

BARC Request Prompts

1. Item Name
2. Discuss how the item will be used and its impact on meeting program or service area goals, college wide mission, strategic directions, or outcomes assessment, and **equity and excellence**.
(Scored)
3. How is the need for this request currently being met? (Scored)
4. Describe how this request will be assessed or evaluated. (Scored)
5. Please provide all relevant technical details and specifications for the request.
6. Where will the item reside?
7. Is this item dependent on other BARC requests?
 1. Please list related BARC requests.
8. Cost
9. Does this item require installation?
 1. Describe the plan for installation.
10. Additional Questions:
 1. Is this request related to any health and safety issues? Please describe.
 2. Is this request required for accreditation or licensure for the program? Please describe.
11. Is this request for a CTE Program/Department?

Rubric:

- 5 - Complete, Clear & Detailed
- 3 - Response provided, but unclear or lacks minor detail
- 1 - Incomplete, missing key information
- 0 - Did not attempt/did not address question

Notes:

Question added: *Summarize how this time will be used?* Now included in prompt 2.

EDIT BARC REQUEST

Carla Grossini-Concha | Administrative Services | Business Office Support

INSTRUCTIONS

- Complete the entire form thoroughly. **Incomplete forms will not be scored.**
- **You can save and finish the request at a later date**
- Scoring of requests is based solely on information provided in the form only.
- Please refer to the rubric for what is expected for each response.

ONE TIME REQUESTS - All requests needed for this particular year

- All one time requests must be accompanied with a quote. Submitted cost must match quote(s). One time requests without a quote will not be scored. Follow the rubric and include enough detail for reviewer to score request adequately.
- Where installation is necessary, provide sufficient details for VPA office to assess additional cost. Requests without proper installation details may not be funded.
- Please enter a request for each unique item being requested.
- Technology equipment is replaced based on the Mesa Technology Strategic Plan. **New technology** may be requested as a BARC one time request.

FACILITIES REQUESTS - Requests concerning site improvements

- Facilities needs are assessed by the Facilities Committee in collaboration with the District Facilities project process. Needs are assessed with available funding.

BUDGET AUGMENTATION REQUESTS - Requests for increasing budgets to a new allocation

- You must complete all information on the form for your request to be assessed. The request will be assessed using the Budget Augmentation Rubric.

Seek assistance from Jacqueline Collins in the VPA office at ext 2554 / jcollins001@sdccd.edu

Program/Service Area

Select your program from the list

Learning Resources ▼

Type of request *

- ☒ One Time Request
- ☐ Facility Request
- ☐ Budget Augmentation Request

REQUEST PRIORITY

Rank your request. By setting the priority for each request your dean or manager will know what is most important to your program.

You **CAN** list every request as priority #1 but just know that you are then leaving it up to your Dean or Manager to determine what is most important.

You can also rank all your requests at once from the previous screen: [View BARC Requests](#).

Set Priority

0

DETAILS

Item Name

Student Circulating Laptops



The following question is scored based on the following criteria:

Request includes a detailed description including technical details and specifications if applicable.

Please describe the item or request. Include all relevant technical details and specifications as applicable. (?)

				Source

Library services have radically changed over the last decade. Libraries are natural places to provide resources and technology for students. Specifically, laptop checkout is typically handled by academic libraries given the nature of the being able to check out items and store items. It is recommend that students participating in OER redesigned courses have access to technology such as laptops to ensure they are able to fully engage with all content.

In order to support Mesa's students the Technology Services department has set aside 50 partial laptop shells for this project.

To build the laptops to have them ready for student checkout the following parts are needed:

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The following question is scored based on the following criteria:

*Request includes a detailed description of how the item will be used and its impact on meeting program or service area goals, college wide mission, strategic directions, or outcomes assessment.
Request identifies specific goals, directions or outcomes.*

Discuss how the item will be used and its impact on meeting program or service area goals, college wide mission, strategic directions, or outcomes assessment.

Source

Mesa Library's mission is to provide access to resources that facilitate student achievement toward their educational goals. In the 21st century this has drastically changed for libraries. Our students frequently study and need access to resources outside of the library hours. All the ebooks, databases, and even 24/7 reference chat are available to students outside the hours of operation. However, students need a device to be able to access that content. This supports the institutional learning outcome of Information Literacy and all three parts specifically with utilizing 21st century tools effectively, ethically, and responsibly in information acquisition and distribution. In or to acquire information students need to be able to access it at their point of need.

SD Mesa's Strategic Directions, Goals, and Objectives item 1.4.3 states "Provide library services in support of student learning." Part of supporting student learning is providing accurate information supporting the range of programs on the campus. A

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Where will the item reside?

Building

LRC Bldg

Room

E0211

REQUEST DEPENDENCY

Is this item dependent on other BARC requests?

- ☐ Yes
- ☒ No

Please list related BARC requests ?

Source

APH05CR - Macbook Pro

i Where do I find the request ID?

COST

Cost Per Item

Quantity

Item(s) Total

6033.65	1	\$6033.65		
Freight	Taxes	Other	Installation	Extras Total
0	467.61	0	0	\$467.61

Total should match quote(s)

\$ 6501.259999999999

Please
attach
quote(s)

 LaptopQuote.pdf

No file chosen

☐ Remove

No file chosen

No file chosen

**Maximum
size is
25MB per
file.**



Please make sure your vendor is approved. Contact Business Services for additional information x2771.

INSTALLATION

Does the item require installation?

☐ Yes ☒ No

Describe the plan for installation

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Source
N/A				

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This question is not explicitly scored, but failing to address installation requirements may prevent your request from being funded.

ASSESSMENT



The following question is scored based on the following criteria:

Request includes a detailed plan for evaluation, which fully addresses data to be used, includes a timeline, and the responsible party

Describe how this request will be assessed or evaluated.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Source
<p>Daily - recording student requests and document number of times the laptops are checked out per day, documenting peak request times, and days during the semester when there are not enough laptops to meet demand. The new library service program (LSP) will facilitate the collection of this data..</p> <p>Annually - Work with Office of Institutional Effectiveness to evaluate whether laptop checkout helped close equity gaps for students who used laptops.</p> <p>Monthly - Send a survey to students who have checked out laptops to gather their feedback especially during the pilot project (Spring 2019) to determine what is working well and what needs to change. Collect data from student voices to document the</p>				

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ADDITIONAL INFORMATION

Is this request related to any health and safety issues. Please describe.

Source

No.

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Is this request related to an accreditation or licensure for the program. Please describe.

Source

No.

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CTE

Is this a request for a CTE Program/Department?

- ☐ Yes
- ☒ No

Internal Use Only

Program ID

5VZS0U

Alias

Learning Resources

Division

Instruction

School/Group

Learning Resources/Academic Support

Department

Library

Reports to

Dean, Learning Resources & Academic Support Office

Lead Writer

Alison Gurganus

Liaison

Laura Collins

UPDATE