will be used in
the EV Conversion class, Electronics class, Metal Fabrication and Welding class. Yes,
it is necessary for students to succeed.

4. How will access for students be improved? How many students (annually) will benefit from
this request? Is it required to accommodate existing students? Would it be vital to attracting
new students?

All students enrolled in Auto Collision, Welding, Machine and Electronics will benefit. Having access to this equipment will allow
students to use their class room knowledge, combined with problem solving and critical thinking, to successfully modify donor
cars for electric retrofit. The ability to actually modify and retrofit existing vehicles will make COM unique in the Bay Area. This
will attract additional students to the initial class and expose them to the many other classes available.

5. What student learning or other outcomes are expected? Is it important to the achievement
of student goals?

Students in our classes must increase their individual skills. Teaching an EV Course where the student learning outcomes are a
written report or oral group report does not serve workforce needs. Student learning outcomes will include manipulative skills
and a manipulative skill final. The ability to use standard industry equipment is a required student goal.

6. How will these outcomes be measured for future planning? What data or evidence supports
your request?

Outcomes are measured by student success rate and progress through the various worksheets during the class. Students must
pass both a manipulative skill final and a written final.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>0450 Students</td>
<td>Over $200 Each</td>
<td>Auto Collision Repair</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Ultimate Tubing Notcher Variable Speed with Stand and Cutters - Mittler Bros. Machine &
Tool

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$5,400.00</td>
<td>$540.00</td>
<td>$200.00</td>
<td>$6,140.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
none

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
none

Item to be shared with the following Department/Program: (Include any shared expenses)
Electronics, Welding and Machine

Do you have space for this
equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a
     future academic year.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so,
   how? (Cite code)

   The addition of this piece of equipment will allow for an additional work station in
   the Auto Collision Repair Lab. This spreads students out more evenly in the lab
   enhancing supervision. This piece of equipment is mobile and can be moved to the
   welding shop so that the Advanced Welding students can learn how to weld tubing for
   custom fit.

3. How will the quality of instruction be improved for student learning and success? Is it
   necessary for students to succeed in a series of courses?

   This piece of equipment is needed to teach students the art of metal fabrication and
   design. Students will use this piece of equipment to retrofit internal combustion
   vehicles so they can be converted to electricity. A tubing cutting notcher is a very
   important piece of equipment when making alterations to the body and frame of a car to
   accept batteries and electric motors. The piece of equipment will be used in the EV
   Conversion class, Electronics class, Metal Fabrication and Welding class. Yes, it is
   necessary for students to succeed.

4. How will access for students be improved? How many students (annually) will benefit from
   this request? Is it required to accommodate existing students? Would it be vital to attracting
   new students?

   All students enrolled in Auto Collision, Welding, Machine and Electronics will benefit. Having access to this equipment will allow
   students to use their class room knowledge, combined with problem solving and critical thinking, to successfully modify donor
   cars for electric retrofit. The ability to actually modify and retrofit existing vehicles will make COM unique in the Bay Area. This
   will attract additional students to the initial class and expose them to the many other classes available.

5. What student learning or other outcomes are expected? Is it important to the achievement
   of student goals?

   Students in our classes must increase their individual skills. Teaching an EV Course where the student learning outcomes are a
   written report or oral group report does not serve workforce needs. Student learning outcomes will include manipulative skills
   and a manipulative skill final. The ability to use standard industry equipment is a required student goal.

6. How will these outcomes be measured for future planning? What data or evidence supports
   your request?

   Outcomes are measured by student success rate and progress through the various worksheets during the class. Students must
   pass both a manipulative skill final and a written final.

Additional Justification for this item:
Instructional Equipment
BIOL-2009

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".
Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>27 Classes</td>
<td>Over $200</td>
<td>Each</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

**pH Meters**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$100.00</td>
<td>$2,100.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Unit would be maintained and care for by current staff. No additional staffing or upgrades would be needed.

Item to be shared with the following Department/Program: (Include any shared expenses)

Environmental Landscaping and Geology Department.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   A This item has been requested 3 times now.

   These items would be shared with the Environmental Landscaping program as well as the Geology program. A growing number of courses has forced upon us the need for additional pH meters to keep up with the various number of labs that require them for the proper education of our students. These are small expenditures that have a great deal of impact on the quality of learning in the labs.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>24 Classes</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Leica microscopes for General biology labs

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>$2,700.00</td>
<td>$0.00</td>
<td>$5,346.00</td>
<td>$70,146.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Annual maintenance is necessary to keep instruments functioning at optimal levels.

Item to be shared with the following Department/Program: (Include any shared expenses)
This item is for Biology 110L and introductory biology course taken by many students to fulfill their requirement of a biology lab. This item is crucial to all students that attend COM for their general education.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

A This item has been requested 3 times now. These items would serve 24 sections of General Biology labs with a minimum of 20 students each which equals over 400 students annually. The microscopes currently in use are over 35 years old and many don't even properly function. This is a large but crucial expenditure needed to teach general biology to our students. Without microscopes our students will lack the proper education they expect from the Biology program at College of Marin.
2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code) Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Current equipment being used is over 35 years old and cost more in the long run to maintain and service due to old parts that are hard to come by.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

This will greatly benefit the students by easing their frustrations and anxieties of a Biology lab. Many of the 440 plus students are using this equipment while taking courses to meet their general education requirements.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

Priority: To Support: Category Discipline Area
01 48 Students Over $200 Each

Description and part number for ordering: PROCELL (complete) with power supply.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$759.00</td>
<td>$0.00</td>
<td>$125.00</td>
<td>$884.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
There would be no on-going expenses. This unit is required to replace an old power source and gel chamber that is well over 10 years old.

Item to be shared with the following Department/Program: (Include any shared expenses)
This item is crucial to the Biology 115 course in which the students are asked to do an electrophoresis at least 4 times a semester. That equates to eight labs minimum a year that rely on this piece of equipment to function properly. Many items in the biology program need to be slowly replaced and this is definitely one of those items. It is vital to the education of the students to perform an electrophoresis during their education in the Biology program.

Do you have space for this?
equipment?

Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   
   This item is crucial to the life of the discipline. It is equipment that is used repeatedly throughout the semester by the biology majors. Without this equipment the students will be ill prepared for later biology courses in their educational career.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   The quality would be greatly improved. Currently students play a guessing game as to how long the experiment might last (1.5 hrs - 2.5hrs) due to an old and weak power supply that doesn't maintain a standard power throughout.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Students would benefit greatly from the addition of new equipment. The equipment currently being used is over 10 years old and does not provide consistant results.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Use of this equipment would prepare students to succeed at 4-year institutions and in industry.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>300 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Various Models for Instruction.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,385.00</td>
<td>$118.00</td>
<td>$200.00</td>
<td>$1,703.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No construction or electrical installation is required.
**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

No repairs or annual maintenance is required.

**Item to be shared with the following Department/Program:** (Include any shared expenses)

Used among all biology classes

Do you have space for this equipment?  Yes

**Justification for Item (See Rating Rubric)**

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   These models are required for the continued education and instruction of our Anatomy students. Students continue to attend from other institutions and this would only help attract more future student to the College.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

---

**I. Instructional Equipment/Materials Requirements**

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>96 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**

GasPak Jar

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$800.00</td>
<td>$0.00</td>
<td>$150.00</td>
<td>$1,750.00</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)
These items don't require annual maintenance or staffing.

**Item to be shared with the following Department/Program:** (Include any shared expenses)

**Do you have space for this equipment?** Yes

**Justification for Item (See Rating Rubric)**

1. **Indicate how important this item is to the life of your discipline.**
   - ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   - ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   - ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   Currently the old GasPak jars are getting brittle and starting to crack, which defeats their purpose. These are used in an array of labs in Microbiology where cultures need to be maintained in an anaerobic environment. The jars are made of a polymer that tends to get brittle and crack over time. This replacement is a necessity for the Microbiology labs to function.

2. **Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)**
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. **How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?**

4. **How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?**

5. **What student learning or other outcomes are expected? Is it important to the achievement of student goals?**

6. **How will these outcomes be measured for future planning? What data or evidence supports your request?**

**Additional Justification for this item:**

---

**I. Instructional Equipment/Materials Requirements**

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>144 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**
Spectronic 20+ spectrophotometers.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$2,250.00</td>
<td>$0.00</td>
<td>$130.00</td>
<td>$4,630.00</td>
</tr>
</tbody>
</table>
One-time expenses: (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
These items over time need light sources replaced which is conducted by current staff. No additional support is required for these items.

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment?        Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B

   Need to replace one that is well over tens years old and no longer functions. Need the second one to keep up with the capacity of labs that are currently using this equipment. Number of course offerings are increasing, and as such the demand for equipment increases. This purchase would help better serve the labs and students.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

   Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>28 Classes</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
12L Digital water bath, 115V.
<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$200.00</td>
<td>$2,200.00</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)

No special construction, electrical or installation is required.

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

These items don't require annual maintenance or staffing. We currently have a few, but require more due to the increase in demand from a number of labs.

**Item to be shared with the following Department/Program:** (Include any shared expenses)

Items will be shared between Microbiology, Biology 110, and Biology 115.

**Do you have space for this equipment?** Yes

**Justification for Item (See Rating Rubric)**

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   Due to the high demand from multiple labs being offered during the same time blocks, additional water baths are required to continue to serve our students.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

**Additional Justification for this item:**

---

**I. Instructional Equipment/Materials Requirements**

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>96 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Antibiotic Disk Dispensers

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$200.00</td>
<td>$2,200.00</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)

No special construction, electrical or installation is required.

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

These items don't require annual maintenance or staffing.

**Item to be shared with the following Department/Program:** (Include any shared expenses)

Do you have space for this equipment? Yes

**Justification for Item (See Rating Rubric)**

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B this has been requested at least two times now.

   Currently two are being used by 24 students in a lab. This is a safety issue when one has a group of students waiting to use just two pieces of equipment in the whole lab. To rectify this problem we need to purchase three more and bring the ratio of students to equipment from 12:1 down to approximately 5:1. This would make for a safe and efficient lab environment.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

   This would make for a safer lab environment and reduce our ratio of students to equipment from 12:1 to 5:1.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

**Additional Justification for this item:**

---

**I. Instructional Equipment/Materials Requirements**
Priority: 03  To Support: 180 Students Under $200 Each

Description and part number for ordering:
Ohaus Electronic Balances

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$175.00</td>
<td>$0.00</td>
<td>$75.00</td>
<td>$775.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Unit would be maintained and care for by current staff. No additional staffing or upgrades would be needed.

Item to be shared with the following Department/Program: (Include any shared expenses)
These items would be shared with Environmental landscaping

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   C

   These items would be shared with the Environmental Landscaping program. A growing number of courses has forced upon us the need for additional balances. With the addition of the Soils class as well as new labs developed for Biology 116, there is a growing need for more equipment to be able to better serve the students.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>200 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Orbital Shaker

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$3,438.00</td>
<td>$293.00</td>
<td>$124.00</td>
<td>$3,855.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

These items don't require annual maintenance or staffing.

Item to be shared with the following Department/Program: (Include any shared expenses)

Would be used by both Microbiology and Biology 115 (biology for majors).

Do you have space for this equipment?

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   This equipment would help further students education and knowledge of current laboratory procedures in the Biological science industry. Use of this equipment would allow students to perform new labs that would help update the current lesson plan.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
### I. Instructional Equipment/Materials Requirements

**Priority:** To Support: Category Discipline Area

04 750 Students Over $200 Each Biology, Natural History, and Geology

**Description and part number for ordering:**

Hepa Filter Vacuum System

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$413.00</td>
<td>$35.11</td>
<td>$528.11</td>
<td>$976.22</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)

None

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

None

**Item to be shared with the following Department/Program:** (Include any shared expenses)

Biology, Natural History, and Geology

**Do you have space for this equipment?**

Yes

**Justification for Item (See Rating Rubric)**

1. **Indicate how important this item is to the life of your discipline.**
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   System would be used to maintain and care for current collections that serve numerous students, classes and programs.

2. **Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)**

3. **Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)**

4. **How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?**

5. **How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?**

6. **What student learning or other outcomes are expected? Is it important to the achievement of student goals?**

7. **How will these outcomes be measured for future planning? What data or evidence supports your request?**

**Additional Justification for this item:**
I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>56 Students</td>
<td>Under $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Museum of Life posters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$195.00</td>
<td>$16.58</td>
<td>$42.00</td>
<td>$253.58</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No construction, electrical or installation expenses.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
No annual maintenance, repairs or upgrade expenses.

Item to be shared with the following Department/Program: (Include any shared expenses)
Biology classes

Do you have space for this equipment?  Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   Posters would aide as a teaching tool for students involved in Biology 116. These posters would help students better understand concepts and ideas learned during lecture and lab.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
I. Instructional Equipment/Materials Requirements

Priority: To Support: Category Discipline Area
05 10 Classes Over $200 Each These items would be shared between the Biology, Geology and Geography programs.

Description and part number for ordering:
2 (15 passenger vans) 1 4wd Pick-up truck

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance would be conducted at IVC. Gas expenditure would be charged to students. Insurance would be required to operate vehicles.

Item to be shared with the following Department/Program: (Include any shared expenses)
These items would be shared between the Biology, Geology and Geography programs.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B

   By purchasing this equipment it would reduce the current cost of field courses for students by only charging them for maintenance and gas rather than a fee for rental vehicles. This purchase would also increase safety due to familiarity with the same vehicles rather than different vehicles every time. By reducing the cost to students the courses with a field component would become more attractive to students.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement
of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
Instructional Equipment
CHEM-2009

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".
Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements
Priority: To Support: Category Discipline Area
01 3500 Students Over $200 Each chem, bio, phys, astro, geol, geog, math

Description and part number for ordering:
Photocopier. Not sure best brand or type, but some high volume copier.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)
Physical sciences, Life and Earth Sciences, Math

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

The copier in the science center is more than a decade old. It has made over 1,500,000 copies (yes that is one million five hundred thousand copies). The service person had to come to the building TWELVE times in the past year, and the copier was out of commission for more than 30 days over the course of the last two semesters. WE NEED A NEW COPY MACHINE!

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
They will be able to take exams and read handouts without having big black smudges all over them.

http://programreview.marin.edu/IEReportPart1.jsp
2/21/2010
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

I am not sure of the exact numbers, but chemistry alone is on track to serve 700 students for fall, spring and summer. Add math and biology on top of that and I would think a new copier will serve 3,000-4,000 students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Taking exams?! Yes that is important.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

We will grade them!

Additional Justification for this item:

Really? Do I need more justification?
Instructional Equipment  
COMP-2009

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>12 Classes</td>
<td>Over $200 Each</td>
<td>COMP SCI/CHEM/BIO</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Computers

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>$1,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$30,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   The computers in the SC lab are up to 7 years old. They can not handle the newest graphics software etc. and will soon be unable to support a computer science program as well as classes such as general chemistry and physiology which also use the lab.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   Computer Science students will actually be able to use computers!!!

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
Computer Science students will actually be able to use computers!!!

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Computer Science students will actually be able to use computers!!!

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   They will know how to use computers, program etc.

Additional Justification for this item:
Really???
Instructional Equipment
COUR-2009

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>82 Classes</td>
<td>Under $200 Each</td>
<td>Court Reporting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Budget Acct. No.: 11100 23201 43000 051430 Practice dictation recorded on DVD, at speeds ranging from 60 to 240 words per minute. From Stenograph, LCC: On-the-Go Video Dictation DVDs, Item nos. 38700 and 38700 series. Shipping and handling value entered is for the group of 80 DVDs. Tax value is also estimated on the total of 1,596.80.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>$19.96</td>
<td>$151.70</td>
<td>$11.31</td>
<td>$1,759.81</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
None

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None

Item to be shared with the following Department/Program: (Include any shared expenses)
None

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B: Our program goal in this area is to provide our students with the most up-to-date and diverse audio/visual practice library/lab possible. We presently are in the process of replacing old, outdated and poor quality audio/visual practice material; these DVDs would expedite that process tremendously.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   No. These materials not required to meet Title 5 and/or Ed Code. However, the Court
Reporters Board of California regulations do mandate one hour of practice outside of class daily. This equipment will allow us to provide practice materials to meet this regulation.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The single most important predictor of success in a court reporting program is time on task. The hours our students spend in the classroom are only the beginning; individual practice lab time is essential to their progress. Providing an array of diverse, high-quality practice materials that can be utilized by students at all stages of their machine shorthand skill development, in a well-organized practice lab environment, is essential to maintaining and enhancing the integrity and efficiency of the program.

The Court Reporters Board of California has determined and published that in order to insure maximum progress, learners must spend at least five hours practicing on the stenotype keyboard per day.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The better equipped our practice lab, the better the access enjoyed by our students. All students enrolled in our program (82 classes) would benefit. Court reporting students must tailor their individual practice to fit their personal goals, strengths and weaknesses. Since we require a designated minimum number of practice hours per week, providing students with a wide variety of options and choices enhances the likelihood of their success. A well-equipped practice lab is a definite advantage in terms of attracting new students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Machine shorthand skill development is the number one priority of our students. A library of high-quality practice dictation materials should greatly enhance their advancement.

Student learning outcomes for the Court Reporting skill-based classes consist of passing a 4-minute to 10-minute test dictated by the instructor at a specific number of words per minute. Learners must transcribe the dictation test from their stenographic notes or digital notes using a word processor or court reporting translation software within a one-hour time limit at an accuracy range between 95% and 98.2%.

Regular practice using high-quality practice materials exponentially increases the learners ability to meet the SLOs for each skill-building class.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Outcomes are measured by student success rates and progress through the various speed levels of the program. The Certified Shorthand Reporters Board of California has recommended that students spend no fewer than 5 hours per day writing on their shorthand machines in order to progress satisfactorily through a court reporting program. Our skill-based classes are only offered 2.5 hours per day; consequently, in order to meet the Court Reporters Board recommendation, they must practice an additional 2.5 hours per day using supplemental dictation materials.

The Court Reporting Program instructors review a learner progress spreadsheet every semester.

Additional Justification for this item:

None.
Instructional Equipment

Credit-ESL-2009

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>700 Students</td>
<td>Under $200 Each Credit ESL</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Books for the ESL Lab lending library available to support the reading classes.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
none

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
none

Item to be shared with the following Department/Program: (Include any shared expenses)
These adapted readers and books on tape are shared with Noncredit ESL.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. There are books presently in our collection, but there is a need to update, replace and increase the number of books available to our students. Yearly 30-50 books must be replaced due to wear and loss, both signs of passionate readers.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   no

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
The more students read the greater their improvement is. Thus far, the adapted books in the library have focused on lower level students, and the program would like to include more adapted books for the intermediate and advanced students. These specially adapted books are not readily available in public libraries or book stores.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The library serves about 400 students annually. Part of the course requirements includes reading a certain number of books from our collection, so it is required for existing students. More reading material that is adapted for ESL students results in better access to reading materials for all our students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

As students read more, their reading speed and comprehension improve. Reading is critical to any student's academic success.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

We look at the number of books students are reading each semester. This number has been increasing, so there is a need to increase our offerings of adapted books.

Additional Justification for this item:
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment." Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>all Students</td>
<td>Over $200 Each</td>
<td>Dance</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Double rung steel portable ballet barres. These will last FOREVER. Due to the large increase in enrollment, we need ballet barres suitable for many new beginners. Our wall mounted barres are too high for beginners. These barres are a very important tool for our students and we can't give proper instruction without them. This would be a one time purchase since these barres last a lifetime.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$100.00</td>
<td>$1,600.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

none

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

none

Item to be shared with the following Department/Program: (Include any shared expenses)

none

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

"A"

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   No, but it is more safe for the student to be able to stretch with their leg on the barre properly and within their range of motion.
3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Students that are too tight to do barre stretches need a lower level barre in order to train properly. If they do not learn the correct placement of the body and the correct way to execute barre stretch combinations, they develop bad habits and possible injuries.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

At this time, several students sit out during barre stretch because the barre are too high. Our classes are large and our enrollments are rising. Barres are used in ballet, modern, jazz and for all rehearsals and performances. I would estimate 400 to 500 students annually. We would also be using this equipment for existing students and is vital to attracting new students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

1. Physically demonstrate intermediate classical ballet vocabulary listed in #43 course content
2. Demonstrate strength, flexibility, balance and muscular coordination.
3. Demonstrate knowledge of the body and how not to injure it.
4. Recognize the historical developments of ballet from outgrowth of the Renaissance Court to the present
5. Examine the relationship of classical ballet to modern ballet.
6. Recognize ballet as an art form both as a spectator and participant
7. Recognize the importance of a stable core
8. Demonstrate and understanding of a plumb line
9. Recognize correct vs. incorrect placement
10. Differentiate between muscle groups and the correct muscles required to produce any given level II movement

Student learning outcomes for each time taken:

1st Demonstrate level II movement vocabulary with attempts towards maintaining a plumb line
2nd Demonstrate level II movement vocabulary maintaining a plumb line with additional attention to foot work, line and length
3rd Demonstrate double turns while maintaining a plumb line
4th Demonstrate correct line and shape of arms, wrists, elbows
The barres would assist the student in succeeding in 7 of the above outcomes just for ballet II. It also assists the student with the outcomes for each repeat. This is just an example of one class.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
We don't need to measure this for future planning, we just need the barres.

Additional Justification for this item:
Instructional Equipment

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>13 Classes</td>
<td>Over $200 Each</td>
<td>Dental Radiology</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Repair the scissor pin of the extension arm of the Gendex X-ray Machine both labor, service call charges, and parts.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$2,500.00</td>
<td>$209.00</td>
<td>$40.00</td>
<td>$2,749.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
This is a one time repair and parts expense and installation.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
There is a standard service call and labor costs per hour to replace this extension arm of approximately $300.00

Item to be shared with the following Department/Program: (Include any shared expenses)
This item is not shared by other departments and is used for dental radiology exposures.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

Justification A: The current scissor pin has worked itself loose and no longer is permanently attached to the extension arm. Currently it is held together by a vise clamp. If the vise clamp is not tightened after every use, it may work itself loose and cause the extension arm to fall off. This could cause an accident if the arm falls off and lands on the student, faculty or the patient during x-ray exposure. The program did put in last year's budget for this repair as it happen the spring of 2009 school year. It has been a quick fix to carry the students through the fall semester. We cannot afford to not have this unit working as this would only leave the program 3 dental x-ray units instead of all 4. Not only does this affect the day dental assisting students, but also the x-ray certification weekend course through community education.
2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

The repair of this extension arm is a Safety issue to avoid a potential accident if the arm which is attached to the tubehead were to accidently fall on the student, faculty or patient.

These x-ray units are used by all students, both male and female.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The quality of instruction would be impeded with one x-ray unit not serviceable.

Each student must expose a total of 4 sets of bitewings and 6 sets of full mouth x-rays.

Not having all units working would hamper the quality of instruction by leaving a lot of down time of the students waiting for a open dental unit.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Access for the students would be improved by having all 4 dental x-ray units operating.

Approximately 108 students would be served which includes the day dental assisting students, but also the 4 annual weekend x-ray certification courses for on the job trained dental assistants that need this certification to take dental x-rays on patients in their dental offices.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

The repair of this extension arm will help the student to achieve their goal of completing the state x-ray certification to be able to expose dental radiographs on patients in the dental offices or clinics.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Currently the program has 4 dental units with 4 x-ray units. Each unit is shared between 2 students which means one lab could have a maximum of 7-8 students. Future plans include a move to the IVC campus where the program will have 6 x-ray units which could then accomodate 12 students per lab.

Additional Justification for this item:

Standard 1, section 1-2 under the financial support of the accreditation institutional effectiveness states that the program has stable financial resources sufficient to support the program's stated mission, goals and objectives to develop and sustain the program on a continuing bases to include adding equipment.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>15 Classes</td>
<td>Over $200 Each</td>
<td>Dental Assisting</td>
</tr>
</tbody>
</table>
Self contained Ultrasonic Unit

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$675.00</td>
<td>$64.13</td>
<td>$0.00</td>
<td>$739.13</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
There are no additional expenses with this purchase as it is self contained and does not need installation.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
There are no staffing expenses associated with this purchase.

Item to be shared with the following Department/Program: (Include any shared expenses)
This item is not shared by other departments and germane to dentistry.

Do you have space for this equipment?  Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

Currently the program has one Ultrasonic scaling unit for four dental operatories. This unit must be attached to the dental unit for the water source. Water is needed during ultrasonic scaling operation to clear the operating field and prevent overheating of tooth structures or insertion tips.

The students must rotate to the room with the working unit for practice and for their final evaluations. Having a second self contained unit would reduce the waiting time during their Ultrasonic lab and provide for portability since it is not hooked up to the dental unit and can be moved to a separate location. This Ultrasonic is a certificated unit in which the student earns their California Ultrasonic scaler Certificate.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   The program has state approval to teach the Ultrasonic Scaling Certification course. This certification course is also in compliance with Title V under the Awards of certification.
Under this certification requirement, the student must have hands on experience on setting up the unit, removing excess cement around orthodontic bands and brackets, and be able to maintain the unit for optimum operability. The piece of equipment is used by all students, both men and women in the program.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The quality of instruction for the Ultrasonic Scaling portion of the program would be enhanced with not having the students wait around for the only working ultrasonic unit.

It is necessary for the students to have this hands on training and earn 75% or higher on the written examination in order to earn their Certificate in Ultrasonic Scaling.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Access for students will be improved as there will be less waiting around for the one working unit. The American Dental Association recommends 1 Ultrasonic unit for every 5 students.

Approximately 70 students would benefit from the purchase of this additional unit. This number includes both the day students enrolled in the program and non students in the dental community.

The Dental Assisting Program is approved to offer an Ultrasonic Scaling Certification course under Community Education for non College of Marin dental assistants who need this certification. There are only 3 other public institutions in Northern California that offer this certification course to non students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

The attached Ultrasonic Scaling Evaluation is attached that delineates the student learning outcomes:
ULTRASONIC CLINICAL EVALUATION

DATE:

START TIME

END TIME

TEETH WITH CEMENT:

AREAS TO MODIFY:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POINTS POSSIBLE</th>
<th>POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit is properly prepared</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Twelve teeth are prepared with cement</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Operator has PPE</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Operator has correct instrument grasp</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Operator has a stable fulcrum</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Angle of the ultrasonic tip is 15° or less</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Tip is used in a constant, overlapping,</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>paint-like stroke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator identify areas to modify</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Operator does not injury the typodont</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Interproximal excess cement is removed with floss</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Excess cement is removed with a hand instrument</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Procedures is completed within 30 minutes</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Operatory is disinfected</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Instruments are properly sterilized</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Ultrasonic unit is properly disinfected</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>POINTS</td>
<td>TOTAL</td>
<td>75</td>
</tr>
</tbody>
</table>

Instructor's Initials

COMMENTS:

6. How will these outcomes be measured for future planning? What data or evidence supports
your request?

Outcomes of the evaluations are reviewed at the end of each semester. At which time, the instructor will determine if changes are needed in the amount of practice time, what areas the student receive a weak score, and whether the program had enough equipment to serve the students, finally making recommendations for improving this unit of instruction.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>70 Students</td>
<td>Under $200</td>
<td>Each Dental Assisting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Handpiece overhaul to convert existing handpieces with new turbines and self-chucking bur changing mechanisms.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$169.00</td>
<td>$16.05</td>
<td>$20.00</td>
<td>$712.05</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

There are no additional expenses related to this conversion

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

There are no staffing requirements for this purchase

Item to be shared with the following Department/Program: (Include any shared expenses)

These handpieces are not shared by other departments since they are germane only to dental procedures.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

Justification category A: The program has 4 dental units which operate dental high speed handpieces. The students must learn how to assemble, change burs and maintain the handpiece for operability. Most of the current handpieces have frozen turbines so the handpieces do not rotate and therefore the student does not know if they have properly lubricated.
current handpieces have the old style method of using a key to change the burs. Often times these keys are stripped and bur changing becomes impossible. The modern handpieces have a self chucking push button mechanism to insert the burs. By converting these old handpieces, we are modernizing the program to what is used in the profession.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
Working handpieces serves all the students, both male and female with hands on experience that they will encounter in the dental office.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
The quality of instruction will be improved during the laboratory sessions which requires each of the students to demonstrate their ability to assemble, lubricate and test operability and is part of the student's evaluation process and grading.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
Access will be improved for all students because they will not have to wait for a handpiece that is functional. It will help the program provide up to date equipment that is used in the dental profession as the current handpieces do not have the self-chucking bur changing capabilities.

The old 'key' type of bur change is obsolete which became stripped over time. Also currently for evaluating the student on handpiece maintenance, the student explains rather than demonstrates this procedure as not all handpieces rotate or are able to accept bur changing.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Demonstrating handpiece operation, bur changes and maintenance is part of the chairside evaluation for the student's grade. Currently, the students that are not able to demonstrate handpiece maintenance because of non working handpieces available explain the procedure of the handpieces maintenance and bur changing to receive a letter grade.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
HANDPIECE MAINTENANCE EVALUATIONS

STUDENT______________________
DATE______________________

Room_______________________     START TIME __________ FINISH TIME __________

Score: 36 Points  All criteria met
SE  Self Evaluation
32-34 Points  One-two criteria varies slightly from PE  Peer Evaluation
ideal
28-30 Points  Three-four criteria varies slightly from IE  Instructor Evaluation
ideal
24-26 Points  Five-six criteria varies slightly from ideal
22 or less Points  Vital criteria varies from ideal, procedure to be repeated

Student is evaluated on the following criteria: To earn points, the student must fully meet criteria; no partial points are issued. Critical criteria (***) must be met or the procedure is repeated.

<table>
<thead>
<tr>
<th>HIGH SPEED HANDPIECE</th>
<th>PTS</th>
<th>SE</th>
<th>PE</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Correct disassembly</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2** Correct cleaning agent utilized</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3  Correct lubricant used (if appropriate)</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4** Correct placement of lubricant</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5  Correct identification of HS bur</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6** Correct placement of bur into handpiece</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7  Correct removal of bur</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8  Correct sterilization procedure used</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SLOW SPEED HANDPIECE</th>
<th>PTS</th>
<th>SE</th>
<th>PE</th>
<th>IE</th>
</tr>
</thead>
<tbody>
<tr>
<td>9  Correct identification of handpiece attachments</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Correct assembly of handpiece attachments</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11** Correct cleaning agent used</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROGRESSION: The student will complete the procedure in __15____ minutes at the first attempt.

Each subsequent attempt will be completed in ___10____ minutes.

**Additional Justification for this item:**

Standard 1, section 1-2 under the financial support of the accreditation institutional effectiveness states that the program has financial resources sufficient to support the program's stated mission, goals and objectives to develop and sustain the program on a continuing bases to include the replace and add equipment.
Instructional Equipment

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests").

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

Priority: To Support: Category Discipline Area
01 100+ Students Over $200 Each Drama

Description and part number for ordering:
Source 4 Ellipsoidal stage lighting fixtures.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>$381.50</td>
<td>$36.24</td>
<td>$6,000.00</td>
<td>$63,261.24</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
Installation of connectors to be done by drama staff, storage and disposal of existing fixtures, $500

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None expected

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama, Dance and Music

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. Our courses would be greatly enhanced with this equipment. We have requested the equipment 3+ times in the past.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   Unknown.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Instructors could teach with the latest available equipment and therefore use the latest techniques available.

   Yes, students would excel in several courses with this equipment.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   We now have a limited supply of new and efficient lighting equipment, thus limiting the students hands-on experience.

   Aproximately 80 students annually.

   Yes.
5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students will be able to design and hang a lighting plot, using this equipment.

Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Evaluation of skill development in utilizing techniques with this equipment.

Most high schools in the area have more up to date versions of this equipment that we do.

Additional Justification for this item:

New fixture would have lower maintenance costs; lower electrical cost, more efficient lamp (43% savings lumens/watt) and better optics; lower HVAC costs (cooler fixtures require less air conditioning; and lower storage costs, one lamp for all of the fixtures (including those in item 3), no matter what type. The new fixtures are simpler to use and maintain. New equipment would be attractive to outside groups, renters, as well.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>10+ Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Replacement of old inefficient PAR lighting fixtures with new state of the art fixtures saving electrical energy (43%) and decreasing HVAC loads

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>$275.00</td>
<td>$26.13</td>
<td>$100.00</td>
<td>$7,001.13</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

Assembly to be done by Drama Staff, but disposal of existing equipment might be $500

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Ongoing Replacement lamps $20/yr

Item to be shared with the following Department/Program: (Include any shared expenses)

Drama Dance and Music

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.

   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

b. this item has been requested 3+ times, each time denied.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Students will train with equipment they will find in their chosen field.
Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

100+ drama students per year will either physically use this equipment or will be lit by them.

100+

Yes.

Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students will be able to operate this new equipment.

Yes, learning how to use the new equipment and being familiar with it will allow students greater opportunities for employment in their chosen field.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Evaluation of skill development with new equipment.

Area high school students have access to more up to date versions of this equipment.

Additional Justification for this item:

New fixture would have lower maintenance costs; lower electrical cost, more efficient lamp (43% savings lumens/watt) and better optics; lower HVAC costs (cooler fixtures require less air conditioning); and lower storage costs, one lamp for all of the fixtures, no matter what type. The new fixtures are simpler to use and maintain. New equipment would be attractive to outside groups, renters, as well.

---

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>10+ Classes</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Video Projector, 4000 lumens

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$2,600.00</td>
<td>$260.00</td>
<td>$200.00</td>
<td>$5,660.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

None expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

None expected

Item to be shared with the following Department/Program: (Include any shared expenses)

Drama Dance and Music

Do you have space for this equipment?  Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
b. Many of our productions use video projectors and because of lighting issues we need very bright projectors and there is a very limited supply in the A/V Department which means they are wary of loaning them out for the length of time we need to use them, generally 3-6 weeks at a time.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
Video Projection is used in a variety of productions and students familiarity with the equipment's limitations or benefits will greatly enhance their learning experience.

Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
Having our own stock of equipment will allow greater access for students thereby improving the students learning experience.

Perhaps 50 students could be effected by this request.

Yes.

Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Students will be able to execute video projections with this new equipment.

Yes. Greater access to this equipment would allow deeper knowledge of the tools available and better allow students more employment options.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Evaluation of skill development with new equipment. More students employed in their field of work.

A video projector is a standard piece of equipment for a theatre.

Additional Justification for this item:
Our current projector is over 5 years old and at times insufficient for our ongoing needs for multiple projectors in multiple theaters.
On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
markers and erasers, less than $100 per annum

Item to be shared with the following Department/Program: (Include any shared expenses)
drama and dance

Do you have space for this equipment?  Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   b. Asked for 2 times, received at no time.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
Possibly. Chalk dust is a known allergen.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Better visualization of teaching concepts and other valuable information for students.

   Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Currently, only the Drama classroom has a chalk board. Portability of this board will give access to more students in various areas of the department.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Students will be able to visualize what is being taught.

   Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Evaluation of skill development using this equipment.

   Blackboards are critical to the learning environment.

Additional Justification for this item:
   Our current black(green)board is stained and chalk dust is a respiration hazard and we would like to replace it.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>100+ Students</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
New dimming system, should be a Bond purchase, but will not be covered at this time

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>192</td>
<td>$500.00</td>
<td>$45.00</td>
<td>$0.00</td>
<td>$96,045.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
Installation of new dimmers and disposal of old dimmers could be $15000

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
After the warrantee period is over perhaps $100 per year.

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama, Dance, Music and other internal and external users of the theaters

Do you have space for this equipment?  Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. We have requested this item 5+ times.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Greater dimming capacity would allow for increased teaching and learning of the use and flexibility of theatrical lighting possibilities.

   Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   New dimmers would allow for an improved artistic outcome with greater flexibility and allow for multiple shows being performed concurrently.

   Over 400 students perform on the Fine Arts Theater stage per year.

   Yes.

   Yes.

   Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Students will be able to test their artistic theories/techniques about lighting stage productions.

   Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Evaluation of skills developed with new equipment.

   Area high schools have more advanced versions of this equipment as compared to our out-of-date system.

   Additional Justification for this item:

   The existing dimming system is more than 25 years old and no longer sufficient for a facility of this size. A
A new dimming system would help our students grow as designers and technicians and would be more attractive to potential outside groups (renters). A new dimming system would allow greater flexibility in lighting all of the performances in the Fine Arts Theater, once the best equipped theater in Marin County, now lagging behind most, if not all, of the public High Schools.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>10+ Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Headsets and beltpacks for intercom, See Item 1).

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Cost</th>
<th>Tax:</th>
<th>Shipping</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>$466.00</td>
<td>$45.00</td>
<td>$100.00</td>
<td>$5,737.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
None Expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None Expected

Item to be shared with the following Department/Program: (Include any shared expenses)
None Expected

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   - ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   - ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   - ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   
   b. The current headsets are 22 years old and have broken parts. The current headsets are shared between the two main theaters in the building and they see, at certain points during the year, some very hard use.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Better communication between technicians working on a performance means better outcomes for those students and productions. They will be utilized for several production classes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Currently there are insufficient intercom devices to support programs in both theaters simultaneously.
   
   Approximately 25

   Yes.

   Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Students will be able to communicate more effectively with this equipment.
Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Evaluation of skill development with this equipment.

Current equipment has broken parts.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>10+ Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Intercom base station.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$1,000.00</td>
<td>$95.00</td>
<td>$100.00</td>
<td>$2,195.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

None expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

None expected

Item to be shared with the following Department/Program: (Include any shared expenses)

Drama, Dance, Music and other internal and external users of the theaters

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   b. The current intercom base station is 22 years old and has broken parts. This base station is shared between the two main theaters in the building and sees, at certain points during the year, some very hard use. This item has been requested 3+ times, each denied.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Students will be able to use quality equipment that won't break down in the middle of a performance.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

It would allow greater student access to the equipment and they would not have to share equipment.

25-30 students per year use this equipment.

Yes.
5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Students will be able to operate an intercom system correctly.

Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Evaluation of skill development with new equipment.

Current system is malfunctioning.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>100+ Students</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Variable speed compact disc players

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$400.00</td>
<td>$38.00</td>
<td>$85.00</td>
<td>$923.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
None Expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None Expected

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama, Dance, Music and other internal and external users of the theaters.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. We have requested this item 3+ times in the past.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
These CD players are used for sound effects and music playback for performances.

Being able to adjust speeds in real time would allow students to learn new skills and accommodate many unforeseen problems encountered in performances.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required
to accommodate existing students? Would it be vital to attracting new students?
Currently this equipment isn't available in the theater. To adjust music or sound effects requires remastering CDs, which because of copywrite laws is difficult at best.

Over 200 students, who will potentially perform with some musical accompaniment.

Yes.

Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Students will be able to execute sound playback with this new equipment.

Greater access would allow more students to become proficient in sound playback thereby making those student more employable in the theater world.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Evaluation of skill development with new equipment.

Most theatres in the area have equipment of this sort.

Additional Justification for this item:
Audio playback is a mainstay of many performances and absolutely vital to the Dance department. With a standard CD player one is locked into the tempo in which the music/sound effect was recorded. With a variable speed playback CD play one can speed up or slow down the audio if necessary, a very handy trick.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>5+ Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Dress Form Mannequins

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$700.00</td>
<td>$66.50</td>
<td>$306.00</td>
<td>$3,172.50</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
None Expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None Expected

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama Dance and Music

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
B. Requested 3 times in the past.
2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
Teachers instruct students on the basics of costume fitting and tailoring on these dress forms.

Yes. Students cannot learn without the proper tools to accomplish their tasks.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
New forms would allow greater access to students wanting to learn their craft.

25 students per year would have access to these tools.

Yes.

Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Students will be able to excel with costume fitting by using this equipment.

Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Evaluation of skill development with new equipment.

All costume shops have a need for mannequins to work with.

Additional Justification for this item:
The existing dress forms probably came with the building, some 41 years ago. Some have broken parts, some no longer function as designed and all are well worn. New dress forms would allow us to give the most worn among them the proper burial they so richly deserve.

I. Instructional Equipment/Materials Requirements
Priority: To Support: Category Discipline Area
10 100+ Students Over $200 Each Drama

Description and part number for ordering:
Hanging Cyclorama lighting Stripe

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>$1,376.25</td>
<td>$130.75</td>
<td>$1,205.40</td>
<td>$12,346.15</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
Installation of connectors do be done by drama staff, storage and disposal of existing fixtures, $500

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Less than $100 per year in replacement lamps

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama Dance Music and Outside events (renters)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
b. We have requested these items 3+ times, no resulting purchases.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   unknown

Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Greater access to the newest equipment will allow the students to be more successful in their endeavors in the performance environment.

Yes, we will use this equipment for several classes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Our students train and perform with these lights.

   Over 100 students per year.

   Yes.

   Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Students will be able to excel with the newest equipment available.

   Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Evaluation of skills developed with new equipment.

   Area high schools have more up to date versions of this equipment.

Additional Justification for this item:
Currently the Performing Arts groups using the theater are using 40 year old equipment which is bulky and difficult to use and change color filters. Many of these units have been cannibalized to keep others running. This equipment uses glass filters to produce color and this glass through abuse/accidents is breaking and irreplaceable causing noticeable streaks of color in our backgrounds. Additionally, since we don't have enough units to cover the cyc, the Drama and Dance departments have been renting equipment, at $700 per semester to properly light the cyc, obviously a large burden on the budget.
I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>100+ Students</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Floor cyc lighting strips

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>$1,376.25</td>
<td>$130.75</td>
<td>$1,200.00</td>
<td>$12,340.75</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
Installation of connectors do be done by drama staff, storage and disposal of existing fixtures, $500

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
less than $100 per year in replacement lamps for these items

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama Dance Music and Outside Events (Renters)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. We have requested this item 3+ times, none delivered.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Greater access to the newest equipment will allow the students to be more successful in their endeavors in the performance environment.

   Yes, we will use this equipment for several classes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Our students train and perform with these lights.
   Over 100 students per year.
   Yes.
   Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Students will be able to excel with the newest equipment available.

   Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Evaluation of skills developed with new equipment.
Area high schools have more up to date versions of this equipment.

Additional Justification for this item:
Currently the Performing Arts groups using the theater are using 40 year old equipment which is bulky and difficult to use and change color filters. Many of these units have been cannibalized to keep others running. This equipment uses glass filters to produce color and this glass through abuse/accidents is breaking and irreplaceable causing noticeable streaks of color in our backgrounds. Additionally, since we don’t have enough units to cover the cyc, the Drama and Dance departments have been renting equipment, at $700 per semester to properly light the cyc, obviously a large burden on the budget.

I. Instructional Equipment/Materials Requirements

Priority: To Support: Category Discipline Area
11 100+ Students Over $200 Each Drama

Description and part number for ordering:

Qty. Unit Cost: Tax: Shipping: Total:
1 $872.95 $82.93 $0.00 $955.88

One-time expenses: (e.g. construction, electrical, installation)
None

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None

Item to be shared with the following Department/Program: (Include any shared expenses)
Dance and Music will be able to share this item with the Drama Department

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. This camera would provide an excellent teaching tool for instructors who are describing to students how they want performance techniques changed. If the student is able to see exactly what he or she is doing that needs correction, it makes it much easier for the student to understand what changes are required and ultimately make the correction. It will also provide a visual record of performances to be archived for Music, Dance and Drama to retain as an archival record of performances.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
Unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   When an instructor is able to demonstrate to a student exactly how the technique that a student is performing requires changing or improving, it makes it much easier for student and instructor to communicate completely and with full understanding of what is required for the desired outcome.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   This will allow all students in technique classes as well as performances to see their performance or technique exercises exactly as they present them so they will have a complete understanding of how they look, how they have interpreted directions and whether or not their performance is appropriate.
5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students will be able to achieve greater success, by being able to see their performance. Technical Theatre students will also achieve more success by seeing settings, costumes, lighting effects, etc. during performance with actors or dancers actually appearing on the set or in the costumes under the lighting.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Evaluation of skills developed with addition of equipment use.

Most theatre consider a video camera to be standard equipment.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>8 Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Industrial iron

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$600.00</td>
<td>$57.00</td>
<td>$66.00</td>
<td>$723.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

None Expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

None Expected

Item to be shared with the following Department/Program: (Include any shared expenses)

Drama Dance and Music

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.

- 'A' means that your discipline cannot teach your course(s) without the requested equipment.
- 'B' means that your course(s) would be greatly enhanced with the requested equipment.
- 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

b. Requested 3 times in the past.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)

Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Costuming Faculty and students are constantly ironing fabric to produce costumes for the stage and need proper equipment.

Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The iron currently in use is insufficient for the needs of the costume shop.

Over 100 drama students appear in costume on the stages in the Fine Arts building and most of them require ironing at some point, if not daily.
5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students will be able to execute proper techniques of costume maintenance.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Evaluation of skill development with new equipment.

A dependable iron is vital to a successful costume shop.

Additional Justification for this item:
Our costume shop is without a quality iron, a basic tool in the production of costumes and properties. Currently we are using home irons which do not stand up to the rigors of constant, 8 or more hours a day, academic use.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>8 Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Serger Sewing Machines

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$1,000.00</td>
<td>$95.00</td>
<td>$219.00</td>
<td>$2,314.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
None Expected

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Needles Thread and occasional maintenance, less than $200 per year

Item to be shared with the following Department/Program: (Include any shared expenses)
Drama Dance and Music

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B. Two or more times requested, denied just as often.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Industrial sewing machines are the souped up version of home machines, but are more rugged and less likely to break down.
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Students must frequently wait for maintenance by staff/faculty to perform their class assignments.

20 or more students per year use this type of equipment.

Yes.

Yes.

Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students will be able to master new sewing skills with this equipment.

Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Evaluation of skill development with new equipment.

Costume shops must have dependable/workable sewing machines in order to function.

Additional Justification for this item:

The current sergers are several years old and difficult for the average student to use properly and designed for the occasional home use. Industrial sergers are designed for the constant kind of use and abuse that a busy costume shop gives them. Students going on to professional shops or other Colleges will be properly trained on this equipment.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>8+ Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Clothes washer and Dryer

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,200.00</td>
<td>$114.00</td>
<td>$150.00</td>
<td>$1,464.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

Installation to be performed by campus plumber. Possibly $100 in materials required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

After warrantee period expires perhaps $100 per year in maintenance, but should save money and water with mor efficient machines

Item to be shared with the following Department/Program: (Include any shared expenses)

Drama Dance and Musit

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.

• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

http://programreview.marin.edu/IEReportPart1.jsp
b. Twice asked for, so far no luck.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
Students must learn the proper way to construct and maintain costume. Costumes and costume making materials must be washed to maintain their appearance facilitate construction and protect student health.

Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
The current washer was a donation and the current dryer is over 25 years old and a bit cranky often causing students to wait well beyond their allotted class time to finish their assignments.

100+

Yes.

Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Students will be able to perform proper maintenance of costumes for classes and productions.

Yes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Evaluation of skill development with this equipment.

All costume shops need a dependable washer and dryer.

Additional Justification for this item:
A new washer and dryer would likely be more efficient in their use of water and energy.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>5 Classes</td>
<td>Over $200 Each</td>
<td>Drama</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Mig Welder

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>$95.00</td>
<td>$110.00</td>
<td>$1,205.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
Electrical installation by district electrician, perhaps $100. in materials

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Training at IVC welding class and ongoing welding wire and gasses $100. per year

http://programreview.marin.edu/IEReportPart1.jsp
Item to be shared with the following Department/Program: (Include any shared expenses)
Drama, Dance and Music

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   b. Thrice requested, thrice denied.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   unknown

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Students could learn how welding can improve theatrical productions and repair vital equipment.

   Yes.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Current welder is unsafe for student use and because it is a "stick" welder, it is difficult for students to learn welding techniques, causing unsafe connections.

   Approximately 100.

   Yes.

   Yes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   Students will be able to perform welding techniques with this new equipment.

   Yes. The more skills a student has, the more employable they will be in the future.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   Evaluation of skill development with new equipment.

   This piece of equipment is critical to the work in scene shops.

Additional Justification for this item:
The current stick welder is on its last leg. A new welder would allow greater welding capability to the shop and allow for some maintenance of existing equipment.
Instructional Equipment
EMT-2009

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only – not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".)

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>100</td>
<td>None</td>
<td>Over $200 Each</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fire Technology</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Airway suction unit. S-Scort III suction unit #74000 with DC charger.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$610.00</td>
<td>$109.80</td>
<td>$0.00</td>
<td>$1,329.80</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No other one time expense is elated to this purchase.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
None

Item to be shared with the following Department/Program: (Include any shared expenses)
Items to be shared with PE department for their PE 215 class; First Responder.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

A - item is needed to fulfill the required State manipulative skill base for EMT class.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   No

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   This would allow the student to utilize a piece of equipment which they will need
during their course of their employment.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Annually 150 students will benefit from this equipment.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

To have ability in airway control and management.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Successful completion of their skills set which is needed to complete the class.

Additional Justification for this item:
none

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>100 Students</td>
<td>Over $200 Each</td>
<td>Fire Technology</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Airway Larry - airway manikin. Item #TR3699

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$810.00</td>
<td>$78.00</td>
<td>$0.00</td>
<td>$888.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

none

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Repairs have not been cost effective on this unit.

Item to be shared with the following Department/Program: (Include any shared expenses)

Item will be shared with PE department.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.

   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   A - required for showing a manipulative ability with airway management.
2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)  
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)  
no

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?  
Item is needed to shown ability with airway skill.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?  
This is required to accomodate existing students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?  
n/a

6. How will these outcomes be measured for future planning? What data or evidence supports your request?  
Skill completion rate will be monitored.

Additional Justification for this item:  
none
Instructional Equipment

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>2 Classes</td>
<td>Over $200 Each</td>
<td>Engg</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

M 22601 896100 11100 64000 Historical/Ongoing instructional equipment budget

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   This is a request for continuation of an existing equipment budget which allows some minor upgrading and replacement of equipment in absence of major equipment modernization funding.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   These funds are used to repair/replace/upgrade small pieces of older equipment that are routinely used by students in the engineering courses, particularly the Materials lab course, and which are critical to being able to offer the course. Because of the age of much of the engineering lab equipment (circa 1950s), it is in almost constant need of repair and upgrade.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

   It is required for existing students and may help attract new students as equipment upgrades/modifications improve the quality of the laboratory experience.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS...(Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>2 Classes</td>
<td>Over $200 Each</td>
<td>Environmental Landscaping</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

pH meters and electrode Holder. Oakton 15W1545 and 15W 1546 respectively (from Ward's Natural Science)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>$620.00</td>
<td>$52.00</td>
<td>$0.00</td>
<td>$2,532.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

n/a

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Occasional minor maintenance by laboratory technician

Item to be shared with the following Department/Program: (Include any shared expenses)

Biology

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   - ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   - ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

A.

I have not requested these items before.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

N/A

http://programreview.marin.edu/IEReportPart1.jsp
3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

The instruction for the students will be greatly enhanced. The classes that use this equipment for instruction, such as soils, landscape ecology, organic farming, introduction to environmental landscaping can not be adequately taught without this equipment.

The Class Outlines for the classes mentioned above, include SLO's that to be fulfilled pH meters must be available.

The classes that use this equipment are necessary for the students to complete their certificates.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

This equipments is needed to accomplish specific SLO's in the the Class Outlines for the classes listed above.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

When students take the classes for which this equipment is needed, instructors will assess how well the SLO's were achieved by the students that used this equipment.

Additional Justification for this item:

This equipment could be shared with the Biology Department to teach general biology laboratories, soils, and microbiology

---

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>2 Classes</td>
<td>Over $200 Each</td>
<td>Environmental Landscaping</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Compound microscopes with magnification ranges from 4 to 100, oil immersion objective phase and dark phase contrast.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>$2,500.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$37,750.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

n/a

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Need technician that performs minor routine maintenance, such as cleaning lenses, changing light bulbs.

**Item to be shared with the following Department/Program:** (Include any shared expenses)
These microscopes could be shared with the Biology Department.

**Do you have space for this equipment?**
Yes

**Justification for Item (See Rating Rubric)**

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   A

   In addition, how many times have you requested this item, but you have not received it?

   I requested these microscopes before.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   N/A

3. **How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?**
   This equipment is requested to teach the plant diseases class ELND210C. This class addresses microbes, such as fungi, which infect plants. This class has enrolment of over 25 students which shows its success. It is important that students be able to examine plant parts that have microbes and be able to see them. Without these microscopes students can not see microbes when I teach the plant diseases class and therefore I can not properly teach the class.

4. **How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?**
   Students will be able to learn the course content.

   The class is offered in average every other year. Enrolment for this class is approximately 25 per class, thus average number of students served per years is 13.

   This equipment is required to accommodate existing students because students who take plant diseases classes must observe microbes using the requested microscopes.
The microscopes are vital to attracting new students because students notice that we lack those microscopes and they develop a negative perception about the quality of our Program. If we acquire the equipment current students will be served and new students will be likely to take our classes.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Students should be able to achieve the SLO’s identified in the Class Outline for the plant diseases class ELND210C. Sample of those Outcomes are:

A. Describe plant pathogens.
B. Identify plant pathogens
C. Differentiate plant pathogens.
D. Analyze situations regarding diseased plants and make decisions about how to proceed to solve the problem.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

The success of the students completed the SLO’s for the class for which these microscopes are requested, will be assessed by instructors and their success most likely will be positively correlated with the students having access to the microscopes.

Additional Justification for this item:

The microscopes requested could also be shared by the Biology Department to teach a wide variety of biology classes such as general biology laboratories, microbiology and soils.
Instructional Equipment

This section will be filled out by faculty and reviewed by the Department Chair, the AREa Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS... (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>7 Classes</td>
<td>Over $200 Each</td>
<td>Film/Video &amp; Journalism</td>
</tr>
</tbody>
</table>

**Description and part number for ordering:**

ASW G500 Anycast Station Live Content Producer: Video field/studio production unit

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$16,000.00</td>
<td>$1,350.00</td>
<td>$200.00</td>
<td>$17,550.00</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)

None

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)

None

**Item to be shared with the following Department/Program:** (Include any shared expenses)

Shared by Film/Video & Journalism

The content producer costs: $15,000.00.

The Film/Video program has raised $6,000 to help pay for the equipment.

The following is a breakdown of how we hope to pay for the equipment:

- Film/Video contribution----------------------------- $6,000
- Film/Video Instructional Equip request------------- $5,000
- Journalism Instructional Equip Request------------- $5,000

$16,000  Total

Again, to be clear: The Film/Video and Journalism are both requesting $5000 to purchase the equipment. This totals $9,000 dollars. We will add to this the $6,000 dollars raised by the Film/Video program. Together this will give us enough money to buy the equipment.

**Do you have space for this equipment?** Yes
Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

Justification "A" is most appropriate to our situation: we can teach our courses without this equipment; however, as our equipment ages, providing first-rate educational environment for our students becomes more difficult.

Film/Video and Journalism have not had equipment upgrades in the past five years. We need this equipment to provide the best and most effective educational experience for our students.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

No

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Currently, most of our production classes are based on the students using motion picture film and single camera film style video production. Motion-picture film is expensive to purchase and process and single camera video production forces students to do most of their work outside of class and alone. Even though this learning situation has been productive, we can improve our learning environment. This equipment will improve student access in the following ways:

Because of the cost of motion-picture film, a number of students, especially students in underserved and in economically-challenged communities cannot afford to take our classes. Having this studio equipment makes our classes affordable to all students.

This studio/field equipment allows us to create in-class learning communities that allows the students to learn in teacher led cohort groups.

This equipment will enable instructors to work with larger classes and have more productive student/teacher contact.

It will allow us to develop a media studies program and learning communities with Journalism.
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The information noted in question three of this section also applies to this question.

Annually, one hundred to one hundred and thirty student will benefit from this equipment.

It will enable existing students to enhance their educational experience.

This equipment will allow us to provide access to newer information technology and media equipment. New media equipment and educational opportunities it creates will attract new students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

This equipment will improve student critical thinking and problem-solving skills; we can, in addition, increase students exposure to information and media technology: We can teach them to be more informed and literate media consumers and users; we can offer high-quality instruction that combines the development of students' critical-thinking skills; finally, we can prepare students to meet the challenges of technology based learning environments and a life in which media and technology play an essential role.

In addition, it provides curricular diversity that use a combination of the study of art, basic skills, media, history, politics, economics, culture and technology as an alternative method to teaching critical-thinking skills and meeting some general education requirements.

By adding this equipment to the learning environment, we project a 5 to 10 percent increase in the number of students taking film/video and journalism courses.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

We will use student enrollments, success, access and retention to measure the results of using this equipment. In addition, instructors will evaluation students’ class assignments to ensure that students are learning effectively.
Additional Justification for this item:

See media studies program: Curriculum section, No. three
Instructional Equipment
Geology-and-Geography-2009

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>10 Classes</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
2 (15 passenger vans) 1 4wd Pick-up truck

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$60,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Maintenance would be conducted at IVC. Gas expenditure would be charged to students. Insurance would be required to operate vehicles.

Item to be shared with the following Department/Program: (Include any shared expenses)
These items would be shared between the Biology, Geology and Geography programs. By purchasing this equipment it would reduce the current cost of field courses for students by only charging them for maintenance and gas rather than a fee for rental vehicles. This purchase would also increase safety due to familiarity with the same vehicles rather than different vehicles everyday. By reducing the cost to students the courses with a field component would become more attractive to students.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

A

These items would be shared between the Biology, Geology and Geography programs. By purchasing this equipment it would reduce the current cost of field courses for students by only charging them for maintenance and gas rather than a fee for rental vehicles. This purchase would also increase safety due to familiarity with the same vehicles rather than different vehicles everyday. By reducing the cost to students the courses with a field component would become more attractive to students.
2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>120 Students</td>
<td>Over $200 Each</td>
<td></td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Brunton Compass

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>$349.00</td>
<td>$30.00</td>
<td>$74.00</td>
<td>$3,594.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
No special construction, electrical or installation is required.

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Unit would be maintained and cared for by current staff. No additional staffing or upgrades would be needed.

Item to be shared with the following Department/Program: (Include any shared expenses)
All classes needing compasses for field work, including various field courses.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B

   These compasses would continue the forward progress of replacing old and outdated
equipment in the Geology Program. This set would not only benefit the geology program but any other courses that have students collect data in the field, including some biology field courses.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code) Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>2 Classes</td>
<td>Over $200 Each</td>
<td>Journalism</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
This is a note in support of a request included in Franc Cosby's program review for a Sony "studio-in-a-box" switching system, which would serve a combined journalism/broadcasting "Media Literacy" program as outlined under Curriculum, Question 3. This equipment would enable us to create a converged newsroom that could, for example, include an "Echo Times on the Air" telecast to be streamed onto the Internet or broadcast on Comcast's educational channel.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment?

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
Instructional Equipment
MACH-2009

This section will be filled out by faculty and reviewed by the Department Chair, the AREa Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>40 Students</td>
<td>Over $200 Each</td>
<td>Welding</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Mig Welder, Millermatic® 140 Auto-Set

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$808.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$808.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   Rated 'B'. First time request.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   This equipment represents what the students will be using in most welding shops and on site jobs.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement
of student goals?
This type of welding process (MIG) is the most common used in the welding profession.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
This is replacement for an old (1987) Lincoln MIG welder that died last semester. The cost of repairing it (if it could be repaired) would come close to the list price of the Miller welder.
This section will be filled out by faculty and reviewed by the Department Chair, the AREA Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS...(Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements
Priority: To Support: Category Discipline Area
01 45-50 Students Over $200 Each Medical Assisting

Description and part number for ordering:
Moore Medical Item #58724 Hand Held Pulse Oximeter

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,170.00</td>
<td>$108.23</td>
<td>$0.95</td>
<td>$1,279.18</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
N/A

Item to be shared with the following Department/Program: (Include any shared expenses)
Could be shared with Dental Assisting

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

B. First request

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

N/A

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Instruction will be enhanced and improved by the use of this piece of equipment which is a vital component of the demonstration and skills needed for performing vital
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Approximately 45-60 students annually will be benefited and learning enhanced. At present the program does not have a pulse oximeter and therefore an important component is not covered in the lab. There is a lack of competency in the clinical externship rotation because of the lack of knowledge in performing this skill.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

This is very important aspect of reaching student goals.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Through testing and skills demonstration.

The vast majority of medical offices utilizes the pulse oximeter to measure oxygen saturation level of arterial blood. The Medical Assistant performs this procedure.

A necessary piece of equipment to keep up with community standards.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>45-50 Students</td>
<td>Over $200 Each</td>
<td>Medical Assisting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Item #65388 SECA Beam Scale

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost</th>
<th>Tax</th>
<th>Shipping</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$419.00</td>
<td>$38.75</td>
<td>$0.95</td>
<td>$458.70</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

N/A

Item to be shared with the following Department/Program: (Include any shared expenses)

NA

Do you have space for this
equipment?  Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B   This is a one-time expense. The M.A. program currently has a very old scale with the numbers wearing off on the height bar and measures in centimeters and kilograms (metric system) and not used in modern day offices. On occasion the height rod gets pulled up and out by students which is unsafe and may cause injury.

This is the third request.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

   N/A

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

   Demonstrating competency in measuring height & weight is an integral part of the MEDA 135L objectives. Students apply this skill to real life situations, and must pass the MEDA 135L in order to demonstrate proficiency and meet student goals.

   A duty of the Medical Assisting in the medical office.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

   Approximately 40-50 students annually will benefit from this request.

   A scale is vital to accomodating existing students.

   The COM is lacking modern equipment in order to keep in line with community standards

   May attract students to COM

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

   Part of the M.A. curriculum and course work.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

   Evidence supporting equipment will be identified and measured by student demonstration of proper skills techniques.

   Additional Justification for this item:
I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>45-50 Students</td>
<td>Over $200 Each</td>
<td>Medical Assisting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Moore Medical Item #79827 Portable Electronic Pediatric Scale

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$328.00</td>
<td>$30.34</td>
<td>$0.95</td>
<td>$359.29</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
Unknown at this time

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. We are currently using a very old and outdated pediatric scale. The scales measurement is based on the metric system. Modern medical offices do not use the metric system.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   N/A

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Purchase of the Pediatric Scale will enhance student learning by demonstrating the proper equipment used in a physician's office.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   Approximately 45-50 students annually will benefit from this purchase.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   It is important that M.A. students measure the pediatric pt. with competency.
Medication dosages are calculated on the pediatric pt.'s weight.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
Outcomes will be measured by laboratory skills demonstration testing and student feedback.

Additional Justification for this item:

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>90 Students</td>
<td>Over $200 Each</td>
<td>Medical Assisting</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Nasco SB32869UG

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$445.00</td>
<td>$40.05</td>
<td>$19.82</td>
<td>$949.87</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
N/A

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   B. This is the third request.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   N/A

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   Self breast exam is an integral part of the M.A. cuuriculum. Students are taught to instruct patients how to do a self-breast exam. Currently we do not have a demonstration model. Students construct models for teaching projects.
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

App. 90 students annually may benefit from this model. It would be utilized in MEDA 135L and MEDA 145 and possibly MEDA 120/121.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

Simulators are a modern aid to skills demonstrations and student learning.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Outcomes will be measured through skills testing.

Additional Justification for this item:

The breast self exam simulator has nine lumps from 2-25mm in diameter. Various grid patterns may be used for detection of lumps. The instructor will also demonstrate various positions for examination.
### I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>7 Classes</td>
<td>Over $200 Each</td>
<td>Multimedia Studies</td>
</tr>
</tbody>
</table>

#### Description and part number for ordering:
Logan 760 Simplex Mat Cutter, plus two sets of 100 blades ($270).

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$344.00</td>
<td>$31.00</td>
<td>$0.00</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

**One-time expenses:** (e.g. construction, electrical, installation)
None.

**On-going Expenses:** (e.g. maintenance, repairs, staffing, and/or upgrades)
None.

**Item to be shared with the following Department/Program:** (Include any shared expenses)
None.

**Do you have space for this equipment?**

**Justification for Item (See Rating Rubric)**

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Additional Justification for this item:
Instructional Equipment
Music-2009

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>200 Students</td>
<td>Over $200 Each</td>
<td>Music</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Two piano benches: One Artist and one standard (pianobench.com)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$520.00</td>
<td>$46.80</td>
<td>$40.00</td>
<td>$606.80</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
N/A

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
N/A

Item to be shared with the following Department/Program: (Include any shared expenses)
N/A

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   Rated A

   The benches that these replace are broken and dangerous for the students and faculty that use them. We requested these replacement benches last year as well. Besides being dangerous, they squeak, and the current artist bench is almost impossible to adjust. Having a silent bench is extremely important in a concert situation where the bench is a huge distraction to the musical performance. The safety factor alone warrants the replacement of these benches. The artist's bench is the adjustable type of bench that goes with our concert grand pianos. This kind of special bench is required for performance. Because it is an adjustable bench, it is more expensive than a standard wooden bench.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so,
The current benches are broken and unsafe and should be replaced.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?

Improving the performances by removal of the distraction of squeaky and broken benches improve the instructional environment which exists in the classroom as well as in the concert environment. Having safe benches for use by both the students and faculty is another necessity. Benches have collapsed with people sitting on them, but so far no one has sued the college. It is only a matter of time before this problem causes the college to spend much more on legal fees than the cost of replacing the faulty benches.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Access to the piano, a large part of the piano student performer's classroom/concert requirements will be improved. An adjustable bench accommodates the many variations in height and arm length of the students (and faculty) so that they can be properly positioned at the keyboard. The correct positioning is essential for a proper performance. Having safe, functional seating is always important for our students and faculty. If the bench is wobbling, squeaking, or unsafe, it is very difficult to concentrate while performing.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

The student will be able to fulfill his/her musical performance requirements in safety and with proper position, hopefully resulting in a better performance.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Good equipment which allows the student to better fulfill classroom obligations will draw students who want to be in a safe supportive environment in classroom as well as on the concert stage.

Additional Justification for this item:

We don't want the safety of any students jeopardized and the distraction of a wobbly or noisy bench can be a major distraction in the student's work in the classroom or on stage.
Instructional Equipment

Physical-Education,-Health-&-Athletics-2009

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS... (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority:</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1800 Students</td>
<td>Over $200 Each</td>
<td>P.E. and Athletics</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Treadmills: The P.E. and Athletics department are in the need for 3 commercial treadmills.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>$4,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$13,500.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)
- Electrical is already set up

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)
- Gym doctors to upkeep the equipment is already in place

Item to be shared with the following Department/Program: (Include any shared expenses)
- To be shared with P.E., Athletics, Community Education.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • ‘A’ means that your discipline cannot teach your course(s) without the requested equipment.
   • ‘B’ means that your course(s) would be greatly enhanced with the requested equipment.
   • ‘C’ means that you would like this piece of equipment for your course(s) but can wait for a future academic year.
   - "B" The treadmills are needed for all of our weight and fitness courses. They would allow our students access to safe equipment.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   - This equipment is not required to meet Title 5 and or ED Code.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
This is not necessary for students to succeed in a series of courses.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

- Access will be improved for the entire department. New treadmills will bring more students to the P.E. department.

- Close to 880 students will be served by the upgrade of treadmills.

- This is vital to attracting new students; we compete on a daily basis with local health clubs getting new treadmills would help us out tremendously.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

- With the addition of the treadmills students will be able to calculated heart rate percentages for weight loss, cardiovascular conditioning while on the treadmills.

- Students will have an understanding of being more fit.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

- These outcomes will be measured through final exams.

- We currently have 1 treadmill that is safe for running in our weight room.

Additional Justification for this item:
Instructional Equipment

Physics-2009

This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget. Please enter items that will be used over a period of semesters BY STUDENTS. (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests". Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>4 Classes</td>
<td>Over $200 Each</td>
<td>Physics</td>
</tr>
</tbody>
</table>

Description and part number for ordering:

Physics Lab Station. This is composed of the following parts. $16000 Pasco Custom Laboratory Station $40 Metric vernier caliper: http://www.amazon.com/150mm-METRIC-0-02mm-VERNIER-CALIPER/dp/B000YBGMNO/ref=sr_1_5?ie=UTF8&s=hi&qid=1261712197&sr=1-5 $750 CP24484-00 CENCO Ball Bearing Rotating Support Kit, Complete Kit 450 CP33688-00 Electric Steam Generator $200 WLS68625-51 Decade Capacitance Box $175 WL0809 Precision Inclined Plane $120 CP76408-00 Temperature-Pressure of Gases Apparatus 650 P23530-00 Coulomb and Current Balance $40 WLS78430-20 Table Top Support Rod Clamp $1100 Dell Optiplex 960 Computer $850 NT61-315 HeNe Laser 0.5mW 110V Linear $150 Elenco STPS-1 Spectrum Tube Power Supply $650 FLU289/FVF Multimeter w/ Flukeview $125 01LBOX405 Inductance Decade Box $400 01GFG8255-WB Instek Function Generator Model GFG-8255 $8 7011269 BNC Female to Double Stacking Banana Plug $15 7011296 BNC Male to Double Stacking Banana Plug $15 7011452 BNC Female to Binding Posts Stackable $11 7011452 BNC Female to Binding Posts Stackable $250 3462 Force Table, Aluminum top. $8.00 3536-01 Overflow Can

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>$22,000.00</td>
<td>$2,100.00</td>
<td>$300.00</td>
<td>$134,400.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Engineering.

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

B.

This item was requested last year and as a result we received one lab station. Currently, we have available to the students six complete lab stations. We have requested up to 6 additional complete stations giving the students 12 complete lab stations. Having 12 would be the ideal, however with 10 or 11 complete stations

http://programreview.marin.edu/IEReportPart1.jsp

2/22/2010
meaning receiving 4 to 5 more stations) the student's experience would be greatly enhanced.
Currently we have 21 to 22 students enrolled in each of the four classes each of these stations would support. As mentioned above we would ideally have twelve stations for these classes so we could support the full capacity of 24 students at the optimum 2 students per station. Our experience is that when there are more than 2 students per station, the third student becomes a spectator obviating the benefit of doing a lab. At four (which is where we are at full class capacity), the hands-on experience of the two excess students is severely compromised. In addition trying to keep the surplus students engaged and focused while other people do the lab diverts instructor time from teaching.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
No.

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
The increased access to the experimental equipment for all students will increase the opportunity for them to strengthen their analytical and quantitative skills as well as given them more space to explore the concepts of physics on their own. In physics, it has been shown time and time again that the method of "learn by doing" has a large positive impact on the student's concept retention. Students will also gain stronger lab skills and confidence with more access to the equipment. All of these traits will benefit them when they transfer as well as in their careers as engineers, physicians etc. In addition, as mentioned above instructors will have more time for one-on-one instruction during the lab period since they will not have to supervise surplus students.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
As mentioned above, student access will increase as there will be fewer students per lab station. If 4 new lab stations are provided 8 students per course will benefit, at 4 courses that is 32 total students across the physics program. This will also increase the experience of the pre-existing students as they will not be accommodating the surplus students in there lab experience. This access will definitly attract new students.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
Physics lab gives students experience exploring and manipulating the physical world. It gives them confidence and develops their conceptual understanding of the laws of physics. The conceptual understanding formed from physics lab experience remains with students long after the course is complete. Further more experiemtnal experience develops quantitative observation and analysis skills. In addition, adequate lab experience helps students acquire lab proficiency. If our students get to Berkeley and demonstrate incompetence in the lab, Berkeley may be less likely to accept our students for transfer.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
These outcomes will be measured by student satisfaction in the course. Student satisfaction can be measured both by enrollment levels in all of the courses and by satisfaction surveys distributed to the students at the end of the semester. In addition we will compare student performance across semesters with the additional lab stations and without.
Additional Justification for this item:
This section will be filled out by faculty and reviewed by the Department Chair, the ARea Dean, the Instructional Equipment Committee, IPC and Budget.

Please enter items that will be used over a period of semesters BY STUDENTS... (Note: These should be NEW items that you are requesting one time only - not ongoing or consumable. Ongoing and consumable requests go under "Other Instructional Equipment". Technology-related requests should go under "Technology Requests".

Select whether the item is less than or more than $200 each. If you are a large discipline with several areas, please include which area this item is for. Include Tax, Shipping and Handling in the total cost for each item.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>700 Students</td>
<td>Over $200 Each</td>
<td>Speech/Comm</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
DVDs on subject-matter. Need to update every year as new documentaries are created.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>$250.00</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$1,285.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)
English, Journalism, Mass Media, Film

Do you have space for this equipment?
Yes

Justification for Item (See Rating Rubric)
1. Indicate how important this item is to the life of your discipline.
   • 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   • 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   • 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

   B. These DVDs illustrate the theories in the courses that are essential to learning outcomes and offer alternative learning strategies for students who better integrate and assimilate information in audio-visual channels.

2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)
   I have no idea since the Ed Code is 1000's of pages long!

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   To repeat, DVD's assist students; learning by offering alternative strategies for integrating and assimilating information.
4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Approximately 700 students per year in the Speech program alone will benefit from these DVDs. At least another 200 students in other disciplines will also benefit from having current information provided in an audio-visual format. Students often comment that one of the aspects that they appreciate the most in courses that utilize these DVDs is the actual illustration of the concepts under discussion; and students often recommend these courses to fellow students because they so enjoyed the DVDs.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?

It is expected that students will have a more contextualized and comprehensive understanding of otherwise abstract concepts presented in class. This enables students to better integrate these concepts into their everyday experiences, which is a major SLO in all speech classes.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?

Faculty distribute course evaluations at the end of each semester. These evaluations have open-ended responses which often note how useful the in-class films have been to their comprehension of the material.

Additional Justification for this item:

A picture is worth a thousand words.

I. Instructional Equipment/Materials Requirements

<table>
<thead>
<tr>
<th>Priority</th>
<th>To Support:</th>
<th>Category</th>
<th>Discipline Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>50+ Classes</td>
<td>Over $200 Each</td>
<td>Speech</td>
</tr>
</tbody>
</table>

Description and part number for ordering:
Encyclopedia of Communication Theory

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Unit Cost:</th>
<th>Tax:</th>
<th>Shipping:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$435.00</td>
<td>$35.00</td>
<td>$20.00</td>
<td>$490.00</td>
</tr>
</tbody>
</table>

One-time expenses: (e.g. construction, electrical, installation)

On-going Expenses: (e.g. maintenance, repairs, staffing, and/or upgrades)

Item to be shared with the following Department/Program: (Include any shared expenses)

Do you have space for this equipment? Yes

Justification for Item (See Rating Rubric)

1. Indicate how important this item is to the life of your discipline.
   - 'A' means that your discipline cannot teach your course(s) without the requested equipment.
   - 'B' means that your course(s) would be greatly enhanced with the requested equipment.
   - 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

C. First time requested.
2. Is this equipment required to meet Title 5 and/or Ed Code? If so, how? (Cite code)
   Is this equipment required to meet any local, state or federal Health and Safety Code? If so, how? (Cite code)

3. How will the quality of instruction be improved for student learning and success? Is it necessary for students to succeed in a series of courses?
   This is a comprehensive encyclopedia that will offer students an accessible compilation of theories, tied to practical examples and employment opportunities.

4. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?
   This encyclopedia could very well attract students by opening up possibilities for both research and career choices. It could accommodate as many as 1000 students per semester.

5. What student learning or other outcomes are expected? Is it important to the achievement of student goals?
   As mentioned above, this type of encyclopedia can help students "connect the dots" between abstract theories and concrete examples and professional opportunities. It also can help students historically to contextualize theories.

6. How will these outcomes be measured for future planning? What data or evidence supports your request?
   End of the semester student course evaluations.

Additional Justification for this item:
   The Library does not accommodate the Speech and Communciations disciplines as well as it might.