#44

COMPLETE

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Page 1: For Annual Planning/Program Review Requests

Q1 Technology Plan Year   **2019-2020**

Q2 Title of Request

New Copier/Scanner/Printer

Q3 Location of Request

Instructional Operations Office

Q4 Discipline

N/A

Q5 Department

Instructional Operations

Q6 Contact Person

Name   **Julie Kahler**

Email Address   **julie.kahler@gcccd.edu**

Q7 DescriptionPlease provide a brief description of the technology/software or technology project and its core goal(s).

The Copier, Scanner, Printer machine which Instructional Operation uses is no longer serviceable. The department uses this on a daily basis in producing the catalog, class schedules, curriculum, hire letters and supporting Academic Senate. In addition, we scan to archive the department documents, and to post to the intranet.

Page 2: Proposal Justification

Q8 Please explain how the technology or enhancement supports the strategic plan. Include information on how students will be impacted and/or employees or the college or district overall. Consider whether this would this be a district-wide implementation.Which Strategic Plan priority (or priorities) are supported by this request? To access the Strategic Plan, please click here.

Organizational Health

Q9 How does the request support the above priorities?

The Copier, Scanner, Printer machine which Instructional Operation uses is no longer serviceable. The department uses this on a daily basis in producing the catalog, class schedules, curriculum, hire letters and supporting Academic Senate. In addition, we scan to archive the department documents, and to post to the intranet.

Q10 Who would this impact? Please select all that apply.

Employees,

College,

District

Q11 How would this impact the above group(s)?

This purchase will have a positive impact on producing the catalog, class schedules, curriculum, hire letters and supporting Academic Senate

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Q12 Does the technology support a state-wide initiative or is it a legal mandate or in support of a legal mandate?

No

Q13 If yes, please explain how the technology supports a state-wide initiative or is it a legal mandate or in support of a legal mandate?

Respondent skipped this question

Q14 Please be aware that projects, once approved, are typically scheduled 6 months to a year in advance. Consider the consequences if the technology/software is not implemented, upgraded or renewed.What are the consequences if the technology/software is not implemented/upgraded, or renewed? Examples: Security concerns, loss of FTES, mandates, accreditation, etc.

This could impact the deadlines for producing the catalog, class schedules, curriculum, hire letters and supporting Academic Senate

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Q15 What is the number of students impacted per semester if the technology/software is not implemented, upgraded or renewed?

9000

Q16 What is your preferred time for implementation?

As soon as possible - the current machine is no longer serviceable.

Q17 Tell us how the data you have supports the implementation of the technology. This can be qualitative or quantitative in the form of surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

Instructional Operations performs critical functions that satisfy Title 5 compliance for catalog publication and operational necessities such as timely production of class schedules, hire letters and faculty evaluations. Since we still process curriculum without a curriculum software product this request also effects our capacity to maintain, update and publish our curriculum.

Q18 Please attach any supporting data/documentation using the "Upload" button below.

Respondent skipped this question

Page 3: COST ANALYSIS

Q19 Is the request for hardware or software?

Hardware

Q20 Is the request for new or an upgrade to existing technology?

Upgrade (replacing outdated technology)

Q21 Estimated or known total initial cost of request: This includes hardware and software maintenance, licences, taxes, fees, shipping, storage, etc.

$2230 plus maintenance and supply contract at .0057 per copy

Q22 Funding Source:

General Fund

Q23 Please attach quote using the "Upload" button below.

Respondent skipped this question

Q24 Evaluationi. How do you plan to evaluate the technology after implementation?

Through oversight of Instructional Operations and their operational deadlines.

Page 4

Q25 Are you ready to submit your technology request?

Yes