Technology Request Form
For Annual Planning and Off-Cycle Requests

Submit <u>one</u> form per request. Complete the entire form thoroughly and answer all questions with enough details and be specific. Incomplete or late forms will not be reviewed. For assistance completing this form, please contact your Chair or the Co-Chairs of the Technology Committee. You can also review the Technology Committee's "Prioritization Rubric." If applicable, please reflect on the technology funded by last year's plan, and how it impacted student learning and success and prioritize your requests. For all furniture requests, contact Facilities.

Classroom technology such as entire labs can be submitted as one request. Please be specific and you must provide quotes for each item. For assistance with technology quotes, email the Grossmont College Director of Instructional Technology with your requests. You should also contact District I.T. to inquire about a Statement of Work for your request. If you are submitting a quote for items that are not typically in instructional classrooms please note that you will need to include taxes, shipping and environmental fees.

Please keep in mind when filling out this form that extra consideration is given to proposals that demonstrate one or more of the following:

i.   A critical need for state of the art technology and instructional software

ii. Support of learning outcomes (student, program, institutional, or service)

iii. Assistance to multiple departments

Technology Plan Year

Choose Appropriate Year 2022

Title of Request	Location of Request	*Priority Ranking (If submitting more than one request in your department)
3D Ultrasound System	34-224 (Scan Lab)	

Discipline

Cardiovascular Technology Program

Department

CVTE

Contact Person

Liz Barrow

Contact Email

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DESCRIPTION

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

> 3D Ultrasound System: an ultrasound system with 3-dimensional imaging capability. The core goal being to have current technology available to the CVT students matching what they are expected to recognize and operate in the clinical setting.

PROPOSAL JUSTIFICATION

A. College and District Strategic Plan

Please explain how the technology or enhancement supports the strategic plan. Please include information on how students will be impacted and/or employees or the college or district overall. Would this be a district-wide implementation?

> The 3D ultrasound system would be used exclusively for the CVT students at Grossmont College. Having current technology contributes to student success, clinical performance, and improved knowledge for the credential registry exam.

B. Statewide Initiatives

Does the technology support a state-wide initiative? Please explain.

Having current technology is in alignment with Strong Workforce/CTE goals of the state.

While the Strong Workforce funding is a bit more focused on developing new CTE programs, the acquisition of this 3D ultrasound system can be tied into the recommendations for curriculum:
9.   Develop, identify and disseminate effective CTE practices.
10.   Improve CTE student progress and outcomes.

B. Mandates

Is the technology mandated by legislation, in support of a legislative mandate or required by accreditation standards? Please explain.

No.

C. Criticality

What are the consequences and the number of students impacted if the technology/software is not implemented, upgraded or renewed

The addition of this technology is critical for the CVT program and remains the department's primary goal for equipment acquisition.

D. Urgency

Why is this urgent? What is the preferred time for implementation?

This equipment has been the priority of the department for the last three years. The interruption of normal processes by COVID as well as the revision of the AUP process has provided an opportunity to apply for this technology using this avenue for the first time.

E. Supporting Data

How does the data you have support the implementation of the technology? This can be qualitative or quantitative in the form of program review, surveys, observations, SLO or other assessment data, institutional research data or other reports and data.

The application and use of 3D ultrasound imaging has made a dramatic increase due to the proliferation of all clinical sites now performing "structural heart" procedures throughout the San Diego region. The CVT students have commented in programmatic surveys about the lack of this technology on campus, and this technology was discussed at our last Advisory meeting in fall 2020. The CVT instructors (all who still work clinically) have also commented that the program acquire this technology so that they can include the knowledge and skills tied to the technology within their course content.

Student comments from our annual programmatic Resource Survey:
It would be awesome to have updated scan machines that more closely represent current labs and more curvilinear probes

The ultrasound equipment is top notch ! 3D capabilities would further the program in terms of its reputation

COST ANALYSIS

Please list as much information as you can in sections Funding and Staffing, Resource Factors and Costs. We understand that you may not be able to fully answer all of these questions independently. For instance, some costs will be known and some estimated; please indicated accordingly. Based on the information you provide, District I.T. and/or Instructional Computing Services may conduct a Statement of Work (SOW) analysis and provide input on items such as time to implement, employee hours, number of individuals needed to implement, the needs for a campus and/or district project manager, vendor cooperation, integration with current systems, etc.

Funding and Staffing

Please describe your needs for implementing and maintaining the technology by answering the following questions:

FS1. Will you need College or District staffing support? If so, please explain.

> No.

FS2. Will or could the work be contracted out to a third party? If so, who? Provide contact information and explain.

FS3. Does the company that provides the technology do installation and on-going support? Provide details. How long?

> Yes, the purchase would include delivery, set-up, and training. Once manufacture warranties expire, we utilize an independent company for preventative maintenance on all of our ultrasound systems.

FS4. Is there categorical funding or outside funding? Be specific.

> Perkins funding could be used. Historically purchases such as this for the CVT program have been dependent upon grant funding, usually from the Grossmont Hospital Foundation.

Resource Factors

Please provide detail on the following:

RF1. Is this new technology (new to the campus), a renewal, or upgrade of existing technology?

> The 3D imaging capability would be the new technology for the CVT Program.

RF2. Is the technology compatible with current systems? Please state if you don't know.

> No, this would be a stand-alone system and would not integrate with our other ultrasound systems.

RF3. What are the estimated maintenance fees, if applicable?

> We use an outside vendor for preventative maintenance for all of our ultrasound systems. This system would come with a manufacturer warranty for 1-3 years (depending on the purchase details).

RF4. What are the estimated replacement costs once the technology reaches its end of life cycle?

> We keep our ultrasound systems updated to the best of our ability and budget. If maintained, most ultrasound systems remain functional for decades, but can become technologically dated within 5-7 years after purchase.

RF5. Are there any associated on-going support costs? Such as access to vendor support.

> Preventative maintenance which currently is $5,000 per year. This has been a budgeted item for the CVTE department for many years.

RF6. Is this a one-time purchase or annual / recurring fee? Please explain.

> One time purchase.

RF7. Are there any other resources or special technology support needed to implement the technology?

No, the purchase would include any software and ultrasound probes needed to make the system functional.

RF8. What is the estimated time it will take to implement?

Once approved, these types of purchases can take 3-6 months due to the requirement of three quotes.

RF9. How does this technology impact other campus departments (academic, student services and administrative).

None at all.

RF10. How does this technology impact campus facilities.

The CVTE department already has a dedicated space for our ultrasound systems. When building 34 was designed, the ultrasound lab was part of the plan. The lab is set up with outlets, ethernet ports, etc. to accommodate the equipment efficiently.

RF11. Does the vendor have a VPAT (voluntary product accessibility template) for the technology? Please provide if they do.

NA.

RF12. Vendor contact name and contact information

We have a quote (2020) from Philips, but GE is also a vendor for this type of technology. Once the purchase is approved, multiple quotes will need to be solicited for the purchase.

Cost

C1. Estimated labor costs (if known):

$0

C2. Estimated equipment/software costs: Indicate whether known or estimated. Include quotes for all applicable costs. This should include equipment, licenses, taxes, fees, shipping, environmental fees, etc.

2020 quote from Philips $98,896. This does not include shipping/taxes/etc. Due to the age of quote, I would estimate $105,000 - $120,000 for the overall cost.

C3. Do you have a funding source identified? If yes, please list source and funding alloted:

Depending on needs of departments using Perkins funding, there might be some money there.

C4. Total estimated or known cost:

$105,000 - 120,000.

Evaluation

How do you plan to evaluate the technology after implementation? This could include explaining how you will collect qualitative and/or quantitative data showing student usage and impact on learning or student services.

Having a 3D ultrasound system would have an immediate positive impact on the CVT Program. We would be able to initiate lab skills training and the students would have access to the system during open lab hours to support their exposure/use of this technology at their clinical sites. Having access to this technology would also impact the students' performance on their national credential registry exam.

Evaluation would include immediate feedback from students and instructors, potential comments on annual Resource Survey, as well as comments on Grad Survey. If acquired, the program would report out the purchase to our Advisory group and would have responses recorded in the meeting notes, as well as reporting out to the extended part-time faculty during FLEX week department meeting, with responses recorded.

Off-Cycle Requests Only

Has funding been identified for this project? If yes, what is the smart key or funding source (Equity, General Fund, Perkins, etc.)? (This question relates to Section G on the Technology Prioritization Rubric.)

What are the exigent circumstances and/or contributing factors that would qualify this request to be eligible for Off-Cycle consideration? In other words, why can't this request wait until the next annual planning cycle?
(This question relates to Section C on the Technology Prioritization Rubric.)

		3 points	2 points	1 point	Total
A	**Relationship to Strategic Plan**	Technology clearly supports the vision of the Strategic Plan or other college or district plan.	Technology somewhat supports the vision of the Strategic Plan or other college or district plan.	Technology has little or no support for the vision of the Strategic Plan or other college or district plan.	
B	**Support Statewide Initiative** Basic Skills, Student Success, Equity, Strong Workforce, OEI, OER, etc.	The technology clearly supports a state-wide initiative	The technology somewhat supports a state-wide initiative.	The technology has no relation to a state-wide initiative.	
	Mandates	If request is verified as mandated by law or accreditation standard, push through prioritization process as highly recommended.			
C	**Criticality**	The consequences of not supporting this technology are significant. (Such as security concerns, loss of FTES, statewide initiative, etc.)	The consequences of not supporting this technology are moderate.	The consequences of not supporting this technology are relatively minor.	
D	**Urgency**	Time sensitive (less than semester) request to meet security needs, student success, strategic plan, statewide initiative	Moderate time (up to one year) to meet needs.	No timelines or rationale identified for urgent implementation	
E	**Data-informed**	The implementation of the technology is clearly supported by qualitative or quantitative data, e.g. surveys, observations, SLO or other assessment data, institutional research data, or other reports or data.	The implementation of the technology is somewhat supported by qualitative or quantitative data.	The implementation of the technology is not supported by qualitative or quantitative data.	

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