Unit Plan: Equipment Requests [Acct. Category 6000]

Unit: Library
Division or Area to Which You Report: Language Arts
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Date: 3/15/08

Audience: Budget, Deans
Purpose: To be read and responded to by Budget Committee.
Instructions: Please fill in the following as needed. Text boxes below will expand as you type.
Please note: this form is for equipment whose unit cost is over $200

Brief Title of Request (Project Name): Instructional Computers (Laptops)

Building/Location: Building 100, Room 119

Request Amount (include unit cost, total cost, tax, and shipping): $12,800

Description of the specific equipment or materials requested:

Room 119 has 24 student computer workstations. However, many classes have more than 24 students. Room 119
cannot be retrofitted for more internet lines and the additional workstations so, the library is requesting 8
laptops that can access the library wireless internet connection and can be electrically charged during off hours.

What educational programs or institutional purposes does this equipment support?
Library Orientations, Library Skills I Sections, other classes from different divisions who use the room.

Briefly describe how your request relates specifically to the Educational Master Plan and the Goals and objectives Section of your Unit Plan (Part II, Section 2)?

8. Provide more workstations for students. 7c Adequacy of Library Resources
Why is this equipment necessary?

_____ Immediate health, safety, or security issues

_x__ Increases enrollment

_____ Prevents further deterioration of facilities

_____ Replaces deteriorated equipment or facilities

_____ Shows cost advantage due to rising prices

_____ Provides visibility for the Bond Program

Briefly describe how the above criteria are satisfied:
The library Skills course can be increased to 32 students.

What is the consequence of not funding the equipment?
Library skills instruction of large class sections will continue to not have an “hands on” component.

What alternative approaches have been considered to meet programmatic demands for this equipment?
We now teach the large classes in Room 107AB as a lecture only session.

How many students will be impacted by the purchase of this equipment? Large class orientations and a large library skills sections.

Do students use this equipment? ___ x__ yes    _____ no

Is this equipment a replacement? _____ yes    ___ x__ no

Staffing requirements for new equipment (number of staff, are they available, training, etc.):

Will training be required? _____ yes    __ x__ no

At whose cost? NA

What are the estimated ongoing costs (for maintenance, etc.)? None

Are there potential utility costs/ savings? None

Is this request CTE (Career Technical Education) Eligible? _____ yes    ___ x__ no