

INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 22

Total \$: 8,464.65

Requester Name: Daniel Marschak Division Name: AH

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Midi Interfaces, Midi Cables, Headphones, DI Boxes, and Monitors for Music Technology courses and certificate

Equipment Location Building: 4000 Room: 4226

SECTION 2: EQUIPMENT DESCRIPTION

The equipment is: A Replacement An Upgrade New Equipment/Technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to LPC from what is currently in place:

The LPC music department has sent several new Music Technology classes (as well as a certificate program in Music Technology) forward through curriculum. In fact, one course Mus 35 is now listed as active, and we would like to offer it in Spring or Fall 2017. To effectively teach these courses the department is in need of several high quality Midi Interfaces, Midi Cables, Headphones, DI Boxes, and Monitors. This requested gear is the industry-standard, so students will be recording, editing, and mixing with the gear they will be using in real world situations. Music Technology is an extremely popular and growing subject in the community college course catalog; To stay competitive and relevant, adding these courses to our curriculum is necessary and beneficial to the college. We are unable to offer these additional courses without making this necessary equipment addition.

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

N/A

INSTRUCTIONAL EQUIPMENT (IE) REQUEST: 2016-2017

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

Consult the RAC Web Site for Deadlines for IERs

IE Definition

MIDI INTER, plus.

Allowable Items: Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples but the list is not limited to what is shown.

1. Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs:
 - a. Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.
 - b. Instructional furniture, including desks, tables, podium, chairs, etc.
2. Information Technology: instructional information technology equipment for student use in classrooms and/or laboratories, including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. Software: software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.

Non-Allowable Items: Administrative or Non-Instructional Purposes including equipment being used for administrative or non-instructional purposes is not allowed including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

IE Rubric

RAC will evaluate each IE request based on the IE rubric. RAC stresses the importance of **quality** requests. RAC may choose not to rank **incomplete** IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Ranking scale	8-10	4-7	0-3
LPC Mission & Planning Priorities [Section 3] (5 points)	Clear & compelling evidence that equipment will fully support LPC Mission and Planning Priorities	Clear evidence that equipment intends to support LPC Mission and Planning Priorities	Limited or no evidence that equipment will support LPC Mission and Planning Priorities
Educational Items: Programmatic Impact and Institutional Support [Section 4] (10 points)	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum.	Clear evidence/data (as stated in program review) that this equipment should have substantial impact on program curriculum.	Limited evidence/data (as stated in program review) that this equipment will have an impact on program curriculum.
Teaching & Learning [Section 5] (10 points)	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction.	Equipment provides enhanced instruction that is not currently met through current means. Equipment will allow the program to operate on par with other institutions.	Equipment allows for little or no enhancement of current instructional opportunities and limited or no appeal to potential students.
Outcomes [Section 6] (5 points)	Evidence that equipment will support course and/or program outcomes above and beyond current capability.	Clear evidence/data that equipment meets stated course/program outcomes.	Equipment provides little or no impact on course and/or program outcomes above or beyond current capability.
Total Cost of Ownership (Financial & Sustainability) [Section 7] (5 points)	All items/issues in the Financial and Sustainability sections fully addressed.	Items/issues in the Financial and Sustainability sections are addressed.	Items/issues in the Financial and Sustainability sections minimally or not satisfactorily addressed.

IE Checklist

Section 1: Summary Information _____
 Section 2: Equipment Description _____
 Section 3: Mission & Priorities _____
 Section 4: Educational Items _____
 Section 5: Teaching and Learning _____
 Section 6: Outcomes _____
 Section 7: Cost of Ownership _____
 Section 6: Outcomes _____

Completed

Section 7: Total Cost of Ownership _____
 Part A: Initial Start-up Costs _____
 Part B: On-Going Annual Operating Costs _____
 Part C: Incremental Labor Costs _____
 Quotation Attached, includes: _____
 Tax (9.5%) _____
 Shipping _____
 Installation _____
 Requisition Attached (signed by Dean and VP)

Completed

SECTION 3: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Specify how the equipment supports LPC's Mission Statement and Planning Priorities:

Academic Quality is listed as an ACCJC standard, and the addition of high quality technology will improve the quality of our academic offerings. The Music Technology certificate is CTE, so the addition of this gear would increase the number of degrees we offer on campus. Adding high quality interfaces, monitors, headphones, and cables for music students will greatly increase their opportunities in the academic as well as professional world. We will be preparing them for working in the field with industry-standard equipment.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Music Technology is both a class and certificate which teaches students how to engineer, mix, master, and edit music by using industry-standard recording technology. We plan to make the course multi-level, so that students would also learn how to score films and work with visual media (both pursuits also require a basic knowledge of recording with interfaces, DI Boxes, headphones, monitors, etc.) Students will record our ensembles as assignments, which will benefit many more music classes, and we will use recordings to help recruiting for the department.

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

Budget support is required to meet the unique needs of our growing music program. For example: Sheet music, new instruments, new/updated facilities, maintenance of instruments, new software, new technology (iMacs with enough power to run Pro Tools and Logic, microphones, mixing boards, pre-amps, etc.), and new staff – especially in the area of tech support.

Music Technology is an increasingly popular offering for community college music programs. In order to successfully recruit and grow our student body, we require a new recording studio and state-of-the-

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

Industry-standard Interfaces, cables, headphones, DI Boxes, and monitors will allow us to teach classes in music recording, production, and film scoring. Simply, without the requested gear we will not be able to offer Music Technology classes or the certificate. Moreover, less high-quality gear would result in students not being able to apply their knowledge in the real world.

Describe in detail the impact this equipment will have on learning:

Through designed courses, students will learn how to use Logic, ProTools, Sibelius, and Finale music programs. They will learn the specific techniques of recording, editing, mixing, and mastering music at a very high level. Proper use of recording equipment and technology will be stressed, allowing students to confidently move forward in this field to another school or into the work field. Excellence in the graduating student body will only help to improve and grow the positive reputation of LPC.

Each academic year, this equipment will impact: $\frac{4}{}$ # of classes/sections $\frac{80}{}$ # of students

SECTION 6: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved?

SLOs are currently un-documented: MUS 35 Intro to Music Technology won't be offered until the necessary equipment has been acquired (current goal is Spring 2017.) In place, here are two potential SLOs:

1. Students will apply knowledge of ProTools and Logic to record, mix, and master musical performances.
2. Students will learn and apply live recording techniques to engineer a recording session

What are the consequences related to learning outcomes if request is not funded?

Simply put, we are unable to offer courses in Music Technology or the certificate without acquisition of this necessary equipment.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

High-quality headphones, interfaces, monitors, and DI Boxes such as these will last a lifetime as long as they are handled correctly. Lower quality gear would most likely break or not function after several years. Cables will last between 2-10 years.

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

No new storage is needed. This gear will be stored in the keyboard lab and music faculty offices.

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the "Part B: On-Going Annual Operating Costs" sections below as applicable.)

N/A

Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college:

Simply, this gear was selected specifically to meet sustainability efforts for our campus. Opting for lower-level technology will require an earlier replacement/upgrade date. Modern technology evolves at an extremely fast pace; Acquiring the best gear possible will offer the longest period of functionality.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$8, 930.24	23 interfaces, 26 Headphones, 3 DI boxes, 9 Monitors, 40 cables
Taxes (9.5%)	N/A	Tax included
Shipping or Delivery Charge	0	Free shipping promo from Sweetwater
Installation Costs *	N/A	to be completed by LPC Music Dept. with help from LPC tech. staff
Miscellaneous Costs:	N/A	
Facilities Modifications	N/A	
Operator Training	N/A	
Maintenance & Repair Training	N/A	
Other:		
Vendor Discount		
Grand Total:		\$8, 930.24

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	0	
Estimated Parts Replacement Per Year	0	
Outside Standardization or Calibration Costs	0	
Storage Costs	0	
New Supply Costs	0	
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other:		
Annual Operating Costs:		

Indicate the source of funding for on-going annual operating costs:

We may use co-curricular to purchase new cables, interfaces, and headphones as needed.

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Ian Brekke, Dan Marschak, Cindy B. Rosefield

Is this in their current scope of duties? No

Indicate cost to train key operator (include in Initial Start-up Costs above): N/A

Indicate amount of time per month key operator will use equipment: 10-20 hours

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Ian Brekke, Dan Marschak, Cindy B. Rosefield

Is this in their current scope of duties? No


Indicate cost to train for maintenance and repairs: N/A

Indicate amount of time per month maintenance will be required: 0-1 hours

SECTION 8: APPROVALS

Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer-related equipment and printers must be reviewed by the LPC IT Department.


Signatures:


Requester

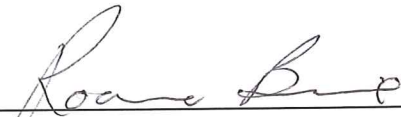
10/17/2016
Date

IT Department (if required)

Date


Dean/Manager

10/17/16
Date


Vice President

10/24/16
Date

Sweetwater®

Music Instruments & Pro Audio

5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 3797956
Quote Date 09/02/16
Delivery Method FedEx Ground (Business)
Customer Number 3508638

Quote To: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551-7623

Qty.	Item	Description	Retail Price	Your Price	Total
		Invoice#2 Interfaces and MIDI Cables			
		Total Confidence Coverage			
		Technical Support			
		Sweetwater Free Shipping Promotion			
23	Scarlet2i2G2	Focusrite 2x2 USB2 Audio Interface http://www.sweetwater.com/store/detail/Scarlet2i2G2/	\$199.99	\$149.99	\$3,449.77
42	MIDI10	Pro Co 10' 5-pin/3-cond MIDI Cable http://www.sweetwater.com/store/detail/MIDI10/	\$25.71	\$14.99	\$629.58
24	ATHM20x	Audio-Technica Closed Stereo Headphones http://www.sweetwater.com/store/detail/ATHM20x/	\$69.00	\$49.00	\$1,176.00
2	K240mk2	AKG Semi-Open Studio Headphones http://www.sweetwater.com/store/detail/K240mk2/	\$189.00	\$149.99	\$299.98
2	RNDI	Rupert Neve Designs Active Transformer Direct Interface http://www.sweetwater.com/store/detail/RNDI/	\$299.00	\$269.00	\$538.00
3	DT85	Countryman Class-A DI Box http://www.sweetwater.com/store/detail/DT85/	\$238.65	\$179.00	\$537.00
2	LSR308	JBL 8" Powered Monitor (ea) http://www.sweetwater.com/store/detail/LSR308/	\$325.00	\$249.99	\$499.98
4	LSR305	JBL 5" Powered Monitor (ea) http://www.sweetwater.com/store/detail/LSR305/	\$199.99	\$149.99	\$599.96

Continued on page 2...

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5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 3797956
Quote Date 09/02/16
Delivery Method FedEx Ground (Business)
Customer Number 3508638

Quote To: Daniel Marschak
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551-7623

Qty.	Item	Description	Retail Price	Your Price	Total
Items listed on previous page					

A Note from Our President:

Hi, I'm Chuck Surack, owner of Sweetwater.

I want to take the time to personally thank you for your business with Sweetwater. I am so grateful for every customer, and I encourage you to continue to pursue your love of music.

I want you to know that your satisfaction is our first priority. If you have any questions or concerns, please do not hesitate to contact us. 24-hour support is available at Sweetwater.com/sweetcare, or contact our SweetCare Center by phone at (800) 222-4700 (available Mon-Fri 9AM-6PM, Sat 10AM-4PM). Of course, you can call your Sales Engineer anytime. If you need to get in touch with me directly, my email is chuck_surack@sweetwater.com.



Your Sales Engineer Is Richard Whittington:

richard_whittington@sweetwater.com
(260) 432-8176 x1376
(800) 222-4700 x1376

Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit Sweetwater.com/help.

Subtotal:	\$7,730.27
Shipping & Handling:	\$240.80
Free Shipping Promo:	-\$240.80
Tax:	\$0.00
Total:	\$7,730.27

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